

2016 RFP – EAP Employee Assistance Provider Timeline

****Highlighted Sections – Selection Committee Key Dates**

Selection Committee: Tentative To Be Confirmed by BC: John Sneed, Jay Schade, Gary, Shelley, Tara & Shannon		
DATE	EVENT	RESPONSIBILITY
3/23/16	Approval from Benefit Committee to finalize RFP, obtain approval from the Auditor's Office and Legal and BC to make Recommendation to submit to Commissioners Court for approval to Publish RFP.	BC
4/20 - 4/25 Date & Time Tentative: 25th (2:00 p.m. – 5:00 p.m.)	Shelley/Tara, Kerstin- Purchasing: Submit RFP Specification's for review and approval to both the auditor's office and Legal for review.	Shelley/Selection Committee/Auditor's Office/Legal
5/2 – 5/13	Legal/Auditor's office provides approval for Purchasing to place RFP on CC Calendar for approval to post on CC Calendar on 5/12 for 5/17 CC Court	Kerstin/Shannon/ Hal/Stan – Legal Auditor's Office
5/18	Post on Agenda Quick - CC agenda	Purchasing
5/24	Approval & release of RFP bid by CC	CC
5/24	Purchasing post on Purchasing Portal, Georgetown Sun & Austin Amer. Statesman	Purchasing
5/24 – 6/21	Bid Advertised; create interview questions for selection committee interviews with finalists;	Purchasing/Selection Committee
6/1 or 6/2 TBD (Discuss if needed) 2:00 p.m. 3:00 p.m.	Pre-bid meeting (1 hour) invite Purchasing; Shelley to reserve HR Training Room	Purchasing/Shelley/Tara
6/15	Deadline for questions from vendors	Purchasing
6/22	Bid closes @ 11:00 a.m.	Purchasing
6/22	Bid opens @11:01	Purchasing
6/22	Provide copies of bids to selection committee	Purchasing/Shelley
6/28 3:30 p.m. – 5:00 p.m.	Selection committee meets to score/choose top vendor candidates to interview	Shelley/Tara/Shannon & Selection Committee
6/27	Purchasing coordinates vendor interviews	Purchasing
7/25 & 7/26 2:00 – 5:00 p.m.	Selection committee conducts interviews with top vendor candidates at Wilco HR Training Room	SC
8/2 - Noon	BAFO	Purchasing
8/4 2:00 p.m. – 4:00 p.m.	Selection committee reviews BAFO, selects finalist(s)	SC
9/21	Benefits Committee meeting; Selection Committee presents top 2 vendors; Benefit Committee makes recommendation to present to Commissioner's Court	SC/BC
9/21 – 10/17	Purchasing submits sample contract to legal & auditor's for review	Purchasing
10/19	Contract approval by Legal & Auditor's Office	Legal/Auditor's Office
10/19	Post on Agenda Quick - CC agenda	Purchasing
10/25	CC Court Presentation by proposed Vendor & Award Contract by CC	Vendor/Shelley