

**WDA 16**

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**Section 2: PROCUREMENT PROCESS**

**RFP Timeline**

|  |  |  |
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| **Date** | **Event/Activity** | **Comment** |
| March 22, 2021 | Release of RFP |  |
| March 31, 2021 | ***Pre-Bidder Conference*** | GoToMeeting |
| April 23, 2021 | ***RFP Due Date*** | By Noon, electronic submissions only |
| Completed by May 19, 2021 | Review Period | WDB16 Executive Board |
| By May 28, 2021 | WDB16 and COG approvals |  |
| June 1, 2021 | Award Announcement |  |
| June 2, 2021 to June 9, 2021 | Protest Period |  |
| June 10, 2021 | Contract Awarded |  |
| June 10, 2021 -June 25, 2021 | MOU Completion | Coordinate completion of MOU with WDB16 Staff |
| July 1, 2021 to June 30, 2022 | Contract Period (one (1) year) |  |
| Discussion begins Jan. 2023 | Contract Renewal Option | 1- or 2-year contract extension as per WDB16 |

RFP submission detail is provided in Section 5: RFP Submission Instructions.

##  Deadline date and time: April 23, 2021 at noon EST. electronic submission only

**** **To:** [**rob@rfgassociates.net**](mailto:rob@rfgassociates.net)