



## Questions and Answers

### Request for Proposal #ELCMDM2024-02 Professional Development and Training

**Please be advised all questions are keyed as submitted.**

1. If our organization has an ELC RFQ contract already and am applying for this RFP, is our organization able to apply having potentially two grants under the same organization?

**Answer: As long as the scope of work differs, you may apply for both.**

2. If we are applying to do a series of trainings, can coaching onsite sessions peer to peer virtual session be included as a part of our proposal?

**Answer: Coaching is not included in this RFP, however vendors can provide support through techniques such as office hours.**

3. While it is clear that your ELC is an approved agency for IACET, do vendors applying also need to be approved IACET agency (or is it suffice if we follow the IAECT approved guidelines)?

**Answer: IACET approval is not required for vendors applying.**

4. "A train the trainer component can be made available for coursework so that it can be delivered by Early Learning Coalition staff." I was trying to understand if this was a requirement to be considered?

**Answer: Yes, this recommended but not required.**

5. Can we offer pre-recorded sessions with a moderator in the chat?

**Answer: Yes, the vendor can offer pre-recorded sessions with a moderator in the chat.**

6. How will the training calendar/ schedule be determined? Do we provide the schedule?

**Answer: The Early Learning Coalition of Miami-Dade/Monroe will provide the schedule.**

7. Do we provide Zoom registration links for the training?

**Answer: The Early Learning Coalition will provide the Zoom registration links.**

8. How will these sessions be advertised? Does the vendor recruit participants or will the coalition?

**Answer: The Coalition will always promote the training and recruit the participants, vendors are encouraged to do so also.**



9. Is there a minimum/ maximum number of participants for each course?

**Answer: Yes, there is a minimum and a maximum number of participants for each course, that will be agreed upon with the vendor.**

10. How many topics are you requesting from each vendor?

**Answer: As many as you can offer.**

11. Can we have multiple trainers facilitate these sessions?

**Answer: Yes.**

12. Does the budget proposal need to be broken down as a cost per professional development training or cost per participant?

**Answer: Broken down as cost per professional development training.**