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| **Task** | **Timeline** |
| **Complete all necessary documentation / self-declarations / self-selection criteria (Pass/Fail) and judging criteria to be published in Contract Notice and Documentation** | **17 Jan 20**  **(a must hit deadline)** |
| **Confirm Judging Panel (mix of stakeholders)** | **17 Jan 20** |
| **Publish Contract Notice (below EU Threshold)** | **20 Jan 20** |
| Surgery Sessions (by appointment) for providers to discuss requirement | **W/B 27 Jan** |
| Last day for providers to issue queries | 3 Feb 20 |
| Last day for LBH to respond to queries | 5 Feb 20 |
| **Submission deadline** | **7 Feb 20 (12 noon)** |
| Initial Vetting of submissions before being passed to Judging Panel, i.e. financial standing, insurance, compliance | 10 Feb 20 – 13 Feb 20 |
| Evaluation of submission by Judging Panel | 14-20 Feb 20 |
| Invitation to selected providers to ‘sell their ideas’ / discuss their submissions with Judging Panel | 24-25 Feb 20 |
| Final clarifications if required to providers | 26 Feb 20 |
| Moderation meeting of Judging Panel to decide winners | 26-27 Feb 20 |
| Notify successful / unsuccessful providers | 28 Feb 20 |
| Additional Feed-back as requested to unsuccessful providers | 1 March 20 |
| Authority to Award - Award contracts | 2 March 20 |
| Pre-contract meetings if required | tbc |
| **Commencement** | **5 March 2020** |
| Sign / seal contracts | Mid- March 2020 |
| End of Procurement Process | |