

Reverse Auction Timeline Example

<p>Start Date/Time</p> <ul style="list-style-type: none"> • First Date of Advertisement: Newspaper and Governing Authority's website dates should match • Must be advertised for 2 consecutive weeks 	<p>First Ad 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
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"> • Buyer must send an email to all qualifying Suppliers to participate in Reverse Auction 	<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
Bid Evaluations	February 22, 2018
Contract Intent to Award	March 1, 2018
Contract Approval	<ul style="list-style-type: none"> • Ensure the contract is submitted to the applicable Board or Council within the procurement policy's specified timeframe