



## Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe

### Questions and Answers

Q: Which regulations guide these policies and procedures? Does ELC have a list of policies and procedures they believe are currently absent?

**A: ELC policies and procedures are required to meet state and federal statutes, laws, rules and regulations. Part of the review of policies and procedures is to determine those that may be absent.**

Q: Proposal of required changes to existing eligibility policies and procedures that meet regulatory requirements regarding eligibility. What is meant by proposal of required changes?

**A: "Proposed" refers to any required modifications due to recent changes in federal and state requirements.**

Q: Review of existing written eligibility and IT security policies and procedures for School Readiness, VPK, TAPP and Refugee programs. Can ELC provide, or make available, the current policies and procedures?

**A: Yes**

Q: Review current proposed legislation and regulatory documents that affect eligibility and management including ELCMDM plan. Can ELC provide, or make available, proposed legislation and regulatory documents?

**A: Yes**

Q: Is there a timeframe, or date certain in which this scope is to be accomplished?

**A: Within the fiscal year in which the contract for services is executed.**

Q: In absence of definitive responses to the above questions, will ELC accept a proposal just including an hourly rate.

**A: No**

Q: Will ELC consider hiring more than one firm to work together to perform this task?

**A: The ELC would consider more than one firm, but the preference is to work with one entity.**

Q: What will be the internal ELC approval process for finalizing the policies and procedures?

**A: Members of our Policies and Procedures Committee consists of Angelo Parrino, Senior Vice President & Chief Administrative Officer; Sandra Gonzalez, Senior VP of School Readiness and VPK; Jackye Russell, Chief of Program Policy and Community Relations; and Mercy Castiglione, Controller, who will be directly involved in the final approval process. Should further approval be required the ELC has a committee of Board Members who may be solicited.**

Q: The RFQ specifies guaranteeing specifications listed and ensuring adherence to all applicable state and or federal laws- What exactly is being guaranteed and in terms of adherence, whose adherence, the vendor in their scope, the ELC in approving the final version, and or the ELC in carrying these out?

**A: The guarantee refers to assurances that any policies/procedures that are created meet and adhere to all applicable state and/or federal laws.**

Q: How many employees does your organization have, and how many locations? Where is it headquartered?

**A: The ELC has 14 locations throughout Miami Dade and Monroe County. Our headquarters location is at 2555 Ponce De Leon Blvd., Coral Gables, FL. 33134 Suite 500. The ELC currently has 333 employees.**

Q: What prompted your organization to search for assistance in writing these eligibility policies?

**A: Proposed changes in current laws and regulations.**

Q: If your organization decides to go forward with our company, what does the decision-making process look like?

**A: Decisions are made by the department head, with input from the executive leadership team.**

Q: Are there any strict deadlines that this service has to meet? Is there any budget, currently, for this service?

**A: No**