

## Procurement timetable

<b>Action</b>	<b>Complete by</b>	<b>Actioned by</b>
Draft Tender documents	20 <sup>th</sup> March 2023	JH/MT
Register on Contracts finder	25 <sup>th</sup> March 2023	JH
Draft tender documents approved by Parish Council	30 <sup>th</sup> March 2023	Council
Distribute tender documents to potential bidders	25 <sup>th</sup> Aug 2023	JH
Advertise tender on Contracts Finder	25 <sup>th</sup> Aug 2023	JH
Deadline for bidders to ask questions	15 <sup>th</sup> Sept 23	Bidders
Deadline to respond to Bidders questions	22 <sup>nd</sup> Sept 2023	JH/SPC
Return tenders	29 <sup>th</sup> Sept 23	Bidders
Evaluate tenders	2 <sup>nd</sup> Oct to 20 <sup>th</sup> Oct 23	SPC
Clarification meeting if required	W/C 23 <sup>rd</sup> Oct 23	JH/SPC/Bidders
Preliminary award decision	16 <sup>th</sup> Nov 2023	SPC
Prepare standstill documents	16 <sup>th</sup> Nov 2023	JH
Standstill period begins	17 <sup>th</sup> Nov to 30 <sup>th</sup> Nov 2023	JH
Legal challenge to contract award decision prior to entry into the contract (which will most likely be during the standstill period) triggers the automatic suspension of the contract award.		
Award of contract	1 <sup>st</sup> December 2023	SPC
Prepare and submit award notice (Contracts finder)	1 <sup>st</sup> December 2023	JH
Contract starts	01/01/2024	Contractor

SPC: Stanwick Parish Council

JH: J Hodgson, Clerk to the Council