

**Sierra Valley Basin
Request(s) for Proposal **DRAFT** Work Plan
March 1, 2020 – May 18, 2020**

	Tasks/Subtasks	Schedule/Relevant Dates	Parties	Notes/Completion
	RFP(s) Development Process from research to board approval			
1	Review GSP Planning Grant proposal and create an RFP outline for RFPs that includes the proposed skills, qualifications, associated tasks, budget and schedule.	March 2020	Tania Carlone Phil Bachand	
2	Review the most relevant examples of RFPs/RFQs from a few other basins including evaluative criteria, where available.	March 2020	Tania Carlone Phil Bachand	
3	Prepare first draft of RFP(s) for GSP Project Team initial review (including evaluative criteria).	April 1st	Tania Carlone Phil Bachand	Draft Review at April 7 th GSP Project Team call.
4	Incorporate GSP Project Team comments and prepare an updated draft for RFP(s) Development Committee review.	April 15 th	Tania Carlone Phil Bachand	Send to RFP Development Committee one week before meeting.
5	RFP Development Committee meet to review and discuss draft RFP(s) and to discuss RFP Selection Committee.	Third week in April	RFP Development Committee	
6	Incorporate RFP Development Committee comments into draft RFP(s) for GSP Project Team final review.	By end of April	Tania Carlone Phil Bachand	GSP Project Team review on May 5 th call.
7	Incorporate GSP Project Team comments and prepare final draft RFP(s) for SVGMD board approval.	May 12th	Tania Carlone Phil Bachand	Include RFP(s) in SVGMD agenda packet sent on May 13 th .
8	Present RFP(s) and Proposed Selection Committee Formation to SVGMD board for approval	May 18th	Tania Carlone RFP Development Committee	Following approval, the RFP Process, as specified in the RFP(s) will be rolled out.