

Wellness Timetable

Date	Activity
18 th March 2013	PSU signed off, business case commenced
5 th April 2013	Project Initiation Document ready for CLMT
10 th April 2013	Public consultation exercise commences
11 th April 2013	Project Initiation Document to CLMT
10 th May 2013	Public consultation exercise closes
Mid - late May 2013	Pre-tender market engagement with potential suppliers (soft market testing, one month)
31 st May 2013	Consultation report completed
5 th June 2013	Outcomes specification finalised from public consultation exercise
7 th June 2013	Full Business Case ready for CLMT (incorporating consultation results)
13 th June 2013	Full Business Case to CLMT (incorporating consultation results)
2 nd July 2013	Full Business Case ready for Policy Group
9 th July 2013	Full Business Case to Policy Group
9th or 10th July	Paper for Health & Wellbeing Strategy
17th July 2013	Presentation to Health & Wellbeing Board (tbc)
Early August 2013	Tender specification prepared and ready for sign-off (by Project Board)
Mid August 2013	Prepare OJEU advertisement and PQQ
13 th August 2013	Full Business Case ready for Executive
27 th August 2013	Full Business Case to Executive
Early September 2013	OJEU tender notice issued (37 days)
Mid September / early October	Request TUPE information
Mid October 2013	Evaluate PQQ or Expressions of Interest (14 days)
Mid October 2013	Information workshop / dialogue with potential suppliers
Late October 2013	Issue Invitations to Tender (40 days)
Early December 2013	Evaluate ITTs (14 days minimum, 4 weeks elapsed for Christmas)
Early January 2014	Site visits (if required). Notification of presentation dates to suppliers
Mid January 2014	Presentations by suppliers (if required, 2 weeks elapsed)
Early February 2014	Agreed supplier finalised (+10 days cooling off)
Mid February 2014	Contract awarded (<i>this allows for a 3 month service establishment time</i>). Where necessary, (e.g. Stop Smoking) costings and existing contract end dates will need to reflect this).
Mid May 2014	Contract start date

Date	Activity	Key Comms Activities
18 th March 2013	PSU signed off, business case commenced	
5 th April 2013	Project Initiation Document ready for CLMT	
10 th April 2013	Public consultation exercise commences	
11 th April 2013	Project Initiation Document to CLMT	
10 th May 2013	Public consultation exercise closes	
Mid - late May 2013	Pre-tender market engagement with potential suppliers (soft market testing, one month)	Premarket tender questionnaire and letters to potential providers. Dates for site visits agreed and set in diaries.
31 st May 2013	Consultation report completed	Report will be used to develop marketing information for press and web release
5 th June	Outcomes specification finalised from public consultation exercise	
7 th June 2013	Full Business Case ready for CLMT (incorporating consultation results)	
13 ^h June 2013	Full Business Case to CLMT (incorporating consultation results)	
2 nd July 2013	Full Business Case ready for Policy Group	
9 th July 2013	Full Business Case to Policy Group	
Early August 2013	Tender specification prepared and ready for sign-off (by whom???)	
13 th August 2013	Full Business Case and tender specification ready for Executive	
27 th August 2013	Full Business Case and tender specification to Executive	
Early September 2013	OJEU tender notice issued (37 days)	Advertisements in relevant publications
Mid September / early October 2013	Request TUPE information	
Mid October 2013	Evaluate PQQ or Expressions of Interest (14 days)	
Late October 2013	Issue Invitations to Tender (40 days)	
Early December 2013	Evaluate ITTs (14 days minimum, 4 weeks elapsed for Christmas)	
Early January 2014	Site visits (if required). Notification of presentation dates to suppliers	If required, dates agreed with suppliers
Mid January 2014	Presentations by suppliers (if required, 2 weeks elapsed)	
Early February 2014	Agreed supplier finalised (+10 days cooling off)	Press and web releases
Mid February 2014	Contract awarded (<i>this allows for a 3 month service establishment time</i>). <i>Where necessary, (e.g. Stop Smoking) costings and existing contract end dates will need to reflect this</i> .	New provider takes on responsibility for communication activities relating to the Wellness Service
Mid May 2014	Contract start date	Local press releases counting down to new service; posters; flyers in VCS and community groups; radio advertisements???