



FINANCE COMMITTEE MEETING
July 27th, 2016, 10:00 am
ELC Board Room

- | | | |
|------|---|--------------|
| I. | Welcome & Introductions | Robert Eadie |
| II. | Approval of Minutes | Robert Eadie |
| | A. Motion to approve minutes for the month of June 2016 | |
| III. | Financial Statements | Robert Eadie |
| IV. | Resolutions | Robert Eadie |
| | A. 07272016-01 | |
| V. | Information Items | Robert Eadie |
| | A. Slot Utilization | |
| | B. Executive Committee Resolution 07212016-01 | |
| | C. School Readiness Eligibility Update | |
| VI. | Public Comments | Robert Eadie |
| VII. | Meeting Adjourn | Robert Eadie |

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.



Finance Committee Meeting
 June 1st, 2016; 10:00 AM
 Early Learning Coalition Board Room

Committee Attendees: Robert Eadie (via conference call); Adrian Alfonso; Theresa Axford (via conference call); Alex Soto (via conference call); Philip Gassman (via conference call)

Absent Committee:

Staff Attendees: Mercy Castiglione; Lisney Badillo; Marie-Jose Sanchez; Angelo Parrino; Lisa Sanabria; Evelio Torres; Jackye Russell; Juan Castillo; Pamela Hollingsworth; Jose Hernandez; Fred Hicks; Anabel Espinosa

I. Welcome and Introductions **Robert Eadie**

- R. Eadie called the meeting to order and welcomed everyone. Quorum was established.

II. Approval of Minutes **Robert Eadie**

- Motion to approve minutes by A. Alfonso.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.

III. Financial Statements **Robert Eadie**

- M. Castiglione reviewed the finance statements and stated that it was business as usual.

IV. Resolutions **Robert Eadie**

- Resolution 06012016-01 authorizes the President and CEO to release a Request for Proposal for Environmental Assessment services for Miami-Dade and Monroe Counties. Fiscal Impact: The Contract amount shall not exceed \$797,358.00 which is subject to availability of funding. Note: The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning/Miami-Dade County Public Schools/ Administration for Children and Families U.S. Department of Health and Human Services, and The Children's Trust.
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by B. Eadie.
 - Motion was unanimously passed.



- Resolution 06012016-02 authorizes the President and CEO to release a Request for Proposal for phone service support and maintenance. Fiscal Impact: A total amount not to exceed \$300,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: A-Pool
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.

- Resolution 06012016-03 this resolution presents RFP#ELCMDM2015-04 (Customer Service Training) recommendation to cancel the RFP based on the consideration described in the background section of this Resolution. Fiscal Impact: N/A Funding Source: N/A
- RFP#ELCMDM2015-04 was released as the result of discussions at the 2015 Board of Directors Strategic Planning Retreat. The request for customer service training for staff stemmed from the transition to in-house services that included challenges with staffing and the telephone system. Proposals were received and scored by an Evaluation Committee. Since the last board retreat, the ELC's Professional Development Institute has matured, additional staff have been hired and trained, and a new telephone system was purchased. The number of customer complaints are minimal, considering the number of parents and providers served. The wait time at the heavily staffed call center is usually zero. Considering the low number of customer complaints and the establishment of the Professional Development Institute, the expense no longer seems justifiable. The Professional Development Institute is able to provide customer service training directly or to outsource to individual contractors. Staff recommend that RFP#ELCMDM2015-04 be cancelled
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.

- Resolution 06012016-04 authorizes the President and CEO to negotiate and execute an amendment to Contract PSA15-38 with Nonprofit Technologies Incorporated. Fiscal Impact: The contract amount increases by \$13,325.00 for a total contract amount not to exceed \$52,537.00 for the fiscal year 2015-2016, which is subject to the availability of funding. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services.
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.

- Resolution 06012016-05 authorizes the President and CEO to release a Request for Proposal for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: The contract is not-to-exceed \$300,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form and which is subject to the availability of funds. Funding Source: All funding sources.



- Motion to amend amount to not-to-exceed \$100,000.00.
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.

- Resolution 06012016-06 authorizes the President and CEO to negotiate, execute and receive funds from University of South Florida Board of Trustees and Office of Early Learning, for Home Instructions for the Parents of Preschool Youngsters in Monroe County (HIPPY). Fiscal Impact: The contract is not to exceed \$70,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: University of South Florida Board of Trustees Sub Award, Office of Early Learning.
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.

- Resolution 06012016-07 authorizes the President and CEO to negotiate, execute and receive funds from University of South Florida Board of Trustees and Office of Early Learning, for Home Instructions for the Parents of Preschool Youngsters in Collier County (HIPPY). Fiscal Impact: The contract is not to exceed \$80,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: University of South Florida Board of Trustees Sub Award, Office of Early Learning.
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.

- Resolution 06012016-08 Authorize the President and CEO to negotiate, execute the renewal of contracts and receive funds from the grantors listed herein for the fiscal year 2016-2017 in the amount of \$7,002,318.00. Fiscal Impact: A total amount of approximately \$7,002,318.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: All Funding Sources.
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.

- Resolution 06012016-09 authorizes the President and CEO to apply, execute, and receive funds from The Department of Health and Human Services Administration for Children and Families for The Early Head Start Program. Fiscal Impact: A total amount of approximately \$167,309.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: The Department of Health and Human Services Administration for Children and Families.



