

### Grant RFP Timeline

Description	Time typically required	Estimated Completion Date	Notes
RFP draft finalized		9/14/18	
RFP released		10/12/18	Assuming 4 weeks for Attachment approval – less than \$1mil – Att C
Vendor Questions due	2 weeks	10/26/18	
Q & A posted	2 weeks	11/9/18	
Notice of Intent due date (if applicable)		11/15/18	
Bid Due date (proposal submitted to PO except for-profits which are sent to CAU)	2 weeks	11/26/18	Six weeks over all – gave an extra day due to Thanksgiving
PO opens bids	1 week	12/3/18	
PO conducts technical review	2-4 weeks	12/24/18	Is 3 weeks doable? Note holiday season
Score summary sent to CAU	1 week	1/2/19	
CAU confirms scores	1 week	1/7/19	
Attachment submitted for approval.	1 week	1/7/19	
Attachment approved	4-8 weeks	3/4/19	Att A – 8 weeks
PO issues preliminary award notices to winning and losing vendors (when Attachment is approved)	Same day	3/4/19	Start date should not be sooner than award notices
Debrief/protest window		4/16/19	Debrief reqs due – 3/19 Letters sent – 4/2 Protests due – 4/16/18 <b>Assuming no protests</b>
CAU prepares the procurement record for OSC approval and submits		4/16/19	We no longer do DOB/OSC approval simultaneously – OSC will not review until protest window ends
OSC issues a category code for the procurement and notifies CAU and Grant Finance that the procurement is approved. If there is a section 112 Exemption Request, OSC will still issue a category code and decide on the exemption.	4 weeks (from when procurement record is submitted)	5/14/19	
<del>PO submits BFM10G and workplans to CAU starting the contracting process</del>	<del>Following Attachment/OSC approval</del>		

PO submits PO- and MWBE- approved budgets to Grants Finance	4 weeks (on a rolling basis, if applicable)	5/14/19	Submit immediately if no issues – any with delays will move forward on a rolling basis
GF prepares Budget and Grant Award Letter and sends packet to <del>CAU</del>	2 weeks	5/28/19	All school districts/BOCES, so no contracts. Process will end here.
<b>Project start</b>		<b>1/1/19</b>	