

Calendar of Events

The anticipated dates and times by which stated actions will be taken or completed are listed in the attached document. If FIU determines, at its sole discretion, that it is necessary to change any of these dates and times, an Addendum to this competitive solicitation may be issued and posted on FIU Procurement Portal (as hereinafter defined). All times listed are Eastern Standard Time (EST). The FIU Procurement Services Department will post addendum(s) and communications on the FIU Procurement Portal at <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=FIU> via the Sourcing Event’s Question and Answer Board. Respondent is solely responsible for checking the Question and Answer Board periodically in order to verify whether any changes have been made to the ITN, including changes to the Calendar of Events, Addendum(s) or any other type of communications. FIU reserves the sole discretion over the conduct of any meetings and the extent, if any, that those attending may participate in such meetings.

Date/Time	Action
(Insert Date and Time)	Competitive solicitation publicly posted and released.
(Insert date and should be two weeks after posting date, if needed)	Pre-proposal Conference to be held at the following place and time: (Insert address), at (Insert time).
(Insert date which should be about one week after pre-proposal date)	Last Day for FIU to receive communications and/or inquiries from Respondents regarding the competitive solicitation via the Sourcing Event Question and Answer Board by clicking on Ask a Question (“ Inquiry Deadline Date ”)
Week of (Insert date which should be about one week after last day to ask questions)	FIU will respond to inquiries and requests for clarifications by posting an Addendum on the Sourcing Event Question and Answer Board. It is the supplier’s sole responsibility to periodically check the Q&A Board for any Addendum or communications and incorporate into your response.
(Insert Date and Time which the date should be two weeks after last addendum, unless addendum is minor.)	Deadline for FIU to receive solicitation responses from Respondents is 2:00:00 p.m. EST (“ Solicitation Response Due Date ”) (Note: No solicitation responses can be received after the Solicitation Response Due Date and time, i.e. 2:00:01 p.m.).
Week of (Insert date which should be two weeks after response deadline)	Shortlisted Respondents (as hereinafter defined) will be contact by Authorized FIU Representative on or about for negotiations.

<p>Week of (Insert date which should be about three weeks after short listed date)</p>	<p>Anticipated Deadline for FIU to receive Best and Final Offer (BAFO) from Shortlisted Respondents on or about. (Shortlisted Respondents will receive BAFO requirements during negotiations but the BAFO should be a complete response based on negotiations.</p>
<p>Week of (Insert date which should be at least one week after BAFO)</p>	<p>Anticipated deadline for conclusion of all Evaluation Committee (hereinafter defined) meetings on or about; Evaluation and Negotiation meetings are NOT open to the public and the dates of the meetings are subject to change without notice.</p>
<p>Week of (Insert date which should be at least two weeks after last Evaluation Meeting)</p>	<p>Anticipated completion of contract negotiations on or about.</p>