

TIMELINE WITH MILESTONES

Revised RFQ 24-572 Visual and Performing Arts Instructional Resources

MILESTONES

	<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, October 23, 2023
Receipt of COMPLETE/THOROUGH SCOPE OF WORK and Objective Purpose Statement in the Purchasing Department – ELECTRONIC FORMAT	Monday, October 23, 2023
APPROVED REQUISITION IN MUNIS	WAIVED
Internal Finance Management Review	Monday, October 23, 2023
Solicitation Kickoff Meeting	Wednesday, November 8, 2023
Solicitation Roundtable Meeting (Clarification)	Wednesday, November 29, 2023
Procurement Solicitation Draft Deadline	Wednesday, December 6, 2023
End user final draft approval of solicitation @ 12Noon	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 st Advertisement in Champion News; E-mail Notifications	Thursday, December 14, 2023
2 nd Advertisement in Champion News	Thursday, December 21, 2023
IonWave Demo Session @11AM	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
Proposal Submission Deadline @2PM	Tuesday, January 23, 2024
Public Proposal Acknowledgement @3PM	Tuesday, January 23, 2024
Deadline for Receipt of Vendor Materials	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
Evaluation Timeline Projection	Monday, February 5, 2024
4 Week	Monday, February 5, 2024
6 Week	Monday, February 5, 2024
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