



**ELC Finance Committee Meeting  
October 27, 2022; 10:00 AM  
Meeting ID: 961 3959 8281  
Passcode: ELC102722**

- |  |                     |
|--|---------------------|
| <b>I. Welcome &amp; Introductions</b>  | <b>Loreen Chant</b> |
| <b>II. Approval of Minutes</b>   | <b>Loreen Chant</b> |
| <ul style="list-style-type: none"><li>• Motion to approve minutes for September 29, 2022.</li></ul>  |                     |
| <b>III. Financial Statements</b>   | <b>Loreen Chant</b> |
| <ul style="list-style-type: none"><li>A. School Readiness/VPK</li><li>B. Early Head Start</li></ul>  |                     |
| <b>IV. Resolutions</b>   | <b>Loreen Chant</b> |
| <ul style="list-style-type: none"><li>• <b>10272022-01</b> Amended Budget FY 2022-2023<br/>Approval of the Early Learning Coalition’s Second Amendment to the Annual Budget for fiscal year 2022-2023.</li><li>• <b>10272022-02</b> Carryover of Funds<br/>Authorize the President and CEO to request to the U.S. Department of Health and Human Services, Administration for Children and Families a carryover of Early Head Start 2021-2022 funds.</li><li>• <b>10272022-03</b> Comprehensive Office Cleaning (Award)<br/>Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2022-09 (Comprehensive Office Cleaning Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.</li></ul> |                     |

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.



**V. Informational Items**

**Loreen Chant**

**A. Slot Utilization**

**Sandra Gonzalez**

- Miami Dade County
- Monroe County

**B. Cybersecurity Update**

**Dr. Fred Hicks**

**VI. Public Comments**

**Loreen Chant**

**VII. Meeting Adjourn**

**Loreen Chant**



**ELC Finance Committee Meeting**  
**September 29, 2022; 10:00 AM**  
**Meeting ID: 947 6558 1558**  
**Passcode: ELC092922**

## MINUTES

**Committee Attendees:** Loreen Chant; Matthew Bruno Alex Soto; Dr. Daniel Armstrong

**Committee Absentees:** Chuck Mohr

**Staff Attendees:** Evelio Torres; Angelo Parrino; Michelle Meilan; Mercy Castiglione; Sandra Gonzalez; Vanessa Bongiorno; Lisney Badillo; Fred Hicks; Casie Haines; Alex Sanchez; Ana Rodriguez; Matthew Zaldivar; Belkis Torres; Victor Caballero; Fiorella Christie; Marisleydis Bruguez; Pamela Hollingsworth

**I. Welcome & Introductions**

**Loreen Chant**

A. L. Chant 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**

**Loreen Chant**

- Motion to approve minutes for September 29, 2022.
  - L. Chant -Motion to approve by M. Bruno
  - Motion seconded by A. Soto
  - Motion unanimously passed.

**III. Financial Statements**

**Loreen Chant**

A. School Readiness/VPK financial information was presented by M. Castiglioni.

B. Early Head Start financial information was presented by Alex Sanchez and Belkis Torres.

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.



#### IV. Resolutions

Loreen Chant

- **09292022-01** Teacher Bonus Program  
Authorize the President and CEO to release a public solicitation to process teacher bonuses.
  - L. Chant – Motion to approve by A. Soto
  - Motion seconded by D. Armstrong
  - Motion unanimously passed.
  
- **09292022-02** RFP Grassroots Outreach Services  
Authorize the President and CEO to release a Request for Proposal (RFP) for grassroots outreach services.
  - L. Chant – Motion to approve by D. Armstrong
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- **09292022-03** Autism Training and Materials  
Authorize the President and CEO to accept the Notice of Award and receive funds from the Autism Training and Materials Sub-Grant under the Florida Preschool Development Grant.
  - L. Chant – Motion to approve by A. Soto
  - Motion seconded by M. Bruno
  - Motion unanimously passed.
  
