

Guidance note 4: Setting a brief and managing a procurement

London Development Toolkit

Abstract illustration of London in yellow

Key information

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Overview

As part of the [London Development Toolkit](#), this guidance note explores the key stages of a typical competitive procurement process to select a developer partner; and how to prepare for, manage and deliver each stage effectively.

It covers:

- planning and resourcing
- tender notice and project brief
- participation stage
- dialogue and negotiation
- tender stage
- award criteria
- evaluation
- assessment summaries
- contract award.

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