

TOWN OF GILBERT
 FINANCE AND MANAGEMENT SERVICES
 PURCHASING DIVISION
 50 E. Civic Center Drive
 Gilbert, AZ 85296
 480-503-6703 | purchasing@gilbertaz.gov

FORMAL SOLICITATION PLANNER - RFP

Rev:05/2014

CONTRACT TITLE:	<title>
SOLICITATION NUMBER:	<number>
PURCHASING POINT OF CONTACT:	<name>

	EVENT	TARGET DATE	**ACTUAL DATE
1	Budget approval received by Purchasing Division		
2	Pre-RFP planning meeting (Scope of Work Kick-Off)		
3	Specifications/Scope of Work completed by Department		
4	RFP projected completion date (Republic's Ad Submission Deadline)		
5	RFP Public Notice: Publication Date(s): 3/27, 3/28, 3/29, 3/30		
	Post to Town website and ProcureAZ		
6*	Pre-Bid Conference 9AM at NWTP, site inspections immediately following until 12P		
	Post Pre-Bid Sign-In Sheet to Town website and ProcureAZ		
7	Inquiry Deadline (Questions from potential Offerors): 11:00 AM		
8*	Solicitation Amendment #1 issued	--	
	Solicitation Amendment #2 issued	--	
	Solicitation Amendment #3 issued	--	
	Solicitation Amendment #4 issued	--	
9	Proposal Opening Date (2:00 PM, Room 233) Purchasing initial review		
	Post As-Read List of Offerors to Town website and ProcureAZ		
	Verify Responsive & Responsible		
10	Evaluation Committee Meeting #1: Sign Confidentiality Form, Distribute Proposals & Evaluation Committee Score Sheets		
	Evaluation Committee Meeting #2: Rank Proposals, Select Vendor(s)		
	Evaluation Committee Meeting #3		
11*	Oral Presentations		
	Written/Oral Discussions – Vendor #1		
	Written/Oral Discussions – Vendor #2		
12*	Best and Final Offer (BAFO) Request Sent to Vendor		
	BAFO Received by Purchasing		
	Review/Approval by Evaluation Committee		
13	Review and Approval of Award by Purchasing Administrator		

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	Post Letter of Intent to Award to Town website and ProcureAZ (sent via email)		
14	Council Action (if over \$100k)		
	Council Transmittal Deadline 5PM		
	Council Date (Recommended Motion to Award Contract)		
	Post Award Notice to Town website and ProcureAZ		
15	Send Executed Contract to Offeror(s) and request PO requisition		

***Optional events.**

****Actual date(s) provided if different from target date(s).**

The Formal Solicitation Planner represents the process and target dates for this solicitation, as discussed and mutually agreed upon between the Purchasing Point of Contact and the Department.