

## TIMELINE WITH MILESTONES

### 24-576 K-12 Teaching and Learning Curriculum Audit

**MILESTONES**

**Dates**

Initiating Department (End User) review, compile, classify, compare, rank: information gathered from all relevant sources and suppliers to produce a <b>COMPLETE/THOROUGH SCOPE of WORK and Objective/Purpose Statement</b> and list of contact data of known suppliers of such services in the marketplace		<b>Wednesday, November 8, 2023</b>
Receipt of <b>COMPLETE/THOROUGH SCOPE OF WORK and Objective Purpose Statement in the Purchasing Department – ELECTRONIC FORMAT</b>		<b>Wednesday, November 8, 2023</b>
<b>APPROVED REQUISITION IN MUNIS</b>		<b>WAIVED</b>
Internal Finance Management Review		<b>Thursday, November 9, 2023</b>
Solicitation Kickoff Meeting		<b>Tuesday, December 12, 2023</b>
Solicitation Roundtable Meeting (Clarification)		
<b>Procurement Solicitation Draft Deadline</b>		<b>Thursday, January 4, 2024</b>
<b>End user final draft approval of solicitation @ 12Noon</b>		<b>Friday, January 5, 2024</b>
Legal and Risk's written approval of solicitation		<b>Friday, January 12, 2024</b>
Champion News Ad Reservation Deadline		<b>Thursday, January 11, 2024</b>
1 <sup>st</sup> Advertisement in Champion News; E-mail Notifications		<b>Thursday, January 18, 2024</b>
2 <sup>nd</sup> Advertisement in Champion News		<b>Thursday, January 25, 2024</b>
<b>IonWave Demo Session @11AM</b>		<b>Wednesday, January 31, 2024</b>
Deadline for Receipt of Vendor Questions		<b>Friday, February 2, 2024</b>
Deadline for Receipt of Answers to Vendor Questions from Initiating Department		<b>Tuesday, February 6, 2024</b>
Questions/Answers Addenda Posted to DCSD Website		<b>Friday, February 9, 2024</b>
<b>Proposal Submission Deadline @2PM</b>		<b>Tuesday, February 13, 2024</b>
<b>Public Proposal Acknowledgement @3PM</b>		<b>Tuesday, February 13, 2024</b>
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		<b>Wednesday, February 28, 2024</b>

Interviews/Final Selection

BOE Agenda Item Due Date  
 Anticipated BOE Approval Date  
 Notice to Legal for Contract Preparation

**Monday, March 11, 2024**  
**Monday, April 15, 2024**  
**TBD**