



**Executive Committee Meeting**  
**Monday, December 4, 2023; 10 AM**  
**Meeting ID: 823 4587 0656**  
**Passcode: 372172**

- |  |                       |
|--|-----------------------|
| I. Welcome & Introductions   | <b>Matthew Bruno</b>  |
| II. Approval of Minutes  | <b>Matthew Bruno</b>  |
| A. Motion to approve August 7, 2023 Minutes.   |                       |
| III. Resolutions   | <b>Lisney Badillo</b> |
| <ul style="list-style-type: none"><li>• <b>12042023-01RFP External Fiscal Monitoring (Award)</b><br/>Action Requested: Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2023-10 (External Fiscal Monitoring Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.</li><li>• <b>12042023-02 RFP Teaching Pyramid Infant-Toddler Observation Scale (Award)</b><br/>Action Requested: Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2023-05 (Teaching Pyramid Infant-Toddler Observation Scale Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.</li></ul> |                       |
| IV. Public Comment   | <b>Matthew Bruno</b>  |
| V. Adjourn   | <b>Matthew Bruno</b>  |

General Information:

- Next Board of Directors Meeting is Monday February 5, 2024 at 9 AM

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.



**Executive Committee Meeting**  
**Monday, August 7, 2023; 9 AM**  
**Meeting ID: 825 0158 2059**  
**Passcode: 165257**

## MINUTES

**Committee Attendees:** Matthew Bruno; Loreen Chant; Dr. Daniel Armstrong; Iris Strachan

**Staff Attendees:** Pamela Hollingsworth; Alex Sanchez; Victor Caballero; Fiorella A Christie; Sandra Gonzalez; Evelio Torres; Mercy Castiglione; Lisney Badillo; Belkis Torres; Lissandra Curbelo; Ahmed Mitwalli; Matthew Zaldivar; Michelle Meilan; Vanessa Aguilera-Viera; Ileana Vallejo; Cindy Cabrera; Victor Caballero; Jacqueline Dominguez; Laurie Dunn

**General Attendees:** Bob de la Fuente

I. Welcome & Introductions **Matthew Bruno**

- A. M. Bruno called the meeting to order and welcomed everyone.
- B. K. Gregory called roll and quorum was established with four (4) voting members

II. Approval of Minutes **Matthew Bruno**

A. Motion to approve July 10, 2023 Minutes.

- Motion to approve by L. Chant
- Motion seconded by D. Armstrong
- Motion unanimously passed.

III. Resolutions **Alex Sanchez**

- **08072023-01** C23-01 Citrus Amendment  
Authorize the President and CEO to negotiate and execute an amendment to Contract C23-01 with Citrus Health Network, Inc. for Developmental Screening Follow-Up and Individualized Support Services.

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- **08072023-02** Amended Budget FY 2023-2024  
Approval of the Early Learning Coalition’s First Amendment to the Annual Budget for fiscal year 2023-2024.
- **08072023-03** External Fiscal Monitoring RFP  
Authorize the President and CEO to release a Request for Proposal (RFP) for External Fiscal Monitoring Services.

Matthew Bruno Motioned for Resolutions to be voted on via a block vote:

- Motion to approve by I. Strachan
- Motion seconded by D. Armstrong
- Motion unanimously passed.

IV. Public Comment

**Matthew Bruno**

V. Adjourn

**Matthew Bruno**

General Information:

- Next Board of Directors Meeting is Monday September 11, 2023 at 9 AM

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.



**Early Learning Coalition Executive Committee Meeting**

**December 4, 2023**

**Resolution: 12042023-01**

**Action Requested:** Approval of the Evaluation Committee's award recommendation for Request for Proposal (RFP) #ELCMDM2023-10 (External Fiscal Monitoring Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

**Fiscal Impact:** An approximate amount of \$150,000 per fiscal year, which is subject to the availability of funding.

**Funding Source:** U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education Division of Early Learning, Monroe County Public Schools, The Children's Trust, University of Florida Lastinger Center.

