

Timescale tracker – Utilities Contracts Regulations 2016

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This document sets out key timescales relating to the main contract award procedures under the Utilities Contracts Regulations 2016. Please note that it **is only applicable for procurements that were commenced on or after 18 April 2016**. ;

The overriding requirement when setting timescales is to allow sufficient time for suppliers to prepare appropriate responses, taking account of the subject of the proposed contract, the contract award procedure to be used and the need, for example, for site visits. The table below sets out the minimum permitted timescales and the maximum permitted reductions.

An appropriate time period will also need to be allocated for other aspects of the procurement process, e.g. evaluation of tender responses.

Minimum timescales:

Choice of procedure and stage	Standard timescales	Tenders <u>submitted electronically</u>	Requirement is urgent and longer time limit is impractical as a result	PIN published no more than 12 months and no less than 35 days from despatch of contract notice
OPEN PROCEDURE				
Despatch of contract notice to receipt of tender responses	35 days	30 days	Period reduced to 15 days	Period reduced to 15 days
Standstill	10 days			
RESTRICTED PROCEDURE				
Despatch of contract Notice (or despatch of invitation to confirm interest - where a PIN is used as a call for competition) to receipt of requests to participate ¹	Generally, 30 days and in any event not less than 15 days			
ITT to receipt of tender response	10 days or a period otherwise agreed with all tenderers			
Standstill	10 days			

¹ Note: A utility can require that requests to participate are made through the completion and return of a pre-qualification questionnaire. This applies to the restricted, negotiated, competitive dialogue or innovation partnership procedures.

Choice of procedure and stage	Standard timescales	Tenders <u>submitted electronically</u>	Requirement is urgent and longer time limit is impractical as a result	PIN published no more than 12 months and no less than 35 days from despatch of contract notice
NEGOTIATED WITH PRIOR CALL FOR COMPETITION				
Despatch of contract notice (or despatch of invitation to confirm interest - where a PIN is used as a call for competition) to receipt of requests to participate	Generally, 30 days and in any event not less than 15 days			
ITN to receipt of initial tenders	10 days or a period otherwise agreed with all tenderers			
Standstill	10 days			
COMPETITIVE DIALOGUE				
Despatch of contract notice (or despatch of invitation to confirm interest - where a PIN is used as a call for competition) to receipt of requests to participate	Generally, 30 days and in any event not less than 15 days			
Standstill	10 days			
INNOVATION PARTNERSHIP				
Despatch of contract notice (or despatch of invitation to confirm interest - where a PIN is used as a call for competition) to receipt of requests to participate	Generally, 30 days and in any event not less than 15 days			
Standstill	10 days			