Revised Draft 4/26/02
Per 4/25 Admin Mtg.

Timeline EUTF Consultant to Evaluate and Assess HFIMS *

Task Description	Start	End	Duration
Review of Draft Scope by Administrative Committee & determine list of at least 3 vendors to solicit quotations.	18-Apr	25-Apr	2 Weeks
Obtain board approval for the proposed scope of work and approval to proceed with the solicitation of contractor for professional services.	30-Apr	30-Apr	
State Comptroller's Approval to engage contractor for Information Technology services (pursuant to AD 77-2).	30-Apr	30-Apr	
Governor's Approval for Professional Services.	30-Apr	30-Apr	
Consultation with PEHF/ICSD.	30-Apr	30-Apr	
Send solicitation packet to vendor(s).	30-Apr	30-Apr	
Deadline for receipt of proposals.	30-Apr	15-May	2 Weeks
Review proposal submitted by vendor(s) and negotiate terms of engagement.			
Administrative Committee recommends the most qualified contractor to the full Board.	5/15/2002 Wednesday	5/15/2002 Wednesday	
Consultant approval by the Board.	5/15/2002 Wednesday	5/15/2002 Wednesday	
Contract Start Date.	15-May	30-Jun	6 Weeks

* Assumes Fast Track process and going with the vendor from the State's price list.