

PROCUREMENT'S TIMELINE

CONTRACT
TERMINATION
DATE

- ID bidders

RFP
Out

- Bidders' conference
- Site tours
- RFP addendums

RFP
Due

- Evaluate proposals
- Select finalists
- Finalists present
- Select bidder
- Negotiations

Award

Start
Service

60+ Days

14-30 Days

30 Days

30 Days

ANALYZE

- Decision makers
- Department
- Business
- Competitors

DESIGN

- Program configurations
- Proposal narrative
- Exec Sum draft
- Brand offering

VISIT SITE(S)
REVIEW CONTRACT
CREATE PRICE & SIGN-OFF

PRODUCE PROPOSAL

- RFP responses
- Exec Sum final
- Graphics
- Cover letter

PRESENTATION PREP

- Create slideshow
- Rehearse

WINNING BIDDER

- Negotiate

TRANSITION

- Pre-start work
- Sign contract

BIDDER'S FRONT-LOADED PROPOSAL WORK