

## CCEDA/OPM MEMORANDUM

**TO:** RFP Proposers

**FROM:** Anthony L. Lazzaro Jr.  
Deputy Director  
Capital City Economic Development Authority

**DATE:** November 18, 2009

**RE:** Request for Proposals for Various Management, Operational and Promotional Services

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The Capital City Economic Development Authority and the Office of Policy & Management have received a written request to extend the deadline for the submission of proposals for the above-entitled RFP.

After consulting with the selection committee, the State is granting a one (1) week extension of the deadline for the submission of proposals. Please note, however, that the remaining schedule has not been revised. Proposers invited to make presentations to the selection committee should be prepared to present on Wednesday, December 16<sup>th</sup>, 2009. Additionally, the State reserves the right to schedule presentations on Thursday, December 17<sup>th</sup>, 2009, so please plan accordingly. The revised schedule is as follows:

<u>ELEMENT</u>	<u>COMPLETED BY</u>
RFP packages to Proposers	November 02, 2009
Letters of Intent due	November 09, 2009
Pre-bid meeting with Proposers	November 10, 2009
Questions due	November 18, 2009
Answers posted	November 20, 2009
<b>Proposals due</b>	<b>December 07, 2009</b>
Review of proposals and short list determined	December 11, 2009
Short list presentations	December 16, 2009
Reserved date for presentations	December 17, 2009
Review and selection	December 23, 2009
Negotiation/Letter of Intent to contract	December 29, 2009

If you have any questions regarding the revised schedule, please do not hesitate to call me at (860) 493-2905.