

IV. RFP INFORMATION, PROCESS AND ACTIVITIES

A. PROPOSED TIMETABLE

RFP Milestones	Proposed Completion Dates
RFP issue date	November 22, 2013
Notice of Intent to Respond due	December 13, 2013 ✓
Written Questions due	December 26, 2013, 11:00 am CDT/CST
Written Q&A posted to website	December 27, 2013
Written Proposals due	January 10, 2014, 11:00 am CDT/CST
Evaluation Period / Field Testing Begins	January 13, 2014
Notice of Intent to Award Contract	January 31, 2014
County Board Approval	February 2014
Contract Start Date	March 2014

*Prelim.
EMU
Award
Date* →

Note: HOC reserves the right to extend or modify this timetable.

B. LETTER OF INTENT

1. All vendors are required to send a Letter of Intent to Bid (form include in the RFP) stating their intention to bid. Letters of Intent should be e-mailed to kerri.mckenzie@milwenty.com. Proposals will not be accepted from vendors who have not submitted a Letter of Intent to bid. Include with the Letter of Intent to Bid the firm's annual report and a current financial statement covering the last two fiscal years. An Authorization for Reference Check form supplied with this proposal shall also be completed and returned with the Letter of Intent to Bid.
2. As part of the Proposal evaluation process, County may contact those persons or firms that have been identified as potential references or having information concerning credit worthiness, work performance and capability to perform this contract. In addition, County may also contact other business associates or other parties that have knowledge of the firm.

C. VENDOR QUESTIONS/REQUEST FOR ADDITIONAL INFORMATION REGARDING RFP

1. Should clarification of the RFP or additional information be requested, such requests must be made by e-mail and received by 11:00 am CST/CDT on December, 26, 2013. No questions will be accepted after this date. Contact person is: