



**APPENDIX "A"**  
**ITN # ELCMDM2020-01**  
**Office Furniture for Miami Dade and Monroe Counties**

APPLICATION TIMETABLE / IMPORTANT DATES \*

ACTIVITY	DATE	TIME	ADDRESS
Release of ITN # ELCMDM2020-01 for Office Furniture for Miami Dade and Monroe Counties	January 8, 2020	5:00 PM (EST)	Notice of ITN posted on the ELC website.
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 <sup>rd</sup> Avenue, Miami, FL 33129
Early Learning Coalition's response to inquiries	January 29, 2020	5:00 PM (EST)	Responses to Inquiries Posted on the Early Learning Coalition website.
<b>Sealed Applications must be received</b>	<b>February 7, 2020</b>	<b>12:00 PM (EST)</b>	Early Learning Coalition of Miami-Dade/Monroe, Inc. Central Service Center United Way Campus 3250 SW 3 <sup>rd</sup> Avenue, Miami, FL 33129
Initial opening of Applications and evaluate Responses	<b>February 10, 2020</b>	TBD	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	<b>February 12, 2020 or February 18, 2020</b>	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 13, 2020-	N/A	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 210

	February 27, 2020		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 25, 2020	10:00 AM - 11:00 AM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 210 Coral Gables, FL 33134
Early Learning Coalition's Board Committee review and approval of Evaluation Committee recommendations	April 6, 2020	8:00 AM – 10:00 AM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 210 Coral Gables, FL 33134
Posting of Notice of Award	April 6, 2020	TBD	Contract Award posted on ELC website.
Initiation of Contract Negotiations	April 10, 2020	N/A	TBD
Effective Date of Contract	April 13, 2020	TBD	Not Applicable
* All dates and events are subject to change at the discretion of the Early Learning Coalition.			