

**Timeline for RFP and Services Transition**

**Assessing School Services: Best Practices for Making Services Transitions**

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| **Action** | **Date** |
| Board take formal action to initiate RFP Process |  |
| ***Process Timing:*** |  |
| Issue RFP Notice |  |
| Accept questions concerning proposal |  |
| Accept proposals |  |
| Review proposals |  |
| Invite successful companies to interview |  |
| Interview companies |  |
| Preliminary decision rendered by Board |  |
| Preliminary session(s) with desired candidate(s) to discuss key contract principles/elements |  |
| Final decision (in public board meeting – may require special meeting) |  |
| New vendor begin meetings with former vendor to discuss transition issues |  |
| New vendor and Board schedule meetings/forums with staff and school community |  |
| ***Services Agreement Negotiations:*** |  |
| Begin negotiating new services agreement |  |
| Draft agreement for review by all parties |  |
| Modify agreement, as necessary |  |
| Share draft Agreement with legal counsel for review |  |
| Submit draft agreement with legal opinion (as appropriate) to authorizer (as necessary) for review against authorizer policies (if applicable) |  |
| Make further revisions pursuant to authorizer review |  |
| Re-submit to authorizer for final review |  |
| Approve final agreement during public meeting |  |
| Submit new agreement to authorizer and incorporate into existing charter contract as applicable |  |