- **09292022-04** 401K Plan Amendment  
Authorize the President and CEO to amend the 401(K) Savings and Retirement Plan which will assist with the organization’s staff retention and recruitment efforts.
  - L. Chant – Motion to approve by D. Armstrong
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- **09292022-05** EHS Childcare Teacher Bonus  
Authorize the President and CEO to release bonuses to Early Head Start Childcare Teachers.
  - L. Chant – Motion to approve by D. Armstrong
  - Motion seconded by M. Bruno
  - Motion unanimously passed.



**V. Informational Items**

**Loreen Chant**

**A. Slot Utilization**

**Sandra Gonzalez**

- Miami Dade County Slot utilization was presented by S. Gonzalez.
- Monroe County Slot utilization was presented by S. Gonzalez.

**B. Cybersecurity Update**

**Dr. Fred Hicks**

- Dr. Hicks updated the committee on the Virtual Private Network (VPN) Multi-factor Authentication (MFP).

**VI. Public Comments**

**Loreen Chant**

**VII. Meeting Adjourn**

**Loreen Chant**

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	<b>Unaudited As of 9/30/2022</b>
<b>Assets</b>	
Cash & Cash Equivalents	26,945
Grants Receivable	33,769
VPK Prepayment	7,225
Property and Equipment, Net	312
Other Assets	160
	<hr/>
Total Assets	<b>\$ 68,411</b>
	<hr/>
<b>Liabilities</b>	
Accounts Payable	17,825
Advances Due to OEL & Other	40,059
VPK Prepayment	3,613
Accrued Expenses & Other Liabilities	4,876
	<hr/>
Total Liabilities	<b>66,372</b>
	<hr/>
<b>Net Assets</b>	
Unrestricted	1,583
Temporarily Restricted	455
	<hr/>
Total Net Assets	<b>2,038</b>
	<hr/>
Total Liabilities and Net Assets	<b>\$ 68,411</b>
	<hr/>

**Early Learning Coalition of Miami-Dade and Monroe Counties**

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

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>9/30/2022</u>
<b>Support and revenues</b>			
Grants	\$ 0	\$ 79,628	\$ 79,628
Contributions and Other	0	0	0
Net Assets Released from Restrictions	<u>79,636</u>	<u>(79,636)</u>	<u>0</u>
 Total Support and Revenues	 79,636	 (7)	 79,628
<b>Expenses</b>			
Early Education Services	77,858		77,858
Administration	<u>1,777</u>		<u>1,777</u>
 Total Expenses	 <u>79,636</u>	 <u>0</u>	 <u>79,636</u>
 <b>Change in Net Assets</b>	 0	 (7)	 (7)
 <b>Beginning Net Assets</b>	 1,583	 462	 2,045
 <b>Ending Net Assets</b>	 <u>\$ 1,583</u>	 <u>\$ 455</u>	 <u>\$ 2,038</u>

**Early Learning Coalition of Miami-Dade and Monroe Counties**  
**Statement of Functional Expenses**  
*(In thousands \$000)*

	<u>Early Education Services</u>	<u>Administration</u>	<u>Preliminary YTD 9/30/2022</u>
<b>Expenses:</b>			
Payroll & Employee Benefits	3,452	1,157	4,609
Direct Child Care Services	43,524	0	43,524
Contracted Services-Subrecipients	101	0	101
Dues & Subscriptions	0	59	60
Occupancy Costs	263	94	356
Telephone & Communications	52	96	147
Equipment Repair & Maintenance	0	0	0
Postage & Freight	0	11	11
Printing	0	0	0
Professional Fees	75	182	257
Travel & Transportation Expenses	18	14	32
Program Supplies	430	5	435
Meetings & Conferences	4	2	6
Insurance-General & Liability	77	75	152
Office	234	90	324
Other Administrative Costs	29,628	(7)	29,621
<b>Total Expenses</b>	<b>\$ 77,858</b>	<b>1,777</b>	<b>79,636</b>



