

TIMELINE WITH MILESTONES

Revised RFQ 24-573 English for Speakers of Other Languages Instructional Resources

MILESTONES

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

Dates

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
Solicitation Kickoff Meeting

Monday, October 23, 2023

Solicitation Roundtable Meeting (Clarification)

Wednesday, November 8, 2023

Procurement Solicitation Draft Deadline

Wednesday, November 29, 2023

End user final draft approval of solicitation @ 12Noon

Wednesday, December 6, 2023

Legal and Risk's written approval of solicitation

Friday, December 8, 2023

Champion News Ad Reservation Deadline

Wednesday, December 13, 2023

1st Advertisement in Champion News; E-mail Notifications
2nd Advertisement in Champion News

Thursday, December 7, 2023

Thursday, December 14, 2023

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

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