

Early Years Capital Development Programme – Timetable 2019

	Task	Start:	Finish:
1	Informally advise your target audience /schools to register on Intend using the link - http://www.sesharedservices.org.uk/esourcing	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	Original deadline 22/03/2019 Extension 01/05/19
12	Early Years Service Moderation Panel will score applications (Minimum of 3 panel members)		03/05/19
13	Early Years capital board will review the scores, quality assure the bidding process and make the final decisions regarding the allocation of funding		07/05/2019
14	Inform applicants of the outcome of their proposal.		10/05/2019

Round 2: September 2019

	Application Process	Date
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

	Application Process	Date
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

	Application Process	Date
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