

Review	Development of Service Specification	Provider session	Contract terms and conditions/ s signed off	Issue contract notice to OJEU (CST) 3-4 days	Advertise the opportunity on contracts finder	ITT (min of 30 days)	Commercial services collate responses and produce evaluation packs	Evaluate tenders + award contract	Standstill period - min 10 days	Officer decision	Contract award notice	Handover / transition period	Lead officer	Responsible Officer
Sept - 1st April	9th May	ongoing	Monday 17th June	4th July	8th July	8th July - 8th August (31 days)	9th August	10/11/12 and 15th August	N/A	between 16th and 19th Aug	from the 19th Aug, with contract start 5th Sept.	3 months	Laura Tyler	Amy Pitt