

SECTION 4

RFP SCHEDULE OF EVENTS AND DEADLINES

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ACTIVITY/EVENT	DATE	METHOD
RFP Released and Advertised	January 5, 2017	Florida Administrative Register and FDDC's website (www.fddc.org)
Letter of Intent is requested by this date (but is not mandatory) Written Questions are due to FDDC	By 4:00 pm (EST) January 18, 2017	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's Responses to Offerors' Written Questions	Week of January 23, 2017	Responses to written questions mailed to all offerors that submitted a Letter of Intent and posted on FDDC's website (www.fddc.org)
Sealed RFP proposals Due and Opened	By 2:00 pm (EST) February 21, 2017	Submit via US Mail, Express Mail, or Hand Delivery to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301-2981
Mandatory Responsiveness Requirements Review and Notification Begins	February 22, 2017	Notification mailed to all offerors who did not meet the mandatory responsiveness requirements.
Mandatory Criteria Evaluation and Proposal Scoring Begins	Week of March 20, 2017	Selection Committee evaluation of proposals
Anticipated Posting of Top Ranked Proposal (Posting is for 72 hours)	March 27, 2017	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, FL 32301-2981 2. FDDC website (www.fddc.org)
Start Contractual Negotiations	March 31, 2017	
Anticipated Contract Start Date	April 15, 2017	