


Tentative Procurement Schedule

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

Date	Item, Location & Time
Nov. 9, 2009	RFQ Advertised and Released (distributed)
Nov. 17, 2009	Pre-Submittal Conference <i>Room WLR-102 (Learning Resources Building) at 2:00 p.m.</i>
Nov. 24, 2009	Cut-off for Submitting Firm's questions
Nov. 25 – 27, 2009	PSC Closed for Thanksgiving
Dec. 1, 2009	Submittals Due <i>Deliver to Purchasing, Room WAD –226 by 4 p.m. Formal acknowledgement in Room WAD-236 immediately thereafter</i>
Dec. 7, 2009	Evaluation Team Meets and Short-lists <i>Room WAD-215 Review of 09-03 submittals starts at 9:15 a.m. Review of 09-04 submittals starts at conclusion of 09-03 short-listing. Exact start time is TBD.</i>
Dec. 8, 2009	Reference check and site visits begin
Dec. 15, 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 Jan. 4, 2010.
Jan. 25, 2010	Board Approval <i>4:00 p.m. on the Lakeland Campus 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/09-04.aspx

3. **College Calendar:**

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

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