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

	<b>Preliminary YTD 9/30/2022</b>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	(7)
<b>Adjustments to reconcile change in net cash provided by</b>	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(26,376)
Other Assets	(65)
VPK Prepayment	(7,225)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(2,459)
Other Accrued Expenses & Other Payables	2,634
Advances Due to DEL	43,514
Advances Due to Other Grantors	(667)
Deferred Revenues	0
<b>Total Adjustments</b>	<b>9,356</b>
<b>Net Cash Flows From Operating Activities</b>	<b>9,348</b>
<b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
<b>Net Cash Flows From Investing Activities</b>	
Change in Cash	9,348
Cash - Beginning of Period	17,597
<b>Cash Balance End of Period</b>	<b>\$ 26,945</b>

**BUDGET VARIANCE**  
**September**  
**2022**  
*In 000'S*

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	274,366	20,940	62,868	77.09%	75.00%
<b>EXPENDITURES</b>					
Salary and Fringe	21,021	1,497	3,471	83.49%	
Child Care Services	128,879	9,351	29,830	76.85%	
Contractual Services	2,204	33	243	88.99%	
Occupancy	1,585	105	504	68.17%	
Travel/Conf/Dev	338	7	22	93.50%	
Program Activity	119,686	9,940	28,726	76.00%	
IT	326	18	67	79.34%	
Other	326	-10	4	98.68%	
<b>TOTAL EXP</b>	<b>274,366</b>	<b>20,940</b>	<b>62,868</b>	<b>77.09%</b>	<b>75.00%</b>

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	72,543	6,618	9,640	86.71%	75.00%
<b>EXPENDITURES</b>					
Salary and Fringe	1,641	139	390	76.22%	
Child Care Services	58,581	6,462	8,910	84.79%	
Contractual Services	71	6	46	35.05%	
Occupancy	124	8	68	44.99%	
Travel/Conf/Dev	13	1	3	78.94%	
Program Activity	11,977		3	99.97%	
IT	64	2	210	-227.72%	
Other	73	1	9	86.95%	
<b>TOTAL EXP</b>	<b>72,543</b>	<b>6,618</b>	<b>9,640</b>	<b>86.71%</b>	<b>75.00%</b>

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
Office of Head Start	12,237	1,015	4,027	67.09%	75.00%
<b>EXPENDITURES</b>					
Salary and Fringe	3,686	314	689	81.30%	
Child Care Services	6,042	567	1,826	69.78%	
Contractual Services	536	15	55	89.77%	
Occupancy	167	19	85	49.43%	
Travel/Conf/Dev	90	4	67	25.49%	
Program Activity	1,508	88	1,255	16.72%	
IT	6	4	12	-124.29%	
Other	203	4	38	81.22%	
<b>TOTAL EXP</b>	<b>12,237</b>	<b>1,015</b>	<b>4,027</b>	<b>67.09%</b>	<b>75.00%</b>

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
The Children's Trust	11,380	962	3,090	72.85%	
Other	63		3	94.93%	
Teen Parent	45			100.00%	
	<b>11,488</b>	<b>962</b>	<b>3,093</b>	<b>73.07%</b>	<b>75.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	511	12	27	94.78%	
Child Care Services	10,821	949	3,048	71.83%	
Contractual Services	5		14	-189.94%	
Occupancy	95		1	98.71%	
Travel/Conf/Dev		2	3		
Program Activity	50	-3	5	90.34%	
IT	5			96.57%	
Other	1	1	3	-168.82%	
<b>TOTAL EXP</b>	<b>11,488</b>	<b>962</b>	<b>3,101</b>	<b>73.01%</b>	<b>75.00%</b>
<b>NET</b>			<b>-7</b>		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	346,909	27,558	72,508	79.10%	
Office of Head Start	12,237	1,015	4,027	67.09%	
The Children's Trust	11,380	962	3,090	72.85%	
Other	63		3	94.93%	
Teen Parent	45			100.00%	
<b>TOTAL REVENUE</b>	<b>370,634</b>	<b>29,535</b>	<b>79,628</b>	<b>78.52%</b>	<b>75.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	26,859	1,962	4,577	82.96%	
Child Care Services	204,323	17,329	43,614	78.65%	
Contractual Services	2,817	53	358	87.28%	
Occupancy	1,971	132	658	66.60%	
Travel/Conf/Dev	440	15	94	78.65%	
Program Activity	133,221	10,025	29,990	77.49%	
IT	401	24	290	27.74%	
Other	603	-4	55	90.95%	
<b>TOTAL EXP</b>	<b>370,634</b>	<b>29,535</b>	<b>79,636</b>	<b>78.51%</b>	<b>75.00%</b>
<b>NET</b>			<b>-7</b>		



