

## Proposed Procurement Timeline

<b>RFP Post by:</b>	June 11, 2020
<b>Deadline for Questions:</b>	June 30, 2020
<b>Deadline for Issuing Addenda:</b>	July 2, 2020
<b>RFP Submissions by:</b>	July 10, 2020
<b>Evaluation Process:</b>	July 13 to 30, 2020
<b>Report to CSC/Council:</b>	September 9 CSC/September 17 Council

Following Council approval of CSD 16-2020 – Proposed Procurement Strategy for Insurance and Risk Management Services RFP, certain steps are required by Staff prior to the posting of the RFP, some of which are as follows:

- Prepare Informal Quotation to retain subject matter expert (Consultant), post quotation, evaluate submissions and award - **to be commenced by April 20 and completed by May 20, 2020;**
- Underwriting data (such as property schedules, fleet schedules, driver lists, loss history, etc) needs to be requested and collected from various Niagara Region divisions (as well as NRPS and NRH) - **to be commenced by April 20 and completed by May 25, 2020**
- Staff to review and finalize all schedules and data to be included in the RFP- **to be completed by June 2, 2020**
- Staff to draft RFP – **to be commenced by April 20 and completed by May 22, 2020**
- Kick Off Meeting with Consultant – **May 22, 2020**
- Draft RFP to be reviewed by Procurement/Consultant – **review to be completed by May 29 and any revisions by June 10, 2020**