

Non-Emergency Patient Transport Services Procurement v3 27/4/21

Gantt



PROCUREMENT - Non-Emergency Patient Transport Services		Milestone	Start Date	End Date
<b>PRE-PROCUREMENT STAGE</b>				
<b>1</b>	<b>Stakeholder Engagement</b>		<b>15/03/2021</b>	<b>20/08/2021</b>
1.1	<b>Paper to COT with proposed procurement timeline/planned stakeholder engagement</b>		15/03/2021	15/03/2021
1.2	Review current service specification, summarise key points for stakeholders		15/03/2021	30/04/2021
1.3	Summarise contract activity/performance for presentation to stakeholders		15/03/2021	30/04/2021
1.4	Finalise communication and engagement plan, clear engagement messages	Y	15/03/2021	30/04/2021
1.5	Plan/book Stakeholder engagement events		29/03/2021	10/05/2021
1.6	<b>Paper to Governing Body to confirm NEPTS procurement process</b>		11/05/2021	11/05/2021
	<b>PURDAH</b>		<b>29/03/2021</b>	<b>07/05/2021</b>
1.7	Engagement with Acute Trusts to discuss service requirements/issues/problems to resolve	Y	10/05/2021	21/05/2021
1.8	Engagement with Patients/Healthwatch to discuss service requirements/issues/problems to resolve	Y	10/05/2021	20/08/2021
1.9	Meeting with North Alliance to discuss service requirements/issues/problems to resolve	Y	10/05/2021	21/05/2021
1.10	Meeting with South Alliance to discuss service requirements/issues/problems to resolve	Y	24/05/2021	04/06/2021
<b>2</b>	<b>Secure external procurement partner</b>		<b>31/05/2021</b>	<b>26/07/2021</b>
2.1	Research Procurement frameworks, access routes and cost		31/05/2021	04/06/2021
2.2	<b>Paper to COT - feedback from stakeholder engagement, request to and seek procurement partner and commence market engagement</b>		14/06/2021	14/06/2021
2.3	Develop mini tender documents		14/06/2021	18/06/2021
2.5	Issue mini tender documents - 20 days for response	Y	21/06/2021	16/07/2021
2.6	Assessment team to review bids and agree partner		19/07/2021	23/07/2021
2.7	Issue letter of appointment to external partner	Y	26/07/2021	26/07/2021
<b>3</b>	<b>Market Engagement</b>		<b>26/07/2021</b>	<b>20/09/2021</b>
3.1	Draft PIN and market engagement questions and share with Commissioners		26/07/2021	06/08/2021
3.2	Market engagement questions finalised/SRO sign-off		09/08/2021	13/08/2021
3.3	Publish PIN and market engagement questions	Y	16/08/2021	16/08/2021
3.4	Expression of interest period		16/08/2021	03/09/2021
3.5	Market engagement event(s) undertaken where interest expressed		06/09/2021	17/09/2021
3.6	<b>Paper to COT re engagement updates, proposed contract budget and FMT</b>		20/09/2021	20/09/2021
<b>4</b>	<b>Governance and preparation of ITT</b>		<b>05/07/2021</b>	<b>25/10/2021</b>
4.1	Draft service specification and share with Commissioner		05/07/2021	20/09/2021
4.2	Service specification agreed as FINAL with Commissioner	Y	20/09/2021	24/09/2021
4.3	Impact Assessments drafted and sent to panel		05/07/2021	30/07/2021
4.4	Impact Assessments finalised and approved	Y	20/09/2021	24/09/2021
4.5	Recruitment of patient reps for steering group and as assessors		02/08/2021	06/08/2021
4.6	Steering group members confirmed		02/08/2021	06/08/2021
4.7	Conflicts of interest completed and filed by all steering group members		02/08/2021	06/08/2021
4.8	Steering group meetings in diary		09/08/2021	13/08/2021
4.9	ITT evaluators/assessors confirmed	Y	02/08/2021	06/08/2021
4.10	ITT documentation drafted		19/07/2021	24/09/2021
4.11	Contract and KPIs drafted		19/07/2021	24/09/2021
4.12	ITT technical and quality questionnaire agreed/final	Y	27/09/2021	01/10/2021
4.13	ITT documentation collated for sign-off by SRO/COT	Y	04/10/2021	15/10/2021
4.14	<b>Paper to COT for permission to issue ITT</b>		25/10/2021	25/10/2021
<b>5</b>	<b>PROCUREMENT</b>		<b>08/11/2021</b>	<b>01/09/2022</b>
5.1	ITT published	Y	08/11/2021	08/11/2021
5.2	ITT open period		08/11/2021	07/01/2022
5.3	Evaluator training session		10/01/2022	14/01/2022
5.4	<i>Evaluation period completed</i>	Y	17/01/2022	11/02/2022
5.5	<i>Moderation completed</i>	Y	14/02/2022	25/02/2022
5.6	Download Scores and Draft Tender Award Report	Y	28/02/2022	11/03/2022
5.7	Draft outcome letters & sign-off		14/03/2022	25/03/2022
5.8	<b>COT paper - tender award report, ratification of preferred bidder</b>		04/04/2022	04/04/2022
5.9	Publish letters		11/04/2022	11/04/2022
5.10	10 day Standstill period completed	Y	11/04/2022	22/04/2022
5.11	Finalise contract	Y	25/04/2022	20/05/2022
5.12	<b>COT paper - contract award</b>		30/05/2022	30/05/2022
5.13	Contract award & signature	Y	30/05/2022	03/06/2022
5.14	Mobilisation	Y	06/06/2022	31/08/2022
5.15	Service commencement	Y	01/09/2022	01/09/2022