

## **Appendix A**

## **Project Timeline**

This project timeline was created based on experience from several farm sale RFP processes. Expect and plan for sufficient time buffers in each stage of the process. The explanation for each of these project timeline sections are further described in the Process for Buy-Protect-Sell section of this guidebook.

## Buy-Protect-Sell Program Timeline

Phases & Timeline	Month 1 Month 2 Month 3 Month 4 Month 5 Month 6
Planning Committee	
Form planning committee & review guidebook documents.  Plan process & draft documents.  Recruit and invite selection committee members.	Outline process & draft docs  Recruit S.C.
Selection Committee	
Volunteer selection committee forms.  Selection committee finalizes documents drafted by the planning committee.	Form committee  Finalize docs
Applications	
Advertise Request for Proposals.  Review, rank, and select pre-applications.	Advertise RFP
Invite full proposals from top candidates. Offer property tours.  Applicants draft and submit full proposals.	
Selection & Closing	
Selection Commmittee reviews and ranks full proposals  Interview top 2-4 candidates and select final buyer/lessee.	
Selected canddiate secures financing and land trust transfers the property.	

## (cont'd) Buy-Protect-Sell Program Timeline

Phases & Timeline	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	TBD
Planning Committee									
Selection Committee									
Applications									
	Advertise RFP	)							
		Review & rank	·						
			-(Invite top applic						
				Top app	olicants submit fin	al proposals			
Selection & Closing									
							Rank Proposals		
								Interviews	
									Transfer farm