

Reverse Auction Timeline Example

<p>Start Date/Time</p> <ul style="list-style-type: none"> • First Date of Advertisement: Newspaper and Procurement Portal date should match • Must be advertised for 2 consecutive weeks 	<p>First Ad Date (MAGIC Start Date): January 8, 2018/8:00 AM</p> <p>Last Ad Date: January 15, 2018</p>
Bidder Submission Deadline Date and Time	January 25, 2018/2:00 PM
Opening Date and Time	January 25, 2018/2:00 PM
Surrogate Bid Entry Deadline	Will automatically default 7 days from Bidder's Submission Deadline Date and Time; can be extended
Qualification of Initial Proposals	1 to 2 weeks (depends on the number of responses)
<p>Manual Email sent to Qualified Bidders</p> <ul style="list-style-type: none"> • Offline • Cannot be performed via MAGIC 	<p>February 8, 2018</p> <ul style="list-style-type: none"> • Notification sent to qualified bidders of Auction Start Date/Time • Should provide them at least 7 days to ensure technical requirements have been met
Reverse Auction Start Date/Time	<p>February 15, 2018</p> <ul style="list-style-type: none"> • Auction Times should be between 8:00 AM and 4:30 PM • MASH Helpdesk available
Bid Evaluations	February 22, 2018
Contract Intent to Award	March 1, 2018
<p>Contract Approval</p> <ul style="list-style-type: none"> • Contract must be created within MAGIC and will route to applicable Oversight for approval 	<p><u>March 1, 2018</u></p> <ul style="list-style-type: none"> • If less than \$500,000, unexecuted contract can be submitted to OPTFM for approval <p><u>April 4, 2018 (PPRB Meeting Date)</u></p> <ul style="list-style-type: none"> • If greater than \$500,000, unexecuted contract will be sent to PPRB for approval • Must be submitted prior to PPRB meeting deadline