

<b>2756 Project Title:</b>	Strategic Procurement	<b>Client:</b>	Bromsgrove District Council on behalf of SWBC and WRS	<b>Job No:</b>	12116
<b>Project Manager:</b>	Chris Lunn	<b>Date:</b>	29 <sup>th</sup> September 2014	<b>Document No:</b>	007

Completed tasks for reporting period from	1 <sup>st</sup> August 2014	to	29 <sup>th</sup> September 2014
<p>1. <b>Project Management</b> - The project plan has been updated and issued to the project team and is being used as the basis of reporting going forward. The project team continue to meet monthly during this quieter period in the procurement, these meetings are at Bromsgrove DC at 9:30. Minutes of the meetings are taken and distributed. Key communications are sent out following all project team meetings to key stakeholders from WRS and SWBC. Due to the reduced number of bidder, the project plan is being updated to reflect shortened timescales.</p> <p>2. <b>ITPD/ISOS</b> – The second round of dialogue meetings was held on 11<sup>th</sup> and 12<sup>th</sup> August, with additional dialogue session held week beginning 18<sup>th</sup> August. During these dialogue session it has become evident that Capita will submit a variant bid to deliver both lots as a single service. During this stage minutes were taken of all dialogue sessions, these minutes were shared with that bidder and where appropriate shared with all bidders.</p> <p>A second site visit was requested by one supplier and held during this dialogue stage.</p> <p>3. <b>ITCD/ISDS</b> – WRS have arranged sessions with management board to address the issues and risks for each lot. These include questions over accommodation, scope, HR, IT etc.</p> <p>WRS also are identifying the performance measures they will expect to be included within the contract and that will be shared with bidders during this stage.</p> <p>A draft set of ITCD documents (based on those used at ITPD stage) has been created and circulated to the project team, who are in the process of updating them, ready for issuing to bidder on the 3<sup>rd</sup> October.</p> <p>4. <b>Outline Submissions</b> – The closing date for bidder to submit their outline solutions was noon on the 12<sup>th</sup> September. Only one submission was received, from Capita. The submission has been evaluated and moderated, the decision being to progress the submission through to the next phase for further more detailed discussions.</p>			

Tasks to be completed for reporting period from	1 <sup>st</sup> October 2014	to	30 <sup>th</sup> November 2014
<p>1. <b>Project Management</b> - The project team will hold regular meetings throughout October and November to monitor the dialogue sessions, plan the next phase and highlight any key risks and issues. The risk log will again be reviewed and updated, by the Project Team, working closely with the Management Board to address any areas of concern.</p> <p>2. <b>ITCD</b> – Further dialogue session will be held throughout October and parts of November to establish a better understanding of the bidders' solution, including the detail that sits behind</p>			

<b>Tasks to be completed for reporting period from</b>	<b>1<sup>st</sup> October 2014</b>	<b>to</b>	<b>30<sup>th</sup> November 2014</b>
<p>their outline submission.</p> <p>Reference site visits, and supplier presentations will also be held during this stage</p>			

<b>Project Status:</b>	<b>On going</b>	<b>On time?</b>	<b>yes</b>	<b>On budget?</b>	<b>No</b>
<p>Due to the fortnightly (rather than monthly) project board and the level of support that has been required through the ITPD stage, slightly more days have been used than expected to this point. Currently the project is running 5 days over plan.</p>					