

RFP# 23-200 Early Care and Education Classroom Resource Materials and Supplies

This addendum shall modify, clarify, change, or add information and clarification and become part of the above referenced RFP.

Questions & Answers:

Question 1: We would only be bidding on the forehead thermometers. Would this be a waste of time since some company would be able to provide the full list?

If we should bid on the forehead thermometers, I would need to have an estimate on the projected number needed and if this is a one-time delivery or broken up throughout the year.

Answer 1: Please refer to SECTION 5: SCOPE OF SERVICES, 5.1 STATEMENT OF WORK, Products/Services: Please submit a comprehensive price list of products and/or services that will address the specific goals of each of the categories listed in Attachment A. Responders may submit quotes for all the categories or a portion of the categories. All proposals must clearly designate the category(ies) for which the products and/or trainings applies. Each list must be itemized and include, but not be limited to, a product name, product/item number, retail price, percentage discount and discounted price, and if applicable.

Question 2: I would love to be able to participate on these bids.

How can I register my company?

Answer 2: Please refer to SECTION 4 - INSTRUCTIONS FOR PREPARING AND SUBMITTING A PROPOSAL.

Question 3: Our company does big business in the school material category but not sure what exactly they are looking for?

Answer 3: Please refer to SECTION 1: PURPOSE OF REQUEST FOR RFP, 1.1 Statement of Purpose, and Section 5: Scope of Work.

Question 4: Will you be providing the quantity and timeframe on each category?

Answer 4: Quantities of items will vary based on the Coalition's needs. The Coalition will provide the specific quantity of items needed when submitting an executed purchase order. The Coalition will provide a timeframe for delivery at the time of the purchase order.

Question 5: I would like to submit a proposal but want to make sure what specific products I should offer in the proposal.

Answer 5: Please refer to Attachment and SECTION 5: SCOPE OF SERVICES.

Question 6: Are manufacturers permitted to have dealers? If so are they to be submitted with the bid and can be added throughout the life of the contract?

Answer 6: Please refer to SECTION 5: SCOPE OF SERVICES, 5.1 STATEMENT OF WORK, Vendor Experience and References:

- Description for previous experience providing quality resources, materials and/or services to Early Learning Coalitions as well as Head Start and/or Early Head Start programs or early learning educational programs.
- Provide three customer references that compare with the size and cost of this proposal.

Question 7: Are the freight terms for the bid FOB Destination? Are we permitted to charge for shipping and handling, fuel surcharges etc.?

Answer 7: Please refer to SECTION 5: SCOPE OF SERVICES, 5.1 STATEMENT OF WORK, Add-On Services:

Add-On Services

- A detailed summary of value added products and/or services including but not limited to, customer service, shipping costs/discounts, ability to drop ship materials, in-side delivery, rush order delivery discounts, provider conference and training support, special events support (such as community events, provider appreciation events, etc.), assembly and installation and removal of packaging and any other value added enhancements available.

Question 8: Does installation fees fall under scope of normal services?

Answer 8: Please see Answer to Question 7.

Question 9: Are we eligible to respond to this and future RFP's that match our Commodity codes even though we are not on the Florida State Furniture Contract?

Answer 9: Please see Answer to Question 6.

Question 10: Are you going to choose 1 vendor, or will you approve several vendors?

Answer 10: Please refer to 1.2 Term of Contract Resulting from this RFP and 2.13 NOTICE OF CONTRACT AWARD

1.2 Term of Contract Resulting from this RFP

This 'Request for Proposals' Solicitation Number: ELCPBC 23-200 (referred hereinafter as the "RFP") is designed to secure contracts (s) from qualified vendors that will provide the commodities and services as described in this RFP. The Coalition will award contracts (s), subject to the Coalition's Core Contract Terms and Conditions. A copy of the Coalition's Terms and Conditions is attached Exhibit 4, which may be subject to change at the Coalition's sole discretion. Once awards have been determined, the Coalition anticipates entering into 5-year agreements, with the period of three (3) consecutive years with the possibility of extension for additional two (2) one (1) years periods. Each contract, including term, will be negotiated separately. Any renewals will be subject to the vendors successful performance under the contract.

