

# REVISED TIMELINE WITH MILESTONES

## RFP 24-508 Strategic Planning Management System

### MILESTONES

### Dates

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

**Thursday, May 11, 2023**

Receipt of **COMPLETE/THOROUGH SCOPE OF WORK and Objective Purpose Statement in the Purchasing Department – ELECTRONIC FORMAT**

**Friday, June 23, 2023**

### **APPROVED REQUISITION IN MUNIS**

**WAIVED**

Internal Finance Management Review

**Monday, June 26, 2023**

End user final draft approval of solicitation

**Monday, July 10, 2023**

Legal and Risk's written approval of solicitation

**Tuesday, July 11, 2023**

Champion News Ad Reservation Deadline

**Thursday, July 6, 2023**

1<sup>st</sup> Advertisement in Champion News; E-mail Notifications

**Thursday, July 13, 2023**

2<sup>nd</sup> Advertisement in Champion News

**Thursday, July 20, 2023**

IonWave Virtual Demo Session

**Wednesday, July 26, 2023**

### **Pre-Proposal Conference**

**Not applicable**

Deadline for Receipt of Vendor Questions

**Monday, July 31, 2023**

Deadline for Receipt of Answers to Vendor Questions from Initiating Department

**Wednesday, August 2, 2023**

Questions/Answers Addenda Posted to DCSD Website

**Friday, August 4, 2023**

### **Proposal Submission Deadline @ 2PM**

**Wednesday, August 9, 2023**

### **Public Proposal Acknowledgement @ 3PM**

**Wednesday, August 9, 2023**

Responsiveness Determinations & Process Management by Central Purchasing; Responses Submitted to the End User; Receipt of signed Evaluator; Begin Evaluation Committee Review Process  
Agreements/Surveys from End User

Evaluation/Shortlist

Interviews/Final Selection

BOE Agenda Item Due Date (Operations)

**Wednesday, August 16, 2023**

Anticipated BOE Approval Date

**Monday, September 11, 2023**

Notice to Legal for Contract Preparation

**TBD**