



Curricula Materials
Request for Proposal ELCMDM2008-002
Response to Inquiries
April 4, 2008

1. Proposals shall be received by Early Learning Coalition, 2555 Ponce de Leon Blvd, Suite 500, Coral Gables, FL 33134, on or before 12:00 P.M, April 11, 2008

2. Contract will be effective May 1, 2008

3. Q: Is this proposal materials only for Curricula Materials listed on page 9?

R: RFP#ELCMDM2008-002 seeks only those Curricula Materials listed on page 9.

4. What is the population in term of teachers and students for this proposal?

R: This Request for Proposal for Curricula Materials is to be given to early care and education providers serving children ages 0-5 years. Initially, the Coalition intends to purchase selected curricula for 120 early care and education centers."

5. On page 14 of the RFP, under section 6.2, it states that " All sections...must have consecutive page numbers, beginning with the Application Cover Sheet as page 1," but on page 15 of the RFP, under section 6.4, it states that "the Proposal Request for Proposal Acknowledgement Form [should be submitted] as page 1 of the Proposal." As long as both documents are included, does it matter which one is page 1 of the proposal?

R: The Application Cover Sheet must be the cover page of the proposal, and the Proposal Request for Acknowledgement Form should be submitted as page 1 of the proposal.

6. Q: Appendix A, the Application Cover Sheet, seems to be worded as if it is for ELCMDM providers rather than vendors. Is this the Application Cover Sheet that we should use in our proposal, or should we simply create our own cover sheet that includes the information as outlined under section 6.1 on page 13 of the proposal?

R: Please use attached Application Form.

7. Q: Can the electronic file of the catalog photo and description (as requested on page 12 of the RFP) be submitted on the same compact disk as the PDF version of the response that is required under section 6.2 on page 14 on of the RFP, or does it need to be submitted on a separate disk?

R: The electronic file of the catalog photo and description should be submitted on a separate disk.

8. Q: On page 14 of the RFP under section 6.2, it states, "All supporting documentation or exhibits shall be bound separately and clearly referenced."



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Can we separate the supporting documentation by divider tabs, or does the supporting documentation need to be bound completely separate from the response? If it must be bound separately, does each copy of the response need to have its own "supporting documentation volume" with it?

R: According to Section 6.2, page 14 of RFP, all responses must have tabbed sections. As well as, all supporting documentation or exhibits shall be bound separately and clearly referenced.

9. Q. The RFP requires signing Exhibit 2, which indicates our acceptance of the contract terms in the RFP and Professional Services Agreement; however, as an educational institution of the state, we cannot accept some of the contract terms. According to the schedule on page 5 of the RFP, there is a time set aside for Initiation of Contract Negotiations, so we assume that ELCMDM is agreeable to negotiation of the contract terms. We would still like to submit a proposal for this opportunity. How should we proceed regarding the signing of Exhibit 2 and notifying ELCMDM that we cannot accept the contract terms included in the RFP without negotiations? Should we include a list of our contract exceptions or can we just state that negotiations will need to occur?

R: The language set forth in Exhibit 2 speaks for itself. Any bidder that does not sign Exhibit 2 will be disqualified. Negotiation concerning potential terms of the Professional Services Agreement is not permitted prior to the submission of bids on April 4, 2008, and only certain terms of the agreement may be negotiated post-bid with the winning bidder. Material terms that could impact the fundamental fairness of the bid process will not be negotiated or altered.

Failure to accept the terms as stated may be construed as a voluntary rejection of the terms by you, thereby providing grounds for rejection or disqualification of your proposal.

10. Q. Provide clarification on assurance that a vendor was only responsible for providing its own curriculum.

R: Every selected proposer is responsible for submitting information only on the curriculum it publishes; a proposer does NOT have to submit information for every curriculum listed on page 9 of the proposal. Most proposers will only submit on ONE curriculum.

11. Q: Must the proposer commit to sending someone with display to May Curriculum Fair??

R: Selected vendors must have a representative on-site at all times during all of the curricula fairs.

12. Q: Can labor time for processing orders be written into the contract?



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R: Labor time to process orders is considered an expense of the vendor; therefore they will not be written into a contract.

13. Q: How long after receiving an order a vendor has to fill it?

R: In most cases, a vendor will have 2-3 weeks to fill orders and submit invoices.

