

Network Nebraska RFPXXXZ1 DRAFT Schedule of Events

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

Activity	Agency Final Documents To Purchasing Bureau	Agency Recommended Release Date
1. Pre-review by State Purchasing Bureau.	1. Allow a minimum of 10 business days for initial pre-review of proposal documents with track changes enabled in Word format and submit recommended revisions/changes to agency. [September 30-October 7, 2011]	
2. Agency revisions.	1. Agency incorporates revisions with track changes enabled in Word format as recommended. [October 7-11, 2011]	
3. Final review by State Purchasing Bureau and AS Materiel legal counsel.	1. Allow a minimum of 10 business days for AS Materiel legal counsel to review any requested changes to boilerplate. [October 11-18, 2011]	
4. Agency final revisions.	<p>1. Agency incorporates final revisions as recommended and attaches the final document to the requisition (O5/O3 document) in NIS. [October 21, 2011]</p> <p>2. Agency should include a text attachment to the NIS requisition that identifies the following:</p> <ul style="list-style-type: none"> a. the agency contact person and email [Tom Rolfes, tom.rolfes@nebraska.gov] b. telephone number [402-471-7969] c. fax number [402-471-4864] d. six-digit billing code for copies, postage and public notices charges [650745] e. identify newspapers for public notice placement, to include dates and frequency. [Omaha World Herald, 10/30/2011 only] <p>3. Agency to provide vendors list. [TBD]</p> <p>4. Agency to email the final proposal documents with track changes enabled in Word format.</p>	
5. Release Request for Proposal.	1. Agencies must allow a minimum of 5 business days for completion of this process. [October 25, 2011]	
6. Pre-Proposal Conference. Location: Varner Hall University of Nebraska 3835 Holdrege Street Lincoln, NE 68503-1435	1. 10 days after release of RFP. [November 4, 2011]	
7. Last day to submit written questions.	1. 13 days after release of RFP. [November 7, 2011]	

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8. State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	1. 2 business days for SPB and/or agency to review (more time may be necessary depending on the number of questions that have been received). 2. Allow an additional 5 business days if AS Materiel legal counsel and/or agency legal counsel review is required prior to posting to Internet.	[November 14, 2011]
9. Evaluation Criteria.	1. Agency to submit to SPB a minimum of 2 days prior to proposal opening.	[December 7, 2011]
10. Proposal Opening. Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South Lincoln, NE 68508	1. 10-15 days after posting responses to questions.	[December 9, 2011, 2pm]
11. Review for conformance of mandatory requirements.	1. 1 day after opening.	[December 9-12, 2011]
12. Evaluation period.	1. Allow approximately 2 weeks immediately after opening. 2. Indicate date range, e.g. 7-1-08 to 7-14-08. This period may vary depending on scope of RFP.	[December 12-23, 2011]
13. Submit "Final Scoring Document" along with award recommendation.	1. 2-5 days after completion of evaluation.	[December 23, 2011]
14. Post MULTIPLE "Letters of Intent to Contract" to Internet.	1. 2-5 days after completion of evaluation.	[December 28, 2011]
15. Performance bond submission. (If required)	1. 10-15 days after posting the "Letter of Intent to Contract".	[January 9, 2011]
16. Contract award.	1. Contract deliverables to be submitted a minimum of 4 days after posting the "Letter of Intent to Contract". 1. Up to 30 days after posting the "Letter of Intent to Contract" (allows time to finalize contract language and ensure performance bond and insurance requirements are compliant.)	[December 30, 2011] [January 30, 2012]
17. Contractor start date.	1. Agency decision.	[School board approvals 2/6/2012, 2/13/2012, 2/20/2012, 2/27/2012] [E-rate filing deadline: ~Mar.1-Mar. 15, 2012]