2.13 NOTICE OF CONTRACT AWARD. The Coalition anticipates awarding the order to a vendor or vendors that are a responsible and responsive Proposer whose Proposal is determined, in writing, to be the most advantageous to the Coalition, taking into consideration the price and the other criteria set forth in this RFP. The Coalition will electronically post a Notice of its Intended Award at the Coalition's website, following the Coalition's selection of the Successful Proposer(s). If the notice of award is delayed, in lieu of posting the notice of intended award, the Coalition will post a notice of the delay and a revised date for posting the notice of intended award.

Question 11: Our materials are not listed on your Attachment A

Please submit a comprehensive price list of products and/or services that will address the specific needs of each of the categories listed below. Responders may submit quotes for all the categories or a portion of the categories. All proposals must clearly designate the category(ies) for which the products and/or trainings apply. Each list must be itemized and include, but not be limited to, a product name, product/item number, retail price, discounted price or percentage discount. The list provided at a minimum should include the items below: list but we provide classroom teacher tools and resources for families.

Our materials are Classroom support materials for helping teachers and families with supporting challenging behavior and we are a sole source vendor for these materials. If we submitted for this RFP, would we submit in the other cataloger?

Answer 11: Please refer to SECTION 3: EVALUTION CRITERIA AND RATING, SECTION 4 – INSTRUCTION FOR PREPARING AND SUBMITTING A PROPOSAL, and SECTION 5: SCOPE OF SERVICES.

Question 12: Your ELC has purchased fairly large amounts of materials with training from us in 2022 - do we need to participate in this RFP to be able to do business with you again?

Answer 12: There's no obligation to participate in this RPF to continue doing business with the Early Learning Coalition of Palm Beach County, Inc.

Question 13: Would you clarify if the items will be considered Kits Or how will the items on the proposal be ordered and used?

Answer 13: Items ordered could be kits and/ or individual materials that support developmental domains within an early learning environment for indoor and/or outdoor use.

Question 14: In 7.15 Compliance with Laws the RFP refers to attachment 4 however I cannot find that attachment in the bid documents.

Answer 14: Below is the amended 7.15 Compliance with Laws:

7.15 Compliance with Laws

CONTRACTOR shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations as per Attachment 2 in performing its duties, responsibilities, and obligations pursuant to this Agreement, to include but not be limited to those applicable to conflict of interest, nepotism, and criminal/and/or fraudulent activities.

Question 15: Section 5.1 Vendor Experience and References:

Do the resources provided to Head Start and/or Early Head Start programs or early learning educational programs need to be in the State of Florida or can the be from any state? If our company has not provided services to the Early Learning Coalitions will our response be considered nonresponsive?

Answer 15: Please see Answer to Question 6.

Question 16: Should Attachment 2 be included with the bid documents?

Answer 16: Please refer to SECTION 4 – INSTRUCTIONS FOR PREPARING AND SUBMITTING A PROPOSAL.

Question 17: How many delivery locations? What is the order frequency?

Answer 17: The Coalition serves over 600 childcare providers in Palm Beach County. Depending on the project specifications, the Coalition may request orders to be delivered directly to each individual childcare provider. Some projects may require delivery to the Coalition's three different offices located in Palm Beach County. The order frequency would vary depending on the project specifications.

Question 18: Will this bid be awarded to one vendor or multiple?

Answer 18: Please see Answer to Question 10.

Question 19: Does this bid include PPE, Gloves, and safety Supplies?

Answer 19: This bid is not specific to PPE items but can be included in your proposal as additional items available through your agency.

Question 20: Are you looking for a medication lock box, or a daily medication organizer? Any specification is greatly appreciated! –

Answer 20: The Coalition is not looking for a specific type of medication lock box and/or organizer. A variety of options can be included in the proposals.

Question 21: Section 4.2 Format

In this section the bid states "Responses shall be on 8.5"x11" white paper, in (12) point type, in a bound document and sealed in an envelope."

Do bidders need to bind both the original hard-copy and the four (4) copies or does this apply only to the original hard-copy?

Answer 21: It only applies to the hard copy.

Question 22: 4.3 Submission

The submission calls for all signatures to be in blue ink.

Do the copies being submitted with the bid need to be in color or will black and white copies be accepted?

Answer 22: Please refer to 4.3 SUBMISSION. The Proposal submission shall contain one hard-copy (1) original, (4) copies and (1) electronic copy of the Proposal in PDF format on a single USB storage device. The original and copies must be clearly marked as "original" or "copy". All signatures, on the original, must be in blue ink. The signature must be of the designated agent officially authorized to act as the contractual agent for the organization.

