Appendix 1

Competitive Dialogue Procurement Process

PQQ

Pre Qualification Questionnaire (PQQ)

•Bidders historical ability to finance and carry out the services are tested to determine their suitability to take part in the procurement. Likely to be no more than 6-8 bidders to be invited to the next stage

ISOS

Outline Solutions Stage (ISOS)

•6-8 bidders invited to explore high level solutions and test ideas and options with the Partnership. This is an opportunity to understand better the specific details that need exploration and development. Bidders may be required to submit an outline price which for evaluation depending on the requirements of the evaluation criteria.

ISDS

Detailed Solutions Stage (ISDS)

•4 bidders focus on the details of their solution, submit a price against these, and seek to develop a financial model against their solution. The Project Agreement (contract), Payment Mechanism and Specification should be responded to in detail in order to reach agreement on the agreed scope and contractual terms. After this stage there should be no price increases to bidders' solutions.

ISFT

Final Tender Stage (ISFT)

•2-3 bidders refine their solution and all aspects of price and risk are nailed down. Final prices are submitted and bids should have reached agreement on all key issues. Only minor issues which would not have a material effect on the decision to award should remain. From these bids a Preferred Bidder is selected for approval and appointment.

PR

Preferred Bidder Stage (PB)

•Fine tuning of all contract documentation leads to the Preferred Bidder contract close. Any sub-contracting arrangements needed for the service should also be finalised at this stage as a pre-cursor to contract award and mobilisation. A Reserve Bidder is available in the event of failure to reach contract close.

Mobilisation

Mobilisation

•Following contract award the contractor puts in place the people, vehicles and systems ready to run the contract from the commencement date. All communications, external and internal, gear up for the handover to the new service provider and any service changes to be implemented.