- Motion to approve resolution by B. Eadie.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.
- Resolution 06012016-10 Authorize the President and CEO to negotiate, execute and receive funds for the Initial Budget for Fiscal Year 2016-2017 in the amount of \$189,180,930.83. Fiscal Impact: \$189,180,930.83. Funding Source: All Funding Sources.
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.
 - Resolution 06012016-11 authorizes the President and CEO to release a Request for Proposal for Developmental Screening Follow up and Inclusion. Fiscal Impact: The contract is a not-to-exceed \$950,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Note: The amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning / The Children's Trust / Miami Dade County Public School.
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.
 - Resolution 06012016-12 Authorize the President and CEO to release a Request for Proposal for a Social Emotional Services Program. Fiscal Impact: The contract is a not-to-exceed \$200,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Note: The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning, Administration for Children and Families U.S. Department of Health and Human Services.
 - Motion to approve resolution by T. Axford.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.

V. Informational Items

Robert Eadie

- A. Parrino stated that the MDC waitlist continues to grow.
- A. Parrino stated that Monroe County's wait list remains at 0 and no wait list is anticipated.

VI. Adjourn

Robert Eadie

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

Draft Preliminary

	Unaudited As of 6/30/2016
	<hr/>
Assets	
Cash & Cash Equivalents	891
Grants Receivable	30,244
VPK Prepayment	0
Property and Equipment, Net	395
Other Assets	427
	<hr/>
Total Assets	\$ 31,956
	<hr/> <hr/>
Liabilities	
Accounts Payable	1,467
Advances Due to OEL & Other	15,259
VPK Prepayment	0
Deferred Revenues	86
Accrued Expenses & Other Liabilities	13,659
Total Liabilities	30,472
	<hr/> <hr/>
Net Assets	
Unrestricted	465
Temporarily Restricted	1,019
Total Net Assets	1,484
	<hr/> <hr/>
Total Liabilities and Net Assets	\$ 31,956
	<hr/> <hr/>

Early Learning Coalition of Miami-Dade and Monroe Counties

**Statement of Activities
(In thousands \$000)
Draft Preliminary**

	YTD		
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>6/30/2016</u>
Support and revenues			
Grants	\$ 0	\$ 186,306	\$ 186,306
Contributions and Other	19	8	27
Net Assets Released from Restrictions	<u>186,075</u>	<u>(186,075)</u>	<u>0</u>
Total Support and Revenues	186,094	238	186,333
Expenses			
Early Education Services	180,478		180,478
Administration	<u>5,647</u>		<u>5,647</u>
Total Expenses	<u>186,125</u>	<u>0</u>	<u>186,125</u>
Change in Net Assets	(31)	238	208
Beginning Net Assets	495	782	1,277
Ending Net Assets	<u>\$ 465</u>	<u>\$ 1,019</u>	<u>\$ 1,484</u>

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

Draft Preliminary

	Unaudited As of 6/30/2016
	<hr/>
Assets	
Cash & Cash Equivalents	891
Grants Receivable	30,244
VPK Prepayment	0
Property and Equipment, Net	395
Other Assets	427
	<hr/>
Total Assets	\$ 31,956
	<hr/> <hr/>
Liabilities	
Accounts Payable	1,467
Advances Due to OEL & Other	15,259
VPK Prepayment	0
Deferred Revenues	86
Accrued Expenses & Other Liabilities	13,659
Total Liabilities	30,472
	<hr/> <hr/>
Net Assets	
Unrestricted	465
Temporarily Restricted	1,019
Total Net Assets	1,484
	<hr/> <hr/>
Total Liabilities and Net Assets	\$ 31,956
	<hr/> <hr/>

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Cash Flows
(In thousands \$000)
Draft Preliminary

	Preliminary YTD 6/30/2016
Cash Flows From Operating Activities	
Change In Net Assets	208
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	
(Increase) Decrease in Assets:	
Grants Receivables	(16,428)
Other Assets	(238)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(2,037)
Other Accrued Expenses & Other Payables	1,796
Advances Due to OEL	14,494
Advances Due to Other Grantors	317
Deferred Revenues	24
Total Adjustments	(2,073)
Net Cash Flows From Operating Activities	(1,865)
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	(1,865)
Cash - Beginning of Period	2,756
Cash Balance End of Period	\$ 891

SCHOOL READINESS					
Category	Forecast	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	111,810	9,904	111,928	-0.11%	
EXPENDITURES					
Salary and Fringe	10,883	959	10,418	4.27%	
Child Care Services	95,629	8,377	96,105	-0.50%	
Contractual Services	3,004	379	2,728	9.19%	
Occupancy	1,441	115	1,748	-21.35%	
Travel/Conf/Dev	137	23	173	-26.72%	
Program Activity	225	22	249	-10.58%	
IT	211	5	168	20.08%	
Other	282	25	336	-19.18%	
TOTAL EXP	111,810	9,904	111,926	-0.10%	0.00%

VPK					
Category	Forecast	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	58,093	2,962	57,858	0.40%	0.00%
EXPENDITURES					
Salary and Fringe	2,252	483	2,419	-7.38%	
Child Care Services	55,547	2,420	55,192	0.64%	
Contractual Services	72	23	64	10.59%	
Occupancy	120	26	114	5.06%	
Travel/Conf/Dev	16	3	15	5.18%	
Program Activity	10	2	2	83.80%	
IT	30	1	26	13.34%	
Other	46	6	26	43.16%	
TOTAL EXP	58,093	2,962	57,858	0.40%	0.00%

