

**APPENDIX "A"**  
**RFP #ELCMDM2024-01**  
**Learning Management System Services**

APPLICATION TIMETABLE / IMPORTANT DATES \*

ACTIVITY	DATE	TIME	PHYSICAL ADDRESS/ELECTRONIC ADDRESS
RFP #ELCMDM2024-01 for Learning Management System Services	FRIDAY, JANUARY 12, 2024	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	TUESDAY, JANUARY 23, 2024	12:00 PM (EST)	<a href="mailto:LearningManagement24@elcmdm.org">LearningManagement24@elcmdm.org</a>
Early Learning Coalition's response to inquiries	FRIDAY, JANUARY 26, 2024	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>	FRIDAY, FEBRUARY 2, 2024	<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, FEBRUARY 6, 2024	10:30 AM (EST)	Meeting ID: 835 8964 7861 <a href="https://us02web.zoom.us/j/83589647861">https://us02web.zoom.us/j/83589647861</a>
First Meeting of Evaluation Committee and Proposer's Presentations	FRIDAY, FEBRUARY 9, 2024	1:30 PM (EST)	Meeting ID: 817 4349 3429 <a href="https://us02web.zoom.us/j/81743493429">https://us02web.zoom.us/j/81743493429</a>
Proposal Review period for Evaluation Committee	FRIDAY, FEBRUARY 9, 2024 – FRIDAY, FEBRUARY 23, 2024	N/A	Not Applicable
Meeting with Evaluation Committee to compile, review and finalize results	FRIDAY, FEBRUARY 23, 2024	2:00 PM (EST)	Meeting ID: 893 7920 4797 <a href="https://us02web.zoom.us/j/89379204797">https://us02web.zoom.us/j/89379204797</a>

Early Learning Coalition's Finance Committee review and approval of Evaluation Committee recommendations	N/A	N/A	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	N/A	N/A	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	FRIDAY, MARCH 1, 2024	N/A	Not Applicable
* All dates and events are subject to change at the discretion of the Early Learning Coalition.			