

Tender Timescale

The Disaster Recovery tender was issued via the Authorities Buying Consortium (ABC) on Thursday 8th January. Responses are due back to the ABC by 12 noon on Thursday 29th January. A total of 14 key servers were included in the proposals (7 Unix and 7 NT) with suppliers expected to provide direct replacements for all or any of the servers in the event of a disaster.

Comprehensive Disaster Recovery Plans have been completed for all key servers and the three existing server rooms.

Work has started on preparing the new Disaster Recovery facility in Ardrishaig and the site should be ready by the time the project team have completed the evaluation of the tender responses. The work comprises upgrades to the building security, including replacement doors, barred windows, air conditioning and perimeter alarm as well as upgrades to the electrical supply and backup communication links. It must be stressed that the full co-operation of our colleagues in Property is required to ensure our implementation deadlines are met.

The Disaster Recovery project team are expected to bring forward final recommendations to the Strategic Management Team by 1st March.

The full timetable for the evaluation of the tender responses is as follows:

1.	Tender Response	29/1/04
2.	Opening of Tenders	2/2/04
3.	Initial Evaluation of Tenders	3/2/04 - 5/2/04
4.	Short Listing	6/2/04
5.	Arrange Site Visits	6/2/04
6.	Full Evaluation of Tenders	9/2/04 - 13/2/04
7.	Site Visits	16/2/04 - 18/2/04
8.	Appraisal	19/2/04 - 20/2/04
9.	Final Site Visits (if required)	23/2/04 - 24/2/04
10.	Prepare Recommendations Report	25/2/04 - 27/2/04
11.	Issue Recommendations Report to Management Team	1/3/04
12.	Advise Tenderers of Outcome	3/3/04
13.	Issue Letter of Acceptance to successful Tenderer	5/3/04
14.	Finalise Recovery Plan	26/3/04

The project documentation, including copies of the tender, tender advertisement, server and server room plans, evaluation criteria reports and background papers are available in the Disaster Recovery public folder.

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