EARLY HEAD START					
Category	Forecast	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	10,785	1,061	8,875	17.71%	0.00%
EXPENDITURES					
Salary and Fringe	2,775	223	1,923	30.68%	
Child Care Services	5,850	665	5,612	4.06%	
Contractual Services	651	81	341	47.59%	
Occupancy	504	27	295	41.44%	
Travel/Conf/Dev	80	38	126	-57.35%	
Program Activity	865	17	334	61.35%	
IT	18	1	112	-521.73%	
Other	41	8	130	-215.83%	
TOTAL EXP	10,785	1,061	8,875	17.71%	0.00%

OTHER					
Category	Forecast	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	4,930	670	4,810	2.44%	
Other	648	316	1,076	-66.09%	
Refugee	2,000	136	1,517	24.13%	
Teen Parent	405	13	268	33.73%	
	7,983	1,135	7,672	3.90%	0.00%
EXPENDITURES					
Salary and Fringe	796	127	899	-12.85%	
Child Care Services	3,347	202	2,991	10.64%	
Contractual Services	2,999	385	2,616	12.78%	
Occupancy	246	6	50	79.49%	
Travel/Conf/Dev	20	17	124	-528.13%	
Program Activity	525	304	722	-37.46%	
IT	15	2	14	7.36%	
Other	36	6	51	-43.20%	
TOTAL EXP	7,983	1,049	7,466	6.47%	0.00%
NET	-	86	206		

TOTAL	Forecast	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	169,904	12,867	169,786	0.07%	
Office of Head Start	10,785	1,061	8,875	17.71%	
The Children's Trust	4,930	670	4,810	2.44%	
Refugee	648	316	1,076	-66.09%	
Teen Parent	2,000	136	1,517	24.13%	
Other	405	13	268	33.73%	
TOTAL REVENUE	188,671	15,062	186,333	1.24%	0.00%
EXPENDITURES					
Salary and Fringe	16,707	1,792	15,659	6.27%	
Child Care Services	160,372	11,664	159,901	0.29%	
Contractual Services	6,725	868	5,749	14.52%	
Occupancy	2,311	175	2,208	4.44%	
Travel/Conf/Dev	252	81	438	-73.66%	
Program Activity	1,625	343	1,306	19.60%	
IT	274	9	320	-17.00%	
Other	405	45	544	-34.26%	
TOTAL EXP	188,671	14,976	186,125	1.35%	0.00%
NET	-	86	208		



Early Learning Coalition Finance Committee Meeting

July 27, 2016

Resolution: 07272016-01

Action Requested: Present RFP#ELCMDM2016-05 (Phone Service Maintenance and Support) Evaluation Committee's scoring results to the Finance Committee for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to award, negotiate, and execute a contract with the recommended vendor.

Fiscal Impact: A total amount not to exceed \$259,752.00 for the fiscal year 2016-2017, which is subject to the availability of funding.

Funding Source: A-Pool

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

RESOLUTION: 07272016-01

PRESENT RFP#ELCMDM2016-05 (PHONE SERVICE MAINTENANCE AND SUPPORT) EVALUATION COMMITTEE'S SCORING RESULTS TO THE FINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION OF VENDOR SELECTION TO THE BOARD OF DIRECTORS. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO AWARD, NEGOTIATE, AND EXECUTE A CONTRACT WITH THE RECOMMENDED VENDOR.

WHEREAS, the Finance Committee 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;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board"), and shall recommend that the Board approve this action at the next meeting of the Board.

The motion was seconded by _____, and upon being put to a vote, the vote was as follows:
_____.

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

The Chairperson thereupon declared the resolution duly passed and adopted this 27th day of July, 2016.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE
MIAMI-DADE COUNTY, FLORIDA

BY _____
BOARD SECRETARY

Background:

Resolution Number 06062016-02 authorized the President and CEO to release a request for proposal (RFP) for Phone Service Maintenance and Support for Miami Dade and Monroe

counties on June 6, 2016. On June 10, 2016 Early Learning Coalition released **RFP # ELCMDM2016-05 (Phone Service Maintenance and Support)**. On July 5, 2016 the Coalition received one (1) proposal from the following: SoFla Voice and Data. The Evaluation Committee met for the first time to evaluate the presentation of SoFla Voice and Data. On July 7, 2016 at 9:00a.m. The vendor's representative was unable to arrive at the Coalition's Headquarters to provide a visual presentation for the committee. The representative gave the verbal portion of his presentation by conference call. The proposal was not quantitatively reviewed by the Evaluation Committee at this time.

Proposer's Name	Final Rating (Max of 360)
SoFla Voice and Data	347

On July 19, 2016 at 9:00 AM the second Evaluation Committee meeting took place. The visual portion of the presentation was delivered. The proposal was reviewed and rated by the three (3) evaluators who made up the Proposal Evaluation Committee. The Evaluation Committee moved and passed a motion to recommend that the Board of Directors award the contract to SoFla Voice and Data, subject to successful negotiation.

