

Annex 1 – Indicative dates for procurement of Contracts 1 & 2 (Civil Enforcement Service and Penalty Charge Notice Software and Technology)

Activity	Indicative Timeframe
Approval of approach by Cabinet	July 2025
Initial Participation period (Procurement Specific Questionnaire) used to shortlist those invited to the tender stage.	July – August 2025
Date for notifying unsuccessful Bidders	September 2025
Bidders Day to present the tender in detail and to meet the team.	September 2025
Date for releasing Invitation to tender documentation (could be written) or Dialogue stage (Potentially dialogue stage)	October 2025
Final date for submission of Invitation to Tender (ITT) questions	October 2025
Latest date by which all clarifications and final Contracts will be answered.	October 2025
Invite bidders for Presentation/Dialogue stage (we will need to expand on what this will entail in terms of what we are asking bidders to have dialogue/provide presentations on)	October 2025
Deadline for return of Initial Tenders	End October 2025
Evaluation of Tenders/Presentation/Dialogue Stage	November 2025
The Council decides to award the Contract based on the Initial/Dialogue/Presentations; provides debriefing information to unsuccessful Bidders and commences a 10-day standstill period. OR The Council decides not to award the Contract based on the Initial Tenders/dialogue/presentation; choses to initiate the Invitation to Negotiate (“ITN”) stage and provides debriefing information to unsuccessful Bidders not continuing in the CPN process.	November 2025
Issue of the ITN to shortlisted Bidders (if chose this route)	November 2025
Negotiation stage (if chose this route)	December 2025
Invitation to Submit Final Tenders (“ISFT”) issued to Bidders	December 2025
Final Tender submission deadline	January 2026
Evaluation of Final Tenders	January 2026
Award decision date	January – March 2026
Mobilisation of new contract	February 2026 – April 2026
Launch of new contract	May 2026