

Timeline for Sexually Violent Predator RFP

Due Date	Task	Responsible Party
9/10/2013	SRM Shopping Cart due	DMH
9/18/2013	All RFP content including attachments due.	BCB, DMH, SCDC
9/30/2013	List of evaluation committee members and separate list of negotiation team members due. Lists should include: name, organization represented, telephone number, and email address.	DMH, SCDC
10/11/2013	Final draft of RFP forwarded to all parties for review.	BCB
10/23/2013	Final written approval of draft RFP received by the Procurement Services Division.	DMH, SCDC
10/25/2013	Use SRM to forward SCBO Ad for solicitation to publisher in Division of Procurement Services.	BCB
10/28/2013	RFP published in SC Business Opportunities and solicitation uploaded to Procurement Services' website.	BCB
10/31/2013	Proviso deadline for issuance of RFP.	All
11/12/2013	Pre-proposal conference.	BCB, DMH, SCDC
11/18-11/2013	Site visits (if necessary)	BCB, DMH, SCDC
11/22/2013	RFP questions due from Offerors	Offerors
11/25/2013	RFP questions forwarded to SCDC and DMH for review/response	BCB
12/5/2013	Responses to RFP questions due to Procurement Services.	DMH, SCDC
12/10/2013	Draft Solicitation Amendment forwarded to SCDC and DMH for review/approval	BCB
12/13/2013	Solicitation Amendment uploaded to Procurement Services' website.	BCB
1/7/2014	Deadline for receipt of proposals.	BCB
1/8-14/2014	Review proposals for "responsiveness."	BCB
1/15/2014	Conduct Evaluation Panel Briefing to distribute proposals.	BCB, DMH, SCDC
1/30/2014	Conduct RFP Scoring Meeting with the Evaluation Committee.	BCB, DMH, SCDC
1/31/2014	Finalize composite scoring to determine highest ranked offeror.	BCB
2/5/2014	Negotiation Team Meeting to identify points of negotiation.	BCB, DMH, SCDC
2/7/2014	Contact highest ranked offeror to initiate negotiations.	BCB
2/13/2014	Conduct negotiation meeting with highest ranked offeror.	BCB, DMH, SCDC
2/20/2014	Negotiated items due from highest ranked offeror.	Offeror
2/24/2014	Approve negotiated items from highest ranked offeror to include in "Record of Negotiation."	DMH, SCDC
2/25/2014	"Record of Negotiation" developed and sent to "most advantageous offer" for signature.	BCB
2/27/2014	Acceptance of "Record of Negotiation" and written recommendation to award received due to Procurement Services.	DMH, SCDC
3/3/2014	Prepare agenda item for lease or sale of property.	BCB
TBD	Agenda item presented to 5-member Budget and Control Board for consideration and approval.	BCB
TBD	Intent to Award published by Procurement Services	BCB
TBD	Protest period expires at 5pm on 10th day following publication of the Intent to Award.	BCB
TBD	Contract becomes effective if no protests filed.	BCB