

**ATTACHMENT 11**

**PROPOSED EARIP FACILITATION CONSULTANT SELECTION PROCESS**

**May 14, 2009**

<u>Step No.</u>	<u>Description</u>	<u>Target Date(s)</u>
1.	Work Group to finalize draft facilitation RFP, and distribute draft RFP and list of possible RFP recipients to EARIP.	May 7, 2009
2.	EARIP to submit comments on draft RFP.	May 13, 2009
3.	Work Group to meet to discuss EARIP comments on draft RFP.	May 14, 2009
4.	Work Group recommendations presented to EARIP on facilitated decision making for development of program document and SDM goals and objectives work shop. EARIP to consider an expanded Work Group charge and any adjustments in membership.	May 14, 2009
5.	Deadline for EARIP to submit additional names and contact information for RFP recipients.	May 21, 2009
6.	Work Group to distribute RFP.	May 22, 2009
7.	Draft RFP evaluation criteria/matrix to be distributed to Work Group members.	June 4, 2009
8.	Work Group to meet to review and finalize RFP evaluation criteria/matrix.	June 8, 2009
9.	Work Group to provide update to EARIP on selection process.	June 11, 2009
10.	RFP recipients to submit proposals.	June 12, 2009
11.	Work Group to review proposals received.	June 12 – 26, 2009
12.	Work Group to meet to review results, and narrow field of candidates for telephonic interviews.	June 30, 2009
13.	Work Group to conduct preliminary telephonic interviews, and further narrow the possible field of candidates.	July __, 2009
14.	Work Group to present preliminary results to EARIP.	July 9, 2009
15.	Work Group to conduct face-to-face interviews (Note: Interviews to be open to the EARIP)	August 12, 2009
16.	EARIP to conduct final interviews and make selection after receiving input from Work Group.	August 13, 2009