14. Q: What happens is a vendor cannot make a turn around time for some materials?

R: All curriculum materials shall be shipped at one time. In the event that some items may be shipped from separate locations, the vendor ensures that all materials will be shipped and invoiced by the third week in June. If some items are not shipped, then the Coalition is only responsible for those items received by the provider.

15. Are providers going to be given detailed lists of what they get for their money, i.e. a complete materials and books kit vs. just text?

R: Providers will be given a list with the contents of each curriculum package in order to verify receipt of all materials.

16. How soon is a vendor paid after filing each order, or is the vendor paid all at once for all, or one by one for each invoice filled?

R: According to Appendix B, Paragraph 3. Page 38, invoices shall be submitted within ten (10) days following the end of each calendar month.

17. Is there a minimum amount of Professional Development that has to be offered?

R: There is no minimum requirement for Professional Development. If your company also customizes training according to the needs of a community, please list that in the PD section along with the cost of this service.

18. Q: Can travel and time expenses to the Curriculum Fair be written in to proposed cost structures? (Or should this be built into curriculum kit cost?)

R: Travel and time expenses related to the Curriculum Fair shall be considered the expense of each selected vendor.

19. Q: How many orders the vendor might expect?

R: Based on prior history of ordering curriculum in quantities for providers, the vendor might expect orders ranging from 3 sets to 111 sets. Please note that these are estimates and the quantity will depend on the selection made by providers.



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20. Q: Please clarify requirements related to seven pages, such as font, line spacing, and margins?

R: According to Section 6.2, page 14 of the RFP "Responses must be double-spaced, in twelve (12) point font type on 8.5x11 white papers, with tabbed sections and in sealed envelopes. All supporting documentation or exhibits shall be bound separately and clearly referenced".

21. Q: Please clarify if proof of standards alignment within or separate from the seven (7) pages?

R: This alignment may require additional space and therefore should be submitted separately and not included in the (7) seven pages.

22. Q: Is there are timeline for when PD has to be completed for sites that purchase it?

R: Professional development that is included in the purchase price of the curriculum package can be completed at anytime after the purchase; however, professional development that is requested and funded by the Coalition as a separate service must be completed by the third week in June. Proposed dates for training are June 12-June 21, 2008.

23. Q: Can ELC hold large Professional Development trainings, or does it have to be provided site by site?

R: The Coalition may arrange for training to be held in large groups. Proposed dates are listed in the response to question #22.

24. Appendix C was not attached to the RFP published, could you please e-mail a copy?

R: Section 5, page 13 is amended to read: "A draft of the Early Learning Coalition's Core Contract, Appendix B, contains additional Contract terms and conditions that will be required of the Contractor."

25. Please clarify what is needed for classroom assessment and child assessment instruments?

R: A classroom assessment is any instrument that is used to measure the quality of implementation of a curriculum by a teacher in a classroom setting.

In this request, a child assessment is referred to as an instrument that measures a child's growth and development as related to experiences and activities within a classroom implementing the proposed curriculum.

26. Will this Curricula program be used for an academic or full-year?



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R: The Curricula Programs for birth to three and for three to school entry will be used for a full-year. Voluntary Pre-Kindergarten curriculum program will be used for an academic year.

27. Is the cost of Professional Development a separate price or should it be included in the program price?

R: If there is professional development that is provided with the purchase of the curriculum, then it should be included in the cost of the package and stated in the professional development table as such. If there is no professional development offered with the purchase of the curriculum and therefore has to be purchased separately, then list it; along with all professional development in the table and stat its cost.

28. Are samples of the curriculum materials to be submitted with the proposal?

R: Samples of the Curricula Materials should NOT be submitted with this proposal. If necessary, they will be requested at a later date.

29. Please clarify what information is needed for the proposal to fulfill the requirements of Exhibit 14 (Request for Financial and Compliance Audit Requirements) as mentioned in Section 6.1 Response Content.

R: Exhibit 14 (Request for Financial and Compliance Audit Requirements) indicates the requirements applicable by type of corporation.

30. Exhibits 4 and 12 (Proposal Acknowledgement Form) and Exhibits 5 and 13 (Non-Collusive Affidavit) appear to be identical. Please confirm that all four of these Exhibits need to be completed and included in the RFP response.

R: According to Section 6.1.4, page 13 of the RFP, Exhibits 5 and 13 are part of Required Statement and Certifications.

