

**APPENDIX "A"**  
**RFP #ELCMDM2021-04**  
**External Auditing Services**

APPLICATION TIMETABLE / IMPORTANT DATES \*

| ACTIVITY   | DATE   | TIME                 | PHYSICAL ADDRESS/ELECTRONIC ADDRESS   |
|--|--|----------------------|---|
| RFP # ELCMDM2021-04 for External Auditing Services   | Tuesday, April 6, 2021                             | 5:00 PM (EST)        | Notice of RFP posted on the ELC website/vendor registration required at:<br><a href="https://www.elcmdm.org/newsroom/procurements">https://www.elcmdm.org/newsroom/procurements</a> |
| All written inquiries to be received   | Friday, April 9, 2021                              | 12:00 PM (EST)       | <a href="mailto:ExternalAuditingServices2021@elcmdm.org">ExternalAuditingServices2021@elcmdm.org</a>  |
| Early Learning Coalition's response to inquiries   | Monday, April 12, 2021                             | 5:00 PM (EST)        | Responses to Inquiries Posted the Early Learning Coalition website:<br><a href="https://www.elcmdm.org/newsroom/procurements">https://www.elcmdm.org/newsroom/procurements</a>      |
| <b>Sealed Applications must be received</b>  | <b>Friday, April 16, 2021</b>                      | <b>5:00 PM (EST)</b> | Applications must be completed via:<br><a href="https://elcmiami.webauthor.com/go/procurement/">https://elcmiami.webauthor.com/go/procurement/</a>                                  |
| Initial Opening of Applications  | Monday, April 19, 2021                             | 10:00 AM (EST)       | Virtual meeting via: <a href="https://zoom.us/j/95235723492">https://zoom.us/j/95235723492</a><br>Meeting ID: 952 3572 3492   |
| First Meeting of Evaluation Committee and Proposer's Presentations                                       | Wednesday, April 21, 2021                          | TBD                  | Virtual meeting via: <a href="https://zoom.us/j/99057082527">https://zoom.us/j/99057082527</a><br>Meeting ID: 990 5708 2527   |
| Proposal Review period for Evaluation Committee  | Wednesday, April 21, 2021 – Monday, April 26, 2021 | N/A                  | Not Applicable  |
| Meeting with Evaluation Committee to compile, review and finalize results                                | Tuesday, April 27, 2021                            | TBD                  | Virtual meeting via: <a href="https://zoom.us/j/97732718882">https://zoom.us/j/97732718882</a><br>Meeting ID: 977 3271 8882   |
| 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:<br><a href="https://www.elcmdm.org/calendar/?">https://www.elcmdm.org/calendar/?</a>                 |
| 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:<br><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:<br><a href="https://www.elcmdm.org/newsroom/procurements">https://www.elcmdm.org/newsroom/procurements</a>                          |

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