

# Open Process

	Date	Who	Status
Initial Pre-Tender Meeting	5 <sup>th</sup> January 2023	KE/LD/CW	Done
Marsh Issue Tender Factfind to LB Lewisham	6 <sup>th</sup> January 2023	CW	Done
Request Claims experiences/CCE's from insurers where via Marsh (data cut off-date to be 31/03/2023)	30 <sup>th</sup> March 2023	CW	Done
Request Claims experiences/CCE's from ZM where applicable (data cut off-date to be 31/03/2023)	30 <sup>th</sup> March 2023	KE	Done
Meeting with Procurement	13 <sup>th</sup> April 2023 (if required)	ALL	
Submit suggested CPD codes to (LBL)	14 <sup>th</sup> April 2023	CW	
Factfind Completed and returned to Marsh	10 <sup>th</sup> April 2023	LBL Insurance	
Submit Tender to Council for review meeting with project team for approval	9 <sup>th</sup> May 2023	CW	
Meeting with Exec Directors	12 <sup>th</sup> May 2023 (if required)	ALL	
Meeting to agree/finalise Tender specification	17 <sup>th</sup> May 2023	ALL	
Publish FTS notice & contracts finder	24 <sup>th</sup> May 2023	LBL Procurement	
Publish ITT and Standard Selection Questionnaire	25 <sup>th</sup> May 2023	LBL Procurement	
Final Bid deadline	5 <sup>th</sup> July 2023, 09:00	ALL	
Marsh to prepare tender evaluation report	6 <sup>th</sup> – 21 <sup>st</sup> July 2023	CW	
Evaluation report presented to LBL	28 <sup>th</sup> July 2023	CW	
Contract award decision received from (LBL)	13 <sup>th</sup> October 2023	LBL Insurance	
Award decision letters issued (Alcatel letters)	19 <sup>th</sup> October 2023	LBL Procurement	
Award Contract	31 <sup>st</sup> October 2023	LBL Procurement	
Protocol meeting with new insurers (week commencing)	9 <sup>th</sup> November 2023	ALL	
Issue contract award notice by	17 <sup>th</sup> November 2023	LBL	
Cover incepted / contract start	1 <sup>st</sup> December 2023	Insurers	