Timetable for hiring an agency

The timetable below provides an example of the timescales that are involved in a further competition, from the date of issuing your brief to contract award. Please amend it according to your requirements.

You should allow up to 6 - 8 weeks if you choose all recommended options.

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|  |  |  | **Timescale** | |
| **Task** | **Required/ Optional** | **Task owner** | **Working days** | **Week number** |
| Brief issued | Required | Client | Day 1 | Week 1 |
| Deadline for submission of Capability Assessment | Optional | Agency | Day 4 - 5 | Week 1 |
| Evaluation of Capability Assessment | Optional | Client | Day 6 - 7 | Week 2 |
| Shortlisted agencies from Capability Assessment notified | Optional | Client | Day 7 - 8 | Week 2 |
| Deadline for the submission of clarification questions | Required | Agency | Day 11 | Week 3 |
| Deadline for response to clarification questions | Required | Client | Day 12 - 13 | Week 3 |
| Deadline for submission of proposals | Required | Agency | Day 16 - 17 | Week 4/5 |
| Evaluation of proposals | Required | Client | Day 18 - 21 | Week 4/5 |
| Shortlisted agencies notified | Optional | Client | Day 22 | Week 5 |
| Face-to-face pitches | Optional | Client and Agency | Day 31 - 32 | Week 7 |
| Evaluation of face-to-face pitches | Optional | Client | Day  33 - 34 | Week 7 |
| Award contract | Required | Client | Day 35 - 36 | Week 8 |
| Project inception meeting | Required | Client and Agency | Day 38 | Week 8 |