<p>Hubert Cesar Network Administrator & EFS Administrator Early Learning Coalition of Miami-Dade and Monroe Counties 2555 Ponce De Leon Boulevard, Suite # 500 Coral Gables, FL 33143</p>	<p>Ileana Vallejo Family Support Manager Early Learning Coalition of Miami-Dade and Monroe Counties 2555 Ponce De Leon Boulevard, Suite # 500 Coral Gables, FL 33143</p>	<p>Janio G. Garcia Operations Management Consultant II ESS Statewide Call Center QA Unit. FL Department of Children and Families 401 NW 2nd Ave S721 Miami, FL 33128</p>
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Phone Service Maintenance and Support for Miami- Dade and Monroe Counties RFP # ELCMDM2016-05 (Maximum Scores 120)		Maximum Score	SoFla Voice and Data		
			#1	#2	#3
Organizational Capacity (Maximum Score 30)					
1	Does the proposal include Software version of the 'phone/dialing' Utility (no physical phone required)?	10	9	9	9
2	Does the proposal include emergency repair services?	10	10	9	9
3	Is the system Cloud based?	10	10	9	9
Specifications (Maximum Score 45)					
1	Does the proposal include monthly charges for 'customization of the call tree and In Contact Programming'?	15	15	14	13
2	Does the proposal include 24/7 tech support?	15	15	15	15
3	Does the proposal include warranties to replace damaged or defective phone equipment?	15	15	15	14
Scoring Factors - Documentation (Maximum Score 20)					
1	Does the system provide monitoring and measuring tools to provide the Coalition with actionable usage feedback?	10	10	10	9
2	Does the proposal include a description of the system security?	10	10	10	9
Pricing (Maximum Score 25)					
1	Competitive Pricing as it relates to all proposing vendors	15	15	15	14
2	Pricing for 100 Mbps Fiber	10	10	10	9
Total		120	119	117	111
TOTAL SUM			347/360		

EVALUATOR 1			
Phone Service Maintenance and Support for Miami- Dade and Monroe Counties RFP # ELCMDM2016-05 (Maximum Scores 120)		Maximum Score	
Organizational Capacity (Maximum Score 30)			
1	Does the proposal include Software version of the 'phone/dialing' Utility (no physical phone required)?	10	9
2	Does the proposal include emergency repair services?	10	10
3	Is the system Cloud based?	10	10
Specifications (Maximum Score 45)			
1	Does the proposal include monthly charges for 'customization of the call tree and In Contact Programming	15	15
2	Does the proposal include 24/7 tech support?	15	15
3	Does the proposal include warranties to replace damaged or defective phone equipment?	15	15
Scoring Factors - Documentation (Maximum Score 20)			
1	Does the system provide monitoring and measuring tools to provide the Coalition with actionable usage feedback?	10	10
2	Does the proposal include a description of the system security?	10	10
Pricing (Maximum Score 25)			
1	Competitive Pricing as it relates to all proposing vendors	15	15
2	Pricing for 100 Mbps Fiber	10	10
Total		120	119

EVALUATOR 2			
		Maximum	

	Phone Service Maintenance and Support for Miami- Dade and Monroe Counties RFP # F16MDM2016-05 (Maximum Score 120)	Score	
	Organizational Capacity (Maximum Score 30)		
1	Does the proposal include Software version of the 'phone/dialing' Utility (no physical phone required)?	10	9
2	Does the proposal include emergency repair services?	10	9
3	Is the system Cloud based?	10	9
	Specifications (Maximum Score 45)		
1	Does the proposal include monthly charges for 'customization of the call tree and In Contact Programming'?	15	14
2	Does the proposal include 24/7 tech support?	15	15
3	Does the proposal include warranties to replace damaged or defective phone equipment?	15	15
	Scoring Factors - Documentation (Maximum Score 20)		
1	Does the system provide monitoring and measuring tools to provide the Coalition with actionable usage feedback?	10	10
2	Does the proposal include a description of the system security?	10	10
	Pricing (Maximum Score 25)		
1	Competitive Pricing as it relates to all proposing vendors	15	15
2	Pricing for 100 Mbps Fiber	10	10
	Total	120	117

	EVALUATOR 3	
		Maximum

	Phone Service Maintenance and Support for Miami- Dade and Monroe Counties RFP # F1CMBM2016-05 (Maximum Score 120)	Score	
	Organizational Capacity (Maximum Score 30)		#3
1	Does the proposal include Software version of the 'phone/dialing' Utility (no physical phone required)?	10	9
2	Does the proposal include emergency repair services?	10	9
3	Is the system Cloud based?	10	9
	Specifications (Maximum Score 45)		
1	Does the proposal include monthly charges for 'customization of the call tree and In Contact Programming'?	15	13
2	Does the proposal include 24/7 tech support?	15	15
3	Does the proposal include warranties to replace damaged or defective phone equipment?	15	14
	Scoring Factors - Documentation (Maximum Score 20)		
1	Does the system provide monitoring and measuring tools to provide the Coalition with actionable usage feedback?	10	9
2	Does the proposal include a description of the system security?	10	9
	Pricing (Maximum Score 25)		
1	Competitive Pricing as it relates to all proposing vendors	15	14
2	Pricing for 100 Mbps Fiber	10	9
	Total	120	111

Lisa Sanabria

From: Lisney Badillo
Sent: Tuesday, July 26, 2016 11:38 AM
To: Lisa Sanabria
Cc: Angelo Parrino; Leigh Cooper-Peabody; Laura Padron; Brian Bernardez; Johanna Miranda
Subject: Supporting documentation for Phone Resolution
Attachments: NAPC Phone RFP.PNG; Phone RFP Email Screenshot 2.png; phone rfp bid site.png; Phone RFP Email Screenshot 1.png; DOE Posted.png

Early Learning Coalition
Early education. Lifelong success.
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For Parents
 For Providers
 For Vendors
 Employment Opportunities
 Our Partners

Fiscal Year 2015-16 Notices

Request for Quote (RFQ) Accreditation Verification Services for Early Childhood Education Programs
 Download the RFQ for Accreditation Verification Services for Early Childhood Education Programs

Request for Quote (RFQ) - Child Care Shared Resources Services
 Download the RFQ for Child Care Shared Resources Services

