

**SECTION 4**

**RFP SCHEDULE OF EVENTS  
AND DEADLINES**

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ACTIVITY/EVENT	DATE	METHOD
RFP Released and Advertised	August 25, 2015	Florida Administrative Register and FDDC's website ( <a href="http://www.fddc.org">www.fddc.org</a> )
Letter of Intent is requested by this date (but is not mandatory)  Written Questions are due to FDDC	By 4:00 pm (EDT) September 8, 2015	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 September 14, 2015	Responses to written questions mailed to all offerors that submitted a Letter of Intent and posted on FDDC's website ( <a href="http://www.fddc.org">www.fddc.org</a> )
Sealed RFP proposals Due and Opened	By 2:00 pm (EDT) October 13, 2015	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	October 14, 2015	Notification mailed to all offerors who did not meet the mandatory responsiveness requirements.
Mandatory Criteria Evaluation and Proposal Scoring Begins	Week of November 2, 2015	Selection Committee evaluation of proposals
Anticipated Posting of Top Ranked Proposal (Posting is for 72 hours)	November 12, 2015	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, FL 32301-2981 2. FDDC website ( <a href="http://www.fddc.org">www.fddc.org</a> )
Start Contractual Negotiations	November 18, 2015	
Anticipated Contract Start Date	December 15, 2015	