

SBCCOG RFP – SMART-Net Proposal Evaluation Process

PRELIMINARY SCHEDULE (August 27, 2018)		
Date	Process Step	Responsible
Aug 27, 2018	SBCCOG Email to IT Directors	Bacharach
Sep 07	Proposals Submitted and e-mail to IT Directors re: response	Proposers/Bacharach
Sep 12	Initial Review: Responsive Proposal / Proposer. E-mail to I.T. Directors re: number passed initial review; publish final schedule.	SBCCOG / Magellan/ Bacharach
Sep 14	Finalize City ITD volunteers. Obtain non-disclosure agreements with ITDs. Select final evaluation team.	SBCCOG
Sep 20	Aggregate scoring, ranking. Only top 5x proposals move to full evaluation team.	Magellan/SBCCOG
Sep 24	Distribute proposals, scoresheets to volunteer ITDs.	SBCCOG
Oct. 1	Cost estimates by City, for top 5x proposals, based on pricing templates. Aggregate.	Magellan
Oct. 8	ITDs complete review, evaluation of proposals. Return scoresheets, comments to SBCCOG.	IT Directors SBCCOG/Magellan
Oct 11	Schedule Interviews with top two proposers.	SBCCOG
Oct 18	Conduct Interviews with proposers (in PM).	SBCCOG / Magellan
Oct 25	SBCCOG Board Meeting: review process to date and evaluation status; set stage for Board vote at subsequent meeting.	SBCCOG
Nov. 1	SBCCOG meeting with ITDs (three hours?) Discuss evaluation results. Review contract pricing to cities. Discuss form of City contract ratification.	SBCCOG / Magellan
Nov 15	SBCCOG Board Meeting and vote w/ recommendation to cities	SBCCOG
Nov. 19 – Jan. 11	City deliberations	Member cities/SBCCOG
Nov. 19 – Jan. 11	SBCCOG looks for additional funding	SBCCOG/SBWIB
Jan. 15	Final City opt-out decisions.	Member cities notify SBCCOG
Jan. 18	Complete contract negotiations with selected proposer, including counsel review.	SBCCOG w Magellan support
Jan. 23	SBCCOG Board meeting to approve contract	Member cities notify SBCCOG
Jan. 24	Proposer, SBCCOG execute contract.	SBCCOG, Proposer
Jan 25, 2019	Issue Notice to Proceed	SBCCOG
Jan. 28 – Feb. 25	Cities sign individual agreements as appropriate	City with Proposer? SBCCOG?