

**DRAFT TIMELINE FOR CONTRACT AWARD TO CIPMO VENDOR**

February 8, 2017

**May City Council / FRC Process**

	Lead Time Days	Lead Time Total	Date	Weekday
<b>Step 1: Selection of Winning Proposal</b>				
1. Meet with Evaluation Committee to Select Winning Proposal	-	-	2/10/2017	Friday
2. Notification of Winning Proposal(s)	3	3	2/13/2017	Monday
	<u>3</u>			
<b>Step 2: Contract Negotiation &amp; Approval Process</b>				
3. Engage in Contract Negotiation and Finalization	58	61	4/12/2017	Wednesday
4. Deadline to Submit Contract to BOWC	-	61	4/12/2017	Wednesday
5. Deadline to Submit Contract to City Council Subcommittee*	6	67	4/18/2017	Tuesday
6. BOWC Meeting and Approval	1	68	4/19/2017	Wednesday
7. Deadline to Submit Contract to City Council	6	74	4/25/2017	Tuesday
8. City Council Meeting and Approval	7	81	5/2/2017	Tuesday
9. Deadline to Submit Contract to Mayor Prior to FRC Review	7	88	5/9/2017	Tuesday
10. Deadline to Submit Contract to FRC	-	88	5/9/2017	Tuesday
11. FRC Meeting and Approval	13	101	5/22/2017	Monday
	<u>98</u>			
<b>Step 3: Launch of PMO</b>				
12. Notify Contractor of Approved Contract	1	102	5/23/2017	Tuesday
13. Contractor Prepares for Staffing & Launch	7	109	5/30/2017	Tuesday
14. Begin Co-Locating Staff at DWSD and Launch PMO	7	116	6/6/2017	Tuesday

## Footnotes:

\* Requires providing contract to City Council Subcommittee prior to BOWC approval.