Request for Quote (RFQ)- Pension Plan Audit
 Download the RFQ for Pension Plan Audit
 Contact Email: quotes@elcmdm.org
 Questions and Answers

Request for Quote (RFQ)- Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe
 Download the RFQ for Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe
 Download Questions and Answers
 Download the Updated RFQ for Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe (7/7/2016)

This Request for Quotes (RFQ) is for Training and Materials-Structured Physical Activity
 Download the RFQ for Training and Materials-Structured Physical Activity

Request for Quote (RFQ)- Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe
 Download the RFQ for Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe
 Download Questions and Answers
 Download the Updated RFQ for Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe (7/7/2016)

This Request for Quotes (RFQ) is for Training and Materials-Structured Physical Activity
 Download the RFQ for Training and Materials-Structured Physical Activity

This Request for Proposal ("RFQ") by the Early Learning Coalition is to procure one proposer to provide a simulated, comprehensive Federal Review for the Early Head Start (EHS) program
 Download Request for Quote Federal Review for EHS

RFP ELCMDM 2016-05 Phone Service Maintenance and Support RFP#ELCMDM2016-05 (final amended)
 Contact Name and Email: Lisney Badillo, Director of Contracts and Procurement, PhonemaintenanceRF-P2016@elcmdm.org
 Public Legal Notice for Phone Service Maintenance RFP#ELCMDM2016-05 (amended)
 Questions and Answers

RFP ELCMDM2016-03 GENERAL CONTRACTOR SERVICES RFP#ELCMDM2016-03
 Contact Name and Email: Lisney Badillo, Director of Contracts and Procurement, GeneralcontractorRFP2016@elcmdm.org
 Public Legal Notice for General Contractor RFP#ELCMDM2016-03

ELC Budget Template (revised)
Closed Notices
 Fiscal Year 2014-2015
 Fiscal Year 2013-2014
 Fiscal Year 2012-2013
 Fiscal Year 2011-2012
 Fiscal year 2010-2011
 Fiscal year 2009-2010
 Fiscal Year 2008-2009
 Fiscal Year 2007-2008



North America Procurement Council

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Phone Service Maintenance and Support

Florida **SELECT STATE**

Bid Date & Time: 07/05/16 12:00 PM

Owner Solic Number: ELCMDM2016-05 **Status:** bidding **Report:** 7101957

Country :United States **State:** FL **County:** Miami-Dade

Location: Coral Gables

Est. Low Value: \$280,554 **Est. High Value:** \$280,554

Scope: Provide phone service maintenance and support.

Notes: All questions regarding this RFP must be forwarded in writing by U.S. Mail or by email to PhoneMaintenanceRFP2016@elcmdm.org on or before 12:00 PM June 22, 2016. The Contract shall be for a period of one (1) year (unless otherwise specified, and may be renewed for a period not to exceed the greater of three (3) years or the term of the original contract. This project has a "prevailing wage" requirement.

Plans: From Owner. See outside link.

Outside Link:

Im on it.

Ives Zamora
Network Engineer
izamora@zipdata.net
Cell: 3057130522



From: Brian Bernardez [<mailto:BBernardez@elcndm.org>]
Sent: Friday, June 10, 2016 3:19 PM
To: Ives Zamora <izamora@zipdata.net>
Cc: Lisney Badillo <LBadillo@elcndm.org>; Johanna Miranda <JMiranda@elcndm.org>; Janette Vargas <JVargas@elcndm.org>; Laura Padron <LPadron@elcndm.org>; Leigh Cooper-Peabody <LCooper-Peabody@elcndm.org>
Subject: FW: RFP Posting

Good afternoon Mr. Zamora,

I apologize for any confusion. Included in this email are the Phone Maintenance RFP and the Public Legal Notice for public posting. I am sending this as a friendly reminder that these need to be posted today. Thank you.

Respectfully,

Brian M. Bernardez, Provider Relationship Specialist
bbernardez@elcndm.org | tel: 305.646.7220 x2478


1 Early education.
Lifetime success




» Government Bid Opportunity






Title: **PHONE SERVICE MAINTENANCE AND SUPPORT Advertisement Number: ELCMDM2016-05**

Category: Telecommunications/Fiber optics

Get Started 

To view this Bid we recommend the Federal, State & Local package. [Sign Up](#) 

Bid Details

Type:	Bid
Agency Type:	State/Local
State:	Florida
Date Entered:	07/01/2016
Due Date:	07/05/2016
Agency:	 Member Only
Description:	 Member Only
RFP Number:	 Member Only
Bid Documents:	 Member Only The official solicitation bid document(s) posted by the agency, often including detailed specifications, requirements, forms and directions necessary for bid submission.
Contact information:	 Member Only Specific contact information (such as email address) that may be provided to bidders by the issuing agency.



Thu 6/16/2016 9:45 AM

Diana Lane

RE: Amended RFP's Timetable

To Johanna Miranda; Ives Zamora; Ives Zamora

Cc Fred Hicks; Lisney Badillo; Laura Padron; Leigh Cooper-Peabody; Brian Bernardez

Done.

Diana Lane, Media Coordinator
dlane@elcndm.org | tel: 305.646.7220 x2250

From: Johanna Miranda

↑ Next ↑ Last

Sent: Wednesday, June 15, 2016 2:23 PM

To: Diana Lane <dlane@elcndm.org>; Ives Zamora <izamora@zipdata.net>; Ives Zamora <izamora@pc-depot.com>

Cc: Fred Hicks <fhicks@elcndm.org>; Lisney Badillo <LBadillo@elcndm.org>; Laura Padron <LPadron@elcndm.org>; Leigh Cooper-Peabody <LCooper-Peabody@elcndm.org>; Brian Bernardez <BBernardez@elcndm.org>

Subject: Amended RFP's Timetable

Good Afternoon Diana and Ivan,

I hope this email finds you well. Attached please find (1) amended RFP and Public Legal Notice amended timetable that we need for you to post in the ELC's website, by tomorrow Thursday June 16, 2016.