**Early Learning Coalition Finance Committee Meeting**

**October 27, 2022**

**Resolution: 10272022-01**

**Action Requested: Approval of the Early Learning Coalition’s Second Amendment to the Annual Budget for fiscal year 2022-2023.**

**Fiscal Impact: Net increase of \$133,210,694 to the Current Approved Budget, this would be the third budget amendment for fiscal year 2022-2023 for a new total budget of \$503,844,802.**

**Funding Source(s): U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education, Division of Early Learning.**

**Strategic Goal:**

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

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**RESOLUTION: 10272022-01**

**APPROVAL OF THE EARLY LEARNING COALITION’S SECOND AMENDMENT TO THE ANNUAL BUDGET FOR FISCAL YEAR 2022-2023.**

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.

**Background:**

Please see below the 3rd budget amendment to the approved annual budget for fiscal year 2022-2023. This amendment adds \$133,210,694 in additional funding for our 2022-2023 fiscal budget.

SCHOOL READINESS		VOLUNTARY PREKINDERGARTEN		EARLY HEAD START		THE CHILDREN TRUST		Other		TOTAL	
Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast
<b>REVENUE:</b>	406,876,502	<b>REVENUE:</b>	72,543,414	<b>REVENUE:</b>	12,236,886	<b>REVENUE:</b>	12,080,000			State of Florida	479,419,916
			479,419,916		300,871					Office of Head Start	12,236,886
										The Children's Trust	12,080,000
								Teen Parent	45,000	Teen Parent	45,000
								* Other	63,000	Other	63,000
								<b>REVENUE:</b>	108,000	<b>TOTAL REVENUE:</b>	503,844,802
<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>	
Salary and Fringe	27,523,242	Salary and Fringe	1,641,426	Salary and Fringe	3,685,955	Salary and Fringe	700,000	Salary and Fringe	11,175	Salary and Fringe	33,561,798
Child Care Services	131,006,262	Child Care Services	58,580,835	Child Care Services	6,042,182	Child Care Services	11,280,000	Child Care Services	40,500	Child Care Services	206,949,779
Contractual Services	2,204,260	Contractual Services	71,187	Contractual Services	536,368	Contractual Services		Contractual Services		Contractual Services	2,811,815
Occupancy	1,584,843	Occupancy	123,601	Occupancy	167,103	Occupancy	100,000	Occupancy	5,000	Occupancy	1,980,547
Travel/Conf/Dev	337,609	Travel/Conf/Dev	12,665	Travel/Conf/Dev	89,604	Travel/Conf/Dev		Travel/Conf/Dev		Travel/Conf/Dev	439,878
Program Activity	243,567,601	Program Activity	11,977,082	Program Activity	1,507,599	Program Activity		Program Activity	51,325	Program Activity	257,103,607
IT	326,270	IT	63,962	IT	5,522	IT		IT		IT	395,754
Other	326,414	Other	72,657	Other	202,553	Other		other		Other	601,624
<b>TOTAL EXP</b>	406,876,502	<b>TOTAL EXP</b>	72,543,414	<b>TOTAL EXP</b>	12,236,886	<b>TOTAL EXP</b>	12,080,000	<b>TOTAL EXP</b>	108,000	<b>TOTAL EXP</b>	503,844,802

