

TIMELINE

RFP No. 18C0001

FOOD AND/OR CONCESSION SERVICES FOR VARIOUS CAMPUS LOCATIONS

Task No.	Description	Date*	Status
1.	Kick-off meeting with Campus Food Services Ad-hoc Committee	March 6, 2018; 11:00 AM	Completed
2.	Ad-hoc committee reviews Food Survey and RFP; Submit Food Survey changes to Purchasing	March 6-19, 2018	Completed
3.	Campus Food Services Ad-hoc Committee Meeting	March 20, 2018; 11:00 AM	In progress
4.	Ad-hoc committee reviews RFP; Submit changes to Purchasing	March 20-April 2, 2018	
5.	IERP to Develop <i>DRAFT</i> Survey for next meeting	March 20-April 2, 2018	
6.	Campus Food Services Ad-hoc Committee Meeting	April 3, 2018: 11:00 AM	
7.	IERP to incorporate final changes to Survey for next meeting	April 3-16, 2018	
8.	Purchasing incorporates changes to RFP	April 3-16, 2018	
9.	Campus Food Services Ad-hoc Committee Meeting - Review Final Draft Food Service Survey; review <i>DRAFT</i> RFP	April 17, 2018: 11:00 AM	
10.	Release Food Service Survey to Campus Community	April 18, 2018	
11.	Purchasing incorporates changes to RFP	April 18-30, 2018	
12.	Food Services Survey Closes	April XX, 2018	
13.	Institutional Research and Planning Evaluates Survey and Provides Results	April XX, 2018	
14.	Campus Food Services Ad-hoc Committee Meeting—Review Food Survey results and incorporate into RFP	May 1, 2018: 11:00 AM	
15.	Purchasing incorporates changes to RFP	May 1-14, 2018	
16.	Campus Food Services Ad-hoc Committee Meeting—Provide final feedback for RFP	May 15, 2018: 11:00 AM	
17.	Board Meeting (July 18): Information Item due to VP	June 28, 2018	
18.	Board Meeting (July 18): Information Item	July 18, 2018	
19.	Release of RFP	August XX, 2018	
20.	Newspaper advertisement, Week 1	August XX, 2018	
21.	Advertisement in other outreach venues	August XX, 2018	
22.	Newspaper advertisement, Week 2	August XX, 2018	
23.	Pre-Proposal Conference & Site Visits	Friday September XX and Saturday, September XX, 2018	

24.	Last day for offerors to submit questions	September XX, 2018	
25.	Addendum No. 1: Last day for District to respond to questions	September XX, 2018	
26.	Addendum No. 2 distributed	TBD	
27.	PROPOSALS DUE	2:00 PM; October XX, 2018	
28.	Evaluation Committee (EC) Kick-off meeting	October XX, 2018	
29.	EC reviews proposals	October XX—XX, 2018	
30.	EC submits evaluation sheets	October XX, 2018	
31.	EC Evaluation sheet tabulated	October XX—XX, 2018	
32.	EC meeting to determine short list	October XX, 2018	
33.	Notification of invitations to short-listed vendors for interviews	October XX, 2018	
34.	Notification of Non-Selection of Short List Letters mailed to vendors	October XX, 2018	
35.	Vendor Interviews	November XX, 2018	
36.	EC determine final vendor selected	November XX, 2018	
37.	Board agenda item due for January 2019 board meeting—PLACEHOLDER	December XX, 2018	
38.	Vendor negotiations	December XX, 2018	
39.	Board agenda item due for January 2019 board meeting—FINAL	January XX, 2019	
40.	Recommendation of Award of Contract during the Regularly Scheduled Board of Trustees' Meeting	January XX, 2019	
41.	Notice of Award issued and Contract mailed to vendor	TBD	
42.	Notice of Non-Award issued/Notice to vacate premises	TBD	
43.	Transition planning	TBD	
44.	Contracts executed	TBD	
45.	Start Date	July 1, 2018 (Tentative)	

* Dates may change with or without notice