

Appendix B3

Sample Formal Competitive Selection Schedule for Contracts over \$200,000

ID	Task Name	Duration	Start	Finish	April							May			June			
					3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	
1	Develop Request for Proposals/Qualifications (RFPQ)	10 days	Tue 4/1/08	Thu 4/10/08														
2	Review draft RFPQ with panel	1 day	Fri 4/11/08	Fri 4/11/08														
3	Advertise RFPQ	20 days	Sat 4/12/08	Thu 5/1/08														
4	RFPQ's due	1 day	Fri 5/2/08	Fri 5/2/08														
5	Evaluate RFPQ's received	6 days	Sat 5/3/08	Thu 5/8/08														
6	"Short list" RFPQ's	1 day	Fri 5/9/08	Fri 5/9/08														
7	Interview "Short List"	7 days	Sat 5/10/08	Fri 5/16/08														
8	Select firm w/ best RFPQ and interview scores, including price	3 days	Sat 5/17/08	Mon 5/19/08														
9	Finalize scope of work, tasks, milestones and deliverables	3 days	Tue 5/20/08	Thu 5/22/08														
10	Negotiate contract w/ finalist	10 days	Fri 5/23/08	Sun 6/1/08														
11	Write contract authorization and secure necessary reviews and approvals	3 days	Mon 6/2/08	Wed 6/4/08														
12	Commission approval (If Required)	7 days	Thu 6/5/08	Wed 6/11/08														
13	Contract execution	1 day	Thu 6/12/08	Thu 6/12/08														

Note that the timeline shown is for illustration purposes only.
The actual timeline will depend on your port's procedures
and will likely take much longer.



Project: RFPschedule2nddraft.mpp Date: Tue 12/16/08	Task		Rolled Up Task		Project Summary	
	Split		Rolled Up Split		External Milestone	
	Progress		Rolled Up Milestone		Deadline	
	Milestone		Rolled Up Progress			
	Summary		External Tasks			