

Custodial Services Third Party Vendor Process Timeline (Revised January 26, 2009*)

- **November 20, 2008**
 - Receive Board of Education direction re: intent to solicit Requests for Proposals (RFPs) from third party vendors
- **November 26, 2008**
 - Deliver 60 day notice to bargaining unit of the intent to solicit RFPs
- **December 17, 2008**
 - 30 day notice published in local press to hold Public Hearing prior to regular Board meeting regarding District's proposal to contract non-instructional services (custodial services)
- **January 22, 2009**
 - Public Hearing prior to regular Board meeting regarding District's proposal to contract non-instructional services (custodial services)
- **January 26, 2009**
 - Publish RFP
- **February 10, 2009**
 - Pre-bid conference and development of RFPs by third party vendors for custodial services (*The original date of February 2 was changed to February 10 to allow interested vendors to receive packets, develop questions, and come to the pre-bid conference fully prepared.)
- **February 26, 2009**
 - RFPs due and opened by staff (in the morning)
- **February 26 – March 13, 2009**
 - Staff review and analysis of RFPs; development of recommendation to the Board of Education
- **March 17, 2009**
 - Board Finance Committee Meeting
 - Review of RFP documentation and discuss staff recommendation
- **March 26, 2009**
 - Regular Board of Education Meeting—Public Hearing
 - Review the RFP documents
 - Discuss Finance Committee review, analysis, and recommendation
 - Approve issuance of 90 day notice to lay-off custodial employees (contingent upon Board approval of proposal)
 - Authorize staff to develop and execute third party vendor contract for custodial services no sooner than June 25, 2009
- **March 27, 2009**
 - Issue and deliver notices to custodial employees of lay-off effective end of day June 30, 2008
- **March 27 – June 25, 2009**
 - Develop contract for third party vendor custodial services to be effective July 1, 2009
- **June 25, 2009**
 - Execute contract for third party vendor custodial services to be effective July 1, 2009
- **July 1, 2009**
 - Begin new contract with third party vendor for custodial services