partnerships for schools

Roles and Approvals Map — LEP Procurement

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	Stage 1 Pre-Engagement	Stage 2 SfC 1 (8 weeks)	Stage 3 SfC 2 (20 weeks)	Stage 4 OBC Development (22 weeks)	Stage 5 OBC Approval (8-10 weeks)	Stage 6 OJEU to Long-list (9 weeks)
Project Director • Manage LA relationship • Co-ordinate PfS team • Project Board membership • Promote partnership working • Communicate approvals	Support LA on BSF project management preparation	Guide LA through SfC1	Guide LA through SfC2 Support the appointment of advisers	Guide LA through OBC Development	Manage the PfS Peer Review Process	Guide LA through ITPD Development Participate in and support PQQ evaluation
Education Director • Promote educational transformation • Share BSF best practice	Guide LA on BSF preparation Prepare LA for entry into BSF	Guide LA through SfC1	Guide LA through SfC2	Promote educational transformation in OBC development	Assess educational aspects of OBC	Guide LA on education evaluation criteria
Commercial Manager • Promote commercial good practice • Maintain standard form • Consider derogation requests	Promote the optimum Commercial structure for the LEP	Consider financial & commercial aspects arising from the development of project scope	Consider financial & commercial aspects Support the appointment of advisers	Consider financial & commercial aspects arising from the development of project scope	Assess financial and commercial aspects of OBC Review OJEU, PQQ and draft ITPD	Support development of the procurement documentation including the draft ITCD
Education ICT Adviser • Promote Education ICT best practice	Raise awareness of role of education ICT in transformation	Guide LA on role of ICT in educational transformation	Guide LA on the development of ICT strategy	Guide LA on development of ICT requirements	Assess ICT aspects of OBC	Guide LA on ICT Procurement Strategy
Design Manager • Promote high quality education design	Promote good education design	Guide LA on high level estate strategy	Assure development of project scope	Guide LA on appropriate & affordable feasibility designs	Assess feasibility designs and abnormal costs	Guide LA on design related evaluation criteria
PE & Sports Adviser • Promote role of PE & Sports in educational transformation	Facilitate set up of PE and Sport Stakeholder Group (SHG)	Promote PE & Sport through SfC1	Support SHG in embedding PE & Sport in SfC2	Guide LA on development of PE & Sport through OBC	Assess PE & Sport aspects of OBC	Guide LA on PE & Sport issues in procurement

Hard Gate: Readiness to Deliver Approval; Sign Memorandum of Understanding; Strategy for Change Part 1 Approval; Strategy for Change Part 2 Approval; Outline Business Case Submission; OBC, OJEU and Procurement Documents Approval; Long-listing and Issue of ITPD

Soft Gate: Stage Review

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*ITCD development, will have commenced in parallel with Stages 5 & 6

	Stage 7 ITCD Finalisation (6 weeks*)	Stage 8 ITCD Issue to Initial Bid (17 weeks)	Stage 9 Initial Bid Dialogue (6+ weeks)	Stage 10 Two Bidders to Close of Dialogue (17+ weeks)	Stage 11 ITFSB to Selected Bidder (8 weeks)	Stage 12 Selected Bidder to Financial Close (17 weeks)
Project Director • Manage LA relationship • Co-ordinate PfS team • Project Board membership • Promote partnership working • Communicate approvals	Guide LA through ITCD Development Participate in and support ITPD evaluation	Guide LA in their dialogue with Bidders	Guide LA in their dialogue with Bidders Participate in and support evaluation of Initial Bids	Guide LA in their dialogue with Bidders	Participate in and support the evalua-tion of Final Bids	Guide LA in the preparation of FBC Manage FBC Evaluation
Education Director • Promote educational transformation • Share BSF best practice	Guide LA on education transformation in ITCD Development	Guide LA on education issues in dialogue with Bidders	Guide LA on education transformation in evaluation	Guide LA on education issues in dialogue with Bidders	Guide LA on education transformation in evaluation	Assess education elements of FBC
Commercial Manager • Promote commercial good practice • Maintain standard form • Consider derogation requests • Liaise with PUK	Support on finan-cial and commercial aspects of ITCD finalisation	Support on financial and commercial aspects emerging from the dialogue	Support progress to Close of Dialogue Support on financial and commercial aspects emerging from the dialogue	Support progress to Close of Dialogue Support on financial and commercial aspects emerging from the dialogue	Support on financial and commercial aspects emerging from Final Bids	Support progress towards Financial Close Assess financial and commercial aspects of FBC
Education ICT Adviser • Promote Education ICT best practice	Support definition of ICT requirements	Promote ICT Best Practice in dialogue with Bidders	Guide LA on ICT Best Practice in evaluation	Promote ICT Best Practice in dialogue with Bidders	Guide LA on ICT Best Practice in evaluation	Assess ICT elements of FBC
Design Manager • Promote high quality education design	Guide LA on development of design briefs & Output Spec	Guide LA on promoting design quality in dialogue with Bidders	Guide LA and external reviewers' assessment of design quality	Guide LA on promoting design quality in dialogue with Bidders	Guide LA and external reviewers' assessment of design quality	Assess design quality in FBC & ensure DQI review takes place
PE & Sports Adviser • Promote role of PE & Sports in educational transformation	Guide LA on development of PE & Sport requirements	Promote role of PE & Sport in dialogue with Bidders	Guide LA on the evaluation of PE & Sport proposals	Promote role of PE & Sport in dialogue with Bidders	Guide LA on the evaluation of PE & Sport proposals	Guide LA on PE & Sport elements of FBC

Hard Gate: Issue of ITCD Documents to Short-listed Bidders Approval; Close of Dialogue and ITFSB Approval; Final Business Case Approval

Soft Gate: Receipt of Initial Bids; Shortlist of Two Bidders; Sign Selected Bidder Letter

Stage Review; Operational Reviews

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