

2017 TPA and Wellness RFP Timeline

DATE		RESPONSIBILITY
1/25/17	Present RFP to Benefits Committee; approval by Benefits Committee; invite Auditor's office & IT; Selection Committee appointed.	BC
1/27 – 8:30 a.m. – 11:00 a.m. Or 1/30 – 2:00 p.m. – p.m. 5:00 p.m.	David & Selection Committee meet to review RFP Specs, Timeline, and finalize Interview Questions/ outline Scoring Criteria	SC – Shelley to reserve room send invite/ review with David
1/31 – 2/8	Legal/Purchasing review; David to provide a list of vendors to Purchasing for distribution of bid once final approval granted by Commissioner's Court	Legal
2/8	Post on Agenda Quick - CC agenda	Purchasing
2/14	Approval & release of RFP bid by CC	CC
2/14 – 3/20	Purchasing publish RFP through Bid Sync, Georgetown Sun & Austin Amer. Statesman	Purchasing
3/1 or 3/2 DAY/Time TBD	Pre-bid meeting (1 hour) invite David & Purchasing; Shelley to reserve HR Training Room	Purchasing/David/Shelley
3/14	Deadline for questions from vendors	Purchasing
3/20/17	Bid closes @ 2pm	Purchasing
3/20/17	Bid opens @2:01	Purchasing
3/20/17	Provide copies of bids to selection committee	Purchasing/David
3/27/17	David provides vendor recommendations to selection committee	David/SC
3/27 – 1:30 p.m. – 5:00 p.m.	Selection committee reviews proposals and David's recommendations. Selection committee meets to score/choose top vendor candidates to interview	David/SC/Purchasing
3/28 – 2:00 5:00 p.m. (if needed)		
3/29	Purchasing coordinates onsite vendor interviews	Purchasing
3/30 - 3/31 (8 – 5) to be finalized	Selection committee conducts onsite interviews with top vendor candidates at carrier locations	SC
4/3 - 4/4	BAFO (due 4/4 at noon)	Purchasing
4/5 – 2:00 -5:00 p.m.	Selection Committee meeting; select top 2 vendors; make recommendation to present to Benefits Committee	SC
4/26	Benefits Committee meeting; present top 2 vendors; make recommendation to present to Commissioner's Court	SC/BC
4/26	Purchasing submits sample contract to legal and the Auditor's office for review	Purchasing
4/26- 5/22	Contract review by legal	Legal

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5/25	Post on Agenda Quick - CC agenda	Purchasing
5/30 or 6/6	Award Contract by CC	CC