

APPENDIX "A"
RFP # ELCMDM2020-06
Comprehensive Cleaning Services

APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	PHYSICAL ADDRESS/ELECTRONIC ADDRESS
RFP # ELCMDM2020-06 for Comprehensive Cleaning Services	Monday, September 21, 2020	5:00 PM (EST)	Notice of RFP posted on the ELC website/vendor registration required at: https://www.elcmdm.org/newsroom/procurements
All written inquiries to be received	Friday, October 2, 2020	12:00 PM (EST)	RFP2020Cleaningservices@elcmdm.org
Early Learning Coalition's response to inquiries	Wednesday, October 7, 2020	5:00 PM (EST)	Responses to Inquiries Posted the Early Learning Coalition website: https://www.elcmdm.org/newsroom/procurements
Sealed Applications must be received	Tuesday, October 13, 2020	12:00 PM (EST)	Applications must be completed via: https://elcmiami.webauthor.com/go/procurement/
Initial Opening of Applications	Thursday, October 22, 2020	10:00 AM (EST)	Virtual meeting via: https://zoom.us/j/99756209269?pwd=YW5tZHBPVkIxcWgvY1JKOURkYU5RQT09
First Meeting of Evaluation Committee and Proposer's Presentations	Thursday, October 29, 2020	8:30 AM (EST)	Virtual meeting via: https://zoom.us/j/94921498076?pwd=LzNsSVRPS1lEYWhyOHoxcFl1aFpiUT09
Proposal Review period for Evaluation Committee	Thursday, October 29, 2020- Thursday, November 12, 2020	N/A	Not Applicable
Meeting with Evaluation Committee to compile, review and finalize results	Monday, November 16, 2020	10:00 AM (EST)	Virtual meeting via: https://zoom.us/j/99208867262?pwd=ckNDSS8za2d6cGluenl2VXJESlprQT09
Early Learning Coalition's Finance Committee review and approval of Evaluation Committee recommendations	Thursday, December 3, 2020	10:00 AM (EST)	Information pertaining to this meeting can be found on the ELC event calendar: https://www.elcmdm.org/calendar/?
Early Learning Coalition's Board Committee review and approval of Evaluation Committee recommendations	Monday, December 7, 2020	8:00 AM (EST)	Information pertaining to this meeting can be found on the ELC event calendar: https://www.elcmdm.org/calendar/?
Notice of Intent to Award	TBD	TBD	Posted on the Early Learning Coalition website: https://www.elcmdm.org/newsroom/procurements

Initiation of Contract Negotiations	TBD	N/A	TBD
Effective Date of Contract	Friday, January 1, 2021	N/A	Not Applicable
<i>* All dates and events are subject to change at the discretion of the Early Learning Coalition.</i>			