

<b>Review of actions, meetings and emails to deliver EVCP Procurement</b>	
<b>Date</b>	<b>Action</b>
5 April 2017	FMOS meeting – agreed to establish working party to look at EVCPs
9 <sup>th</sup> May 2017	FMOS working group meeting
May - June	Specification and RFI prepared
July 2017	Request for information sent to suppliers for pre-market engagement exercise
Oct 2017	Report to FMOS with results of pre-market engagement
Nov 2017	Officers engaged with Woolgate centre to see if they would be interested in putting EVCPs in – they raised numerous concerns, it was not supported by Traders
29 Nov 2017	FMOS meeting – options for EVCPs and funding discussed
8 Jan 2018	Procurement Brief prepared
15 Jan 2018	Meeting with Procurement Team – idea of using Framework discussed
19 Jan 2018	Technical specifications produced
23 Jan 2018	Possible sites for EVCPs identified
Jan 2018	Various emails in preparation of business case and Cabinet reports to both CDC and WODC
7 Feb 2018	Update to FMOS
Feb 2018	Various emails with procurement team reviewing procurement options
Feb 2018	Staff member attended OLEV EVCP workshop and reported back on funding opportunities etc.
9 March 2018	Invitation to tender drafted
27 March	Officer meeting to discuss detail of procurement documents
27 March 2018	Request made to legal to produce draft Framework agreement (contract)
5 <sup>th</sup> April 2018	Amended Invitation to Tender produced
6 <sup>th</sup> April 2018	Email sent to legal requesting draft framework agreement
5 <sup>th</sup> – 16 <sup>th</sup> April 2018	Various emails between Parking, Carbon Mgt and procurement officers as all tender docs and specification are refined.
18 <sup>th</sup> April 2018	Email sent to legal requesting draft framework agreement
31 Jan – May 2018	Various emails and documents shared with FoDDC to try and engage them in joint procurement
18 <sup>th</sup> April 2018	Draft procurement docs sent to Legal
10 <sup>th</sup> May 2018	Email sent to legal requesting draft framework agreement
23 <sup>rd</sup> May 2018	Statement of Requirements produced
14 <sup>th</sup> June 2018	Email sent to Legal Group Manager, following conversation with legal officer about resources (Legal team short staffed at that time due to long term sickness absence) and ability to progress this work. Seeking the outsourcing of the legal work to produce the framework
18 <sup>th</sup> June 2018	Information sent to external solicitors to enable them to quote for legal work
19 <sup>th</sup> June 2018	Quote received from Trowers Hamlin (TH)
11 <sup>th</sup> July 2018	Report to FMOS, seeking recommendation to Cabinet for funding of external legal work to produce the Framework documents
19 <sup>th</sup> July 2018	Cabinet report to WODC seeking joint funding for EVCP legal work
3 <sup>rd</sup> August 2018	Following expiration of call in periods at both Councils, email sent to legal stating legal work can proceed because funding has been agreed
8 <sup>th</sup> August 2018	Legal team formally appoint Trowers Hamlin to undertake preparation of legal agreement, appointment acknowledged by TH the same day.

4 <sup>th</sup> Sept 2018	Contact from TH requesting meeting with officers to 'kick off' work
24 <sup>th</sup> Sept 2018	Concall with TH to agree what was required
15 <sup>th</sup> Oct 2018	Email sent to TH chasing progress as nothing further heard/received
15 <sup>th</sup> Oct 2018	Draft Framework agreement received from TH with a number of questions
24 <sup>th</sup> Oct 2018	Email from TH chasing response to email 15 <sup>th</sup> Oct and suggesting further meeting
29 <sup>th</sup> Oct 2018	Email from TH providing update on progress with other procurement docs
31 <sup>st</sup> Oct 2018	Comments sent to TH on first draft of Framework agreement
12 <sup>th</sup> Nov 2018	Concall with TH to discuss their progress with procurement docs and to discuss queries
15 <sup>th</sup> Nov 2018	Email sent to Legal with comments on TH draft Framework agreement and Maintenance and Subsidy agreement
15 <sup>th</sup> Nov 2018	Documents circulated to Carbon, Parking and procurement officers for comment
30 <sup>th</sup> Nov 2018	Comments on draft documents sent back to TH
30 <sup>th</sup> Jan 2019	Email sent to Legal with queries and amendments for legal documents
11 <sup>th</sup> Feb 2019	Concession agreement received from TH
15 <sup>th</sup> Feb 2019	Operation and Maintenance Agreement received from TH
21 <sup>st</sup> March	Legal review of documents, queries highlighted
26 <sup>th</sup> April 2019	Specification updated
2 <sup>nd</sup> May 2019	Meeting with Legal – final sign off on legal detail on contract documents
7 <sup>th</sup> May 2019	All documents collated, reviewed (including specification) and issued to procurement team with instruction
11th May 2019	Meeting with Procurement team to finalise detail
22 <sup>nd</sup> May 2019	OJEU Notice posted
To-date	Procurement live

Produced by Claire Locke, Group Manager - Commissioning