



ADDENDUM # 01

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

ADDENDUM # 01 to the Payroll Processing Services for The Early Learning Coalition of Broward County, Inc. updates the Submission Due Date and Section I.H. Submission Instructions and Timetable:

**Issued: January 13, 2025
Date Due: February 12, 2025**

H. Submission Instructions and Timetable

1. Submission

Each entity or person who responds to this ITN("Vendor") shall submit copies or links to brochures or websites with a product description and a signed Cost Proposal and Certification Affidavit (collectively referred to as a "Proposal") included as Exhibit A. of this solicitation **no later than February 12, 2025 at 5:00 PM**: Quotations should be emailed to rfp@elcbroward.org and include a contact name and email for correspondence. It is the responsibility of the Vendor to ensure that the Quotation arrives on time at the right location. Quotations and modifications to Quotations received after the time and date specified herein for Quotation submission will not be considered by the COALITION. Submissions by facsimile or delivery will not be accepted. Late Quotations will not be considered.

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 – April 4, 2025
COALITION Board Approves Vendor Recommendation	May 12, 2025
Award Notice Posted	May 12, 2025 5:00 PM