

Facility Maintenance Capital Improvement Project (CIP)
Scope of Work (SOW) Cycle Timeline
 Created: October 2014

2014

CIP	January	February	March	April	May	June	July	August	September	October	November	December
CIP15	Upon faculty's return from Christmas break, solicit recommendations for CIP15.	Solicit for CIP15 projects; deadline February 14	Facilities Engineer Administrator develops SOW and the government's estimated cost for CIP15					Finalize CIP15 list with SOW and government's estimated cost for Assistant Director	Present CIP15 to RPF & CGC committees	Submit CIP15 to BOT for review and approval	☞ Announce bids & RFQs; ☞ Compile, evaluate & award bit or RFQ	

2015

CIP	January	February	March	April	May	June	July	August	September	October	November	December
CIP15	☞ Announce bids & RFQs for CIP15 projects; ☞ Compile, evaluate & award bids or RFQs for CIP15 projects		☞ Begin and complete CIP 15 projects; ☞ Review dates to ensure timely completion of CIP15 projects					CIP15 completion deadline August 30	Review and close out (pay <u>ALL</u> outstanding invoices related to CIP15 projects)			
CIP16	Upon faculty's return from Christmas break, solicit recommendations for CIP16.	Solicit for CIP16 projects; deadline February 14	Facilities Engineer Administrator develops SOW and the government's estimated cost for CIP16					Finalize CIP16 list with SOW and government's estimated cost for Assistant Director	Present CIP16 to RPF & CGC committees	Submit CIP16 to BOT for review and approval	☞ Announce bids & RFQs; ☞ Compile, evaluate & award bids or RFQs	

2016

CIP	January	February	March	April	May	June	July	August	September	October	November	December
CIP16	☞ Announce bids & RFQs for CIP16 projects; ☞ Compile, evaluate & award bids or RFQs for CIP16 projects		☞ Begin and complete CIP16 projects; ☞ Review dates to ensure timely completion of CIP16 projects					CIP16 completion deadline August 30	Review and close out (pay <u>ALL</u> outstanding invoices related to CIP16 projects)			
CIP17	Upon faculty's return from Christmas break, solicit recommendations for CIP17.	Solicit for CIP17 projects; deadline February 14	Facilities Engineer Administrator develops SOW and the government's estimated cost for CIP17					Finalize CIP17 list with SOW and government's estimated cost for Assistant Director	Present CIP17 to RPF & CGC committees	Submit CIP17 to BOT for review and approval	☞ Announce bids & RFQs; ☞ Compile, evaluate & award bids or RFQs	