

RFP: name of RFP		
Projected Date of Task	Task	Notes
	Subject Matter Experts Review/Meeting	Schedule meeting to review requirements; use PowerPoint presentation if needed.
	RFP Finalized for Release	Approximately 10 business days after Statement of Work and Calendar of Events is completed.
	Release RFP	Release RFP in BidSync.
	Pre-Proposal Conference	Approximately 10 business days after RFP is released.
	Post Q & A on BidSync	Post questions from conference within 3 days.
	BidSync questions deadline: 3 p.m. PST	Approx. 10 business days before RFP due date.
	Proposals Due: 3 p.m. PST	Allow at least 20 business days, after the Pre-Proposal Conference, for vendors to prepare their proposals.
	Proposal Technical Reviews	If possible, this may be completed the same day that the proposals are due.
	Proposal copies to Finance	
	RFP Status Memo to Director	At a minimum, the status memo will include: number of proposals received, names of vendors who submitted proposals, description of late proposals or missing documents, number and description of the evaluation panel members. This status report may be sent out the same day as the technical review if possible.
	Send out Disqualification Notice	If applicable, a Disqualification Notice will be emailed (after the Director's approval) to proposers that did not meet the minimum RFP requirements. Allow about 2 business days after sending out the Status Memo for Director's orders to disqualify.
	Evaluation Committee (EC) Orientation mtg: Issue instructions.	Approximately 2 business days after disqualification notice is sent, distribute proposals to the panel members in orientations and acquire their signature on the Conflicts of Interest form. Allow from 30 min to 1 hr for orientation session.
	Evaluation Committee (EC) Review Panel	Approx. 10 days after Orientation meeting. Allow 2 hrs. If required, prepare questions for shortlist interviews. (Send out Evaluator Thank You Letters afterwards).
	Schedule interviews.	Call and E-mail the vendors.
	Conduct interviews (if necessary)	Vendors must keep this date open for interviews.
	Due date for vendor's written responses to interview (if necessary).	Allow 5 business days if a written response is required from the vendors. Allow another 5 business days for Programs & Director to decide which vendor to award based on interview responses.
	Executive Summary of RFP process due to Executive Managers	Allow 2 days for Executive Managers' approvals.
	Executive Summary sent to Mental Health Director for approval.	Allow 5 days for MH Director' approval.
	Negotiation with Finalist(s)	Once the Director signs the Executive Summary, you may begin contract negotiations.
	Completion of Contract Negotiations	
	Notification: Notice of Award & Non-selection notices emailed	
	Protest Due Date: 3 PM PST.	5 business days after Notice of Intent to Award.
	Protest response issued after consultation with Counsel & Director	5 days after Protest due date.
	If applicable, Appeal to Director's response is due.	5 business days after Director's official response.
	If applicable, Appeal must be forwarded to Independent Reviewing Officer (IRO) and a written notice to Protester that Appeal was submitted.	2 days after Appeal due date
	If applicable, Appeal review and decision by Independent Reviewing Officer due.	Total of 25 business days: 10 days to submit additional documents; 15 days to review and enter judgment
	Projected start of project and services.	After IRO decision is issued, send the contract to County Counsel to process final signatures. Allow at least 4 weeks to obtain all necessary signatures from County Counsel, Director, CFO, and County Exec. The project start date should be set for after these weeks.

Director's, or designee, presence/action needed.

Dates advertised in RFP