

## **Domiciliary Care & Sessional Support Recommissioning Project - Indicative Project Timetable 2019-2020**

Activity	Indicative Dates	Actions	Responsible Officer(s)
<b>Draft Cabinet Report</b>  <b>REPORT TO BE SUBMITTED 12<sup>th</sup> DECEMBER</b>	October - December	1. Outline proposed Domiciliary Care & Sessional Support model & Locality Approach	ABeg
		2. Issue Draft Cabinet Report to Finance & Legal for advice – <b>28<sup>th</sup> November</b> 3. Deadline for Legal/ Finance Advice - <b>5<sup>th</sup> December</b>	ABeg/ AB/ JW/ PR
<b>Portfolio Member Consultation</b>	<b>To be confirmed from 6<sup>th</sup> December</b>	1. Briefings to Portfolio Members to agree Cabinet Report	AB/ ABeg
<b>Key Dates &amp; Committees</b>	<b>December - January</b>	1. Submit Forward Plan – <b>14<sup>th</sup> November 2019</b>	ABeg
		2. Children and Young People Scrutiny Committee – <b>10<sup>th</sup> December 2019 / 14<sup>th</sup> January 2020</b>	AB/ ABeg
		3. Deadline for papers for Scrutiny (Cabinet Report/ Presentation etc) – <b>w/b ???</b>	AB/ ABeg
		4. Adults Services Scrutiny Committee – <b>8<sup>th</sup> January 2020</b>	AB/ ABeg
		5. SMT – <b>17<sup>th</sup> December 2019</b>	AB/ ABeg
		6. Informal Cabinet – <b>8<sup>th</sup> January 2020</b>	AB/ ABeg
<b>Cabinet approval</b>	<b>Meeting 23<sup>rd</sup> January 2020</b>	1. Seek authority to delegate to Director Social Services / Section 151 Officer / Legal for all matters pertaining to the procurement process – <b>23<sup>rd</sup> January 2020</b> 2. Decision published – call in period ends – <b>3<sup>rd</sup> February 2020</b>	AB/ ABeg
<b>Outcome Focused/ Locality Based Pilot Project</b>	January 2020 – June 2020	1. Engage with providers & officers to develop requirements & monitor progress in order to inform service specification & Tender documents for future services	
<b>Preparation of tender documents</b>	November 2019 – June 2020	1. ODR & Pre Tender Report	ABeg/ SH
		2. PQQ	SH
		3. Service Specification	ABeg/ KB/SH/ PL/ MT/ BJ
		4. Method Statement Questions & Evaluation Criteria – Dependent on model for securing services	ABeg/ KB/SH/ PL/ MT/ BJ
		5. ITT - Dependent on model for securing services	SH/ BJ
		6. Contract T&C's	ABeg/ JW/ SH

		7. Stakeholder & Business Wales support events	ABeg/ PL/ SH
		8. Service User Engagement	ABeg/ KB
		9. TUPE /PIA Documents	ABeg/ SH
<b>ODR – seek authority to go to market</b>	1 <sup>st</sup> June 2020	1. Include full detail of all tender documents and evaluation criteria (providing decision is delegated)	ABeg/ AB/ JW/ PR
<b>Issue Contract notice</b>	1 <sup>st</sup> June 2020	1. Issue via Sell2Wales (Include detail of Supplier Engagement Events)	SH/ BJ
<b>Procurement process</b>	15 <sup>th</sup> June – 12 <sup>th</sup> October 2020	Timescales dependent on decision made around procurement route to market  Advised by <i>adam</i> they generally work to a 16 week lead in time in order to run a process to accredit providers onto an APL	SH & Project Team
<b>Decision to Award Contracts</b>	12 <sup>th</sup> - 19 <sup>th</sup> October 2020	Draft ODR & Contract Award Documents - Allow 1 week for sign off (providing decision is delegated)	ABeg/ SH
<b>ODR Published detailing Award Decision</b>	19 <sup>th</sup> – 30 <sup>th</sup> October	Allowing for publication, Standstill Period & Call in period	
<b>Contract Award Date</b>	2 <sup>nd</sup> November 2020	Subject to PIA (if applicable)	
<b>Contract Start Date</b>	4 <sup>th</sup> November 2020	Current arrangements with <i>adam</i> / Providers cease on 3 <sup>rd</sup> November 2020	