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**NOTICE OF INTENT TO AWARD**

**REQUEST FOR PROPOSAL #ELCMDM2016-08  
ENVIRONMENTAL ASSESSMENT SERVICES  
FOR MIAMI-DADE AND MONROE COUNTIES**

Early Learning Coalition of Miami-Dade/Monroe, Inc. hereby announces its decision to award the contract for Environmental Assessment Services for Miami-Dade and Monroe Counties to **Devereux Advanced Behavioral Health**.

**Protests and Disputes**

Any person who is adversely affected by the Coalition's decision concerning a procurement solicitation or contract award and who wants to protest such decision shall file a protest in compliance with Section 120.57(3), FS. Failure to file a notice of protest within 72 hours after the posting of the notice of the decision and a formal written protest within 10 days after the date of the notice of protest, as required by Florida Statutes Section 120.57(3), shall constitute a waiver of proceedings under Chapter 120, FS.

Any proposer who desires to file a formal written protest to this RFP, must accompany that protest with a bond payable to the Coalition in an amount of Five Thousand Dollars (\$5,000). Bond shall be conditioned upon the payments of all costs which may be adjusted against the proposer in the administrative hearing in which the action is brought and in any subsequent appellate court proceedings. In lieu of a bond, the Coalition may accept a cashier's check or a money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal written protest will result in a denial of the protest.

A notice of protest must be submitted to the President/CEO at 2555 Ponce de Leon Blvd., 5<sup>th</sup> Floor, Coral Gables, FL 33134 in writing within 72 hours of the Notification of Intent to Award. A formal written protest must be submitted within ten (10) days after the date the notice of protest is filed. The formal written protest must fully identify facts resulting in the contested issues. The protest procedure shall be governed by Florida Statutes Section 120.57(3) (2015).

Please direct all inquiries to:

Lisney Badillo  
Director of Contracts and Procurement  
Early Learning Coalition of Miami-Dade/Monroe  
2555 Ponce de Leon Blvd., Suite 500  
Coral Gables, FL 33134  
Phone: (305) 646-7220  
E-mail: [LBadillo@elcmdm.org](mailto:LBadillo@elcmdm.org)



**Early Learning Coalition Board of Directors Meeting**

**November 7, 2016**

**Resolution: 11072016-03**

**Action Requested:** Present RFP#ELCMDM2016-08 (Environmental Assessment Services) Evaluation Committee's scoring results for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to award, negotiate, and execute contract(s) with the selected vendor.

**Fiscal Impact:** A total amount not to exceed \$772,358.00 for the fiscal year 2016-2017, which is subject to the availability of funding. The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 in the amount of \$386,179.00 to reflect the term of the contract from January 1, 2017- June 30, 2017.

**Funding Source:** Office of Early Learning/ Administration for Children and Families U.S. Department of Health and Human Services

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

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**Resolution: 11072016-03**

**PRESENT RFP#ELCMDM2016-08 (ENVIRONMENTAL ASSESSMENT SERVICES) EVALUATION COMMITTEE'S SCORING RESULTS FOR REVIEW AND RECOMMENDATION OF VENDOR SELECTION TO THE BOARD OF DIRECTORS. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO AWARD, NEGOTIATE, AND EXECUTE CONTRACT(S) WITH THE SELECTED VENDOR.**

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board") has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board that the President and CEO are authorized to negotiate and execute the contracts listed in the background of this resolution.

The contract amount is a total amount not to exceed \$772,358.00 for the fiscal year 2016-2017, which is subject to the availability of funding. The cost amount is for a twelve month period and

will be prorated for fiscal year 2016-2017 in the amount of \$386,179.00 to reflect the term of the contract from January 1, 2017- June 30, 2017 and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 7<sup>th</sup> day of November, 2016.

EARLY LEARNING COALITION  
OF MIAMI-DADE/MONROE, INC,

By: \_\_\_\_\_  
Board Secretary

**Background:**

Resolution #06062016-01 authorized the President and CEO to release a request for proposals (RFP) for Environmental Assessment Services on June 6, 2016. On August 26, 2016, the Early Learning Coalition released RFP#ELCMDM2016-08 for Environmental Assessment Services for

Miami-Dade and Monroe Counties. On September 26, 2016, the Early Learning Coalition received proposals from the following: Devereux Advanced Behavioral Health and Nova Southeastern University. On October 5, 2016 the two proposers presented to the Evaluation Committee. Each proposal was reviewed and rated by four (4) evaluators who made up the Evaluation Committee.

