

**2017 RFP Process Institute
COURSE SCHEDULE
August 8 - 9, 2018 Hanover, MD**

| Wednesday, August 8th | |
|---|--|
| 12:00 pm - 1:00 pm | Registration/RFP Process Institute Welcome |
| 1:00 pm – 1:15 pm | Introductions |
| 1:15 pm – 2:00 pm | Supplier Panel Discussion Sponsored by Office Depot |
| 2:00 pm – 2:30 pm | What is an RFP/When should it be used |
| 2:30 am – 2:45 am | Break |
| 2:45 pm – 3:30 pm | Developing the RFP (Structure) |
| 3:30 pm – 5:00pm | Developing Effective Statement of Work (SOW) |
| 5:00 pm | Dinner on your own |

| Thursday, August 9th | |
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| 7:00 am - 8:00 am | Breakfast |
| 8:00 am – 9:30 am | Performance-based contracting approach |
| 9:30 am – 10:15 am | Pre-proposal Conference |
| 10:15 am – 10:30 am | Break |
| 10:30 am – 12:00 am | Evaluating RFPs |
| 12:00 pm – 1:00 pm | Lunch |
| 1:00 pm – 2:30 pm | Award/Handling Protests |
| 2:30 pm – 2:45 pm | Break |
| 2:45 pm- 3:30 pm | Contract Administration/Monitoring Vendor Performance |
| 3:30 pm – 4:30 pm | Wrap up/discussion |