



All Wales Pool

Timetable of events to Operator appointment and progress update

Date	Topic	Action required	Responsible	Timings
19- 24 April	Selection questionnaire	Step 1 - Independent, desk based pass/fail evaluation	Officers 1/2 & Hymans	Complete
26 April	Selection questionnaire	Step 2 – Call with Officers 1, 2 & AJ to carryout pass/fail consensus	Officers 1/2 & Hymans	Complete
27 April	Selection questionnaire	Email confirmation to Officers 3, 4 & 5 confirming pass submissions	Hymans	Complete
27 April – 4 May	Selection questionnaire	Step 3 – Independent, desk based technical evaluation of case studies for “pass” submissions.	Officers 3/4/5 & Hymans	Complete
5 May	Selection questionnaire	Step 4 – Technical consensus - evaluators have a face to face meeting to agree consensus case study scores.	Officers 3/4/5 & Hymans	Complete
8 May	Selection questionnaire	Step 5 – Peer review - call with all Officers to challenge/ approve scores for the pass/fail questions and case studies.	All Officers & Hymans	Complete
11 May	Selection questionnaire	Step 6 – Treasurers group – call with Treasurers to peer review Officer recommendation of bidders to receive ITT	Treasurers & Officers	Complete

Date	Topic	Action required	Responsible	Timings
12 May	ITT	Communication issued to all bidders	Hymans	Complete
5 June	ITT / Operator Agreement	Final versions reviewed and agreed by sub-group	Procurement Sub-group	Complete
5 June	ITT / Operator Agreement	Issued to the Officers, Treasurers and Monitoring Officers for formal sign off	Burges Salmon	Complete
9 June	ITT / Operator Agreement	Formal sign off received	Treasurers, Officers and Monitoring Officers	Complete
9 June	ITT / Operator Agreement	Issue to those selected to progress to ITT	Lead authority/Hymans	Complete
18 May – 22 June	ITT	Establish evaluation panel and associated roles	OWG & Hymans	5 weeks
9 June – 17 July	ITT	Receipt of completed ITT	Hymans	38 days
10 July – 17 July	ITT	ITT Evaluation training	Burges Salmon, Hymans and Evaluation Panel	TBC
17 July – 11 Aug	ITT	Perform review and scoring of ITT responses	Evaluation Panel and Hymans	4 weeks
14 Aug – 18 Aug	ITT	Meetings with Evaluation Panel to discuss ITT scoring and agree short-list	Evaluation Panel and Hymans	TBC
21 Aug – 25 Aug	ITT	Bidder presentations in Cardiff to verify scoring	All Officers and Hymans	2 days

Date	Topic	Action required	Responsible	Timings
18 Sept	Operator selection	Operator recommendation to be made to the JGC	OWG	1 day
18 Sept	Operator recommendation	Decision on Operator made by the JGC	JGC	1 day
19 Sept – 3 Oct	Operator recommendation	Constituent Authorities to approve Operator selection	Treasurers	2 weeks
4 Oct	Operator selected	Issue award notice (TBC)	Hymans	1 day
4 Oct	Operator selected	Issue standstill letters	Hymans	1 day
5 Oct – 18 Oct	Operator selected	Standstill period	Burges Salmon	10 days
19 Oct – 1 Nov	Operator in place	Operator Agreement completed	OWG	2 weeks

Procurement update

ITT and Operator Agreement

Following the approval by Treasurers on 11 May to progress 6 bidders to ITT stage, the procurement sub-group met frequently to progress the ITT and Operator Agreement.

Areas of focus for the procurement sub-group included the ITT pricing principles, number of sub-funds to be assumed, VAT and insurance specifications.

The ITT and Operator Agreement were circulated to the Officers and Treasurers on 5 June for review and sign off. Following comments from several funds on the content of the documents, including the number of sub-funds, price evaluation criteria and number of meetings / training sessions to be included in the specification, revised versions of both the ITT and Operator Agreement were circulated by Burges Salmon on 9 June.

Sign off was received from all 8 funds on 9 June allowing the ITT and Operator Agreement to be issued to the bidders that day.

Responses to the ITT are due to be received by Hymans Robertson on or before 17 July, which will then see the ITT evaluation stage commence.

ITT Evaluation

Following receipt of the completed ITT's, 4 weeks has been allocated for evaluation. Burges Salmon are currently developing a revised ITT evaluation structure, which will see the ITT questions grouped for ease of assessment.

A decision will be required by the Officer Working Group on who will perform each evaluation role. Evaluators will be accompanied by Andrew Johnston, and any other subject experts at Hymans Robertson, as required.

It is proposed that training be held for the evaluation panel with Burges Salmon towards the end of the ITT receipt period, to allow the panel to become familiarised with the evaluation criteria.



Governance update

Host Authority, Officer Working Group and Joint Governance Committee

Carmarthenshire have now assumed the host authority role for the pool, scheduling meetings of both the Officer Working Group (OWG) and Joint Governance Committee (JGC).

On 18 September, the Officer Working Group will make the recommendation on the preferred Operator to the JGC, before being approved at local level by the individual Authorities.

Inter-Authority Agreement

On 8 June, Burges Salmon circulated the execution version of the IAA to the 8 funds. The individual administering authorities were requested to sign, but not date, the execution version and return the signed copies to Burges Salmon.

A decision is required from the Officer Working Group as to the commencement date for the IAA.

Once all funds have returned a signed copy to Burges Salmon and a commencement date has been agreed upon, Burges will date the IAAs, allowing the JGC to be recognised as a formal committee from the commencement date.

First meeting of the formal Joint Governance Committee

This will take place on 29 June.