SCHOOL READINESS		VOLUNTARY PREKINDERGARTEN		EARLY HEAD START		THE CHILDREN TRUST		Other	
Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast
<b>REVENUE: 2022-23</b>	274,365,808	<b>REVENUE:</b>	72,543,414	<b>REVENUE:</b>	12,236,886	<b>REVENUE:</b>	11,380,000	<b>REVENUE:</b>	108,000
<b>REVENUE: 2022-23</b>	406,876,502	<b>REVENUE:</b>	72,543,414	<b>REVENUE:</b>	12,236,886	<b>REVENUE:</b>	12,080,000	<b>REVENUE:</b>	108,000
Difference:	132,510,694	Difference:	0	Difference:	0	Difference:	700,000	Difference:	0
								<b>Difference:</b>	133,210,694
SR- ARPA RND 2	118,973,311					TCT - Assessments	200,000		
SR- ARPA Workforce	11,074,031					TCT - Scholarship	500,000		
SR - PDG Autism	336,145					<b>Total:</b>	<b>700,000</b>		
SR - Gold Seal ADD	1,523,358								
SR - Special Needs Differential	603,849								
<b>Total:</b>	<b>132,510,694</b>								

**ACRONYM DEFINITIONS:**

- QPI** QUALITY PERFORMANCE INCENTIVE DIFFERENTIALS
- CARES** CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
- CRRSA** CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
- ARPA** AMERICAN RESCUE PLAN ACT
- PDG** PRESCHOOL DEVELOPMENT GRANT SERVICES
- ESSER II** ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II ACT
- COLA** COST OF LIVING ADJUSTMENT



**Early Learning Coalition Finance Committee Meeting**

**October 27, 2022**

**Resolution: 10272022-02**

**Action Requested: Authorize the President and CEO to request of the U.S. Department of Health and Human Services, Administration for Children and Families a carryover of Early Head Start 2021-2022 funds.**

**Fiscal Impact: A total amount not to exceed \$581,255.44.**

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

**Strategic Goal:**

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

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**RESOLUTION: 10272022-02**

**AUTHORIZE THE PRESIDENT AND CEO TO REQUEST OF THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR CHILDREN AND FAMILIES A CARRYOVER OF EARLY HEAD START 2021-2022 FUNDS.**

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.

**Background:**

The annual Notice of Award specifies a budget period (August 1, 2021- July 31,2022) in which awarded funds must be used. Funds that are not obligated within the budget period will not be accessible to the program unless a carryover request is submitted and awarded by the Office of Head Start. Carryover funds are to be used for planned projects that were not obligated during the budget period for which the funds were originally awarded.

The request for carryover will be used to initiate, continue, and/or complete activities planned or started. Of the \$581,255.44 being requested for a carryover, \$303,233.01 will be used for supplies. Supplies include the purchase of classroom furniture and materials for the 6 sites that recently entered into contract with the program; this also includes purchasing updated furniture and materials for other classrooms impacted by the supply chain crisis. The program will use \$278,022.43 for contractual services. These include funds for implementing the professional development learning management system, completing the Director Series training, conducting playground inspection by a Certified Playground Safety Inspector and appropriate safety maintenance, hiring temp staff to support the program in building the waitlist, and extending teacher bonuses through July 2023.



**Early Learning Coalition Finance Committee Meeting**

**October 27, 2022**

**Resolution: 10272022-03**

**Action Requested:** Approval of the Evaluation Committee's award recommendation for Request for Proposal (RFP) #ELCMDM2022-09 (Comprehensive Office Cleaning Services) and authorize the President and CEO to negotiate and execute a contract with each selected vendor.

**Fiscal Impact:** An approximate amount of \$200,000, which is subject to the availability of funding.

**Funding Source(s):** U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education Division of Early Learning, The Children's Trust.

