

Domiciliary Care & Sessional Support Recommissioning Project - Indicative Project Timetable 2019-2020 (Appendix 9)

Activity	Indicative Dates	Actions	Responsible Officer(s)
Draft Cabinet Report REPORT TO BE SUBMITTED 12th DECEMBER	October - December	1. Outline proposed Domiciliary Care & Sessional Support model & Locality Approach	ABeg
		2. Issue Draft Cabinet Report to Finance & Legal for advice – 28th November 3. Deadline for Legal/ Finance Advice - 5th December	ABeg/ AB/ JW/ PR
Portfolio Member Consultation	To be confirmed from 6 th December	1. Briefings to Portfolio Members to agree Cabinet Report	AB/ ABeg
Key Dates & Committees	December - January	1. Submit Forward Plan – 14th November 2019	ABeg
		2. Children and Young People Scrutiny Committee – 10th December 2019 / 14th January 2020	AB/ ABeg
		3. Deadline for papers for Scrutiny (Cabinet Report/ Presentation etc) – w/b ???	AB/ ABeg
		4. Adults Services Scrutiny Committee – 8th January 2020	AB/ ABeg
		5. SMT – 17th December 2019	AB/ ABeg
		6. Informal Cabinet – 8th January 2020	AB/ ABeg
Cabinet approval	Meeting 23rd January 2020	1. Seek authority to delegate to Director Social Services / Section 151 Officer / Legal for all matters pertaining to the procurement process – 23rd January 2020 2. Decision published – call in period ends – 3rd February 2020	AB/ ABeg
Outcome Focused/ Locality Based Pilot Project	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	
Preparation of tender documents	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
ODR – seek authority to go to market	1 st June 2020	1. Include full detail of all tender documents and evaluation criteria (providing decision is delegated)	ABeg/ AB/ JW/ PR
Issue Contract notice	1 st June 2020	1. Issue via Sell2Wales (Include detail of Supplier Engagement Events)	SH/ BJ
Procurement process	15 th June – 12 th 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
Decision to Award Contracts	12 th - 19 th October 2020	Draft ODR & Contract Award Documents - Allow 1 week for sign off (providing decision is delegated)	ABeg/ SH
ODR Published detailing Award Decision	19 th – 30 th October	Allowing for publication, Standstill Period & Call in period	
Contract Award Date	2 nd November 2020	Subject to PIA (if applicable)	
Contract Start Date	4 th November 2020	Current arrangements with <i>adam</i> / Providers cease on 3 rd November 2020	