

Draft

Green Mountain Secure Retirement Plan
Project Plan Timeline II - REVISED as of 3/13/18

	Responsible Parties	Target Dates	Status
TASK 1:			
Kickoff call	OST, Segal	1/10/2018	Complete
TASKS 2 & 3:			
Prepare Request for Information (RFI) & send draft to OST for review	Segal	2/7/2018	Complete
Issue Request for Information (RFI) to bidders	OST	2/14/2018	2/16/2018
Written questions submitted from bidders	Bidders	2/23/2018	2/23/2018
Responses back to bidders	OST	3/8/2018	2/27/2018
RFI responses due from bidders	Bidders	3/15/2018	3/9/2018
Finalize RFP	OST, Segal	4/16/2018	
Send out Request for Proposal (RFP) to bidders	OST	4/17/2018	
RFP responses due from bidders	Bidders	5/17/2018	
Discussion of vendor analysis and decision regarding vendor selection	OST, Segal	6/1/2018	
Finals presentations (target date may need to change due to OST conference in Orlando)	Finalists, OST, Segal	6/8/2018	
GMSRB/Treasury discussion & decision regarding vendor selection	OST	6/9/2018	
Selected vendor notified	OST	6/11/2018	
Contract negotiation and other items to be completed prior to signed contract	OST, Selected vendor	6/15/2018	
Contract finalized and signed with vendor	OST, Selected vendor	7/15/2018	