



Questions and Answers

Request for Proposal RFP# ELCMDM2017-02 for Quality Materials for Miami-Dade and Monroe Counties

Please be advised all questions are keyed as submitted

1. Exhibit 13 - Page 41 - Professional Services Agreement
This looks not to be applicable to the quality materials packages since there are no professional services provided.

Answer: The Professional Services Agreement is a mandated State boilerplate.

2. Appendix B - Application - Page 17
This looks like a request for providers to use not a quality materials vendor.

Answer: Application must be submitted as part of the proposal.

3. Attachment 3 - Page 53 - Invoices
This looks to be only relevant to a contractor doing hourly work and not applicable to a quality materials vendor shipping to the providers.

Answer: This is a sample invoice. Invoice can be customized in accordance with products or services offered.

4. Page 8, section 3.4 Quality materials Packages

Where it has:

C. Infant/Toddler Furniture
Changing Table with 1" mat & 7" H requirement

D. Toddler Furniture
Table and chairs

E. Preschool Furniture
Table & Chairs

K. Blocks
Unit Blocks

O. Dramatic Play
Kitchen Units

S. Health & Safety
Round observation mirror
Hands free soap dispenser
Hands free faucet

Are these items all that is required for that package or are these items to be included in the package not to exceed the \$500?

Answer: These are just a few recommendations under each category. You could add more recommendations for consideration as long as each package does not exceed \$500.00.

5. Page 10 - B. Warehouse specifications and capacity.

Question: Would you please clarify what warehouse specifications are needed?

Answer: Including but not limited to, improvements, strategies to meet timelines, distribution practices, fulfillment operations, percentage of backordered orders, a general description of the process (from the time an order is received to the time it is delivered), shipment carrier, and/or any other process or procedure to be considered that shows vendor capacity to comply to our requests.

6. Page 10 - Shipping Charges: NO Shipping charges. Prices should reflect delivery fee, if any. If shipping charge are to be included, can those charge be included on a separate line item?

Answer: No

7. Page 12 In-Kind Contribution

If ELC places orders for “head start “will those orders be noted as such to ensure In-Kind dollars documents are reported?

Answer: Yes, the “Early Head Start” Program will be identified.

8. In section 3.1, 2nd paragraph, there is reference made to important initiatives for the coalition including QRIS and Accreditation. Is this reference to NAEYC Accreditation?

Answer: No, any accreditation approved by Gold Seal.

9. In section 3.4 under *Packages should meet the following requirements*, one of the bullet points asks for product alignments with the Environment Rating Scales. Do you want a specific reference for the item and indicator for each product? For example, ECERS-R Dramatic Play 3.1?

Answer: Yes

10. Is the Early Learning Coalition currently using ECERS-R or ECERS-3?

Answer: Most of our programs use the ECERS-R.

11. In regard to 6.4 Presentation: What information do you want included in the proposer’s presentation? Is it intended to be an oral summary of what is within the proposal that will be submitted on February 7?

Answer: Yes, it is intended to be an oral summary of what is within the proposal.

12. Can the proposer do a PowerPoint presentation that would be contained on the USB storage device?

Answer: Yes, if invited to present, proposer must bring a single USB storage device containing an electronic copy of the presentation. All materials, including USB storage device, must be returned at the end of the presentation.

13. Is it an option for a sales representative along with our educational specialist to present the proposal?

Answer: Due to limited space, only one speaker will be allowed to present per proposal.

14. Provide Early Learning Coalition with General Certificate of Conformity (GCC) for their products on the proposal.

Page 10 - d - Will a (one) general certificate of Conformity be acceptable for all items or is one for each item needed?

Answer: One for each item/product

15. Page 19 - Appendix B - What do you consider an existing fund provider and a New Provider previously funded by ELCMDM?

Answer: If proposer currently have a contract with the Early Learning Coalition of Miami-Dade and Monroe, "An existing ELCMDM funded provider" should be checked. If proposer currently does not have a contract with the Early Learning Coalition of Miami-Dade and Monroe, "A new Provider (not previously funded by ELCMDM)" should be checked.