

Task Name	Targeted Due Date	Done	Phase 1			Phase 2			Phase 3			Phase 4			Phase 5					
			Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Review current program	Week 1																			
Develop objectives	Week 2																			
Define mutual goals across all departments	Week 2																			
Discuss roles and responsibilities	Week 3																			
Develop timeline and establish clear ownership of the process	Week 3																			
<b>Pre-Screening</b>																				
Evaluate supplier company websites and other criteria to determine participation	Week 4																			
Determine minimum requirements for suppliers	Week 4																			
Determine your selection team and process	Week 5																			
Draft Request for Information (RFI) to gather basic information	Week 5																			
Evaluate RFI responses	Week 6																			
Narrow the pool	Week 6																			
<b>Develop the RFP Package</b>																				
Develop initial drafts; circulate for departmental buy-in	Week 7																			
Finalize the RFP document	Week 8																			
Establish clear deadlines giving suppliers ample time for thorough responses	Week 9																			
Choose a selection team	Week 10																			
<b>Evaluate RFP Responses</b>																				
Determine how to collect comments from the selection team	Week 11																			
Set the evaluation criteria for the questions	Week 11																			
Read and evaluate all responses	Week 12-13																			
Hold selection team meetings to discuss responses	Week 14																			
Schedule applicable site visits	Week 15																			
<b>Select the new or existing supplier</b>																				
Best and final presentations	Week 16																			
Evaluate cultural fit and make final selection	Week 17																			
Negotiate pricing and contract terms	Week 18																			
Implement the new supplier: 60 or 90 days	Week 19																			

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