


Tentative Procurement Schedule

1. The tentative schedule for this procurement is as follows:

Date	Item, Location & Time
Nov. 6, 2009	RFQ Advertised and Released (distributed)
Nov. 16, 2009	Pre-Submittal Conference <i>Room WST-126 in the Student Center at 2:00 p.m.</i>
Nov. 23, 2009	Cut-off for Submitting Firm's questions
Nov. 25-27, 2009	PSC Closed for Thanksgiving 
Nov. 30, 2009	Submittals 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>
Dec. 7, 2009	Evaluation Team Meets and Short-lists <i>Room WAD-215 (Board Room) at 9:15 a.m.</i>
Dec. 9, 2009	Reference check and site visits begin
Dec.14, 2009	Oral Presentations & recommendation of award determined <i>Room WAD-215, entire day is scheduled</i>
Dec. 16, 2009 to Jan. 1, 2010	PSC closed for the holidays. Re-open on January 4, 2010. 
January 25, 2010	Board Approval <i>4:00 p.m. on the Lakeland Campus.</i> <i>Room location will be posted on dedicated webpage.</i>

2. The above tentative schedule is subject to change. All changes will be posted on the website at:

www.polk.edu/businessandcommunity/purchasing/rfp/Pages/09-03.aspx

3. **College Calendar:**

PSC's College Calendar is available on-line at:

www.polk.edu/currentstudents/Pages/AcademicCalendar.aspx