

**ATTACHMENT A
CALENDAR OF EVENTS**

The table below contains the Calendar of Events for this solicitation and indicates the dates and times governing all solicitation activities. Prospective vendors should become familiar with the Calendar of Events.

The dates and times within the Calendar of Events may be subject to change. It is the Prospective Vendor's responsibility to check for any changes. All changes to the Calendar of Events will be through an addendum to the solicitation posted on the Vendor Bid System (VBS) (http://myflorida.com/apps/vbs/vbs_main_menu). Prospective vendors are responsible for submitting all required documentation by the dates and times indicated below (Eastern Time) or as modified in an addendum, as applicable. The Department will not consider late submittals.

ACTIVITY	DATE/TIME	LOCATION
Solicitation Issued by the Department	October 2, 2019	Electronically Posted http://myflorida.com/apps/vbs/vbs_main_menu
Deadline for Receipt of Written Inquiries	October 9, 2019 at 5:00 P.M., EST	Address provided in Section 1.3 of the RFP
<u>Anticipated</u> Date for Department Responses to Contractor Questions	October 28, 2019	Electronically Posted http://myflorida.com/apps/vbs/vbs_main_menu
Deadline for Receipt of Proposals ¹	November 8, at 2:00 P.M., EST	Department of Highway Safety and Motor Vehicles Neil Kirkman Building 2900 Apalachee Parkway, MS# 31 Tallahassee, FL 32399-0500
Deadline for Opening of Proposals	November 8, at 2:30 P.M., EST	Same as above
<u>Anticipated</u> Evaluation of Proposals	November 11-15, 2019	Various
<u>Anticipated</u> Posting of Notice of Intent to Award	December 2, 2019	Electronically Posted http://myflorida.com/apps/vbs/vbs_main_menu

Note: Solicitation activities shall take place on the date and time indicated above, where applicable, with the exception of recognized State of Florida holidays (see, section 110.117, Florida Statutes (F.S.)). For planning purposes, prospective vendors should consider the utilized mailing service's observed holidays.

¹ "Response" and "proposal," in both singular and plural form, are used interchangeably and mean the document submitted in response to, and in accordance with, this RFP by a prospective contractor.