

2019 Specific & Aggregate Stop Loss RFP Timeline

DATE		RESPONSIBILITY
9/23/2019		
10/4/2019	Present RFP to Benefits Committee; approval by Benefits Committee; invite Auditor's office & IT; Selection Committee TBD and appointed. (Jay Schade, Terron Evertson, Stan Springerley, Shelley Loughrey, Rebecca Clemons)	BC
10/7/2019	David & Selection Committee meet to review RFP Specs, Timeline, and finalize Interview Questions/outline Scoring Criteria	SC
	Legal/Auditors Purchasing RFP Package Review	
	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
10/10/2019	Post on Agenda Quick - CC agenda	Purchasing
10/15/2019	Approval & release of RFP bid by CC	CC
10/15/2019	Purchasing publish RFP through Bid Sync, Georgetown Sun & Austin Amer. Statesman	Purchasing
10/25	Deadline for questions from vendors	Purchasing
10/29	Bid closes @ 2:00 pm	Purchasing
10/29	Bid opens @2:01 pm	Purchasing
10/29	Provide copies of bids to selection committee	Purchasing
	David provides vendor recommendations to selection committee	David/SC
	Selection committee reviews proposals and David's recommendations. Selection committee meets to score/choose top vendor, and recommendation for BC Committee	David/SC/Purchasing
	BAFO (due 10/30 at noon), David/Purchasing emails BAFO to Selection Committee	Purchasing
11/6	Benefits Committee meeting; present top 2 policy insurers; make recommendation to present to Commissioner's Court	SC/BC & Blake
	Purchasing submits sample contract to legal and the Auditor's office for review	Purchasing
11/6 – 11/15	Contract review by legal	Legal
11/21 or 12/5	Post on Agenda Quick - CC agenda	Purchasing
12/10/2019 or 12/17/2019	Award Contract by CC	CC