

## TIMELINE WITH MILESTONES

Revised RFQ 24-570 English Language Arts Instructional Resources

<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 <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	Monday, October 23, 2023
Receipt of <b>COMPLETE/THOROUGH SCOPE OF WORK and Objective Purpose Statement in the Purchasing Department – ELECTRONIC FORMAT</b>	Monday, October 23, 2023
<b>APPROVED REQUISITION IN MUNIS</b>	WAIVED
Internal Finance Management Review	Monday, October 23, 2023
Solicitation Kickoff Meeting	Wednesday, November 8, 2023
Solicitation Roundtable Meeting (Clarification)	Wednesday, November 29, 2023
<b>Procurement Solicitation Draft Deadline</b>	Wednesday, December 6, 2023
<b>End user final draft approval of solicitation @ 12Noon</b>	Friday, December 8, 2023
Legal and Risk's written approval of solicitation	Wednesday, December 13, 2023
Champion News Ad Reservation Deadline	Thursday, December 7, 2023
1 <sup>st</sup> Advertisement in Champion News; E-mail Notifications	Thursday, December 14, 2023
2 <sup>nd</sup> Advertisement in Champion News	Thursday, December 21, 2023
<b>IonWave Demo Session @11AM</b>	Thursday, January 4, 2024
Deadline for Receipt of Vendor Questions	Friday, January 5, 2024
Deadline for Receipt of Answers to Vendor Questions from Initiating Department	Wednesday, January 10, 2024
Questions/Answers Addenda Posted to DCSD Website	Friday, January 12, 2024
<b>Proposal Submission Deadline @2PM</b>	Tuesday, January 23, 2024
<b>Public Proposal Acknowledgement @3PM</b>	Tuesday, January 23, 2024
<b>Deadline for Receipt of Vendor Materials</b>	01/24/2024-01/26/2024 (Wed-Fri)
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	Friday, February 2, 2024
<b>Evaluation Timeline Projection</b>	<div style="display: flex; justify-content: space-between;"> <span><b>4 Week</b></span> <span>Monday, February 5, 2024</span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>6 Week</b></span> <span>Monday, February 5, 2024</span> </div>
Evaluation Timeline	Saturday, February 24, 2024 - Saturday, April 13, 2024
Interviews/Final Selection	Wednesday, April 10 - Thursday, April 11, 2024
BOE Agenda Item Due Date	Wednesday, May 15, 2024
Anticipated BOE Approval Date	Monday, June 10, 2024
Notice to Legal for Contract Preparation	TBD