

## Appendix 1

### Pre-tender considerations considered by Executive on 10 April 2006

Ref.	Requirement	Response	
(i)	The nature of the service.	Internal Audit Services	
(ii)	The estimated value.	<b>Up to £1m</b>	
(iii)	The contract term.	4 years	
(iv)	The tender procedure to be adopted.	Restricted	
v)	The procurement timetable.	<b>Indicative dates are:</b> Adverts placed  Expressions of interest returned  Shortlist drawn up in accordance with the Council's approved criteria  Invite to tender  Deadline for tender submissions  Panel evaluation and shortlist for interview  Interviews and contract decision  Report recommending Contract award circulated internally for comment  Executive approval  Mandatory	April 2006  37 Days after publication of OJEU notice  June 2006  July 2006  At least 40 days from Invite to tender  August 2006  September 2006  October 2006  November 2006  Minimum 10 calendar

		standstill period – notification issued to all tenderers and additional debriefing of unsuccessful tenderers  Contract start date	days before contract entered into  April 2007
(vi)	The evaluation criteria and process.	Negotiations will take place with other boroughs to agree a common pre-qualification questionnaire which will reflect the Council's standards in relation to financial standing, technical capacity and technical expertise. The tender will be awarded on the basis of the most economically advantageous offer to the Council. The proposed evaluation criteria will be subject to a separate report to the Executive	
(vii)	Any business risks associated with entering the contract.	The business risks are set out in paragraph 3.10 above. Financial Services and Legal Services have been consulted concerning this contract and have identified the risks associated with entering into this contract set out in sections 4 and 6 of the report.	
(viii)	The Council's Best Value duties.	The competitive tendering process will assist the Council in achieving Best Value. See also 3.19 to 3.25	
(ix)	Any staffing implications, including TUPE and pensions.	See section 5	
(x)	The relevant financial, legal and other considerations.	See sections 4 and 6 below	