



MEMORANDUM

TO: All Interested Proposers

FROM: CSCF Procurement Team

DATE: 1/10/2025

SUBJECT: Extension of Proposal Submission Deadline for RFP Number FIN-BS-PY25

Dear Potential Proposers,

CareerSource Central Florida (CSCF) would like to inform all potential proposers that the submission deadline for the Request for Proposal (RFP) for Banking Services (RFP Number FIN-BS-PY25) has been extended.

We recognize that the holiday season can be a busy time, with many senior leaders in your organization likely out on PTO. To accommodate this and ensure you have sufficient time to prepare your proposals, we have made the decision to extend the submission deadline.

The extended proposal submission deadline is as follows:

January 31, 2025, at 5:00PM EST

We hope this additional time allows you to submit a comprehensive and thoughtful proposal.

*If you have already submitted your proposal and wish to make any updates or adjustments, you are welcome to resubmit by the revised deadline.

Please see the updated Procurement Timeline (Tentative Dates) below:

Date	Activities/Events
12/17/2024	RFP made available at 5 p.m. on the CareerSource Central Florida Internet: www.CareerSourceCentralFlorida.com
1/17/2025	<p>Final Clarifying/Technical questions concerning the RFP must be received by 3:00 p.m. on 1/17/2024 via email at: Procurement@careersourcecf.com. Please type "INQUIRY – FIN-BS-PY25 Solicitation" in the subject line.</p> <p>Response to all questions will be made available on the CareerSource Central Florida's website: www.CareerSourceCentralFlorida.com</p>
1/31/2025	<p>Electronic RFP responses are to be submitted in PDF format version compatible Acrobat PDF. Email containing proposal must be received by 5:00 PM EST. Please type "PROPOSAL – FIN-BS-PY25 Solicitation" in the subject line.</p>
2/3/2025	Proposals will be opened privately on 2/3/2025, and Proposers will be notified as to successful bidder(s) once the review process and negotiations are complete.
2/3/- 2/10/2025	Proposal review by review team, date to be confirmed
4/24/2025	Scheduled on Full Board of Directors agenda for approvals
5/16/2025	Negotiations and final Terms & Conditions drafted by 5/16/2025

Thank you for your interest in partnering with CSCF. We look forward to receiving your proposals.

Regards,

CSCF Procurement Team