
Section III PROPOSAL REQUIREMENTS AND INFORMATION

1. TIME SCHEDULE

All prospective contractors hereby are advised of the following schedule and will be expected to adhere to the required dates and times.

<u>Event</u>	<u>Date</u>
RFP Release Date	September 28, 2015
Intent to Bid Postcard/Letter	October 2, 2015
Written Questions Submittal Deadline	October 5, 2015
Final Date for Proposal Submission	October 16, 2015 by 9:00 A.M.
Opening of Proposals	October 16, 2015
Evaluation Completed	October 19, 2015
RFP Award Notice Posted in the Lobby of the State Auditor's Office and on its Website	October 19, 2015
Agreement Award	October 26, 2015
Contract Approved and Signed	November 2, 2015
Contract Work Starts	November 2, 2015

2. DUE DATE

TIME IS OF THE ESSENCE. Proposals must be submitted and received not later than **9 A.M. on October 16, 2015**, and shall be delivered via Federal Express or other express delivery service, messenger, or courier service. Late proposals will not be accepted without exceptional cause and the express written permission of the State Auditor.

3. ADDRESS

Proposals shall be submitted in a sealed envelope, clearly marked "**DO NOT OPEN - Response to RFP No. 15-01**" and addressed to:

California State Auditor's Office
Attention: Ana Clark
621 Capitol Mall, Suite 1200
Sacramento, California 95814