**Strategic Goal:**

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

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**RESOLUTION: 10272022-03**

**APPROVAL OF THE EVALUATION COMMITTEE'S AWARD RECOMMENDATION FOR REQUEST FOR PROPOSAL (RFP) #ELCMDM2022-09 (COMPREHENSIVE OFFICE CLEANING SERVICES) AND AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH EACH SELECTED 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.

**Background:**

Resolution #08012022-06 authorized the President and CEO to release a Request for Proposal (RFP) for **Comprehensive Office Cleaning Services**. On September 1, 2022, the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) released **RFP#ELCMDM2022-09** for **Comprehensive Office Cleaning Services**. On or before September 30, 2022, the Coalition received two (2) proposals from the following vendors:

- **National Interior Solutions, LLC**
- **Miami Janitorial Supplies, Inc.**

Legal Counsel reviewed the proposal on October 4, 2022. Clarification was requested from both vendors and given twenty-four (24) hours, until October 5, 2022, at 12:00 PM to submit. Both proposals were deemed responsive.

On October 6, 2022, the proposals were reviewed by the following four (4) evaluators who made up the Evaluation Committee.

**Evaluation Committee Members:**

1. <b>Eugene Spano</b> , General Contractor, SAMA Construction
2. <b>Fabienne St. Louis, Jr</b> Systems Administrator, Early Learning Coalition of Broward County
3. <b>Isabel Afanador</b> , Family Support Manager, Early Learning Coalition of Miami-Dade/Monroe
4. <b>Andres Lopez</b> , Managing Inventory & Fiscal Coordinator, Early Learning Coalition of Miami-Dade/Monroe (Alternate)

On October 20, 2022, the Second Evaluation Committee meeting moved and passed a motion to recommend that the Coalition award a contract to both proposers. Awarding the contract to both proposers is in the Coalition’s best interest.

<b>Proposer’s Name</b>	<b>Final Rating (Max 300)</b>
National Interior Solutions, LLC	266
Miami Janitorial Supplies, Inc.	227

<b>Service/Product</b>	<b>Current FY 21-22 Amount</b>	<b>Proposed FY 22-23 Amount</b>
Comprehensive Office Cleaning Services	\$200,000	\$200,000
<b>Variance</b>	No variance.	



**Evaluation Scorecard:**

RFP # ELCMDM2022-09 Comprehensive Office Cleaning Services		Max. Score	National Interior Solutions, LLC			Miami Janitorial Supplies, Inc.		
			#1	#2	#3	#1	#2	#3
<b>Organizational Background, Qualifications and Capabilities</b>		<b>20</b>						
1	Most strictly meets the requested needs of the agency as listed within the scope.	10	10	9	6	7	7	8
2	Proposal includes summary of the proposer's overall organization.	10	10	10	8	5	10	8
<b>Products and Performance</b>		<b>50</b>						
1	Proposal clearly demonstrates the Products and services.	10	10	10	8	7	9	6
2	Provided a clear presentation.	10	10	10	8	7	10	6
3	Proposal includes specialized disinfection services to kill virus, fungus, bacteria and for use against SARS-CoV-2, the virus that causes Covid-19, and uses hospital-grade disinfectants.	20	20	20	15	15	18	6
4	Proposal includes disinfection and viral remediation services (preventative monitoring and maintenance service).	10	10	10	8	7	10	6
<b>Pricing</b>		<b>20</b>						
1	Competitive pricing as it relates to all proposing vendors.	20	16	18	10	18	18	10
<b>Experience</b>		<b>10</b>						
1	Has at least 3 years relevant experience.	10	10	10	10	9	10	10
<b>TOTAL</b>		<b>100</b>	<b>96</b>	<b>97</b>	<b>73</b>	<b>75</b>	<b>92</b>	<b>60</b>
<b>TOTAL SUM</b>		<b>300</b>	<b>266</b>			<b>227</b>		
<b>AVERAGE</b>		<b>100</b>	<b>89</b>			<b>76</b>		

# Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot – Miami-Dade

09/1/2021 comparison to 09/1/2022

Sept-2021	Sept-2022
<b># of Sch. Readiness Children Served (Enrolled)</b>	<b># of Sch. Readiness Children Served (Enrolled)</b>
<b>18,643</b>	<b>18,179</b>
<b><u>Ages for SR Children Enrolled</u></b>	<b><u>Ages for SR Children Enrolled</u></b>
<i>Infant</i> 2,340	<i>Infant</i> 2,217
<i>Toddler</i> 2,640	<i>Toddler</i> 2,528
<i>Three Year Old</i> 2,886	<i>Three Year Old</i> 2,964
<i>Pre-School</i> 3,272	<i>Pre-School</i> 2,985
<i>School Age</i> 7,505	<i>School Age</i> 7,485
<b>Total</b> <u>18,643</u>	<b>Total</b> <u>18,179</u>
<b><u>Enrollment Activity</u></b>	<b><u>Enrollment Activity</u></b>
<i>Beginning Census</i> 18,850	<i>Beginning Census</i> 19,150
<i>Net Increase/Decrease</i> (207)	<i>Net Increase/Decrease</i> (971)
<b>Total</b> <u>18,643</u>	<b>Total</b> <u>18,179</u>
<b><u>SR Payments</u></b>	<b><u>SR Payments</u></b>
<b>\$7,577,417</b>	<b>\$9,271,536</b>
<b><u># of SR Applications in the Queue</u></b>	<b><u># of SR Applications in the Queue</u></b>
<i>Ages 0-5</i> 155	<i>Ages 0-5</i> 79
<i>School Ages 6-13</i> 33	<i>School Ages 6-13</i> 18
<b>Total</b> <u>188</u>	<b>Total</b> <u>97</u>
 <b>Acronym</b> School Readiness (SR)	

# Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot – Monroe

09/1/2021 comparison to 09/1/2022

Sept-2021	Sept-2022
<b># of Sch. Readiness Children Served (Enrolled)</b>	<b># of Sch. Readiness Children Served (Enrolled)</b>
292	292
<b><u>Ages for SR Children Enrolled</u></b>	<b><u>Ages for SR Children Enrolled</u></b>
<i>Infant</i> 37	<i>Infant</i> 35
<i>Toddler</i> 52	<i>Toddler</i> 34
<i>Three Year Old</i> 51	<i>Three Year Old</i> 61
<i>Pre-School</i> 56	<i>Pre-School</i> 44
<i>School Age</i> 96	<i>School Age</i> 118
<b>Total</b> 292	<b>Total</b> 292
<b><u>Enrollment Activity</u></b>	<b><u>Enrollment Activity</u></b>
<i>Beginning Census</i> 313	<i>Beginning Census</i> 282
<i>Net Increase/Decrease</i> (21)	<i>Net Increase/Decrease</i> (10)
<b>Total</b> 292	<b>Total</b> 272
<b><u>SR Payments</u></b>	<b><u>SR Payments</u></b>
\$120,843	\$167,031
<b><u># of SR Applications in the Queue</u></b>	<b><u># of SR Applications in the Queue</u></b>
<i>Ages 0-5</i> 0	<i>Ages 0-5</i> 0
<i>School Ages 6-13</i> 0	<i>School Ages 6-13</i> 0
<b>Total</b> 0	<b>Total</b> 0
<b>Acronym</b> School Readiness (SR)	

**Strategic Plan Priority  
Initiative:**

- Educate All
- Capacity Building
- Funding
- Providers

# Cybersecurity Update

**Dr. Frederick Hicks**, Sr. Vice President of Technology and  
Cybersecurity

[fhicks@elcmdm.org](mailto:fhicks@elcmdm.org)

## Cybersecurity Update

- ✓ **Virtual Private Network (VPN) Multi-Factor Authentication (MFA)**
- ✓ **Table Top Exercise November 2022 (Date to be Determined)**