1. Phone Service Maintenance and Support (RFP# ELCMDM2016-05)

- a. Contact Name and Email: Lisney Badillo, Director of Contracts and Procurement, PhonemaintenanceRFP2016@elcndm.org

If you have any questions or concerns please feel free to contact me.

Kind regards,



Mon 6/13/2016 8:05 AM

Brian Bernardez

RE: RFP Posting

23

To: 'Fields, Regina'

Thank you for posting, and for following up with me.

From: Fields, Regina [<mailto:Regina.Fields@fldoe.org>]

Sent: Monday, June 13, 2016 7:47 AM

To: Brian Bernardez <BBernardez@elcmdm.org>

Cc: Lisney Badillo <LBadillo@elcmdm.org>; Johanna Miranda <JMiranda@elcmdm.org>; Laura Padron <LPadron@elcmdm.org>; Janette Vargas <JVargas@elcmdm.org>; Leigh Cooper-Peabody <LCooper-Peabody@elcmdm.org>; Brown, Janice <Janice.Brown@fldoe.org>

Subject: RE: RFP Posting

The below has been posted.

ReGina

ReGina A. Fields, FCCN, FCCM
Contracts Administrator & Procurement Director
Florida Department of Education
Bureau of Contracts, Grants and Procurement
Management Services
325 West Gaines Street, STE 332
Tallahassee, FL 32399-0400
phone: 850/245-9173
fax: 850/245-0719



From: Brian Bernardez [<mailto:BBernardez@elcmdm.org>]

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Miami-Dade

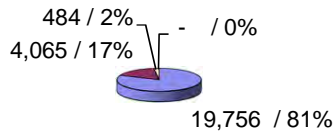
June 2016

(all dollar amounts in thousands '000)

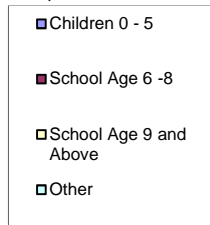
Children Served	Amount
Total actual paid - YTD	31,667
Total actual paid - June 2016	22,866
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 7,176
	\$ 143
Total cost (in thousands) (incl match)	\$ 8,141
Change month over month	
Total Net Increase(decrease) children	(388)
Net increase/(decrease) dollars	\$ (22)
Monthly Activity	Amount
Beginning Census	23,254
NET Increase/(Decrease)	(388)
Total	22,866
Current Data	
Enrolled As of Jul 18, 2016	22,264
Projected Paid for July (96% of enrolled)	21,373
Ready Pool and Waitlist	
Ready Pool as of Jul 18, 2016	-
Waitlist as of Jul 18, 2016	4,600
Waitlist as of Jun 27, 2016	3,397
Waitlist as of May 23, 2016	2,903
VPK Enrolled As of Jul 18, 2016	
Regular	798
Summer	394
VPK Total Actual Paid - June 2016	
SISP	40
Regular	18,818
Summer	371
VPK Total Actual Paid - YTD	
SISP	63
Regular	23,686
Summer	774

Eligibility Breakdown	Children Paid by Billing Group				Dollars Paid by Billing Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month
Type								
AT Risk (BG1)	2,498	10.81%	125	5.27%	\$913.17	11.42%	\$20.97	2.35%
Income Eligible (BG8)	16,836	72.84%	(493)	-2.84%	\$5,999.79	75.01%	(\$40.00)	-0.66%
Florida One Parent	-	0.00%	-	-	\$ -	0.00%	\$ -	-
Transitional Child Care (BG5)	1,612	6.97%	6	0.37%	\$540.45	6.76%	\$0.10	0.02%
Work Force Development (BG3x)	1,261	5.46%	70	5.88%	\$402.20	5.03%	\$1.51	0.38%
CCEP (Purchasing Pool) (CCPP)	907	3.92%	(36)	-3.82%	\$142.55	1.78%	(\$4.19)	-2.86%
ARRA	-	0.00%	-	-	\$ -	0.00%	\$0.00	-
BGSNT	-	0.00%	-	-	\$ -	0.00%	\$0.00	-
Total	23,114	100%	(328)	-1.40%	\$7,998.15	100%	(\$21.61)	-0.27%
Minus 248 Overlap	22,866							
GOLD SEAL					\$822.54	10.28%	\$18.40	2.29%
categories above)	-		-		\$ -		\$0.00	-
SFW GOLD SEAL					\$ -		\$0.00	-
Age Break Down	All Eligible Clients-Paid				Dollars Paid by Age Category			
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	4,012	16.56%	(140)	-3.37%	\$1,605.67	20.08%	(\$109.48)	-6.38%
Toddler	4,053	16.73%	(52)	-1.27%	\$1,485.67	18.58%	(\$73.76)	-4.73%
Three Year Old	4,564	18.84%	(53)	-1.15%	\$1,539.32	19.25%	(\$85.00)	-5.23%
Pre-School	7,127	29.42%	146	2.09%	\$2,270.26	28.39%	\$144.21	6.78%
	<i>Sub-Total</i>	<i>19,756</i>	<i>81.56%</i>	<i>(99)</i>	<i>\$6,900.92</i>	<i>86.31%</i>	<i>(\$124.04)</i>	<i>-1.77%</i>
School Age: 6 yrs	2,151	8.83%	12	0.56%	\$530.82	6.64%	\$54.01	11.33%
School Age: 7 yrs	1,089	4.47%	133	13.91%	\$266.36	3.33%	\$61.88	30.26%
School Age: 8 yrs	340	1.40%	26	8.28%	\$74.35	0.93%	\$9.46	14.58%
Unduplicated School Age: 6 - 8 yrs**	4,065	16.72%	(46)	-1.12%	\$995.93	12.46%	\$89.26	9.84%
School Age: 9 yrs and above	484	1.99%	26	5.68%	\$99.03	1.24%	\$13.55	15.84%
School Age Total Includes 82 Overlap	4,549	18.72%	(20)	-0.44%	\$1,094.96	13.69%	\$102.80	10.36%
School Age (Unduplicated)	4,467	18.44%	(66)	-1.46%	\$1,094.96	13.69%	\$102.80	10.36%
Other	-	0.00%	0	-	\$0.00	0.00%	\$0.00	-
	<i>Sub-Total</i>	<i>4,467</i>	<i>18.44%</i>	<i>(66)</i>	<i>\$1,094.96</i>	<i>13.69%</i>	<i>\$102.80</i>	<i>10.36%</i>
Total	24,223	100%	(165)	-0.68%	\$7,995.88	100%	(\$21.23)	-0.26%
Minus 1353 Overlap	22,870							

