

**Northwest Florida Area Agency on Aging
Community Care for the Elderly Program
Request for Proposal Timeline**

i. Proposal Deadlines

	ACTIVITIES	DATE	TIME
1.	Request for Proposal advertised and released	2/29/2024	
2.	RFP documents available on the Area Agency on Aging website, nwflaaa.org.	2/29/2024	
3.	Pre-Proposal Conference: Join Zoom Meeting zoom.us/join Meeting ID: 885 7871 0734 Passcode: 358203 The Pre-Proposal Conference will include a review of RFP package, followed by a question-and-answer session.	3/20/2024	10:00 a.m.
4.	Last day for written inquiries/RFP Questions to be submitted	3/22/2024	4:30 p.m.
5.	Response to written inquiries & RFP addenda available to registered bidders on the Area Agency on Aging website, www.nwflaaa.org.	3/27/2024	
6.	Required Intent to submit a proposal forms due	3/29/2024	4:30 p.m.
7.	Last day for proposal submission at: <i>Northwest Florida Area Agency on Aging, Inc.</i> <i>5090 Commerce Park Circle</i> <i>Pensacola, FL 32505</i> *One Flash Drive and Eight Hard Copies must be received by 4:30 p.m.*	4/26/2024	4:30 p.m.
8.	Proposals opened and reviewed for fatal criteria	4/26/2024	4:31 p.m.

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9.	RFP Review Committee recommendations finalized	5/6/2024	3:00 p.m.
10.	RFP Review Committee recommendations reviewed by Board of Directors at: Join Zoom Online zoom.us/join Meeting ID: 867 4129 0086 Passcode: 086356	5/9/2024	6:00 p.m.
11.	CCE Lead Agency Designation Notice of Intent to Award announced by formal written notice	5/13/2024	
12.	Notice of Protest due	5/16/2024	4:30 p.m.
13.	Formal Written Protest due	6/7/2024	4:30 p.m.
14.	Announcement of final awards by formal written notice (if no protest)	6/7/2024	
15.	Transition Process Begins: Consumer notifications & file transfers (if no protest)	6/7/2024	
16.	Contract finalized (if no protest)	6/30/2024	
17.	Transition Process Ends (if no protest)	6/30/2024	

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	ACTIVITIES	DATE	TIME
18.	Program operations begin for new CCE Lead Agency (if no protest)	7/1/2024	