

Action	Timescales	Notes
Produce project plan	7 days	
Undertake commissioning process using checklist	28 days	The commissioning process might take considerably less than 28 days for a simple service, and possibly more for a large complex service.
Consultation	28 days	Consultations may be longer if required by the Kent Compact (up to 12 weeks)
Draft a specification or produce a revised specification	7 days	
Advertise for Expressions of Interest (Eols) and issue Standard Suitability Questionnaire (SQs)	30 days	An SQ will not be required under the EU threshold for goods and services.
Evaluate SQs	7 days	If applicable
Inform deselected parties	1 day	
Issue Invitation To Tender (ITT)	Minimum of 30 days	This may be reduced if a restricted procedure is used but may also be increased by 5 days if a e-procurement is not used.
Evaluate ITTs	14 days	
Interviews	2 days	If applicable
If contract value over £100,000, write SMT / Cabinet report	7 days	These timescales will only apply to contracts over the value of £100,000 and will vary depending on the scheduled meeting dates.
SMT approval	5 days	
Cabinet Agenda Setting	1 day	
Cabinet approval	14 days	

Scrutiny call in period	7 days	
Inform potential providers of outcome of commissioning & procurement process.	1 day	
Alcatel standstill period	10 days	Applicable to tenders above the EU threshold
Total	Approx. 6.5 months	