31. The Professional Services Agreement (Appendix B) does not seem to apply as the RFP is requesting curriculum material. Is there an agreement that refers to products that may be more appropriate for this RFP?

R: Appendix B is a draft that contains additional contract terms and conditions that will be required of the Contractor.

32. Please clarify if all proposals submitted must include package formats for all age groups listed on page 10?

R: A Proposer can submit package formats on one, two or all three of the age groups listed on page 10.

33. How many centers/providers are anticipated to purchase the selected curriculum materials?



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R: *Initially, the Coalition intends to purchase selected curricula for 120 early care and education centers.*

34. The Creative Curriculum has been developed for Infants, Toddlers and Twos as well as the Preschool age group. Should our submission consist of one single proposal or to include 0-3, 3-school age, and VPK? Or alternatively may we provide a separate submission or each of the designated age groups on page 10 of the RFP?

R: *One proposal should be submitted to include all of the age group packages.*

35. Should the curriculum materials packaged proposed fulfill the needs of a single classroom or an entire program?

R: *Proposed packages should fulfill the needs of a single classroom. Additional sets may be ordered based on the number of classrooms in a center.*

36. Should we include sample materials with the proposal?

R: *No samples should be included at this time. If necessary, samples will be requested at a later date.*

37. Specifically, how would you like sections tabbed as requested on page 14 of the RFP?

R: *Section 6.2, states "To be considered for evaluation, a respondent's response must conform to the content and format requirement described herein.*

38. On page 15, is 6.5 a deliverable in addition to those mentioned in section 3?

R: *Section 6.5 requires the respondent to "Provide a narrative, as described in Section 3, which evidences your agency's understanding of the need for, and purpose of, the services as presented in this RFP.*

39. On page 15 is the requirement of 6.6 the same as 6.1.3 on page 13?

R: *It is the same, but according to Section 6.6 Page 15, Proposed Budget your Proposal "must include a budget/cost for the services with sufficient detail to allow proper evaluation."*

40. Regarding exhibit 13, given that our corporation is based out of Florida State must this document be signed in Florida by a Florida notary or can it be signed by a notary of the corporation origin?

R: *Exhibit 13 shall be notarized in the same State of the corporation origin.*



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41. Regarding question number 7 on page 21 is this requirement in addition to the training options table referenced on page 11, if not, under which tab of the proposal should the training plan be addressed?

R: Question #7 on page 21 refers to the same table on page 11. This is not an additional requirement. Training options=professional development options.

42. In order to document our full alignment of the standards and research to prove effectiveness, we would like to submit attachments to our response.

R: Attachments are accepted with the proposal.

(Rest of this page intentionally left in blank)

APPENDIX A
APPLICATION COVER SHEET

Early Learning Coalition Miami-Dade/Monroe
Application Form
RFP #ELCMDM2008-002
Curricula Materials

Agency Name: _____
Agency Unit (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Agency Telephone: _____ Fax Number: _____

Agency Email Address: _____ Website Address: _____

Type of Applicant: _____ Private, Not-for-Profit Corporation _____ Private, For-Profit Corporation
_____ Public/Government _____ Other (specify): _____

Federal I.D. #: _____ Date Agency Established (mo/yr): _____

Current Annual Agency Budget: \$ _____ Fiscal Year End (month): _____

Program/Service Name: _____

Total Amount Requested
(sum of budget requests for all Areas shown in this Application): _____

Name/Position of Person Completing Application: _____

Email Address: _____ Phone: _____

Executive Director/CEO: _____ Phone: _____

Email: _____ Fax: _____

**Chief Financial
Officer**

Phone: _____

(If Applicable): _____

Email: _____ **Fax:** _____

**Board
President (If
Applicable):** _____

Title: _____ **Company:** _____

**Mailing
Address:** _____

City: _____ **State:** _____ **Zip
Code:** _____

Telephone: _____ **Fax Number:** _____

**Email
Address:** _____

**Contact Person Responsible for
Program/Service:** _____

Title: _____ **Email Address:** _____

**Program/Service
Address:** _____

City: _____ **State** : _____ **Zip
Code:** _____

Telephone: _____ **Fax Number:** _____

**Public Relations
Contact:** _____ **Phone:** _____

Email: _____ **Fax Number:** _____

Applicant is:
(mark one) _____ **an Existing ELCMDM-funded Provider**
_____ **a New Provider (not previously funded by ELCMDM)**