

**APPENDIX "A"**  
**RFP #ELCMDM2021-02**  
**Professional Development Institute Website**

APPLICATION TIMETABLE / IMPORTANT DATES \*

ACTIVITY	DATE	TIME	PHYSICAL ADDRESS/ELECTRONIC ADDRESS
RFP # ELCMDM2021-02 for Professional Development Institute Website	Monday, February 22, 2021	5:00 PM (EST)	Notice of RFP posted on the ELC website/vendor registration required at: <a href="https://www.elcmdm.org/newsroom/procurements">https://www.elcmdm.org/newsroom/procurements</a>
All written inquiries to be received	Friday, March 5, 2021	12:00 PM (EST)	<a href="mailto:RFP2021PDIWebsite@elcmdm.org">RFP2021PDIWebsite@elcmdm.org</a>
Early Learning Coalition's response to inquiries	Friday, March 12, 2021	5:00 PM (EST)	Responses to Inquiries Posted the Early Learning Coalition website: <a href="https://www.elcmdm.org/newsroom/procurements">https://www.elcmdm.org/newsroom/procurements</a>
<b>Sealed Applications must be received</b>	<b>Monday, March 22, 2021</b>	<b>12:00 PM (EST)</b>	Applications must be completed via: <a href="https://elcmiami.webauthor.com/go/procurement/">https://elcmiami.webauthor.com/go/procurement/</a>
Initial Opening of Applications	Tuesday, March 23, 2021	10:00 AM	<a href="https://zoom.us/j/99097736316?pwd=dVduUFBidmNNOWdZdVNwMHIrSTZlZz09">https://zoom.us/j/99097736316?pwd=dVduUFBidmNNOWdZdVNwMHIrSTZlZz09</a>  Meeting ID: 990 9773 6316
First Meeting of Evaluation Committee and Proposer's Presentations	Monday, March 29, 2021	TBD	<a href="https://zoom.us/j/96975797785?pwd=NHVzTElYaW1EN2R3NXNpcjhLUi9LZz09">https://zoom.us/j/96975797785?pwd=NHVzTElYaW1EN2R3NXNpcjhLUi9LZz09</a>  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: <a href="https://zoom.us/j/93495764291?pwd=RTcxNEZ0TVYwaGJl aUNaaEtmU3g3dz09">https://zoom.us/j/93495764291?pwd=RTcxNEZ0TVYwaGJl aUNaaEtmU3g3dz09</a>  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: <a href="https://www.elcmdm.org/calendar/?">https://www.elcmdm.org/calendar/?</a>
Early Learning Coalition's Executive Committee review and approval of Evaluation Committee recommendations	Monday, May 3, 2021	9:00 AM (EST)	Information pertaining to this meeting can be found on the ELC event calendar: <a href="https://www.elcmdm.org/calendar/?">https://www.elcmdm.org/calendar/?</a>

Notice of Intent to Award	TBD	TBD	Posted on the Early Learning Coalition website: <a href="https://www.elcmdm.org/newsroom/procurements">https://www.elcmdm.org/newsroom/procurements</a>
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.*