

APPENDIX "A"
RFP #ELCMDM2025-03
Office Automation Services

APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	PHYSICAL ADDRESS/ELECTRONIC ADDRESS
RFP # ELCMDM2025-03 for Office Automation Services	Tuesday, January 7, 2025	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, January 17, 2025	12:00 PM (EST)	RFP25OfficeAutomation@elcmdm.org
Early Learning Coalition's response to inquiries	Tuesday, January 21, 2025	5:00 PM (EST)	Responses to Inquiries Posted the Early Learning Coalition website: https://www.elcmdm.org/newsroom/procurements
Sealed Applications must be received	Thursday, February 6, 2025	12:00 PM (EST)	Applications must be completed via: https://elcmiami.webauthor.com/go/procurement/
Initial Opening of Applications	Friday, February 7, 2025	10:00 AM (EST)	Meeting ID: 812 8808 9940 https://us02web.zoom.us/j/81288089940
First Meeting of Evaluation Committee and Proposer's Presentations	Tuesday, February 11, 2025	10:30 AM (EST)	Meeting ID: 830 5863 7459 https://us02web.zoom.us/j/83058637459
Proposal Review period for Evaluation Committee	Tuesday, February 11, 2025 – Monday, February 24, 2025	N/A	Not Applicable
Meeting with Evaluation Committee to compile, review and finalize results	Monday, February 24, 2025	11:00 AM (EST)	Meeting ID: 852 0548 9248 https://us02web.zoom.us/j/85205489248
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	July 1, 2025	N/A	Not Applicable
<i>* All dates and events are subject to change at the discretion of the Early Learning Coalition.</i>			