

Tentative Procurement Schedule RFP 09-05 for Marketing Services

Date	Item, Location & Time
Nov. 6, 2009	RFP Advertised and Released (distributed)
Dec. 1	Addendum #2 issued, extending the Due Date/Time
Dec. 16, 2009 to Jan. 1, 2010	PSC Closed for the holidays. <i>Happy Holiday</i> Re-open on January 4, 2010
Jan. 8, 2010	Pre-Proposal Conference held due to re-advertisement (attendance is not mandatory) <i>Room WAD-215 at 2 p.m.</i>
Jan. 22, 2010	Proposals Due <i>Deliver to Purchasing, Room WAD -226 by 4 p.m.</i> <i>Formal acknowledgement in Room WAD-236</i> <i>immediately thereafter</i>
Feb. 3, 2010	Evaluation Team Meets and Short-lists or determines recommendation of award. <i>Room WAD-215 at 1:00 p.m.</i>
Feb. 4, 2010	Reference check and site visits begin
Feb. 10, 2010	Oral Presentations & recommendation of award determined (if decision not made on Feb., 3, 2010) <i>Room WAD-215, entire day is scheduled</i>
March 22, 2010	Board Approval <i>4:00 p.m.</i> <i>Lakeland Campus</i>
April 1, 2010	New Contract Begins

The above tentative schedule is subject to change. All changes will be posted on the website at:
www.polk.edu/businessandcommunity/purchasing/rfp/Pages/09-05.aspx

PSC's College Calendar is available on-line at:
<http://www.polk.edu/currentstudents/Pages/AcademicCalendar.aspx>