

Appendix C – Procurement Timetable

This document sets out the timetable for the procurement process for the appointment of the proposed provider:

Milestones	Dates
Advertisement submitted on Contracts Finder	21 st January 2021
Deadline for submitting clarification questions	Noon on 3 rd February 2021
Deadline for submission of quotation by providers	Noon on 12 th February 2021
Meeting with Shortlisted Providers (online)	w/c 22 nd February 2021
Appointment of Successful Provider	5 th March 2021
Execution of Contract	19 th March 2021
Commencement of Contract	1 st April 2021

Please note that the above timetable is indicative, and dates may vary.

The answer to any clarifications question should be sought from Sabrina Chiaretti SChiaretti@lambeth.gov.uk and Paul Keenlyside PKeenlyside@lambeth.gov.uk by noon on 3rd February 2021.

Clarification questions will be answered in **four** working days. In the interest of fairness and transparency, the answers to the clarification questions will be shared with all tenderers, but we will not identify who raised the question.

The final tender must be submitted to Sabrina Chiaretti SChiaretti@lambeth.gov.uk and Paul Keenlyside PKeenlyside@lambeth.gov.uk by noon on 12th February 2021. Tenders submitted after this deadline will not be accepted.

All tenderers will be invited to an interview to discuss their applications and address any clarification questions the Authority might have on the application. The interview is to be held online – on Microsoft Teams or Skype – on week commencing 22nd February. You will be advised of interview day and time the week before and you will be given time to prepare for it.

The successful candidate will be announced by 5th March 2021.

Contract between Lambeth and the successful candidate will be written, agreed by both parties and signed by 31st March 2021. The contract will begin on 1st April 2021, for a period of 3 years, until March 2024.

The transition from the existing contract to the new contract will be discussed with the successful tenderer following contract award.