

RFQ PR 25-5068
Employee Benefits Broker

PROCUREMENT TIMETABLE / SCHEDULE OF EVENTS

Activity	Date	Time	Location
RFQ PR 25-5068 Employee Benefits Broker	Wednesday, September 4, 2024	9:00 AM (EST)	Notice of RFQ posted to the ELC website: https://www.elcbroward.org/procurement
Pre- Bid Conference	Wednesday, September 11, 2024	1:30 PM (EST)	Zoom Meeting ID: 824 4871 3458 Passcode: 540798
Deadline for receipt of written questions	Friday, September 20, 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)	Monday, September 23, 2024	5:00 PM (EST)	Proposals will be sent electronically via email to: rfp@elcbroward.org
First meeting of Rating Committee and Respondent Interviews	Thursday September 26, 2024	1:00 PM – 3:00PM (EST)	Zoom Meeting ID: 824 4871 3458 Passcode: 540798
Proposal review period for Rating Committee	Thursday September 26, 2024 through Monday September 30, 2024	N/A	Not Applicable
Second Meeting of Rating committee to discuss and review results	Monday September 30, 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 14, 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.*

