

Section 3 – CONDITIONS GOVERNING PROCUREMENT

- 3.1. **Overview.** This section of the RFP contains the schedule for the procurement, describes the major events and milestones and specifies general conditions governing the procurement.
- 3.2. **Schedule of Events.** SSCAFCA will make every effort to adhere to the following schedule:

<i>Action</i>	<i>Responsibility</i>	<i>Date</i>	<i>Time</i>
Issue RFP	SSCAFCA	September 3, 2023	N/A
Non-mandatory Pre-Proposal Meeting	SSCAFCA	September 6, 2023	10:00 AM
Deadline to Submit Written Questions	Potential Offerors	September 8, 2023	5:00 PM
Response to Written Questions	SSCAFCA	September 12, 2023	5:00 PM
RFP Addenda	SSCAFCA	If applicable, no later than September 12, 2023	5:00 PM
Submission of Proposals	Offerors	September 26, 2023	3:00 PM
Proposal Evaluation and Ranking (Including time for Interviews, Oral Presentations, and Best and Final Offers) *	Evaluation Committee	September 26 – October 3, 2023	
Notify Offerors of Selection	SSCAFCA	October 4, 2023	5:00 PM
Negotiations & Agreement Prep	SSCAFCA/Offeror	On or before Oct. 11, 2023	
Board of Directors Approval of Selection, Contract Execution	SSCAFCA/Offeror	October 19, 2023	9:00 AM

*Offerors will be notified by the Fiscal Services Department if and when to expect interview and Best and Final Offer dates.

- 3.2.1. **Written Questions and RFP Amendments.** Potential Offerors may submit written questions as to the intent or clarity of this RFP until the date and time specified in the schedule of events. All written questions must be sent by email and addressed to the Point of Contact. SSCAFCA response to questions will be formalized as an addendum to the RFP.
- 3.2.2. **Addenda/Communication.** The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If it becomes necessary to revise or amend any part of this RFP,