

APPENDIX "A"
RFP #ELCMDM2021-05
Learning Management System

APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	PHYSICAL ADDRESS/ELECTRONIC ADDRESS
RFP # ELCMDM2021-05 for Learning Management System	Monday, October 4, 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, October 15, 2021	12:00 PM (EST)	RFP2021LMS@elcmdm.org
Early Learning Coalition's response to inquiries	Friday, October 22, 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, November 1, 2021	12:00 PM (EST)	Applications must be completed via: https://elcmiami.webauthor.com/go/procurement/
Initial Opening of Applications	Tuesday, November 2, 2021	10:00 AM	https://zoom.us/j/91578009251 Meeting ID: 915 7800 9251
First Meeting of Evaluation Committee and Proposer's Presentations	Friday, November 5, 2021	TBD	https://zoom.us/j/94188919284 Meeting ID: 941 8891 9284
Proposal Review period for Evaluation Committee	Friday, November 5, 2021 – Monday, November 15, 2021	N/A	Not Applicable
Meeting with Evaluation Committee to compile, review and finalize results	Thursday, November 18, 2021	TBD	https://zoom.us/j/97188369013 Meeting ID: 971 8836 9013
Early Learning Coalition's Finance Committee review and approval of Evaluation Committee recommendations	Thursday, December 2, 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 Executive Committee review and approval of Evaluation Committee recommendations	Monday, December 6, 2021	9:00 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	Saturday, January 1, 2022	N/A	Not Applicable

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