

**Pride Contracts Tendering
Tasks Timeline**

Task	1-Jun	8-Jun	15-Jun	22-Jun	29-Jun	6-Jul	13-Jul	20-Jul	27-Jul	3-Aug	10-Aug	17-Aug	24-Aug	31-Aug	7-Sep	14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	26-Oct	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	14-Dec	21-Dec	28-Dec				
Advert copy written			RA																																
Press Release written				RA/GB																															
Website copy written				RA/GB																															
Advert published					RA																														
Press Release published					JM																														
Website article published					JM																														
Outline Information written				RA																															
Headline evaluation themes written					RA																														
Headline evaluation themes agreed							Board																												
Outline Information provided by request					LB	LB	LB	LB	LB																										
Interested parties visit Main Park event									3rd party																										
Submission of contact details for Tender Doc										3rd party	3rd party	3rd party	3rd party	3rd party																					
Oversight of contract specification elements					LB	LB	LB	LB	LB	LB	LB	LB	LB	LB	LB																				
Conditions of contract					YB	YB	YB																												
Specification: Infrastructure											RC	RC	RC																						
Specification: Market concessions											LB	LB	LB																						
Specification: Waste management											SD	SD	SD																						
Specification: Parade security											RA	RA	RA																						
Specification: Park site security											LB	LB	LB	LB																					
Specification: Park event security											RC	RC	RC	RC																					
Instructions for Tender									TD	TD	TD	TD	TD																						
Legal advice obtained														3rd party	3rd party																				
Final Tender Documentation produced														RA	RA	RA																			
Deadline: Request Tender Doc (1700)																I																			
Tender Documents issued (1 month)																	LB																		
Tenders received and logged																																			
Deadline: Tenders received (1700)																																			
Detailed evaluation criteria written									RA	RA																									
Detailed evaluation criteria agreed														Board																					
Evaluation Panel agreed														Board																					
Stage 1 evaluation process																																			
Shortlisted companies invited to interview																																			
Interviews with shortlisted companies																																			
Final evaluation																																			
Preferred companies presented to Board																																			
Successful companies notified																																			
Draft contracts																																			
Legal advice obtained on contracts																																			
Negotiations with successful companies																																			
Final contracts agreed between Pride & Co.s																																			
Contracts signed																																			
Unsuccessful companies notified																																			
Press release issued																																			