1. **TEMPLATE FOR PROCUREMENT SCHEDULE**
2. **Definitions**

(a) *Program Name*

Enter the program name (or other identifier, such as service type, level of care, region, etc.).

(b) *Last RFP*

Enter the date of the last competitive procurement for the service.  
UNKNOWN or NONE is also an acceptable entry.

(c)  *$ Amount (Total)*

Enter the total dollar amount of the agency’s contracts for the service in the current State fiscal year.

(d) *Contracts (Number)*

Enter the total number of the agency’s executed contracts for the service in the current State fiscal year.

(e) *Next RFP*

Enter the release date (by SFY, quarter) of the RFP for the next competitive procurement.  
WAIVER (meaning = waiver request) is also an acceptable entry.

(f) *RFP Cycle*

Enter the anticipated length, in years, between competitive procurements *going forward*.  
If requesting a waiver for the current planning period, leave this box BLANK.

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| --- | --- | --- | --- | --- | --- |
| **AGENCY NAME** | PROCUREMENT SCHEDULE For SFY 2013, 2014, 2015 | | | | |
| *(a) Program/Service Name* | *(b) Last RFP (SFY, Qtr)* | *(c) $ Amount (Total)* | *(d) Contracts (Number)* | *(e) Next RFP (SFY, Qtr)* | *(f) RFP Cycle (In Years)* |
| Program A |  |  |  |  |  |
| Program B |  |  |  |  |  |
| Program C |  |  |  |  |  |
| Program D |  |  |  |  |  |
| *Etc.* |  |  |  |  |  |