

Council Meeting
October 17, 2006

Honorable Mayor and Members
Of the City Council
City Hall
Torrance, California

Members of the City Council:

**SUBJECT: Transit- Approval of a Memorandum of Understanding (MOU)
to participate in a Cooperative Procurement Pilot Program.**

RECOMMENDATION

The Transit Director recommends that the City Council approve and authorize the Mayor to execute and the City Clerk to attest to a Memorandum of Understanding (MOU) for participation by the Transit Department in a Cooperative Procurement Pilot Program to purchase hybrid gasoline electric buses.

FUNDING

The 10% local matching funds will be funded by State Transit Assistance (STA) or Municipal Operator Service Improvement program (MOSIP) in fiscal years 2008 and 2009.

BACKGROUND AND ANALYSIS

The Federal Transit Administration (FTA) conducted a nationwide solicitation to select transit agencies to participate in a Cooperative Procurement Pilot Program (CPPP) established by Congress. The purpose of the pilot program is to assist the FTA in developing, refining and testing innovative procurement practices that provide significant benefits to the transit industry. The City of Montebello/Montebello Bus Lines was selected by the FTA to be a lead agency. The City of Torrance/Torrance Transit System was invited to be a partner agency along with: Omni Transit, Santa Rosa Bus, El Dorado County, Los Angeles Department of Transportation (LADOT), Gardena Municipal Bus Lines, Norwalk Transit, Long Beach Transit, Napa Valley Transit and the Fresno Area Express.

The parties believe that they will be able to reduce commercial risks, enhance competition, reduce overall costs, and generally foster greater economy and efficiency by jointly procuring buses from a single manufacturer. As an incentive to participate, the FTA has agreed to increase its funding from 80% to 90% of the cost of a bus and reduce the local matching amount from 20% to 10%, resulting in a savings of hundreds of thousands of dollars for Torrance Transit System.

Torrance Transit is programmed to replace three (3) of its 40-foot fixed route buses in 2008 and seven (7) in 2009. After a manufacturer is selected each partner agency will enter into a separate purchase agreement with the manufacturer for their vehicles.

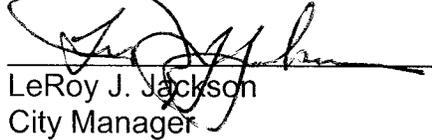
Any party may withdraw from this MOU by providing the other parties with 30 days prior notice and agree to pay all of its separate costs and its share of joint costs incurred up to the date of the withdrawal. Following withdrawal by a party, the withdrawing party shall have no further obligations under this MOU.

Respectfully submitted,



Kim Turner
Transit Director

CONCUR:



LeRoy J. Jackson
City Manager

Attachment: A) Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
FOR JOINT PROCUREMENT**

This Intergovernmental Memorandum of Understanding (MOU) is entered into this ____ day of _____, _____, by and between City of Montebello/Montebello Bus Lines, the lead agency; OmniTrans, partner agency; Santa Rosa City Bus, partner agency; El Dorado County Transit Agency, partner agency; Los Angeles Department of Transportation (LADOT), partner agency; Gardena Municipal Bus Lines, partner agency; City of Torrance/Torrance Transit, partner agency; Norwalk Transit, partner agency; Long Beach Transit, partner agency; Napa Valley Transit, partner agency; and Fresno Area Express, partner agency; collectively referred to as the Partner Agencies.

RECITALS

WHEREAS, the Federal Transit Administration (FTA) conducted a nationwide solicitation to select transit agencies to participate in a Cooperative Procurement Pilot Program (Program) established by Congress.

WHEREAS, the City of Montebello/Montebello Bus Lines was selected by the FTA to be a Lead Agency in the implementation of the Program.

WHEREAS, the Partner Agencies desire to participate with the Lead Agency in the procurement of vehicles under the Program.

WHEREAS, the Parties believe that they may be able to reduce commercial risk, enhance competition, reduce overall costs, and generally foster greater economy and efficiency by jointly procuring vehicles from a single manufacturer.

WHEREAS, the Parties desire to enter into this MOU to establish a framework for implementing a joint procurement of vehicles utilizing the "consortium approach" as permitted under FTA Circular 4220.1E.

SEC. 1 DEFINITIONS

As used in this MOU, the term –

(1) "Base Vehicle Specifications" means the Technical Specifications for the Vehicles to be procured pursuant to this MOU, as initially developed by the Lead Agency with input from the Partner Agencies, including any changes thereto agreed upon by all the Parties.

(2) "FTA" means Federal Transit Administration.

