



ADDENDUM # 04

Invitation to Negotiate (ITN) for Payroll Processing Services PR 25-5077

ADDENDUM # 04 to the Payroll Processing Services for The Early Learning Coalition of Broward County, Inc. updates Section I.H.2 Timetable:

H. Submission Instructions and Timetable

2. Timeline

ITN posted on COALITION Website	January 13, 2025 3:00 PM
Pre-Bid Conference	January 22, 2025 1:00 PM
Deadline for receipt of written questions	January 31, 2025 5:00 PM
Deadline for Electronic Submission of Proposals	February 12, 2025 5:00 PM
Coalition Opens Submitted Proposals	February 13, 2025
Vendor Initial Product Demos for Evaluation Committee	February 24, 2025 – March 3, 2025
Rating Committee Determines Shortlist of Vendors	March 3, 2025
Notice of Intent to Negotiate Posted	March 4, 2025 5:00 PM
Rating Committee Conducts Negotiation Meetings with Vendor(s) (Possibility for multiple meetings)	March 6 2025 – June 22, 2025
COALITION Board Approves Vendor Recommendation	June 23, 2025
Award Notice Posted	June 23, 2025 5:00 PM

