

## Tender Timeframe

### 1. Key actions and timings

The indicative timetable for this Event is:

| Activity  | Date  |
|---|---|
| Tender Notice posted                                  | w/c 19 <sup>th</sup> December                                 |
| Deadline for questions                                | 12 noon Wednesday 25 <sup>th</sup> January 2017               |
| <b>Deadline for receipt of Tenders</b>                | 12 noon, Wednesday 1 <sup>st</sup> February 2017              |
| Clarification Meetings *                              | w/c 6 <sup>th</sup> February 2017                             |
| Anticipated contract award                            | w/c 13 <sup>th</sup> February                                 |
| Project Inception meeting                             | w/c 20 <sup>th</sup> February                                 |
| Fortnightly email updates on project progress         | Throughout project from w/c 20 <sup>th</sup> February onwards |
| Submission of first draft of the full research report | Friday 28 <sup>th</sup> July 2017                             |
| Final Report Sign-off                                 | Friday 25 <sup>th</sup> August 2017                           |

\*Arts Council England reserves the right to carry out clarifications via email or by inviting bidders to a clarification meeting. In order to ensure that both the Arts Council and bidder's resources are used appropriately, the Arts Council will only invite the top two highest scoring bidders to attend a clarification meeting.

You are asked to note the above project timescales (project inception meeting onwards) and include in your proposal how they would work towards these timescales.