

## Appendix D – Delivery Milestones

The following sets out the key delivery milestones for the proposed contract.

<b>Milestones</b>	<b>Dates</b>
Briefing meeting with the Authority at commencement of the contract	w/c 5 <sup>th</sup> April 2021
Fortnightly calibration	Fortnightly, starting w/c 5 <sup>th</sup> April 2021
Bi-annual servicing	Annually in September and February
Monthly reports	Monthly, on the first Friday of the month.
Quarterly meetings with the Authority	Annually, on the first week of June, September, December, March.
Annual invoicing	Annually in April.

Please note the above represent provisional milestones and the dates may change.

Meetings will be held online – on Microsoft Teams or Skype – unless agreed by both parties in writing. Dates and timings will be agreed by both parties at the start of the contract.