(3) "First Article Acceptance" means acceptance of the first Vehicle by the Lead Agency.

(4) "Joint Costs" will not be specified in this MOU. There will be no cost resulting from a change order or deviation from the Base Vehicle Specifications requested by a Party. In such a case, those costs shall be borne only by those Parties requesting the change order or deviation. The same will apply to The City of Montebello/Montebello Bus Lines' first Vehicle or the cost of any prototype vehicle individually purchased by a Partner Agency from the Manufacturer.

(5) "Lead Agency" means the City of Montebello/Montebello Bus Lines, the agency selected by FTA to implement the Program.

(6) "Partner Agency" means the parties that desire to participate with the Lead Agency in the procurement of vehicles under the program and those parties are: OmniTrans, Santa Rosa City Bus, El Dorado County Transit Agency, LADOT, Gardena Municipal Bus Lines,

City of Torrance/Torrance Transit, Norwalk Transit, Long Beach Transit, Napa Valley Transit and Fresno Area Express.

- (7) "Parties" means the Lead Agency and the Partner Agencies.
- (8) "Procurement Documents" means the Request for Proposals (RFP) and includes the Technical Specifications, all attachments to the RFP, and any amendments or addenda thereto.
- (9) "Program" means the Cooperative Procurement Pilot Program established by the FTA pursuant to Federal statute and carried out by the Parties pursuant to this MOU.
- (10) "RFP" means Request for Proposals.
- (11) "Vehicle" means the buses or other mass transit vehicles to be procured pursuant to this MOU.

SEC. 2 KEY ELEMENTS OF PROGRAM AND VEHICLE PROCUREMENT

(a) Agreement. – The Lead agency and the Partner Agencies agree to cooperate in the implementation of the Program and the procurement described in this MOU, in accordance with the terms and conditions set forth in this MOU.

(b) Vehicle Purchases. -- Subject to the right of any Party to modify its order in the final Procurement Documents, the Parties intend to purchase Hybrid Gasoline Electric (HGE) Vehicles from the Manufacturer as follows:

(1) City of Montebello/Montebello Bus Lines

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
Total:	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

(2) OmniTrans

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
Total:	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

(3) Santa Rosa City Bus

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
Total:	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

(4) El Dorado County Transit Agency

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

Total: _____ 40' HGE Vehicles
 _____ 35' HGE Vehicles

(5) Los Angeles Department of Transportation (LADOT)

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

Total: _____ 40' HGE Vehicles
 _____ 35' HGE Vehicles

(6) Gardena Municipal Bus Lines

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

Total: _____ 40' HGE Vehicles
 _____ 35' HGE Vehicles

(7) City of Torrance/Torrance Transit

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	<u>3</u>	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	<u>7</u>	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

Total: 10 40' HGE Vehicles
 _____ 35' HGE Vehicles

(8) Norwalk Transit

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

Total: _____ 40' HGE Vehicles
 _____ 35' HGE Vehicles

(9) Long Beach Transit

2007	_____	40' HGE Vehicles
------	-------	------------------

	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
Total:	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

(10) Napa Valley

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
Total:	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

(11) Fresno Area Express

2007	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2008	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2009	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
2010	_____	40' HGE Vehicles
	_____	35' HGE Vehicles
Total:	_____	40' HGE Vehicles
	_____	35' HGE Vehicles

The RFP shall specify the number of Vehicles each Partner Agency expects to purchase as part of the procurement, and a schedule for each such purchase. The RFP shall be structured to achieve savings in vehicle costs based on volume purchases of vehicles.

(c) Solicitation. -- The Parties intend to jointly issue a Request for Proposals and, immediately after selection, to award individual contracts to the successful proposer, as further described in this MOU. The Parties shall adhere to all FTA requirements for third party contracting and joint procurement.

(d) Specifications. -- The standards for the Vehicles to be purchased by the Parties shall be established by the Technical Specifications developed in accordance with Section 4 of this MOU.

(e) Finance and Budget. -- Since each of the Parties is independently financing their individual purchases of Vehicles under this MOU, the source of funding and budget issues have not been included within the scope of this MOU.

SEC. 3 LEAD AGENCY DESIGNATION AND ROLE

(a) Designation. -- The City of Montebello/Montebello Bus Lines is hereby designated as the Lead Agency for the implementation of the Program and the procurement described in this MOU.

(b) Role. -- (1) The Lead Agency shall be responsible for overall implementation of the Program and for coordinating and communicating with the Partner Agencies. Specifically, the Lead Agency shall be responsible for preparing the Procurement Documents, advertising the procurement, and managing all aspects of the RFP process, including proposal evaluation and negotiation with proposers, in accordance with the process specified in this MOU.

