

RFP PR 25-5072
Employee Benefits Broker

PROCUREMENT TIMETABLE / SCHEDULE OF EVENTS **[TENTATIVE]**

Activity	Date	Time	Location
RFQ PR 25-5072 Employee Benefits Broker	Tuesday September 10, 2024	11:00 AM (EST)	Notice of RFQ posted to the ELC website: https://www.elcbroward.org/procurement
Pre- Bid Conference	Tuesday September 17, 2024	1:30 PM (EST)	Zoom Meeting ID: 824 4871 3458 Passcode: 540798
Deadline for receipt of written questions	Wednesday September 25, 2024	5:00 PM (EST)	All questions will be sent electronically via email to: rfp@elcbroward.org
Deadline for electronic submissions of Proposals (No exceptions)	Friday September 27, 2024	5:00 PM (EST)	Proposals will be sent electronically via email to: rfp@elcbroward.org
First meeting of Rating Committee and Respondent Interviews	Wednesday October 2, 2024	9:00 -11:00 AM (EST)	Zoom Meeting ID: 824 4871 3458 Passcode: 540798
Proposal review period for Rating Committee	Wednesday October 2, 2024 through Friday October 11, 2024	N/A	Not Applicable
Second Meeting of Rating committee to discuss and review results	Friday October 11, 2024	10:00 AM (EST)	Zoom meeting
Early Learning Coalition of Broward County's Board review and approval of Rating Committee recommendations	October 14, 2024	TBD	This meeting can be found on the ELC Event Calendar: https://www.elcbroward.org/events/calendar
Notice of Intent to Award	October 15, 2024	TBD	Posted to ELC's website: https://www.elcbroward.org/procurement

**All dates and times are subject to change as needed at the discretion of the Coalition.*