

Washoe County

RFP Project Timeline



Step in RFP Process	Responsible	General Time Frames
Confirm key areas of importance for RFP: <ul style="list-style-type: none"> - identify scope of work and administrative requirements - identify key areas of importance to Washoe County and plan participants - isolate Washoe County's key objectives and expectations in the RFP - confirm Washoe County representatives that will be involved in the RFP project - establish project timeline 	Washoe County & AndCo	May 17, 2018
Create draft RFP questions for Committee to review.	AndCo	May 24, 2018
Review draft RFP and share feedback / revisions	Washoe County	May 31, 2018
Incorporate changes and finalize RFP	AndCo	June 7, 2018
Release RFP to selected vendors	AndCo	June 14, 2018
Intent to bid / vendor's questions due	Vendors	June 21, 2018
Release response to vendor's questions	Washoe County & AndCo	July 12, 2018
RFP responses due	Vendors	July 19, 2018
Review, analyze and summarize the responses in a report to facilitate a comparison of vendors	AndCo	TBD
Meeting to discuss vendors, evaluate proposals & select finalists	Washoe County & AndCo	August 23, 2018
Contact Finalists and set presentation date	Washoe County & AndCo	August 23, 2018
Finalist presentations	Washoe County & AndCo	September 2018
Final negotiations (pricing, contracts and performance guarantees)	Washoe County & AndCo	October 2018
New vendor conversion kick-off (if applicable)		November 1, 2018
Conversion date - 'Go Live' (if applicable)		April 1, 2019