(2) After a Manufacturer is selected, the Lead Agency shall enter into a purchase agreement with the Manufacturer for fabrication of its Vehicles, which contract shall include purchase of the first Vehicle. The Lead Agency shall manage the effort of the Manufacturer through design, fabrication, and acceptance of the first Vehicle (First Article Acceptance), and shall be the single point of contact for the Manufacturer until First Article Acceptance has occurred. Purchase Agreements between Partner Agencies and the Manufacturer shall be entered into pursuant to Section 4(d) of this MOU.

SEC. 4 PROGRAM DEVELOPMENT AND IMPLEMENTATION

(a) Development of Procurement Documents. -- The Lead Agency shall develop all of the Procurement Documents, including the Base Vehicle Specifications, the general provisions, the instructions to proposers, and the evaluation factors. The Lead Agency shall provide all draft Procurement Documents to the Partner Agencies for review, comment and approval. The Lead Agency may modify the Procurement Documents based upon the comments received from the Partner Agencies, provided that if the Lead Agency determines that a change proposed by a Partner Agency to the Base Vehicle Specifications or the general provisions is not in the Lead Agency's best interest, the Lead Agency will include that change as that Partner Agency's specific addendum in the Procurement Documents. The Lead Agency shall have final authority over the contents of the Procurement Documents, except for a Partner Agency's addendum as referenced in this subsection.

(b) Procurement Process. -- The procurement process and selection of the successful proposer shall be carried out in accordance with Section 5 of this MOU.

(c) Purchase Agreements. -- Within ninety (90) days of selection of a Manufacturer, each Partner Agency shall individually execute a purchase agreement with the Manufacturer and issue a Notice to Proceed (NTP) to the Manufacturer. This obligation shall not apply to any Partner Agency, which has determined that it will not purchase Vehicles under this MOU and withdraws from this MOU in accordance with Section 13. Each Partner Agency retains the ability to purchase a prototype Vehicle from the Manufacturer at its own cost as part of its separate purchase agreement.

(d) Oversight of Manufacturing. -- Each Party shall be responsible for overseeing fabrication and acceptance of all Vehicles ordered under its separate purchase agreement with the Manufacturer, and making payments to the Manufacturer for all Vehicles it orders. Any disputes between the Lead Agency and the Manufacturer regarding order(s) placed by the Lead Agency for fabrication of its Vehicles shall be resolved by and between the Lead Agency and the Manufacturer, with no participation by the Partner Agencies. Similarly, any disputes between the Partner Agencies and the Manufacturer regarding order(s) placed by that Agency for fabrication of its Vehicles shall be resolved by and between that Agency and the Manufacturer, with no participation by the Lead Agency.

(e) Schedule. -- The Parties agree that the Vehicle procurement shall be conducted substantially in accordance with the timelines set forth on the Procurement Schedule attached hereto as Exhibit A and incorporated by reference herein.

SEC. 5 PROCUREMENT SELECTION PROCESS

(a) Evaluation by Selection Committee. -- The Selection Committee shall review and evaluate proposals received in response to the RFP in accordance with the evaluation factors in the RFP, assist the Lead Agency in negotiating with proposer(s) and making recommendation for final selection for contract award.

SEC. 6 SELECTION COMMITTEE MEMBERS

(a) City of Montebello/Montebello Bus Lines Committee Members. -- The Lead Agency hereby appoints the persons identified below to act as its Selection Committee Members with the authority and responsibility described in this MOU:

Selection Committee Members:

Allan Pollock, Director of Transportation

Tom Barrio, Maintenance Manager

Paula Faust, Transit Admin. Manager

Samira Baghdikian, Senior Procurement Analyst

(b) Partner Agency Committee Members. -- The Partner Agencies hereby appoint the person identified below to act as their respective Selection Committee Members, with the authority and responsibility described in this MOU:

1. Selection Committee Member for Long Beach:

Jim Ditch

2. Selection Committee Member for OmniTrans:

Robert Bach

SEC. 7 OBLIGATIONS OF LEAD AGENCY

(a) Federal Requirements. -- The Lead Agency shall ensure that the Vehicle procurement is conducted in accordance with the requirements of FTA Circular 4220.1E, including the following:

(1) Estimated quantities will reflect the immediate or reasonably foreseeable needs of the parties to the RFP; and

(b) Opportunity for Review. -- The Lead Agency shall provide the Partner Agencies with timely opportunities for review and approval of the Procurement Documents, specifications, designs, and inspections and shall provide copies of all Project documents to the Partner Agencies in a format agreeable to them. Unless otherwise agreed by the Parties, if a Partner Agency does not respond or provide input within fourteen (14) calendar days after receiving the Procurement Documents or other materials from the Lead Agency, that Agency shall be deemed to have approved the same.

