Questions and Answers

Request for Proposal #ELCMDM2021-03
For Early Literacy Tutoring Program

Please be advised all questions are keyed as submitted.

1.   Is there currently an early literacy tutoring program in place or is this a new initiative?

Answer: The Early Learning Coalition does not have an early literacy program in place at this time.

2.   What is the governing entity of the early literacy tutoring program?

Answer: The Early Learning Coalition is the funder and will enter into an agreement with the chosen responder.

3.   Please provide clarity around the requirements and credentials for specially trained literacy tutors, including minimum education requirements and required trainings, certifications, etc.

Answer: The Early Learning Coalition expects responders to identify the profile of the tutors and describe all elements of both requirements and training.

4.   How many students are in need of tutoring?

Answer: The Early Learning Coalition expects responders to identify number of classrooms and students to be served in Miami-Dade and Monroe counties.

5.   What is the budget for the Tutoring services portion of this project?

Answer: $130,000

6.   Please provide an additional breakdown of the number of locations needing this service in Miami Dade and Monroe counties. Are there a specific number of tutors needed at each location or overall based on ratios?

Answer: The Early Learning Coalition expects the responder to identify the high poverty zip codes to be served in Miami-Dade and Monroe counties. At least one early literacy tutor should be identified for each classroom to be served.

7.   What number of students are included in a "small group" and "large group"?

Answer: A 'small group' and 'large group' are both sub sets of a pre-school classroom.

8.   To better align with the literacy standards, will the awarded tutoring program be able to leverage the pre and post-tests from your or your provider's curriculum, to use as a basis for individual tutoring needs and focus?

Answer: The Early Learning Coalition will consider this with the assumption that pre/post tests are available and complete.

9. Please provide the hours of operation on a daily basis, to better understand full-day needs.

Answer: A full day is 6-8 hours.

10. Is there a maximum number of classes that a tutor can support per day?

Answer: The tutor will be assigned to one classroom for the full day.

11. Will we be able to access the curriculum from the on-site preschool/child care administrators, to plan and provide tutoring programs, that align with the current standards and expectations?

Answer: Yes

12. Please advise on the ideal type and scope of supervision for this tutoring program.

Answer: The Early Learning Coalition does have a preference relating to the ideal type and scope of supervision.

13. Will this program be supporting and working directly with the Early Learning Coalition in a common goal and approach, or will there be an expectation of customized approaches for each preschool provider?

Answer: The Early Learning Coalition expects responders to identify the approach/approaches to collaboration and individualizion in its response.

14. Will the criteria be set by ELCMDM to qualify preschool tutoring sites?

Answer: The child care center must be located in a high-poverty zip code in Miami-Dade and Monroe counties.

15. What are the proposal selection criteria and how will each criterion be scored?

Answer: Please see the evaluation rubric in the RFP, Exhibit 3.

16. Are there any preferences for how the pricing structure is described?

Answer: No.

17. On what day and month are the tutors of the successful bidder expected to start work?

Answer: The start of the 2021/2022 school year with the exact day/month to be confirmed during contract negotiations.

18. Do any of the students have special needs?

Answer: It is possible that students may have special needs.

19. The sample agreement indicates on page 1 – Section 1. – Work. "The Contractor agrees to provide a Professional Development Institute Website " and more specifically the Contractor shall perform work for the Early Learning Coalition as described in Attachment 1." Attachment 1 is blank and we do not find mention of this requirement within the RFP's Scope of Work/Description of Services section. Can you please clarify what is required?

Answer: The official agreement will read "The Contractor agrees to provide an Early Literacy Tutoring Program." Please see the scope of work below, which is mentioned in section 3.1:

General Scope of Work/Description of Services:
- The selected vendor will provide the following:
    - Research based evidence on the success of literacy tutoring on child achievement and/or a demonstrated literacy tutoring track record in preschools to accelerate child achievement.
    - Provide an early literacy tutor profile and recruitment plan.
    - Provide a description of how child progress will be monitored.
    - Provide child pre/post assessment materials.
    - Provide a literacy focused training program for tutors prior to placement in the preschool classroom.
    - Provide trained, skilled, qualified literacy tutors.
    - Provide on-going supervision and professional development for literacy tutors.
    - Ensure that, once placed in a preschool classroom, the literacy tutor can provide individual, small group and large group support to children during the course of a full day at least four days a week.
    - Collect data and monitor progress of key literacy skills for all children in the classroom in which the literacy tutor is placed.
    - Work with the ELCMDM to identify eligible preschools to receive services in Miami-Dade and Monroe counties.
    - Engage the on-site preschool/child care administrator and classroom teacher(s) in the literacy tutoring program and set clear expectations and guidelines for their participation.

Each proposer will design a plan to meet the following:
- All services and materials described in the General Scope of Work.
- Collaborate with identified ELCMDM staff to select preschool tutoring sites in high poverty zip codes in Miami-Dade and Monroe.
- Meet with identified ELCMDM staff to provide program progress and updates during the startup and implementation phases.
- Report on progress to ELCMDM Executive Leadership, Programs Committee and Board of Directors twice yearly.
- Provide a quarterly report detailing program and child progress.