

2 RFP SCHEDULE OF EVENTS

The following Schedule of Events represents the Institution's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 4:30 p.m., CT.

RFP SCHEDULE OF EVENTS		
NOTICE: The Institution reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. The Institution will communicate any adjustment to the Schedule of Events to the potential Proposers.		
EVENT	TIME	DATE (all dates are Institution business days)
1. Institution Issues RFP	4:30pm	10/03/2023
2. Disability Accommodation Request Deadline	4:30pm	10/10/2023
3. Pre-Proposal Written Questions	4:30pm	10/17/2023
4. Pre-Proposal Conference/Facility Tour – VSCC	1:00pm	10/20/2023
5. Final Written Comments Deadline	4:30pm	10/23/2023
6. Institution Responds to all Questions	4:30pm	10/31/2023
7. Notice of Intent to Propose	4:30pm	11/06/2023
8. Proposal Deadline	2:00pm	11/13/2023
9. Proposal Opening	3:00pm	11/13/2023
10. Institution Completes Technical Proposal Evaluations	4:30pm	12/6/2023
11. Institution Opens Cost Proposals and Calculates Scores	8:00am	12/07/2023
12. Institution Issues Intent to Award Letter and Opens RFP Files for Public Inspection	4:30pm	12/14/2023
13. Insurance Certificate Deadline	4:30pm	01/02/2023
14. Award of Contract	4:30pm	01/03/2023