

## **Reverse Auction Timeline**

<b>Start Date/Time</b> <ul style="list-style-type: none"> <li>First Date of Advertisement: Newspaper</li> <li>Second Consecutive Advertisement Date</li> </ul>	<b>First Ad Date:</b> January 10, 2018/8:00 AM <b>Last Ad Date:</b> January 17, 2019
<b>Bidder Submission Deadline Date and Time</b>	January 30, 2019/10:00 AM
<b>Opening Date and Time</b>	January 30, 2019/10:00 AM
<b>Qualification of Initial Proposals</b>	February 8, 2019 1 to 2 weeks (depends on the number of responses)
<b>Manual Email sent to Qualified Bidders</b> <ul style="list-style-type: none"> <li>Buyer must send an email to all qualifying Suppliers to participate in Reverse Auction</li> </ul>	February 8, 2019 <ul style="list-style-type: none"> <li>Notification sent to qualified bidders of Auction Start Date/Time</li> <li>Should provide them at least 7 days to ensure technical requirements have been met</li> </ul>
<b>Reverse Auction Start Date/Time</b>	February 19, 2019 2:00 PM <ul style="list-style-type: none"> <li>Auction Times should be between 8:00 AM and 4:30 PM</li> </ul>
<b>Reverse Auction End Date/Time</b>	February 19, 2019 2:30 PM
<b>Bid Evaluations</b>	February 20, 2019
<b>Contract Intent to Award</b>	February 21, 2019
<b>Contract Approval</b>	<ul style="list-style-type: none"> <li>Ensure the contract is submitted to the applicable Board or Council within the procurement policy's specified timeframe</li> </ul>