

### Early Years Capital Development Programme – Timetable 2019

	<b>Task</b>	<b>Start:</b>	<b>Finish:</b>
1	Informally advise your target audience /schools to register on Intend using the link - <a href="http://www.sesharedservices.org.uk/esourcing">http://www.sesharedservices.org.uk/esourcing</a>	September 2018	December 2018
2	Draft a programme for your 'bidders' / consultation	17/12/2018	21/12/2018
3	Draft the notice to be advertised on the eProcurement portal Intend. Procurement to post the notice on the portal advising targeted bidders to express an interest to participate on the eProcurement portal (to attend the pre-proposal meeting)	17/12/2018	21/12/2018
4	Draft grant conditions, contracts and application forms	07/01/2018	11/01/2019
5	Draft evaluation forms / template to be used to evaluate the bids	20/12/2018	11/01/2019
6	Pre-proposal meeting	14/01/2019	14/01/2019
7	Revise the project plan and process to address the issues raised at the pre-proposal meeting	15/01/2019	18/01/2019
8	Share the revised project plan / process with the Early Years Capital board for approval	22/01/2019	04/02/2019
9	Publish the revised project plan and application deadline	04/02/2019	11/02/2019
10	Prospective providers discuss their proposal ideas with the early years service and submit an official expression of interest.	11/02/2019	22/03/2019
11	Application submitted	22/03/2019	22/03/2019
12	Early Years Service Moderation Panel will score applications (Minimum of 3 panel members)	25/03/2019	29/03/2019
13	Arrange site visits as part of the evaluation process if required	01/04/2019	03/04/2019
14	Early Years capital board will review the scores, quality assure the bidding process and make the final decisions regarding the allocation of funding	04/04/2019	04/04/2019
15	Contract award/release grant funding following successful evaluation.	22/04/2019	26/04/2019

## Round 2: September 2019

	<b>Application Process</b>	<b>Date</b>
1	Application round opens	16/09/2019
2	Application submission deadline	28/10/2019
3	Early Years Service Moderation Panel will score applications (Minimum of 3 panel members)	04/11/2019
4	Arrange site visits as part of the evaluation process if required	11/10/2019
5	Early Years capital board will review the scores, quality assure the bidding process and make the final decisions regarding the allocation of funding	18/11/2019
6	Contract award/release grant funding following successful evaluation.	25/11/2019

## Round 3: February 2020

	<b>Application Process</b>	<b>Date</b>
1	Application round opens	24/02/2020
2	Application submission deadline	30/03/2020
3	Early Years Service Moderation Panel will score applications (Minimum of 3 panel members)	06/04/2020
4	Arrange site visits as part of the evaluation process if required	13/04/2020
5	Early Years capital board will review the scores, quality assure the bidding process and make the final decisions regarding the allocation of funding	20/04/2020
6	Contract award/release grant funding following successful evaluation.	27/04/2020

**Round 4: August 2020**

	<b>Application Process</b>	<b>Date</b>
1	Application round opens	24/08/2020
2	Application submission deadline	05/10/2020
3	Early Years Service Moderation Panel will score applications (Minimum of 3 panel members)	12/10/2020
4	Arrange site visits as part of the evaluation process if required	19/10/2020
5	Early Years capital board will review the scores, quality assure the bidding process and make the final decisions regarding the allocation of funding	19/10/2020
6	Contract award/release grant funding following successful evaluation.	26/10/2020