



## Questions and Answers

### Request for Proposal #ELCMDM2025-01

#### EHS-Coaching

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

1. According to your scope of work, "Record the coaching plan, strategies, resources, and progress on the identified system." Is this a system you will train the organization to use or our own internal tracking system? If so, how much time will it be needed to train our organization to navigate your system?
  - Answer: We will utilize ChildPlus to document the training/coaching provided to the selected classroom/teachers. We will be training on how to use the system, but we can discuss the time needed based on the size of their team.
2. On Section 4. Invoicing and Payment of Invoices says: "For Early Head Start program, contractor must provide in-kind services (20% of of total budget against amount paid) thais not met through other federal awards." On the scope of work, it says:" Non-federal Share - Provide 25% (against the amount paid) in nonfederal donations in the form of services or goods." Can you clarify which one is the actual percentage we should follow?
  - Answer: The actual and correct percentage that are program use is 25%
3. Does this RFP allow for administrative indirect costs? If so, what is the allowable percentage?
  - Answer: The RFP is paying for the direct cost associated with the hours of coaching (services) provided.
4. In your scope of work, it says: "Classroom observations, coaching, and technical assistance training." Can you clarify what an organization is expected to do in terms of "technical assistance trainings" for the coaching program?
  - Answer: The training and technical assistance refers to the support that will be provided to the participants to ensure that the coaching and training plan addresses their specific needs to support the implementation of the items outline in the scope.



5. As per this RFP, the contract is to begin on 1/6/25 and end by 7/31/25. Will there be any flexibility for extending the time should a situation arise where teachers are out during a time they were scheduled to have a coaching visit? Specifically, we are asking about school cancellations due to absences which may delay the completion of the coaching program.

- Answer: I will confirm if this is something we can consider on an as needed basis.

6. Does this RFP requests resumes or other documentation for all contracted and /or staff under this proposal? Or just to state the overall degree and experience they bring in support of questions asked for this proposal?

- Answer: Resumes/CV's for those that will form part of the coaching team will be great to have a better understanding of their qualifications.

**7. Non-Federal Share Representation**

- a. How would you like us to represent the 25% non-federal share within the proposal? Should it be itemized specifically, or integrated as a percentage of the total service cost?
- b. For clarity, is the 25% non-federal share expected to cover additional services, and if so, could you provide any guidelines or limitations on what can be included under this cost?

- Answer: The tasks/services must list with their cost to confirm how they will provide the non-federal share.

**8. Classroom Selection**

- a. Do you have an estimated or target number of classrooms that will be selected for this project?
- b. Are there specific criteria or priority areas for classroom selection, such as geographic location, program type, or specific early childhood education needs?

- Answer: Please refer to the scope; the number of participating classrooms/teachers are outlined. The classrooms will be selected based on their coaching needs, but it will not be based on location. Please note that the participating classrooms may be in various centers throughout Miami-Dade County.



#### 9. Budget and Funding Allocation

- a. Should we account for any adjustments in the budget allocation per classroom based on varying needs or services?
- b. Are there any restrictions on the allocation of funds for professional development versus instructional resources?

- Answer: Please refer to the scope for the identified cost.

#### 10. Additional Services Clarification

- a. Regarding the additional \$12k in services, would you like this to be broken down by specific program components or initiatives within the proposal?

- Answer: Please identify how the amount would be met in proposal – refer to answer #1.

#### 11. Proposal Submission and Compliance

- a. Are there specific compliance requirements related to federal versus non-federal fund usage in the proposal?
- b. Do you have any preferred formats or templates for presenting these details in the proposal?

- Answer: Vendor would need to comply with the requirements for the project. Non-federal funds must be utilized directly to support the implementation of this project

12. In the online application, there is a section "**Please upload a copy of your References.**" Can you clarify expectations of what are acceptable references. For example, do you accept a listing with contact information for those organizations we have coached? Or do you require recommendation letters of schools our organization have served or continue to serve?

- Answer: If applicants can provide a detailed list of previously completed projects along with the organizations contact information, then that is sufficient.



13. We need some clarification of how to best answer this question: "Applicant is: either new application not previously funded by ELCMDM or an existing ELCMDM funded provider?" In the past, our organization was contracted to provide professional development workshops for the EHS program at ELC for a one day professional development day. Would we be considered existing or new applicants, since we are not currently working with ELCMDM?

- Answer: we consider them as an existing provider given that we have worked with them before.