



APPENDIX "A"
RFP # ELCMDM2020-01
Quality Materials

APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	ADDRESS
Release of RFP for Quality Materials RFP# ELCMDM2020-01	January 8, 2020	N/A	Notice of RFP posted on the ELC websites.
All written inquiries to be received	January 22, 2020	12:00 PM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. Central Service Center United Way Campus 3250 SW 3 rd Avenue Miami, FL 33129
Early Learning Coalition's response to inquiries	January 29, 2020	5:00 PM (EST)	Responses to Inquiries posted on ELC website.
Sealed Applications must be received	February 7, 2020	12:00 PM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. Central Service Center United Way Campus 3250 SW 3 rd Avenue Miami, FL 33129
Initial opening of Applications	February 10, 2020	2:00 PM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd, Suite 210 Coral Gables, FL 33134
First Meeting of the Evaluation Committee And Proposer's Presentations	February 12, 2020	TBD	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd, Suite 210 Coral Gables, FL 33134
Proposal Review period for Evaluation Committee	February 12, 2020 – February 27, 2020	N/A	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd, Suite 210 Coral Gables, FL 33134
Meeting with Evaluation Committee to compile, review and finalize results	March 3, 2020	TBD	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd, Suite 210



			Coral Gables, FL 33134
Early Learning Coalition's Finance Committee review and approval of Evaluation Committee recommendations	March 26, 2020	10:00 AM – 11:00 AM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. Conference Call - 1-415-655-0003 Meeting Number – 733 313 907#
Early Learning Coalition's Executive Committee Meeting review and approval of Evaluation Committee recommendations	April 6, 2020	9:00 AM – 10:00 AM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. Conference Call – 1-415-655-0003 Meeting Number – 733 108 633#
Posting of Notice of Award	April 6, 2020	N/A	Contract Award posted on ELC website.
Initiation of Contract Negotiations	April 10, 2020	N/A	N/A
Effective Date of Contract	May 1, 2020	N/A	N/A
* All dates and events are subject to change at the discretion of the Early Learning Coalition.			