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| --- |
| *This form is to be used internally for the purpose of gathering project information prior to the publication of the RFQ. Submit this form to the Selections Administrator with the finalized and approved RFQ* ***no less than 2 business days prior to the intended advertisement date****.* |

**Project Information**

|  |  |
| --- | --- |
| Project Manager |  |
| Project Number: |  |
| Project Title: |  |
| MADCC $ Amount: |  |
| Client Agency: |  |
| Project Location: |  |
| Notes: |  |
|  |  |

**Desired Dates**

|  |  |
| --- | --- |
| RFQ Post/Publish: |  |
| Informational Meeting: |  |
| Pre Submission Site Visit: |  |
| Statements of Qualifications Due: |  |
| Ph 1 Score Sheets Due: |  |
| Ph 1 Consensus Meeting Date/Times: | 1.       2.       3. |
| RFP Post/Publish: |  |
| Facility/Program Tour Date(s): |  |
| Proprietary Meeting Date(s): |  |
| Last Addendum Issued: |  |
| Proposals Due: |  |
| Proposal Score Sheets Due: |  |
| Interview Date: |  |
| Ph2 Consensus Meeting Date: |  |
| Agency Communications Coordination Date: |  |
| Selection/Announcement Date: |  |
| Notice to Proceed: |  |
| Notes: |  |
|  |  |

**DJC Advertisement Information**

|  |  |
| --- | --- |
| **Client Agency Billing Contact** | |
| Contact Name: |  |
| E-Mail: |  |
| Address: |  |
|  |  |
|  |  |

**Selection Panel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FPS Project Manager | |  | FPS Panel Member 2 | |
| Name: |  |  | Name: |  |
|  |  |  |  |  |
| Client Agency Panel Member 1 | |  | Client Agency Panel Member 2 | |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
|  |  |  |  |  |
| Private Sector Panel Member(s) | | | | |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
|  |  |  |  |  |
| Non-Voting Advisory Committee Member(s) | | | | |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
|  |  |  |  |  |

Additional Notes/Comments for the Selections Administrator: