

## APPENDIX A – COVID-19 RISK ASSESSMENT

Key Procurement Milestones	OPTION 1 – Pre COVID-19 Procurement Plan	OPTION 2 – Procure before the current contracts expire	OPTION 3 – Extend the current contracts by 6 months
Option Description:	Procure and mobilise the new services before the current contracts expire.	Procure the new services before the current contracts expire and mobilise after contract start date	Extend the current contracts by 6 months and procure the new services with mobilisation after contracts start
Initial Option Assessment  To be reviewed by commissioners	<b>HIGH RISK:</b> This sector is frontline for COVID-19 so unavailable for market engagement. The restrictions could last longer than weeks (June 2020) which would impact the procurement timeline. The non-traditional market engagement may not be meaningful and doesn't allow time to adjust.	<b>MEDIUM RISK:</b> If the COVID-19 restrictions are over by August, meaningful market engagement would need to be achieved by October allowing it to inform the procurement. Could reassess in July/August and again in Sept/October if needed.	<b>LOW RISK:</b> Allows the market to recover. The ITT, and some subsequent dates, could be brought forward. This allows time for traditional and meaningful market engagement.
Current Contract End Date	30th June 2021	30th June 2021	30th December 2021
Market Engagement prior to Invitation to Tender (ITT) issue	Virtual engagement – details to be developed.	There should be a period allowing more traditional engagement, dependent on the duration of COVID-19	Allows enough time for traditional market engagement
Issue ITT	6th July 2020	December 2020	6th July 2021
ITQ Return (allow 7 weeks)	30th August 2020	January 2021	30th August 2021
Evaluation Period (allow 6 weeks)	1st September – 14th November 2020	February and March	1st September – 14th November 2021
Issue procurement letters and contracts	December 2020	June 2021	December 2021
Mobilisation period including TUPE transfer	15th January – 30th June 2021	1st July - December 2021	1 <sup>st</sup> January – 30th June 2022
New Contracts Start	1st July 2021	1st July 2021	1st January 2022