(c) Coordination with FTA. -- The Lead Agency shall be responsible for coordination with FTA with regard to the procurement under this MOU and shall provide the Partner Agencies with all material information related to FTA in a timely fashion.

(d) Reporting to FTA. -- The Lead Agency shall report to FTA on a quarterly basis on the progress of the joint procurement conducted pursuant to this MOU and shall submit information regarding the procurement that may be requested by FTA.

SEC. 8 OBLIGATIONS OF PARTNER AGENCIES

(a) Dealings with Manufacturer. -- Each Partner Agency shall participate in discussions, conferences and site visits to the Manufacturer's facility as required for timely decision making.

(b) Response Time. -- Each Partner Agency shall respond to all requests for comments and approvals from the Lead Agency in a timely manner, but in any case, shall respond within fourteen (14) calendar days, unless otherwise agreed by the Parties.

(c) Reporting. -- Each Partner Agency shall provide information to the Lead Agency and to FTA that may be requested concerning the joint procurement conducted pursuant to this MOU.

SEC. 9 RELATIONSHIP OF THE PARTIES

Each of the Parties hereto shall be deemed an independent contractor for purposes of this MOU. No representative, agent, employee, or contractor of one Party shall be deemed to be an employee, agent, or contractor of any other Party for any purpose relating to the implementation of this MOU or the Program. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.

SEC. 10 REPRESENTATIONS

Each of the Parties makes the following representations for the benefit of and reliance by the other Parties: (1) by proper corporate action, it has duly authorized the execution and delivery of this MOU and the performance of its respective obligations hereunder; (2) it has full power and authority to execute and deliver this MOU and perform its respective obligations hereunder; and (3) this MOU has been duly executed and delivered by it.

SEC. 11 MUTUAL INDEMNIFICATION

Each of the Parties shall indemnify and hold the other party, its elected officials, officers, employees, consultants, subcontractors, agents, and volunteers free and harmless from and against any and all claims, demands, causes of action, liabilities, losses, obligations, judgments, or damages, including but not limited to property damage, bodily injury or death, or any other element of damage of any kind or nature, arising out of or incident to any negligent acts, omissions or willful misconduct of the indemnifying party, its elected officials, officers, employees, consultants, subcontractors, agents, and volunteers in connection with the performance of this MOU. Indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of legal expenses and costs. An indemnifying party's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the other party, its elected officials, officers, employees, consultants, subcontractors, agents, or volunteers.

SEC. 12 ATTORNEYS' FEES

If any Party commences an action against another Party, either legal, administrative or otherwise, arising out of or in connection with this MOU, the prevailing party in such litigation/action shall be entitled to have and recover from the losing Party reasonable attorney's fees and costs of such actions.

SEC. 13 WITHDRAWAL FROM MOU

Any Party may withdraw from this MOU by providing the other Parties with thirty (30) days prior written notice and agreeing to pay all of its separate costs and its share of Joint Costs incurred up to the date of withdrawal. Except as provided in this Section with regard to the payment of costs, following withdrawal by a Party, the withdrawing Party shall have no further obligations under this MOU. Such a withdrawal shall not affect the continued validity of this MOU as to the non-withdrawing Parties. Withdrawal from the MOU by a Party does not effect any obligation a Party may have under any Purchase Agreement it entered into with the selected Manufacturer.

SEC. 14 MAINTENANCE AND INSPECTION OF RECORDS

(a) Federal Government. -- The Federal government shall have access to the books, documents, papers, and records of the Parties, which are directly pertinent to this MOU or the implementation of the procurement hereunder for the purpose of making audit, examination, excerpts, and transcripts for a period of three years following the expiration of this MOU. Copies of applicable records shall be made available upon request.

(b) Access by parties. -- Each of the Parties shall have the right to inspect, at any reasonable time, such records in the possession, custody or control of any other Party as it deems necessary for review of the other Party's obligations and its rights under this MOU. The cost of such inspection shall be borne by the inspecting Party.

SEC. 15 SUBSEQUENT AGREEMENT

The parties acknowledge that in the implementation of the procurement described in this MOU it may be necessary and appropriate, in a subsequent Agreement, to establish, clarify, or set forth in more detail the rights and responsibilities of the Parties relating to the acquisition of the Vehicles.