**Strategic Goal:**

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Neediest Children | <input checked="" type="checkbox"/> Providers      |
| <input checked="" type="checkbox"/> Youngest Children | <input type="checkbox"/> Funding                   |
| <input checked="" type="checkbox"/> Educate All       | <input checked="" type="checkbox"/> ELC Operations |

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**RESOLUTION: 12042023-01**

**APPROVAL OF THE EVALUATION COMMITTEE'S AWARD RECOMMENDATION FOR REQUEST FOR PROPOSAL (RFP) #ELCMDM2023-10 (EXTERNAL FISCAL MONITORING SERVICES) AND AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.**

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Executive Committee for adoption and approval;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to approve of the Evaluation Committee's award recommendation for Request for Proposal (RFP) #ELCMDM2023-10 (External Fiscal Monitoring Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows:  
\_\_\_\_\_.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 4<sup>th</sup> day of December, 2023.

EARLY LEARNING COALITION  
OF MIAMI-DADE/MONROE, INC,

By: \_\_\_\_\_  
Executive Committee Secretary

**Background:**

Resolution #08072023-03 authorized the President and CEO to release a Request for Proposal (RFP) for **External Fiscal Monitoring Services**. On October 12, 2023, the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) released **RFP#ELCMDM2023-10** for **External Fiscal Monitoring Services**. On or before November 7, 2023, the Coalition received one (1) proposal from the following vendor:

- **Kaufman Rossin**

Legal Counsel reviewed the proposals on November 9, 2023. The vendor was deemed responsive.

On November 15, 2023, the proposal was reviewed by the following three (3) evaluators who made up the Evaluation Committee.

**Evaluation Committee Members:**

|   |
|---|
| 1. <b>Christine Klima</b> , ELC of Broward, Administrative Officer        |
| 2. <b>Casie Haines</b> , ELC of Hillsborough, Director, Provider Supports |
| 3. <b>Laura Milian</b> , ELC of Miami-Dade/Monroe, Assistant Controller   |

On November 21, 2022, the Second Evaluation Committee meeting moved and passed a motion to recommend that the Coalition award a contract to Kaufman Rossin.

| <b>Proposer's Name</b> | <b>Final Rating (Max 300)</b> |
|------------------------|-------------------------------|
| Kaufman Rossin         | 262                           |

Evaluation Scorecard:

| RFP # ELCMDM2023-10<br>External Fiscal Monitoring Services |  | Max. Score | Kaufman Rossin |           |           |
|--|--|------------|----------------|-----------|-----------|
|  |  |            | #1             | #2        | #3        |
| <b>Organizational Capacity</b>                             |  | <b>35</b>  |                |           |           |
| 1  | Seasoned firm with knowledge in programmatic monitoring for Federal and State funded programs. | 35         | 30             | 30        | 20        |
| <b>Specifications</b>                                      |  | <b>30</b>  |                |           |           |
| 1  | At least 5 years of relevant experience.   | 15         | 15             | 12        | 15        |
| 2  | Licensed CPA and local presence.   | 15         | 15             | 12        | 15        |
| <b>Documentation</b>                                       |  | <b>20</b>  |                |           |           |
| 1  | Report Format  | 20         | 18             | 20        | 20        |
| <b>Pricing</b>   |  | <b>15</b>  |                |           |           |
| 1  | Cost for services are within the range of \$150K   | 15         | 10             | 15        | 15        |
| <b>TOTAL</b>   |  | <b>100</b> | <b>88</b>      | <b>89</b> | <b>85</b> |
| <b>TOTAL SUM</b>   |  | <b>300</b> | <b>262</b>     |           |           |
| <b>AVERAGE</b>   |  | <b>100</b> | <b>87</b>      |           |           |



**Early Learning Coalition Executive Committee Meeting**

**December 4, 2023**

**Resolution: 12042023-02**

**Action Requested:** Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2023-05 (Teaching Pyramid Infant-Toddler Observation Scale Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

**Fiscal Impact:** An approximate amount of \$70,000 per fiscal year, which is subject to the availability of funding.

**Funding Source:** U.S. Department of Health and Human Services, Administration for Children and Families.

**Strategic Goal:**

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Neediest Children | <input checked="" type="checkbox"/> Providers |
| <input checked="" type="checkbox"/> Youngest Children | <input type="checkbox"/> Funding              |
| <input checked="" type="checkbox"/> Educate All       | <input type="checkbox"/> ELC Operations       |

