



Questions and Answers

Request for Proposal #ELCMDM2021-05 For Learning Management System

Please be advised all questions are keyed as submitted.

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: No.

2. Whether we need to come over there for meetings?

Answer: Meetings will be held virtually via Zoom.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: No.

4. Can we submit the proposals via email?

Answer: Submission by mail, email or facsimile will not be accepted. Submission will only be accepted through our Web Author System.

5. To confirm, Early Learning Coalition's definition of student accounts and children accounts, Early Learning Coalition has 1,700 students (staff) accounts and 50,000 students (children from birth to 12 years old) is this correct?

Answer: Yes, the ELC has over 1700 practitioners who are 'instructors/co-instructors, owners, and other employees' at the different childcare facilities spread throughout Miami-Dade and Monroe counties.

Not sure what your mean by 'accounts'? if you are referring to 'existing' users in the current training module, we are aligned.

We serve 50,000 children (equivalent to your term students). The children we serve 'do not receive' direct training from the ELC and should not be considered in the scope of those who may have access to the LMS at this time.

6. **2.9 Evaluation Process Responses submitted by Proposer must be concise and comply with the Learning Management System page limit requirements of 10 pages.**

Verifying that there is still a 10 Page Limit for the Proposal, which is to include responses to all 3.4 Specifications (d), as well as the additional overviews required in Response to 6.1 Response Content, (3) Proposal Responses, (a) – (c) and (e) – (f), (4) Budget Narrative?

Answer: Yes.



7. **6.2 Format** Respondent(s) shall submit to the Early Learning Coalition an original and an electronic copy of the responses through the ELC Web Author Portal, as well as a secure link to a secure shared cloud electronic copy of their response in PDF format and viewable in Adobe Acrobat Reader. The application and supporting documents should have the name of the agency, the program name, and the designation “original electronic copy” clearly designated.

To clarify the ELC Web Author Portal is: <https://elcmiami.webauthor.com/go/procurement/>?

Answer: Yes

8. **6.2 Format.** Also, only one Response document needs to be uploaded the Original Electronic copy?

Answer: Yes

9. 6.1 Response Content (6) Initial Screening of Fatal Flaws (Exhibit 2) For Coalition use only. (7) Quantitative Evaluation Criteria (Exhibit 3) For Coalition use only.

Exhibit 2 and Exhibit 3, need to be physically copied within the Vendor’s Response Document or is it okay to just have the online Acknowledgment for those Exhibits?

Answer: Exhibits 2 and 7 are for Coalition use only. You may acknowledge by reviewing the exhibits only.

10. **SECTION 4: INVOICING AND PAYMENT OF INVOICES** Invoicing & Payment of Invoices for Early Head Start program, contractor must provide in-kind services (20% of total budget against amount paid) that is not met through other federal awards.

What is the obligation of the Vendor for this clause?

Answer: For vendors servicing the Early Head Start Program they must provide 20% of in-kind services.

11. What tools will require interoperability, i.e., Zoom, Authentication, Microsoft Office, Adobe, Salesforce, content libraries, third-party vendors, etc.

Answer: Zoom and the Microsoft Office. In the near future we may ask for Google Drive to accompany these with a need for interoperability.

12. What tool / application will provide the staff’s database of record so the inventory of educators can be built?

Answer: We may provide the vendor with either a set of MS Excel files or a MS SQL database or other formatted files such as .csv.



13. Are forms Exhibit 5 and 8 required to submit a proposal for an RFP? Do they also need to be notarized?

Answer: Yes, and they have to be notarized.