



## Questions and Answers

### Request for Proposal RFP# ELCMDM2020-02

#### Curriculum Materials

- 1. Can proposer submit a supplemental curriculum if said proposer does not currently have an approved “core” curriculum on the ELC Approved List, nor plans to submit a “core” curriculum?**

Yes, proposers can submit “Supplemental/Enhancement” Curricula Materials and Training for Teachers in Early Learning Programs (Center-based and Family Child Care); “Enhancement Components or Curricula Materials and Training for Parents of Children in Early Learning Programs as long as the “Supplemental/Enhancement” are approved at the State level.

- 2. Can a proposer submit a supplemental curriculum for just the preschool age group?**

Yes, the proposer can submit a Supplemental Curriculum for preschool age if this is an enhancement to a “core” curriculum already on the Early Learning Coalition Approved List.

- 3. In reference to Exhibit 3, item #4: The submission is scored on the inclusion of all areas of child development within the curriculum. Is this relevant if the proposer is just submitting a supplemental curriculum for character development?**

Yes.

- 4. Clarification on Section 3.4 Specifications of RFP ELCMDM 2020 02 Curriculum Materials. On Page 9 of the solicitation RFP language states: “If a proposer has a “core” curriculum on the Early Learning Coalition Approved List and the proposer would like to submit an additional curriculum; not on the Early Learning Coalition Approved List, the proposer may do so if the proposed curriculum is an updated edition or a comparable curriculum that will replace a current curriculum.”**

- a. In 2017, Teaching Strategies’ was awarded RFP No. ELCMDM2017-03, Curricula Materials, Trainings and Enhancements Program Services. Since our curriculum was included in the Early Coalition Approved List at that time, and no new Editions have been published since then, will it be necessary to re-submit The Creative Curriculum® for Preschool; The Creative Curriculum® for Infants, Toddlers & Twos; and/or The Creative Curriculum® for Family Child Care at this time?**

Yes, a new submission needs to be submitted for each Curriculum and/or age level.



5. **The funding is written at \$800,000.00 per year, up to three years, will the purchase(s) each year be of the same product/service or different products/services?**

Purchases will be of different products/services.

6. **If funded, would Section II and Section III qualify for custom kitting of materials, provided by a company for the RFP, if a minimum requirement for volume at each kit is required by the company?**

Possible, depending on the necessity we might need custom kits of materials.

7. **What is the process for purchase after the RFP has been awarded? Does the Coalition submit the PO or will all of the members be submitting PO's individually to the company?**

Early Learning Coalition providers will not place their own orders. Orders will be approved by the Early Learning Coalition staff; through the use of an order number.

8. **Will the parent engagement materials proposed in section III be purchased by the coalition with funding from the \$800,000.00 or will these be listed for parents to purchase?**

These will be purchased by the Coalition. Orders will be approved by the Early Learning Coalition staff; through the use of an order number.

9. **Is the \$800,000.00 a per year awarded total or divided up over three years?**

The Early Learning Coalition forecasted funding amount in this RFP is \$800,000.00 per Fiscal Year, which is subject to change contingent upon the agency's necessities. This Request for Proposal (RFP) is needed to secure one or multiple vendors to provide quality curricula materials and training from an approved list of vendors.

10. **Is this RFP a request for proposal or a request for purchase? Will the companies awarded this RFP be guaranteed that the product/pd/material will be purchased or will this be a qualification list that coalition members may choose from if interested?**

This is a Request for Proposal. This Request for Proposal (RFP) is needed to secure one or multiple vendors to provide quality curricula materials and training from an approved list of vendors.

11. **On page 2, it is stated; "In December 2014, the Early Learning Coalition was awarded the Early Head Start Child Care Partnership and Expansion grant to enhance and expand preschool programs, and improve access to high-quality infant and toddler care in high-need communities." - is this the funding source for this RFP, if not what is the funding source for this RFP?**

There are multiple funding sources for this RFP.



- 12. Page 7 lists 10 pages as the page limit, page 11 states 14-page limit. Would you be able to clarify the page limit expectations?**

The 14-page limit refers to a maximum.

- 13. Is the February 12, 2020 presentation date a fixed-date or estimate? Does the Coalition wish to have presentations in person, via webinar, or blended?**

The Proposer must present their Proposal to the Evaluation Committee on February 12, 2020 at the Early Learning Coalition's headquarters.

- 14. When would vendors be notified if they are on the shortlist of vendors?**

Vendors will not be notified if they are on the shortlist of vendors prior to the Posting of Notice of Award. Please refer to Appendix A for important dates. Currently, the Posting of Notice to Award is listed as TBD, this date will be determined once the Evaluation Committee's recommendation is approved by the Early Learning Coalition's Board.

- 15. Page 11, "The two types of supplemental curriculum included on the Early Learning Coalition Approved List are language/literacy and character development." - are these the only two categories the Coalition will accept proposals on? Would the coalition accept proposals for: math, science, STEM and literacy?**

Yes, the Coalition would accept proposals in the following areas: math, science, literacy and STEM.

- 16. In Section II or Section III, is character development a component of, or a stand-alone of a curriculum that would be submitted for the RFP. Secondly, can that component be satisfied with a product without a curriculum, such as manipulatives or other items?**

Any component related to character development curriculum must be approved at the state level.

- 17. On page 12, what is meant by "Provider must submit proof of purchase and itemized invoice and signed delivery notice to the Early Learning Coalition 90 days prior to the opening of the next program year."?**

Vendors must ensure all orders are delivered, and invoices must be submitted with supporting documentation (i.e. signed delivery notice) to the ELC 90-days prior to the closing of our fiscal year, June 2021.



**18. Page 14, section m. Curricula Fairs - When do Curricula Fairs take place? Does the coalition have estimated dates for those fairs?**

This is unknown and can only be determined on a yearly basis based on available funds.

**19. Would all vendors be required to submit in-kind donations?**

All orders using Early Head Start funding will be required to submit in-kind donation. The contractor will be notified if an order is for the Early Head Start (EHS) program through the order number that will read "EHS". If it is marked as "EHS" the in-kind contribution must be met for that order.

**20. Is the initial opening of the applications on February 10th, 2020 open to the public? Would vendors be allowed to attend?**

Yes, this is a public meeting.

**21. On page 22, what is meant by "Current Annual Agency Budget"?**

What is the annual budget of the agency that is applying for this RFP.

**22. On page 27, what would vendors use for quantities in Appendix D for cost proposals?**

Vendors should input "1" and put the total price for "1" package price. Quantities will be determined throughout the contract term depended on the need.

**23. On pages 53-62 the Sample Professional Services Agreement I, is this a sample only? Would this not be needed to be included and returned with vendor responses?**

This is merely a Sample Professional Services Agreement that does not need to be returned with vendor responses.

**24. On page 64, would a vendor need to complete the backup documentation if only shipping product?**

Page 64 is used as a sample. Required documentation for shipping of products would be proof of delivery and packing slips.

**25. On page 64, what does the Coalition mean by "General Ledger?" Can you provide an example of your requirements for the Invoices?**

Page 64 is used as a sample. Required documentation would be proof of delivery with submitted invoice.



**26. On page 87, would a vendor only have to fill out Attachment 5, Exhibit C if the amount is over five million dollars?**

All vendors are required to fill out Attachment 5.