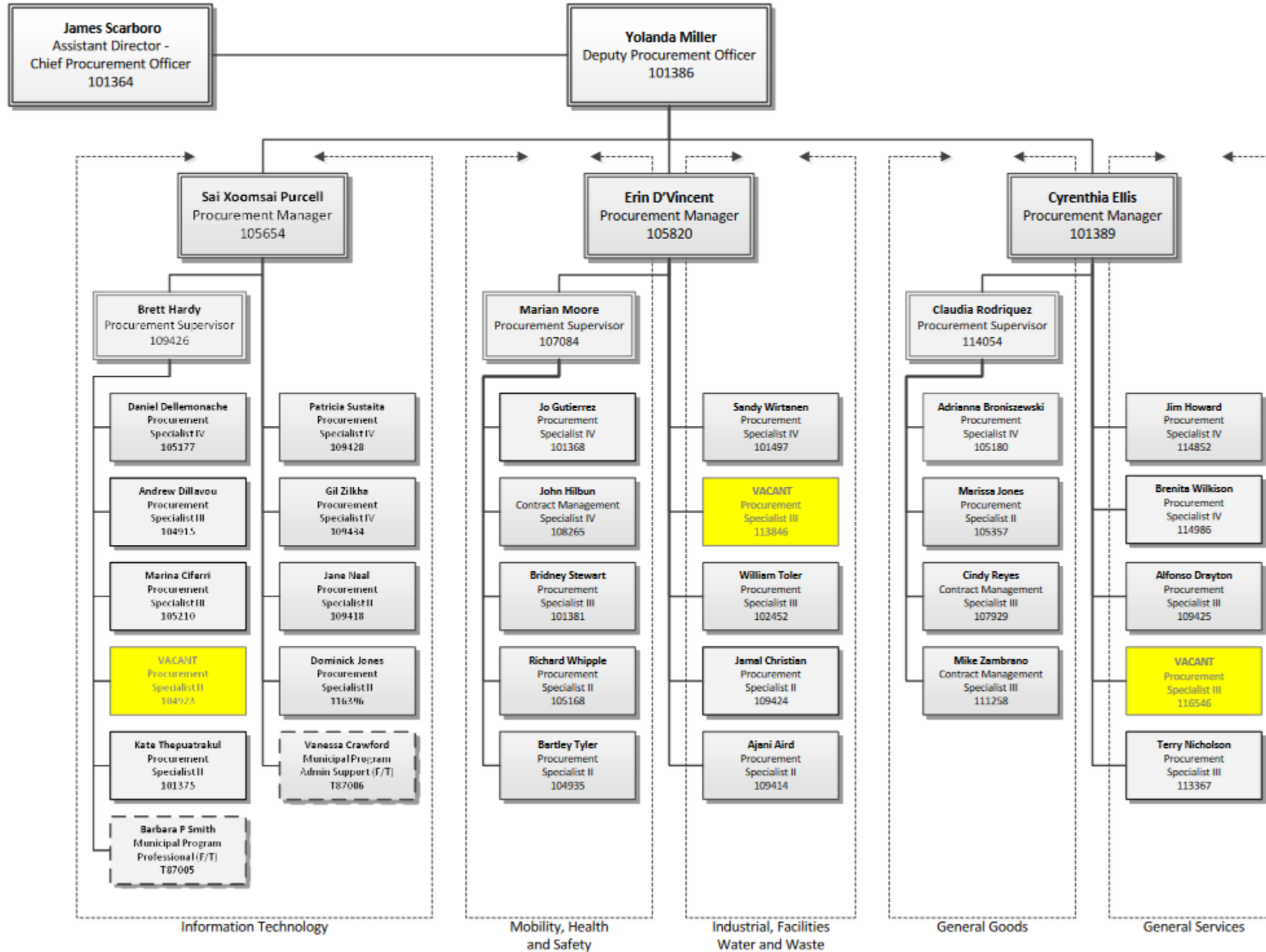


**FINANCIAL SERVICES
DEPARTMENT
CENTRAL
PROCUREMENT**



Financial Services Department | Central Procurement
PURCHASING DIVISION (35 Staff)



Procurement Cycle (Est. # of Days)

PROCUREMENT Method	Invitation for Bids	Request for Proposals	Request for Qualifications
Pre-Solicitation	30	40	40
Source Selection	45	90	105
Post-Solicitation Total	50	50	50
PROCUREMENT PHASE	125	180	195



Factors Affecting Contract Execution

- Incomplete solicitation documents
- Changes to the solicitation timeline
- Vendor protests
- Vendor delays in submitting the required information
- Contract negotiations



FINANCIAL SERVICES
DEPARTMENT

Ways departments can help the solicitation move more quickly

- Prioritize all solicitation requests
- Ensure solicitation documentation are complete
- Evaluation panel members are committed
- Minimize any changes during the solicitation process



FINANCIAL SERVICES
DEPARTMENT

Live Music Fund Event Program – 3rd Party Administrator Solicitation Schedule

Projected Date		Actual Date	Job Function
Prepare Solicitation	6/29/2022		Submit Solicitation to Purchasing Office for Review (Enter requisition in Advantage and solicitation request in eCapris)
	7/6/2022	7/8/22	Purchasing Office Submits Goal Determination to SMBR
	7/10/2022		Submit COE for Professional Services
	7/13/2022		Receive Approved Goal Determination Form from SMBR
Issue Solicitation/	7/25/2022		Solicitation Published
	7/29/2022		Pre-Offer Conference (This will require early outreach)
	8/1/2022		Deadline for Vendor Q&A
	8/1/2022		Final Addendum
	8/16/2022		Solicitation Closing/ Offers Due
Evaluation & Negotiation	8/19/2022		Evaluate Offers for Responsiveness
	8/19/2022		Proposal Distribution Meeting (Expect about 5 responses)
	9/1/2022		Evaluation Meeting
	9/8/2022		Backup Evaluation Meeting (if additional meeting necessary)
	9/9/2022		Interviews (if required)
RCA PROCESS (Approval & Award)	9/12/2022		RCA Draft Complete
	9/15/2022		Peer Review
	9/16/2022		RCA Information Due to Manager/Deputy Purchasing Officer (contract must be 80% negotiated prior to this date)
	11/3/2022		Council Agenda Date - Date is estimated since the 2023 Council calendar is not confirmed yet.
	11/10/2023		Contract Executed



FINANCIAL SERVICES
DEPARTMENT

Thank You and Questions



FINANCIAL SERVICES
DEPARTMENT