

TIMELINE WITH MILESTONES

RFQ 23-546 K-12 Mathematics Instructional Resource (Revised 3/15/23LW)

<u>MILESTONES</u>	<u>DATES</u>
Initiating Department (End User) review, compile, classify, compare, rank: information gathered from all relevant sources and suppliers to produce a COMPLETE/THOROUGH SCOPE of WORK and Objective/Purpose Statement and list of contact data of known suppliers of such services in the marketplace	Monday, January 9, 2023
Receipt of COMPLETE/THOROUGH SCOPE OF WORK and Objective Purpose Statement in the Purchasing Department – ELECTRONIC FORMAT	Monday, January 9, 2023
APPROVED REQUISITION IN MUNIS	WAIVED
Internal Finance Management Review	Tuesday, March 14, 2023
End user final draft approval of solicitation	Tuesday, March 14, 2023
Legal and Risk's written approval of solicitation	Tuesday, March 21, 2023
Champion News Ad Reservation Deadline	Thursday, March 16, 2023
1 st Advertisement in Champion News; E-mail Notifications	Thursday, March 23, 2023
2 nd Advertisement in Champion News	Thursday, March 30, 2023
Pre-Proposal Conference (if required)	None requested
Deadline for Receipt of Vendor Questions @ 12 Noon	Monday, April 3, 2023
Deadline for Receipt of Answers to Vendor Questions from Initiating Department	Tuesday, April 4, 2023
Questions/Answers Addenda Posted to DCSD Website @430PM	Wednesday, April 5, 2023
Proposal Submission Deadline @ 2PM	Tuesday, April 11, 2023
Public Proposal Acknowledgement	Tuesday, April 11, 2023
Responsiveness Determinations & Process Management by Central Purchasing; Responses Submitted to the End User; Receipt of signed Evaluator; Begin Evaluation Committee Review Process <u>Agreements/Surveys from End User</u>	Friday, April 14, 2023
Evaluation/Shortlist	Wednesday, April 26, 2023 - Friday, May 12, 2023
Interviews/Final Selection	Tuesday, June 6, 2023 - Wednesday, June 7, 2023
BOE Agenda Item Due Date	Wednesday, June 14, 2023
Anticipated BOE Approval Date	Monday, July 10, 2023
Notice to Legal for Contract Preparation	TBD