

Tax Reform and Relief Legislative Task Force

RFP/Consultant Contract Schedule of Events

- **Monday, June 5, 2017:** Email draft RFP to Task Force members for comment – ask that they be prepared to discuss and ask questions at June 7 Task Force meeting.
- **Wednesday, June 7, 2017:** Task Force Meeting -- discuss draft RFP and information regarding RFP process (will need a motion wherein TF authorizes BLR to begin the RFP process and the TF chairs to approve the final version of the RFP).
- **Monday June 12, 2017:** RFP Released (at OSP website and to selected consultants, if requested)
- **Monday, July 10, 2017, 4:30 p.m.:** Proposals Due
- Summarizing all proposals received
- **Monday, July 24, 2017:** Release summaries and binders to TF members for review (unredacted versions of proposals available for viewing in Director's Office beginning on this date.)
- **Weeks of July 31 through August 11: Two TF Meetings:**
 - * **First meeting:** Summaries of Proposals Presented/Evaluation of Proposals by Task Force members; Task Force chooses top 3 Proposals to give presentations at next meeting **[NEED A DATE FOR THIS MEETING TO INCLUDE AT RFP]**
 - * **Second meeting:** Presentations by selected Consultants; Task Force selects Consultant for Contract; Intent to Award (will need motion choosing the Consultant, authorizing the Bureau to negotiate a contract that substantially matches the proposal submitted, and authorizing the chairs of the Task Force to approve the final form of the Contract) **[NEED A DATE FOR THIS MEETING TO INCLUDE AT RFP]**
- **Thursday, August 17, 2017:** ALC Policy-Making Subcommittee Meeting – will discuss and approve the Contract and make a report to the full Legislative Council for final approval
- **Friday, August 18, 2017:** ALC Meeting -- Approval of Contract; Execution of the Contract by the BLR and Consultant upon approval of ALC; Consultant authorized to begin work for the Task Force.
- **December 1, 2017:** TF's Preliminary Report Due
- **September 1, 2018:** TF's Final Report Due