



Indicative timeline for a medium complexity procurement

The following listing provides an indicative timeline which can be used as a starting point when planning a medium complexity procurement. Note that the listing is for reference purposes only and will need critically reviewing for your own project. All timescales are quoted in days and are elapsed time not working time:

| | |
|--|----|
| Full Specification | 10 |
| Develop Evaluation criteria | 5 |
| Place Tender/answer clarifications/receive responses | 20 |
| Evaluate Tender Responses | 5 |
| Standstill (optional) | 10 |
| Award | 1 |
| Total | 51 |

Some stages may not be necessary for your procurement and some stages can be run concurrently. The key to a good procurement will be the time spent in building your specification and evaluation criteria, this will form the basis of the contract between you and your chosen supplier. You must also ensure that you allow the suppliers time to respond with a well constructed proposal that will meet your needs. Do not underestimate the time necessary to do this.