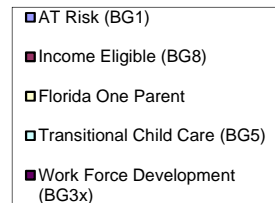
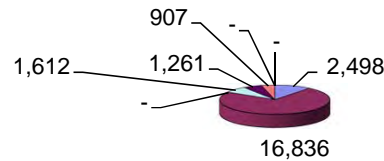
Children By Age Group



**There are 552 5-year-old within this count.



Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Monroe

June 2016

(all dollar amounts in thousands '000)

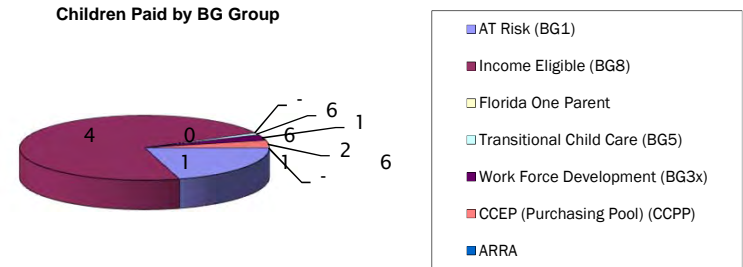
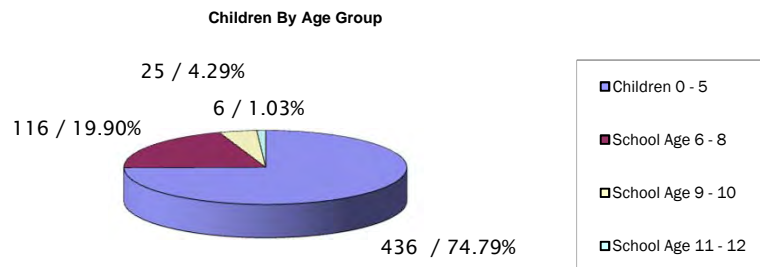
Children Served	Amount
Total actual paid - June 2016	554
Net Slot Payment and Gold Seal	\$ 177
Match (BG8 and CCEP)	\$ 3
Total cost (in thousands) (incl match)	\$ 191
Change month over month	
Total Net Increase(decrease) children	(37)
Net increase/(decrease) dollars	\$ (7)
Monthly Activity	
Beginning Census	591
Net Increase/(Decrease)	(37)
Total	554

Current Data	
Enrolled as of Jul 22, 2016	589
Projected Paid for July (96% of enrolled)	565
Waitlist	
Waitlist as of Jul 22, 2016	0
Waitlist as of Jun 27, 2016	0
Waitlist as of May 31, 2016	0
VPK Enrolled as of Jul 22, 2016	12
VPK Total Actual Paid - June 2016	479

Eligibility Breakdown	Children Paid by Billing Group				Dollars Paid by Billing Group			
	Type	Receiving % of Service	% of Total	Diff Prior Month	% Change Prior Month	Amount	% of Total	Diff Prior Month
AT Risk (BG1)	116	20.53%	3	2.65%	\$41.12	21.95%	(\$1.84)	-4.28%
Income Eligible (BG8)	406	71.86%	(33)	-7.52%	\$134.60	71.85%	(\$4.82)	-3.46%
Florida One Parent	-	0.00%	0	-	\$-	0.00%	\$-	-
Transitional Child Care (BG5)	6	1.06%	1	20.00%	\$2.61	1.39%	\$0.20	8.28%
Work Force Development (BG3x)	16	2.83%	2	14.29%	\$5.73	3.06%	\$0.40	7.44%
CCEP (Purchasing Pool) (CCPP)	21	3.72%	-8	-27.59%	\$3.27	1.75%	(\$0.75)	-18.72%
ARRA	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-
Total	565	100%	(35)	-5.83%	\$187.34	100%	(\$6.81)	-3.51%
Minus 11 Overlap	554							
GOLD SEAL	-	-	-	-	\$10.69	5.71%	\$0.61	6.04%

