

SECTION 4

RFP SCHEDULE OF EVENTS AND DEADLINES

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ACTIVITY/EVENT	DATE	METHOD
RFP Released and Advertised	August 14, 2013	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 (EDT) August 27, 2013	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 2, 2013	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 (EDT) September 16, 2013	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	September 17, 2013	Notification mailed to all offerors who did not meet the mandatory responsiveness requirements.
Mandatory Criteria Evaluation and Proposal Scoring Begins	Week of October 7, 2013	Selection Committee evaluation of proposals
Anticipated Posting of Top Ranked Proposal (Posting is for 72 hours)	October 14, 2013	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	October 17, 2013	
Anticipated Contract Start Date	November 1, 2013	