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## ANNEX A: Amended 2012/13 Local Prevention Commissioning Timetable (Reigate and Banstead)

Activity	Date	Comment
Local Committee (informal) review Local Prevention commissioning processes.	16 April 2012	
Local Committee reconstitute Task Group.	18 June 2012	
Task Group receives district and borough updates and, in response to Local Committee feedback, agree recommendation to extend Local Prevention contracts by five months.	27 July 2012	
Local Committee considers Task Group recommendations to extend contracts by five months.	17 September 2012	
Task Group meet to assess local needs, evaluate Performance of Local Prevention providers and make commissioning recommendations to Local Committee.	December / January 2013	
Officers seek Local Committee approval for local tender specifications based on needs and priorities identified by Task Group (if re-commissioning).	04 March 2013	
Window for provider events (if re-commissioning).	March 2013	
Bidding opens (if re-commissioning).	25 March 2013	
Bidding closes (if re-commissioning).	03 May 2013	Bidding window extended from 4 to six weeks.

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		Copies of bids sent to Community Partnership Teams to resolve potential conflicts of interest.
Bids are scored and shortlisted by the Commissioning and Development Team.	May 2013	
Papers on shortlisted bids are sent to Task Group members.	May 2013	One week before Task group
Shortlisted Bids presented to Task Group.	May-June 2013	
Papers making recommendations to award are sent to Local Committee.	June 2013	Two weeks before the Local Committee
Award decisions made by Local Committee.	July 2013	
Contracts awarded to successful bidders.	July 2013	
Contract mobilisation by Commissioning and Development Team.	August 2013	
Contract start.	01/09/13	
Contract end.	31/03/15	

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