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**RESOLUTION: 12042023-02**

**APPROVAL OF THE EVALUATION COMMITTEE’S AWARD RECOMMENDATION FOR REQUEST FOR PROPOSAL (RFP) #ELCMDM2023-05 (TEACHING PYRAMID INFANT-TODDLER OBSERVATION SCALE SERVICES) AND AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.**

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Executive Committee for adoption and approval;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to approve of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2023-05 (Teaching Pyramid Infant-Toddler Observation Scale Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.



The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows:  
\_\_\_\_\_.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 4<sup>th</sup> day of December, 2023.

EARLY LEARNING COALITION  
OF MIAMI-DADE/MONROE, INC,

By: \_\_\_\_\_  
Executive Committee Secretary

**Background:**

Resolution #05082023-02 authorized the President and CEO to release a Request for Proposal (RFP) for Mental Health. On October 2, 2023, the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) released RFP#ELCMDM2023-05 for **Teaching Pyramid Infant-Toddler Observation Scale Services**. On or before October 31, 2023, the Coalition received one (1) proposal from the following vendor:

- **Family Central, Inc.**

Legal Counsel reviewed the proposals on November 1, 2023. The vendor was deemed responsive.

On November 3, 2023, the proposal was reviewed by the following three (3) evaluators who made up the Evaluation Committee.

**Evaluation Committee Members:**

|  |
|--|
| 1. <b>Sandrina Seraphin</b> , Retreat Behavioral Health, Primary Therapist         |
| 2. <b>Lucretia Jones</b> , Teaching Strategies, Partner Success Manager            |
| 3. <b>Jacqueline Basallo</b> , Miami Dade County Public School, Executive Director |

On November 21, 2022, the Second Evaluation Committee meeting moved and passed a motion to recommend that the Coalition award a contract to Family Central, Inc.

| <b>Proposer's Name</b> | <b>Final Rating (Max 300)</b> |
|------------------------|-------------------------------|
| Family Central, Inc.   | 293                           |

Evaluation Scorecard:

| RFP # ELCMDM2023-05<br>Teaching Pyramid Infant Toddler Observaton Scale |   | Max. Score | Family Central, Inc. |            |           |
|---|---|------------|----------------------|------------|-----------|
|   |   |            | #1                   | #2         | #3        |
| <b>Organizational Capacity</b>  |   | <b>60</b>  |                      |            |           |
| 1   | The proposer has at least two (2) years' experience with providing Infant & Early Childhood Mental Health Consultations.                              | 15         | 15                   | 15         | 15        |
| 2   | The proposer is reliable in conducting Teaching Pyramid Infant-Toddler Observation Scale (TPITOS).  | 15         | 15                   | 15         | 13        |
| 3   | The proposer is a licensed mental health professional with a minimum of a Master's degree in Mental Health, Early Childhood Education, or equivalent. | 15         | 15                   | 15         | 13        |
| 4   | The proposer is bilingual in English and in Spanish or has bilingual staff to provide each service.   | 15         | 15                   | 15         | 15        |
| <b>Scoring Factors - Documentation</b>                                  |   | <b>20</b>  |                      |            |           |
| 1   | Proposal includes clear and comprehensive submission procedure to ensure results and reports are submitted on time.                                   | 20         | 20                   | 20         | 20        |
| <b>Scoring Factors- Pricing</b>   |   | <b>20</b>  |                      |            |           |
| 1   | Proposal details ways in which the contractor will provide Early Head Start with in-kind services or materials.                                       | 10         | 10                   | 10         | 8         |
| 2   | Competitive pricing as it relates to all proposals.   | 10         | 9                    | 10         | 10        |
| <b>TOTAL</b>  |   | <b>100</b> | <b>99</b>            | <b>100</b> | <b>94</b> |
| <b>TOTAL SUM</b>  |   | <b>300</b> | <b>293</b>           |            |           |
| <b>AVERAGE</b>  |   | <b>100</b> | <b>98</b>            |            |           |