

Section 4:
**RFP SCHEDULE OF EVENTS
AND DEADLINES**

SECTION 4: PROPOSAL SCHEDULE OF EVENTS AND DEADLINES

ACTIVITY/EVENT	DATE	METHOD
RFP Released and Advertised	October 8, 2010	FDDC's Electronic Notification System and Florida Administrative Weekly

FIRST QUARTER

Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	By 4:00 pm EDT October 21, 2010	Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 Phone: 850 / 488-4180 Fax: 850 / 922-6702
FDDC responses to offerors' written inquiries	Week of November 1, 2010	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fdde.org).
Sealed RFP proposals due and Opened	By 2 pm EST November 22, 2010	<u>U.S. Mail, Express Mail, & Hand Delivery</u> Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 – 2981
Mandatory Criteria Evaluation and proposal scoring begins	Week of Dec. 13, 2010	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	January 4, 2011	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fdde.org)
Start contractual negotiations	January 10, 2011	
Anticipated contract start date	February 15, 2011	

SECOND QUARTER

ACTIVITY/EVENT	DATE	METHOD
Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	By 4:00 pm EST January 4, 2011	Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 Phone: 850 / 488-4180 Fax: 850 / 922-6702
FDDC responses to offerors' written inquiries	Week of January 17, 2011	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fddc.org).
Sealed RFP proposals due and opened	By 2 pm EST February 7, 2011	<u>U.S. Mail, Express Mail, & Hand Delivery</u> Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981
Mandatory Criteria Evaluation and proposal scoring begins	Week of February 21, 2011	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	March 7, 2011	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fddc.org)
Start contractual negotiations	March 11, 2011	
Anticipated contract start date	April 8, 2011	

THIRD QUARTER

ACTIVITY/EVENT	DATE	METHOD
Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	By 4:00 pm EDT April 5, 2011	Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 Phone: 850 / 488-4180 Fax: 850 / 922-6702
FDDC responses to offerors' written inquiries	Week of April 18, 2011	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fddc.org).
Sealed RFP proposals due and opened	By 2 pm EDT May 9, 2011	<u>U.S. Mail, Express Mail, & Hand Delivery</u> Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981
Mandatory Criteria Evaluation and proposal scoring begins	Week of May 23, 2011	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	June 6, 2011	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fddc.org)
Start contractual negotiations	June 10, 2011	
Anticipated contract start date	July 18, 2011	

FOURTH QUARTER

ACTIVITY/EVENT	DATE	METHOD
Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	Prior to 4:00 pm EDT July 5, 2011	Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 Phone: 850 / 488-4180 Fax: 850 / 922-6702
FDDC responses to offerors' written inquiries	Week of July 18, 2011	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fdcc.org).
Sealed RFP proposals due and opened	By 2 pm EDT August 8, 2011	<u>U.S. Mail, Express Mail, & Hand Delivery</u> Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981
Mandatory Criteria Evaluation and proposal scoring begins	Week of August 22, 2011	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	September 12, 2011	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fdcc.org)
Start contractual negotiations	Sept. 16, 2011	
Anticipated contract start date	October 14, 2011	