



## Questions & Answers

### Request for Proposal RFP# ELCMDM2020-01

#### Quality Materials

- 1. Under Section 1: General Information – 1.2 Statement of Purpose. The initial term of this contract is 12 months, and may be renewed for a period not to exceed the greater of three years. If this contract is renewed will the vendor be able to adjust pricing for the extension period if necessary due to unforeseen circumstances?**

The proposer can propose price however they like; however, this will be weighed/evaluated during the procurement process.

- 2. Under Section 6: Instructions to Proposers – 6.1 Response Content. Can vendors outside the state of Florida submit a Certificate of Good Standing as a Foreign LLC?**

Yes.

- 3. Do all of the documents need to be signed by the same person?**

No; however, every person that signs must have the authority to bind the company.

- 4. Can out of state vendors who do not have any employees living in the state of Florida (only independent contractors) can the state insurance supplant the Florida Ch. 440 and 443?**

If the vendor has no employees in the state of Florida and is not otherwise obligated to comply with Ch. 440, F.S., the vendor must comply with Workers' Compensation Insurance requirements for the vendor's and employee's state.

- 5. Who can apply for current RFP's?**

Anyone can apply and their application will be reviewed for responsiveness and responsibility and in accordance with the RFP documents.

- 6. How many classrooms will this project be funding?**

This RFP is not per classroom. This RFP is for the ability to purchase items from vendors for early learning programs (centers or family childcare homes) or for potentially hosting a materials fair.

**7. Will product be replacing the existing centers or for new centers? Or will this be a mix of both?**

Products purchased throughout the year can be for both new and existing centers and family childcare homes.

**8. Do we need to provide a Certificate of Compliance (COC) for all items or can we Provide a Company Corporate Statement of product and quality commitment for items we sell?**

A Certificate of Compliance must be provided only for those items included in responses to the RFP which require a Certificate of Compliance.

**9. Which version(s) of ERS you are using: the ITERS-R or ITERS-3; the ECERS-R or ECERS-3 ; and the FCCERS-R or FCCERS-3 and should we align to both ITERS and FCCERS for infant/toddler materials; and ECERS and FCCERS for preschool materials?**

The Early Learning Coalition uses the most current versions of the infant, preschool, and family home. However, correlation to the ERS is not mandatory.

**10. Do you want all furniture assembled or can furniture come unassembled or with some assembly required?**

Furniture does not have to be assembled.

**11. What age groups will benefit from this funding?**

Age groups 0-5.

**12. Do we need to submit our original State of FL Corporate docs or is a copy of the original acceptable?**

A copy is acceptable.

**13. Within the RFP it states on Page 12 "Access to full vendor catalog is required upon request. Prices must include all shipping and handling." Are you referring to a full vendor catalog of the package items only for the RFP we are submitting or is this to include our full line of products even those not being listed on Appendix "C" in the RFP? And if the response is for "our full line of products" (some of which will be above the \$500 amount) is the minimum quantity that may be ordered the same as the RFP minimum quantity of 15?**

When we say access to full catalog, we are referring to the full list of products even those not being listed on Appendix C. This allows us to purchase other items outside of the potential packages being created. Prices for the packages and for individual items must include shipping and handling (no additional charges). No, having access to the full catalog allows us to purchase individual items as needed and may be over the RFP minimum quantity of 15.

**14. On Page 13 of the RFP it notes Material Fairs - how many fairs do you expect to hold annually that relates to this RFP?**

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

**15. Page 8. Section 3.1, paragraph 3. This section refers to the purchase of books from the contractor to distribute to children and support Coalition initiatives. Please explain the meaning of the last sentence: "In addition, the Early Learning Coalition requests to receive books at no cost on eligible orders." This appears to conflict with the purchase of books. Under what conditions are books expected to be sent at no cost?**

The Early Learning Coalition promotes early literacy for children through our Royal Readers™ initiative, which provides books to young children to add to or begin building, their own at home libraries. An important aspect of Royal Readers™ is encouraging parents to read to their young children. When bulk orders over one thousand dollars are placed, additional books are typically included at no cost to contribute to the Royal Readers™ initiative.

**16. Appendix C (and as referenced on page 11) refers to the Correlation to the ERS. Is this correlation still applicable and to be referenced with each item description?**

Correlation to the ERS is not mandatory.

**17. A current certificate of good standing issued by the Florida Department of State and Articles of Incorporation are required in the response. Are the companies responding to this RFP required to be Florida-based and incorporated in the State of Florida? Or can the certificate of good standing be provided in the state where the company is operating/incorporated?**

Companies responding to this RFP are not required to be Florida-based. The certificate of good standing can be provided in the state where the company is operating/incorporated.

**18. How will the contractor be notified if an order is for the Early Head Start program for purposes of ensuring the in-kind contribution is met?**

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.

**19. Can the ELC provide an estimate of the annual volume of orders (total purchase amount) anticipated for the Early Head Start program for estimating the in-kind contribution that will**

**be needed?**

This is unknown and would be based on available funding and program needs.

**20. Page 12 Refers to the requirement to provide a General Certificate of Conformity (GCC). Where is this obtained in Florida?**

Please consult with your advisors.

**21. In regards to the RFP on page 15 section 6.1 item (4) Can you please explain in greater detail what you mean by proposed budget and narrative?**

The proposer may structure the budget and budget narrative as they like, and that information will be evaluated by the Coalition. We will not provide a template for this information. By way of illustration, and without specific direction or confirmation of sufficiency, some examples may include proposers' expected annual budget/pricing for each contract year, additional discounts on bulk orders, additional services that would be provided at no cost, etc. It is up to the proposer to submit complete information that will best address the requirements of this solicitation.