

## TIMELINE WITH MILESTONES

### Revised RFQ 24-571 World Languages 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 <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>Monday, October 23, 2023</b>
Receipt of <b>COMPLETE/THOROUGH SCOPE OF WORK and Objective Purpose Statement in the Purchasing Department – ELECTRONIC FORMAT</b>	<b>Monday, October 23, 2023</b>
<b>APPROVED REQUISITION IN MUNIS</b>	<b>WAIVED</b>
Internal Finance Management Review	<b>Monday, October 23, 2023</b>
Solicitation Kickoff Meeting	<b>Wednesday, November 8, 2023</b>
Solicitation Roundtable Meeting (Clarification)	<b>Wednesday, November 29, 2023</b>
<b>Procurement Solicitation Draft Deadline</b>	<b>Wednesday, December 6, 2023</b>
<b>End user final draft approval of solicitation @ 12Noon</b>	<b>Friday, December 8, 2023</b>
Legal and Risk's written approval of solicitation	<b>Wednesday, December 13, 2023</b>
Champion News Ad Reservation Deadline	<b>Thursday, December 7, 2023</b>
1 <sup>st</sup> Advertisement in Champion News; E-mail Notifications	<b>Thursday, December 14, 2023</b>
2 <sup>nd</sup> Advertisement in Champion News	<b>Thursday, December 21, 2023</b>
<b>IonWave Demo Session @11AM</b>	<b>Thursday, January 4, 2024</b>
Deadline for Receipt of Vendor Questions	<b>Friday, January 5, 2024</b>
Deadline for Receipt of Answers to Vendor Questions from Initiating Department	<b>Wednesday, January 10, 2024</b>
Questions/Answers Addenda Posted to DCSD Website	<b>Friday, January 12, 2024</b>
<b>Proposal Submission Deadline @2PM</b>	<b>Tuesday, January 23, 2024</b>
<b>Public Proposal Acknowledgement @3PM</b>	<b>Tuesday, January 23, 2024</b>
<b>Deadline for Receipt of Vendor Materials</b>	<b>01/24/2024-01/26/2024 (Wed-Fri)</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>Friday, February 2, 2024</b>
<b>Evaluation Timeline Projection</b>	<b>Monday, February 5, 2024</b>
<b>4 Week</b>	<b>Monday, February 5, 2024</b>
<b>6 Week</b>	<b>Monday, February 5, 2024</b>
Evaluation Timeline	<b>Saturday, February 24, 2024 - Saturday, April 13, 2024</b>
Interviews/Final Selection	<b>Wednesday, April 10 - Thursday, April 11, 2024</b>
BOE Agenda Item Due Date	<b>Wednesday, May 15, 2024</b>
Anticipated BOE Approval Date	<b>Monday, June 10, 2024</b>
Notice to Legal for Contract Preparation	<b>TBD</b>