

SCHEDULE MATRIX RFP

	Action	Approximate Dates	Completion Timeframe	Responsible Party
1	Enabling Ordinance (for non-PTE projects)			PHB - N/A for PROCUREMENT
2	Drafting of Technical and Functional Specifications			PHB – N/A for PROCUREMENT
3	RFP Drafting			PHB / PROCUREMENT
4	RFP Review		2 weeks	PROCUREMENT
4a	RFP returned to Bureau for required changes	Click here to enter a date.	1 week	PHB
5	Review for inclusion of required changes (PTE)		1 week	PROCUREMENT
6	Post RFP		1 week	
6 a	Proposal Due Date		3-4 weeks	
7	Assemble Evaluation team	Runs concurrent with 4 / 5		PHB
8	Evaluation of Written Materials Due		2-3 weeks	PHB
9	Notice of Short List		1 week	PROCUREMENT
10	Protest Period		1 week	PROCUREMENT

11	Oral Interviews (if required)			PHB / PROCUREMENT will facilitate
12	Notice of Intent to Award		1 week	PROCUREMENT
13	Protest Period		1 week	PROCUREMENT
14	Contract Negotiation			PHB
15	City Council – first reading for Ordinance (for PTE contracts >\$500K)		2 weeks from Contract Negotiation (PTE)	PHB / PROCUREMENT
16	City Council – second reading (for PTE)		4 weeks	PHB
17	CPO Report to Council (for non-PTE contracts)			PROCUREMENT
18	Contract Execution / Contract Review		1 week	PHB (for PTE) / PROCUREMENT (for non-PTE contracts)