SEC. 16 AMENDMENTS

This MOU may only be amended in writing signed by an authorized representative of each of the Parties hereto, or by express revision in writing in the subsequent Agreement described in Section 15 of this MOU.

SEC. 17 SEVERABILITY

If any clause, sentence or portion of this MOU becomes illegal, null or void for any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law.

SEC. 18 LAWS AND REGULATIONS

The Parties agree to abide by all applicable Federal, State, and local laws and regulations in carrying out this MOU. This MOU shall be governed by the laws of the State of California. Venue shall be in Los Angeles County.

SEC. 19 NOTICES

(a) Delivery. -- All notices, invoices and other communications under this MOU shall be sent to the Lead Agency at the addresses set forth below, either by delivery in person, sent by facsimile transmission, deposited in the United States mail (postage prepaid, registered or certified mail, return receipt requested), or deposited with any commercial air courier or express service.

(b) Addressees. -- All notices and communications shall be addressed to the Lead and Partner Agency members at the following addresses:

If intended for the Lead Agency:

City of Montebello/Montebello Bus Lines
400 South Taylor Ave.
Montebello, CA 90640
Attn: Mr. Tom Barrio
Telephone: (323) 887-4601
Fax: (323) 887-4643

If intended for OmniTrans:

Telephone: _____
Fax: _____

If intended for Santa Rosa City Bus:

Telephone: _____
Fax: _____

If intended for El Dorado County Transit:

Telephone: _____
Fax: _____

If intended for LADOT:

Telephone: _____

Fax: _____

If intended for Gardena Municipal Bus Lines:

Telephone: _____

Fax: _____

If intended for City of Torrance/Torrance Transit:

Kim Turner
City of Torrance/Torrance Transit
20500 Madrona Avenue
Torrance, CA 90503-2864
Telephone: (310) 618-6930
Fax: (310) 618-6229

If intended for Norwalk Transit:

Telephone: _____

Fax: _____

If intended for Long Beach Transit:

Telephone: _____

Fax: _____

If intended for Napa Valley Transit:

Telephone: _____

Fax: _____

If intended for Fresno Area Express:

Telephone: _____

Fax: _____

SEC. 20 COUNTERPARTS

This MOU may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

SEC. 21 TERM

The term of this MOU shall be from the ____ day of _____, _____ through a date that is one (1) year beyond the date of final payment for the First Article Acceptance, unless terminated or extended under the provisions of this MOU.

By: _____
Richard Torres
City Administrator

By: _____
Frank Scotto, Mayor

ATTEST:

Sue Herbers, City Clerk

Approved as to Form:

APPROVED AS TO FORM:

JOHN L. FELLOWS III
City Attorney

By: _____
John P. Pringle
Interim City Attorney

By: _____

EXHIBIT A - PROCUREMENT SCHEDULE

City of Montebello
Montebello Bus Lines

Project: CPPP 35 / 40 FT LOW FLOOR HYBRID GASOLINE ELECTRIC VEHICLES

Outline:	Due Dates
Development of specs	8/31/2006
Development of boilerplate and contract documents	8/31/2006
Development of Joint Participation MOU	8/10/2006
Attorney Review of JP MOU	Week of 8/14/2006
Distribution and request for signature of JP MOU	9/19-10/18/2006
Retain Web meeting service for conducting webinar meetings	To Be Determined
Staff Review of boilerplate and contract documents	9/21/2006
Attorney Review of boilerplate and contract documents	To Be Determined
Review of specs (Industry) To be distributed to all Participating agencies of this joint procurement.	9/25-10/13/2006
Prepare for Joint Agencies Spec review webinar meeting	To Be Determined
Due date for participating agencies review of boilerplate and contract documents	10/13/2006
Conduct Spec Review Webinar meeting	Week of To Be Determined
Make final revision to spec and prepare final solicitation document	Week of 10/16/2006
Issue RFP	10/19/2006
Advertise Dates	10/19 & 10/26/2006
Pre Proposal Meeting	10/31/2006
Issue Proposal Amendments	If applicable
Written Questions Due	11/3/2006
Response to Written Questions	11/9/2006
Receive proposals	11/13/2006
Review and evaluate	11/14/2006
Proposal evaluation webinar meeting	Week of To Be Determined
Site Visits (if necessary)	Week of 11/27/2006
Request BAFO	12/4/2006
Receive BAFO	12/11/2006
Review and evaluate BAFO	12/11-12/21/2006
Negotiate price and T&C	Week of 12/26/2006
Prepare Council Report and contract documents	01/02/2007
Council Award	01/10/2007