

REQUEST FOR PROPOSAL (RFP)

SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

| Action | Responsible Party | DUE DATES |
|-------------------------------------|---------------------------|-----------------------------|
| 1. Issue RFP | SPD | January 26, 2020 |
| 2. Distribution List | Agency | February 5, 2020 |
| 3. Pre-Proposal Conference | Agency | February 6, 2020 |
| 4. Deadline to submit Questions | Potential Offerors | February 10, 2020 |
| 5. Response to Written Questions | Procurement Manager | February 13, 2020 |
| 6. Submission of Proposal | Potential Offerors | February 25, 2019 |
| 7. Proposal Evaluation | Evaluation Committee | February 26 – March 6, 2020 |
| 8. Selection of Finalists | Evaluation Committee | March 12, 2020 |
| 9. Best and Final Offers | Finalist Offerors | N/A |
| 10. Oral Presentation(s) | Finalist Offerors | N/A |
| 11. Finalize Contractual Agreements | Agency/Finalist Offerors | May 2020 |
| 12. Contract Awards | Agency/ Finalist Offerors | July 1, 2020 |
| 13. Protest Deadline | SPD | March 14-March 28, 2020 |