

**Schedule of Events – Educational Master Planner Selection**  
**RFP No. B-11: District-Wide Education Master Plan**

ITEM	ACTION	RESPONSIBILITY	DUE DATE
1	Draft Cover Letter w/Notification Letter(s) for RFP Packages to be sent	District Estella Sanchez	July 13, 2010
2	RFP Submittals Due – District Office	District	July 27, 2010
3	Short List Consultant's to Interview	District	July 29, 2010
4	Notification Letter(s) Sent	District Estella Sanchez	August 4, 2010
5	Interview Questions, scoring and ranking method developed	District	Aug 9 – 12, 2010
6	<b>Interviews of Consultant's; Scores and Ranking Developed, Selection Recommendation</b>	District/College Staff	<b>August 30, 2010</b>
7	<b>Negotiate &amp; Execute Contract and Issue Purchase Order and Notice to Proceed</b>	District	<b>August 31, 2010</b>
8	Prepare Draft Board of Trustees Agenda: Requesting authorization to negotiate & execute contract for services	District/Purchasing Victoria Lamica, Estella Sanchez	August 31, 2010
9	Prepare Draft Professional Services Agreement	District Victoria Lamica	September 3, 2010
10	Prepare Requisition to be issued for a PURCHASE ORDER	District/Purchasing Victoria Lamica, Priscilla Burruss	September 3, 2010
11	<b>Board of Trustees Meeting: Approves Selection and authorizes District to negotiate &amp; execute Contract</b>	District Lorenzo Legaspi	<b>September 21, 2010</b>
12	Pre-Master Plan Kick Off Meeting	District/College Staff	September 28, 2010
13	Final Completion of Education Master Plan	Consultant	December 7, 2010