Age Break Down	All Eligible Clients-Paid				Dollars Paid by Age Category			
	Type	Receiving % of Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month
Infant	108	18.52%	(3)	-2.70%	\$43.13	23.02%	(\$5.09)	-10.55%
Toddler	91	15.61%	(5)	-5.21%	\$36.84	19.67%	(\$1.12)	-2.95%
Three Year Old	96	16.47%	(1)	-1.03%	\$32.25	17.21%	(\$1.48)	-4.39%
Pre-School	141	24.19%	(6)	-4.08%	\$42.74	22.81%	(\$0.90)	-2.06%
<i>Sub-Total</i>	<i>436</i>	<i>74.79%</i>	<i>(15)</i>	<i>-3.33%</i>	<i>\$154.97</i>	<i>82.72%</i>	<i>(\$8.58)</i>	<i>-5.25%</i>
School Age: 6	40	6.86%	-1	-2.44%	\$8.49	4.53%	\$0.78	10.12%
School Age: 7	41	7.03%	(4)	-8.89%	\$9.82	5.24%	\$1.25	14.61%
School Age: 8	28	4.80%	(7)	-20.00%	\$6.15	3.28%	(\$0.63)	-9.24%
School Age: 6 - 8**	116	19.90%	(16)	-12.12%	\$26.24	14.01%	\$0.97	3.83%
School Age: 9 - 10	25	4.29%	3	13.64%	\$5.04	2.69%	\$1.13	28.87%
School Age: 11 - 12	6	1.03%	-2	-25.00%	\$1.09	0.58%	(\$0.33)	-23.08%
School Age: Other Age	0	0.00%	0	-	\$0.00	0.00%	\$0.00	-
<i>School Age Total</i>	<i>147</i>	<i>25.21%</i>	<i>(15)</i>	<i>-9.26%</i>	<i>\$32.37</i>	<i>17.28%</i>	<i>\$1.77</i>	<i>5.79%</i>
Other	-	0.00%	-	-	\$-	0.00%	\$-	-
<i>Sub-Total</i>	<i>147</i>	<i>25.21%</i>	<i>(15)</i>	<i>-9.26%</i>	<i>\$32.37</i>	<i>17.28%</i>	<i>\$1.77</i>	<i>5.79%</i>
Total	583	100%	(30)	-4.89%	\$187.34	100%	(\$6.81)	-3.51%
Minus 29 Overlap	554							

**There are 8 5-year-old within this count.





Early Learning Coalition Board Executive Committee Meeting

July 21, 2016

Resolution: 07212016-01

Action Requested: Authorize the President and CEO to execute a Budget Revision form reallocating funds from budget line item Other to the Contract line item and Supply line item.

Fiscal Impact: The fiscal impact is not to exceed \$2,000,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.

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

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children <input checked="" type="checkbox"/> Youngest Children <input checked="" type="checkbox"/> Educate All	<input checked="" type="checkbox"/> Providers <input type="checkbox"/> Internal Capacity <input checked="" type="checkbox"/> Funding
---	--

Resolution: 07212016-01

AUTHORIZE THE PRESIDENT AND CEO TO EXECUTE A BUDGET REVISION FORM REALLOCATING FUNDS FROM BUDGET LINE ITEM OTHER TO THE CONTRACT LINE ITEM AND SUPPLY LINE ITEM.

WHEREAS, the Board Executive Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Board Executive Committee is in agreement with the goals described therein;

WHEREAS, the Board Executive Committee recommends approving this action;
 NOW, THEREFORE, be it resolved that the Board Executive Committee shall authorize the President and CEO to negotiate and execute the revision

The budget revision amount is not to exceed \$2,000,000.00, subject to legal sufficiency and form.

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 21st day of July, 2016.

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

By: _____
Executive Committee Secretary

Background

Request a realignment of funds from “Other” to appropriate budget line as noted below.

To Contracts line:

- \$70,000 for Consultant to review/create/update EHS policies and procedures to ensure compliance with EHS requirements.
 - When we have our federal review this is one of the items that they will review to make sure our policies and procedures are consistent with EHS standards. Through a competitive procurement process we will select a consultant with expertise in EHS. The actual amount may be less than \$70,000, maybe \$35,000 or \$40,000, but we wanted to leave ourselves some wiggle room.
- \$1,679,200 for playground equipment at 26 EHS locations.
 - The playground equipment at many of our EHS sites is in substandard and in one case non-existent. The playground equipment and play area must be appropriate for toddlers. New playground equipment will provide a direct benefit to children and will help improve the health and safety of the current playground environment. The installation of playground equipment is included in the contract that we have with the general contractor that we competitively procured.
- \$100,400 for Classroom consultants for 95 EHS classrooms. Consultants will observe and train teaching staff to improve School Readiness of EHS children.
 - This is one of our biggest challenges. We contracted with Western Kentucky University and they just completed a review and identified some weak classroom practices. This finding is not new to us and that is why we continue to propose additional investment in professional development. By hiring consultants that will serve as classroom mentors we anticipate being able to improve curriculum implementation and developmentally appropriate classroom practices. This investment will include an evaluation to measure the effectiveness of the intervention.

To Supply line:

- \$150,400 for Computers or tablets for 188 teaching staff to allow staff to maintain children’s records and required electronic reporting while remaining in the classroom.
 - The EHS program requires recording and reporting child specific data. Tablets or laptop computers will allow the teachers to record the data/observations without leaving the classroom. Providers will be fully responsible for the internet fees, maintenance of the equipment, data security, and replacement in case of lost equipment or theft.

Note: Realignment of funds discussed with Administration for Children and Families, U.S. Department of Health and Human Services, EHS grant representatives on July 21, 2016.