

**NWIFCA Quarterly Meeting**  
**16<sup>th</sup> September 2016: 11.00 a.m.**

**AGENDA**  
**ITEM NO.**  
**10**

**VESSEL PROCUREMENT**

**Purpose: Provide an update on the procurement and the next stage**

**Recommendation:**

- 1. Approve work of vessel committee to date**
- 2. Remit the ongoing procurement to the vessel Committee to continue the process and contribute to the evaluation panel for the PQQ tender submissions.**

**Introduction**

1. There have been no formal meetings of the vessel committee since the last update at the August meeting.
2. The Committee approved the final prequalification (PQQ) tender documents in August which were published by Lancashire County Council.
3. The deadline for PQQ submissions is 10.00 on 20<sup>th</sup> September.
4. By the time of writing approximately 10 expressions of interest were received by LCC but no full submissions.

**Procurement next stage**

5. Following receipt of PQQ submissions, the process continues as follows:

Deadline for PQQ submissions	20/09/2016, 10:00am
Evaluate PQQ submissions	21/09/2016 to 07/10/2016
Inform Participants of PQQ Evaluation	10/10/2016
Commence Cycle 2 - Issue ITT	14/10/2016

6. A PQQ evaluation panel must be appointed and a date set for the evaluation. LCC recommends a panel of 4 including Richard Blackhurst as our technical advisor. Mr Mynott and the CEO will attend to support the panel and record the meeting.
7. The Vessel Committee will be invited to provide 3 other panel members.
8. A provisional date is identified: 4<sup>th</sup> October 2016.

9. LCC expects to be in a position to circulate to members of the evaluation panel the returned PQQs after 3pm on 20<sup>th</sup> September when they become available on their computer system.
10. LCC has advised that the evaluation process will be that on receipt of the documents evaluation panel members will score the applicable sections independently. Panel members should make notes of the relative advantages/disadvantages of each of the PQQ submissions,
11. They will record their scores using a score sheet to be provided by LCC.
12. Members should not confer until the evaluation meeting.
13. Under no circumstances throughout this process should any information, documentation or scores be shared with third parties. It is strictly confidential. If in doubt, members can contact James Mynott in the first instance.

**CEO**  
**8<sup>th</sup> September 2016**