

TIMELINE WITH MILESTONES

RFQ 26-724 Science

MILESTONES

Dates

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		Wednesday, November 19, 2025	
Receipt of COMPLETE/THOROUGH SCOPE OF WORK and Objective Purpose Statement in the Purchasing Department – ELECTRONIC FORMAT		Wednesday, November 19, 2025	
APPROVED REQUISITION IN MUNIS		WAIVED	
Internal Finance Management Review		Wednesday, November 19, 2025	
Solicitation Kickoff Meeting		Thursday, December 4, 2025	
Solicitation Roundtable Meeting (Clarification)			
End user final draft approval of solicitation @ 12 Noon on or before		Friday, December 19, 2025	
Procurement Solicitation Draft Deadline on or before		Thursday, January 15, 2026	
Legal and Risk's written approval of solicitation		Thursday, January 22, 2026	
Champion News Ad Reservation Deadline		Thursday, January 29, 2026	
1 st Advertisement in Champion News; E-mail Notifications		Thursday, February 5, 2026	
		Thursday, February 12, 2026	
Optional Pre-Proposal Conference@ 11 AM (End User Dept must be in attendance.)		Tuesday, February 17, 2026	
Deadline for Receipt of Vendor Questions		Friday, February 20, 2026	
Deadline for Receipt of Answers to Vendor Questions from Initiating Department		Wednesday, February 25, 2026	
Questions/Answers Addenda Posted to DCSD Website		Friday, February 27, 2026	
Proposal Submission Deadline @2PM		Thursday, March 5, 2026	
Public Virtual Acknowledgement @3PM		Thursday, March 5, 2026	
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, March 13, 2026	

Interviews/Final Selection

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

Monday, April 13, 2026
Monday, May 11, 2026
TBD