

Regional Analysis and Planning Services

Mendocino Council of Governments
Procurements for Administrative Services and Planning Services

September 26, 2023

Tasks	Estimated Completion Date
Develop Requests for Proposals (RFP's) for Administrative Services and Planning Services with Board	January 31, 2024
Issue RFPs	January 31, 2024
Proposals Due	March 1, 2024
Evaluate proposals with Board input	April 15, 2024
Recommend successful proposer to the Board	May 2024 Board meeting
Assist Board with contract negotiations	May 31, 2024
Board ratification of contract	June 2024 Board Meeting

Firm Fixed Price	\$3,300
Estimated Travel Costs	<u>500</u>
Total	\$3,800