The following table illustrates the final ratings for each proposal:

<b>Proposer's Name</b>	<b>Final Rating (Max of)</b>
Devereux Advanced Behavioral Health	375
Nova Southeastern University	350.5

On October 20, 2016, at the second RFP Evaluation Committee Meeting, the Evaluation Committee moved and passed a motion to recommend that the Board award the contract to Devereux Advanced Behavioral Health, subject to successful negotiation.

**Evaluation Committee Members:**

<p><b>#1 Rachel Spector</b> Senior Program Manager The Children's Trust 3150 SW 3<sup>rd</sup> Ave Coral Gables, FL 33136</p>	<p><b>#3 Paloma Lopez-Barcena</b> Quality Counts Project Manager Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, Florida 33134</p>
<p><b>#2 Alison Gonzalez</b> Quality Improvement Manager Florida International University 11200 SW 8<sup>th</sup> ST Miami, FL 33199</p>	<p><b>#4 Frances Wilkinson</b> Technical Assistance Specialist Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, Florida 33134</p>

	RFP # ELCMDM2016-08 Environmental Assessment Services	Max. Score	Devereux Advance Behavioral Health				Nova Southeastern University			
			#1	#2	#3	#4	#1	#2	#3	#4
<b>Organizational Capacity (Maximum Score 10)</b>										
1	The organization demonstrates at least 3 years of experience in the management and execution of observational assessment services.	5	5	5	5	5	5	5	5	5
2	The organization has prior experience conducting and managing observational assessments in an early care or educational setting.	5	5	5	5	5	5	5	5	5
<b>Program Management (Maximum Score 55)</b>										
1	The implementation plan demonstrates the capacity to conduct reliable assessments using the Classroom Assessment Scoring System (CLASS) and the Environment Rating Scales (ERS).	10	10	8	10	10	8	6	9	9
2	A plan for achievement and maintenance of interrater reliability on each assessment with the authors/developing organization is clearly outlined.	10	10	9	10	10	9	6	10	9
3	A plan for continuous maintenance of high interrater reliability within the assessment team for each assessment is clearly outlined.	10	10	9	10	10	9	8	10	10
4	The plan clearly addresses the ability to develop reports summarizing the scores and detail of each assessment, at a minimum in English and Spanish.	5	4	5	5	5	4	5	5	5
5	The plan clearly addresses the ability to work with the existing data system (e.g. Web-based Early Learning System - WELS).	10	8	7	10	10	7	7	10	10
6	A plan for assessor evaluation and provider satisfaction with services is outlined.	5	3	4	5	5	3	4	5	5
7	The plan clearly addresses the building of collaborative relationships and community partnerships.	5	3	5	5	5	4	4	4.5	4
<b>Staffing (Maximum Score 10)</b>										
1	Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	5	4	4	5	5	4	4	5	5
2	Staffing plan indicates appropriate qualifications of identified staff as needed and identified by job responsibilities.	5	4	3	4	5	4	4	5	3
<b>Work Plan (Maximum Score 10)</b>										
1	The work plan demonstrates an organizational understanding of the assessment and reporting process and details a clear implementation plan.	5	5	4	5	5	4	4	5	5
2	The work plan includes a reasonable transition plan and sets attainable goals for service delivery.	5	5	4	5	5	4	3	4	4
<b>Budget (Maximum Score 15)</b>										
1	The budget clearly reflects staffing requirements for management, support and assessment staff.	5	5	4	5	5	5	3	5	4
2	Budget and narrative shows calculations of non-personnel programmatic costs.	5	5	4	5	5	5	3	4	5
3	Budget is reflective of limitations of indirect allocations.	5	5	5	5	5	5	5	5	5
<b>TOTAL</b>		100	91	85	99	100	85	76	96.5	93
<b>TOTAL SUM</b>			375				350.5			