

APPENDIX "A"
RFP #ELCMDM2021-01
Human Resources Management Services and Payroll

APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	PHYSICAL ADDRESS/ELECTRONIC ADDRESS
RFP # ELCMDM2021-01 for HRMS & Payroll	Monday, February 22, 2021	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, March 5, 2021	12:00 PM (EST)	RFP2021PayrollServices@elcmdm.org
Early Learning Coalition's response to inquiries	Friday, March 12, 2021	5:00 PM (EST)	Responses to Inquiries Posted the Early Learning Coalition website: https://www.elcmdm.org/newsroom/procurements
Sealed Applications must be received	Monday, March 22, 2021	12:00 PM (EST)	Applications must be completed via: https://elcmiami.webauthor.com/go/procurement/
Initial Opening of Applications	Tuesday, March 23, 2021	10:00 AM (EST)	Virtual meeting via: https://zoom.us/j/99097736316?pwd=dVduUFBidmNNOWdZdVNwMHIrSTZlZz09 Meeting ID: 990 9773 6316
First Meeting of Evaluation Committee and Proposer's Presentations	Monday, March 29, 2021	TBD	Virtual meeting via: https://zoom.us/j/96975797785?pwd=NHVzTElYaW1EN2R3NXNpcjhLUi9LZz09 Meeting ID: 969 7579 7785
Proposal Review period for Evaluation Committee	Monday, March 29, 2021 – Monday, April 12, 2021	N/A	Not Applicable
Meeting with Evaluation Committee to compile, review and finalize results	Thursday, April 15, 2021	TBD	Virtual meeting via: https://zoom.us/j/93495764291?pwd=RTcxNEZ0TVYwaGJlaUNaaEtmU3g3dz09 Meeting ID: 934 9576 4291
Early Learning Coalition's Finance Committee review and approval of Evaluation Committee recommendations	Thursday, April 29, 2021	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, May 3, 2021	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	Thursday, July 1, 2021	N/A	Not Applicable

** All dates and events are subject to change at the discretion of the Early Learning Coalition.*