

## Hornsey Town Hall

Summary of LBH meetings attended by representatives of Hornsey Town Hall Creative Trust during the procurement process (August 2015-August 2016).

All meeting were chaired and run by London Borough of Haringey.

Trust representatives: Graeme Jennings (GJ), Liz Sich (ES).

London Borough of Haringey: Saheeda Bowmer (SB); Jon McGrath (JMCG).

Legal team: Justin Mendelle, Sharpe Pritchard (JM) Consultants: Andrew Pack, 31Ten Consulting (AP); Oliver Maury, GVA (OM).

<b>Date</b>	<b>Attendees</b>	<b>Purpose</b>
5 August 2015	GJ; ES; SB	Conference call re terms of confidentiality agreement
22 September 2015	ES; SB	To discuss outline process and timeline
24 September 2015	ES; SB; Sally Lowe, (LBH coms)	Procurement timeline and communications meeting
26 September 2015	GJ, SB, JM, JMCG, OM, AP, Haringey lawyer	Evaluation Training and rules
1 October 2015	GJ; ES; SB; AP	To discuss community evaluation criteria to be included in tender documents
7 October 2015	HTHCT trustees; SB; AP	Briefing and discussion of draft community evaluation criteria and descriptors to be included in tender documents
9 October 2015	GJ; ES; SB; AP	To discuss tender documents
21 October 2015	GJ; ES; SB	To discuss procurement timeline and catch-up meeting
26 November 2015	GJ; ES; SB; JMCG; AP; OM; JM	OJEU procurement process training meeting
5 January 2016	GJ, SB, JM, OM, AP	Procurement meeting
8 January 2016	GJ; ES; SB; JMCG; AP; JM	PQQ evaluation and moderation meeting
29 January 2016	ES; SB, GJ	Conference call to discuss procurement dialogue meetings process
2 February 2016	GJ; ES; SB; JMCG; AP; JM; OM	Dialogue briefing & First first-round of competitive dialogue meetings with bidders
3 February 2016	GJ; ES; SB; JMCG; AP; OM	Second first-round of competitive dialogue meeting with bidders
23 February 2016	GJ; ES; SB; JMCG; AP; OM; JM	First second-round competitive dialogue meetings with bidders
24 February 2016	GJ; ES; SB; JMCG; AP; OM; JM	Second second-round of competitive dialogue meetings with bidders
25 February 2016	ES; SB; JMCG; AP; OM; JM	Third second-round of competitive dialogue meetings with bidders

14 March 2016	ES; SB	Catch-up phone call with SB re process
17 March 2016	ES; SB; JMcG; AP; OM; JM	First third-round of competitive dialogue meetings with bidders
18 March 2016	GJ; ES; SB; JMcG; AP; OM; JM	Second third-round of competitive dialogue meetings with bidders
21 March 2016	GJ; ES; SB; JMcG; AP; OM; JM	Third third-round of competitive dialogue meetings with bidders
12 April 2016	GJ; ES; AP; JMcG; JM	Second OJEU procurement process training meeting
22 April 2016	GJ; ES; SB; AP	Briefing meeting with LBH on bidders
6 May 2016	GJ; ES; SB; JMcG; AP; JM	Detailed submissions evaluation and moderation meeting
19 May 2016	ES; SB	Telephone update on remaining bidders
26 May 2016	ES; GJ; SB; AP	Catch-up meeting with LBH
14 June 2016	ES; GJ; SB; JMcG; AP; OM; JM	Fourth round of competitive dialogue meetings with bidders
24 June 2016	ES; SB	Telephone update
11 July 2016	ES; GJ, SB	Telephone update
14 July 2016	GJ; ES; SB; AP; OM	Fifth round of competitive dialogue meetings with bidders
25 July 2016	GJ, ES	Reading of bids etc
25 July 2016	ES; SB; Joe Derrett, LBH	Coms meeting with LBH
29 July 2016	GJ; ES; SB; AP	Pre-moderation session meeting
5 August 2016	GJ; ES; SB; JMcG; AP; OM; JM	Final bids evaluation and moderation meeting

30 November 2016