

**Electrical Maintenance Contract: Timeline**

<b>Date</b>	<b>Event</b>
March 2015	First indicative timetable agreed. The timetable suggested that the OJEU contract notice would be published on 5 May 2015.
15 June 2015	Energy Manager supplies Procurement with draft tender documentation.
29 June 2015	Revised timetable produced by Energy Manager following discussion with the then Procurement Manager. This suggested that the OJEU notice would be published on 7 September 2015.
July 2015	Emails raising concerns with regards to the capacity of Procurement to deal with all of the contracts that were due for renewal.
1 September 2015	New Procurement Officer tasked with dealing with the electrical maintenance contract.
6 October 2015	Amended draft documents passed to H&PS staff by Procurement Officer.
3 November 2015	OJEU notice published.
3 December 2015	Tenders opened.
10 December 2015	Folder set up by ICT Services for submitted documentation, accessible by specific H&PS staff.
29 December 2015	Folder populated with relevant documentation.
6 – 13 January 2016	Contract Administrators, with support from Energy Manager, evaluate the tenders submitted.
January – February 2016	Queries and clarifications over the scores from the first evaluation.
22 February 2016	Procurement Officer notices issue with the scoring ranges applied.
2 – 3 March 2016	Tenders re-evaluated by Building, Surveying & Construction Manager and Building Surveyor.
4 March 2016	Intention to Award notice posted.
15 March 2016	Contract awarded to Dodds following the standstill period.