

Remodelling School Meals – Key decisions and timescales

	Key action	Decision	School Working Group
November 2012			• 1 st Meeting: scene setting and agreeing role & responsibilities of group
December 2012	Drafting of specification		
January 2013			School Meal Specification Workshop (All schools)
February 2013		All Cabinets/LMs to agree to tri-borough approach and delegation of authority to schools	• 2 nd Meeting: Agreeing specification
March 2013	Soft Market Testing	Schools to give initial indication if want to be part of new contract	3 rd Meeting: Agreeing procurement process
April 2013	Drafting Tender documentation (including specification, premises profile and award criteria)		• 4 th Meeting: Agreeing award criteria
May 2013			
June 2013	Finalising tender documentation	Schools confirm involvement in procurement process	
July 2013	Initial publication of tender documents		
August 2013			
September 2013	Launch Tender (6 weeks)		
October 2013	Close of tender. Evaluation Panel meet to agree award of contract		• 5 th Meeting: Evaluation panel to agree award of contract
November 2013	Consultation with Governing Bodies	Governing bodies agree to new contract	
December 2013		Governing bodies agree to new contract	
January 2014		Final deadline for schools sign-up to new contract	
February 2014	Agree mobilisation timetable		• 6 th Meeting: Agreeing implementation plan
March 2014			
April 2014	Implementation		