

**RFP PR 24-5069**  
**Supply and Distribution of Children’s Books**

PROCUREMENT TIMETABLE / SCHEDULE OF EVENTS

Activity	Date	Time	Location
RFP PR 24-5069 Supply and Distribution of Children’s Books	Tuesday April 2, 2024	10:00 AM (EST)	Notice of RFP posted to the ELC website: <a href="https://www.elcbroward.org/procurement">https://www.elcbroward.org/procurement</a>
Pre- Bid Conference	Wednesday April 10, 2024	11.00 AM (EST)	Zoom Meeting ID: 824 4871 3458 Passcode: 540798
Deadline for receipt of written questions	Monday April 15, 2024	5:00 PM (EST)	All questions will be sent electronically via email to: <a href="mailto:rfp@elcbroward.org">rfp@elcbroward.org</a>
Deadline for electronic submissions of Proposals (No exceptions)	Friday April 19, 2024	5:00 PM (EST)	Proposals will be sent electronically via email to: <a href="mailto:rfp@elcbroward.org">rfp@elcbroward.org</a>
First meeting of Rating Committee and Respondent Interviews	Monday April 29, 2024	1:30 PM -3:30 PM (EST)	Zoom Meeting ID: 824 4871 3458 Passcode: 540798
Proposal review period for Rating Committee	Monday April 29, 2024 through Friday May 3, 2024	N/A	Not Applicable
Second Meeting of Rating committee to discuss and review results	Friday May 3, 2024	11:30 AM (EST)	Zoom meeting
Early Learning Coalition of Broward County’s Board review and approval of Rating Committee recommendations	June 17, 2024	TBD	This meeting can be found on the ELC Event Calendar: <a href="https://www.elcbroward.org/events/calendar">https://www.elcbroward.org/events/calendar</a>
Notice of Intent to Award	June 18, 2024	TBD	Posted to ELC’s website: <a href="https://www.elcbroward.org/procurement">https://www.elcbroward.org/procurement</a>

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