



Answers to Inquiries
RFP #2326-02 | School Readiness and VPK Curriculum Services

Inquiries	
Question	Our team is reviewing the details of the recent RFP and have a few questions. If we are not able to answer 'yes' to all of the scoring factors, should we not submit our response? For example, we are only Reading/Literacy, not Math. Then, we can prepare alignments, but we don't have one currently for CLASS and Teaching Strategies GOLD. We have many on CAPIT who assess using STAR but having a formal alignment document, we don't have those. If those are required, please let me know so that we can discuss if it's feasible for us to have these completed by the due date of the RFP.
Response	We are currently looking for a curriculum that not only focuses on reading, but Math components as well. This is in alignment with future ELC of Orange County initiatives.
Question	Will the Coalition accept electronic signatures?
Response	Not at this time
Question	Will the Coalition accept online remote notarizations?
Response	Not at this time
Question	Pages 60 and 61 of the RFP refer to separate Excel documents for Appendix E, "Form A Budget Worksheets" and "Form B Staffing Detail" . The Excel sheets are not included in the RFP packet. Could you please post those documents?
Response	We are asking you to submit them. There are no templates.
Question	Section 3.3 Proof of Past Performance on page 16 of the RFP states the following language: "In addition to the list of references , the Contractor shall provide a minimum of three (3) past performance citations to show that the proposer has successfully completed work that is similar to or directly related to the tasks and deliverables described in this Statement of Work (SOW)." There isn't mention of references prior to this section. Does the Coalition have a minimum/maximum number of references to be provided in addition to the past performance citations? What information should be provided for each reference?



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Response	3 performance citations with contact information: Name, address, telephone and email.
Question	Section 1.3 Renewals states, "The initial contract shall be effective May 30, 2023, or upon execution, whichever is the earlier, through completion, and may be renewed for a period not to exceed the greater of two years or the term of the original contract." How long is the term of the original contract?
Response	The contract is for 1 year
Question	Section 3.2, Scope of services, the footnote refers to voluntary participation; how will SR and VPK providers be notified to opt-in? And how will you be able to tell the vendor about the participants?
Response	Providers will be notified through emails and meetings specifically related to the curriculum initiative. The vendor will be notified of all participants via emailed documentation which will include the participant's contact info. Further discussions will be had regarding communication processes once the vendor is chosen.
Question	Section 3.2, Scope of Services, states up to 200 SR and VPK teachers (approximately 100 classrooms), including lead teachers, assistant teachers, and/or directors. How many schools/locations does this include?
Response	Anywhere from 150 to 200 sites, depending on the needs of the center. The overall goal would be to have the director of 200 sites participate
Question	Section 3.2 Scope of Services states that for additional consideration, the Coalition will accept a sample of the curriculum listed in the proposal to ensure the quality of the materials. The vendor's curriculum content is on a digital learning management system. Will the Coalition accept a login to review a sampling of the curriculum?
Response	Yes the coalition will accept a digital login to view the curriculum sample
Question	Section 3.3, Proof of Past Performance, the term citation is stated; please define what citation means in this context ? (e.g., references, customers, etc.)



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Response	3 performance citations to include information from the bulleted list in section 3.3 with contact information: Name, address, telephone and email.
Question	Section 1.2 Format states all responses must be in electronic and hard copy format. It says compact disk; can a flash drive be used instead?
Response	Yes, please.
Question	Section 1.2 states the budget proposal must be presented in the format prescribed in Appendix “E.” Appendix E states, see separate RFP Excel document. Where can this budget worksheet be found, or is the vendor creating it?
Response	We are asking you to submit them. There is no template.
Question	Section 4.1 Funding Source states that proposers are advised to review the Sample Core Contract in Appendix A. Appendix A states to go to https://elcoforangecounty.org/about/procurement/ website, but there is no Sample Core Contract available. Where does the vendor locate the sample contract?
Response	elcoforangecounty.org/about/procurement. Please see Vendor Registration Information. It is the last form labeled Vendor Contract Draft.
Question	Section 5.1 Standard Contact states a sample of the Early Learning Coalition’s Core Contract can be found at https://elcoforangecounty.org/about/procurement/ website, but no Sample Core Contract is available. Where does the vendor locate the sample contract?
Response	elcoforangecounty.org/about/procurement. Please see Vendor Registration Information. It is the last form labeled Vendor Contract Draft.
Question	Section 2.18 Evaluation Criteria and RFP Scoring Methodology, page 13 includes the following language: “Responses submitted by Proposer must be concise and comply with the RFP page limit requirements of 20 pages. The response page limit excludes the required exhibits and the budget proposal. Submitted pages may be double-sided.” Will the Coalition consider a proposal responsive if the digital copy of said proposal is 40 pages long?



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Response	Yes, digital.
Question	Section 6. Instructions to Vendors, 1.1 Proposal Content on page 20 indicates RFP #2326-01 while all other references in the solicitation are for 2326-02. Which RFP number should be listed on the title page?
Response	2326-02
Question	<p>Section 3.2 Scope of Services, the note on page 16 includes the following language: "...For additional consideration, the Coalition will accept a sample of the curriculum listed in a proposal in order to ensure the quality of the materials."</p> <p>How many curriculum samples should vendors submit?</p> <p>Should the requested sample materials be sent to the same address as the vendor's response, or should samples be mailed to a different location?</p>
Response	Only one sample is needed. Electronic copies to arichter@elcoc.org . Paper copies to 7700 Southland Blvd., Suite #100, Orlando, FL 32809 Attn: Amy Richter
Question	To what address do we send samples of curriculum?
Response	Electronic copies to arichter@elcoc.org . Paper copies to 7700 Southland Blvd., Suite #100, Orlando, FL 32809 Attn: Amy Richter
Question	Where is Appendix E, Form A and Form B located?
Response	We are asking you to submit them. There is no template.