Question 23: Section 4.1 Proposal Content page 7

In this are there are two (2) Section 3s. Is the bid indicating that the Certification Affidavit (Exhibit 3) should be part of Section 3 or should there be a Section 4 for the Certification Affidavit (Exhibit 3)

Answer 23: Below is the amended Section 3 – Certification Affidavit (Exhibit 3)

Section 4 – Certification Affidavit (Exhibit 3)

The respondent must provide certain certifications that attest that the organization has made all necessary disclosures. Those forms can be found as exhibits to this document and shall be signed and notarized and returned with the proposal.

Question 24: Could you give us a range for the number of titles you would like in each set and if you have a binding preference (paperback, hard cover)? Also, if awarded, how many sites would potentially order the book sets?

Answer 24: Books ordered could be kits and/or individual materials that support developmental domains. Book variety is beneficial including paper back, hard back, board books and large books. The Coalition serves over 600 childcare providers in Palm Beach County. Depending on the project specifications, the Coalition may request orders to be delivered directly to each individual child care provider. Some projects may require delivery to the Coalition's three different offices located in Palm Beach County. The order frequency would vary depending on the project specifications.

Question 25: I am working on a response to RFP No. 23-200 and see that it states to submit a 'bound' document in 12-point type:

1. Is stapling the documents sufficient for the requirement of 'bound'?
2. Can we use a pen to complete forms such as the vendor application, or do we have to type everything other than signatures?

Answer 25: 1. No, stapling is not sufficient for the requirement of 'bound'. Below are examples of 'bound' documents:

- a. Coil Binding
- b. Spiral Binding
- c. Tape Binding
- d. Wire Binding
- e. Comb Binding
- f. 3-Ring Binder

2. Use 12-point type, and blue ink pen for signatures on the original. Refer to SECTION 4 – INSTRUCTIONS FOR PREPARING AND SUBMITTING A PROPOSAL, 4.2 FORMAT.

Question 26: Will the Coalition accept math and literacy manipulatives designed for the PreK space?

Answer 26: Yes, the Coalition would accept math and literacy manipulatives for the preschool space.

Question 27: Will the Coalition accept PreK manipulatives designed for coding?

Answer 27: Yes, the Coalition would accept manipulatives designed for coding as long as it aligns with legislation guidelines regarding the use of technology in the classroom.

Question 28: Can vendors submit their catalog of PreK options that are hands-on learning in the manipulative section?

Answer 28: Yes, providing the catalog will be acceptable to showcase the variety of materials your agency offers.

Question 29: What quantities of each item on Attachment A are being requested?

Answer 29: Please see Answer to Question 4.

Question 30: We are new to these products, however are not new to sourcing - we've been importing items for nearly 30 years to Fortune 500-1,000 companies - would we be a good fit for this project?

Answer 30: Please see Answer to Question 6.

Question 31: Payment - I see that no advance payments are accepted, what are the requested payment terms?

Answer 31: Please refer to Exhibit 4

3.2 Method of Billing and Payment

CONTRACTOR shall submit invoices for payment of goods after delivery and invoices for services shall be submitted within 30 days after the services are performed.

3.2.1 The CONTRACTOR agrees to submit invoices, for work completed in accordance with Attachment 1, but only after services for which the invoice is submitted have been completed. The invoice shall contain a line item detail of goods delivered and unit detail and dates of the services performed by the CONTRACTOR. Invoices shall be submitted within 30 days following the delivery of goods or performance of services. Invoices shall be submitted electronically at accounts payable@elcpalmbeach.org.

3.2.2 Service invoices shall contain sufficient details of the services, including the dates, times, location, and description of the services.

3.2.3 ELC shall pay CONTRACTOR within thirty (30) calendar days of receipt of CONTRACTOR's proper invoice. To be deemed proper, all invoices must comply with the requirements set forth in this Agreement. Payment may be withheld for failure of CONTRACTOR to comply with a term, condition, or requirement of this Agreement.

Question 32: 5.1 How expansive should the comprehensive list be? We offer multiple versions of many products and furnishings; would you prefer to see all the options for each category in a submitted proposal (e.g. 4 different crib options, and 100's of rug options)?

Answer 32: Please see Answer to Question 1.

Question 33: Attachment A states that responders can submit for all the categories or a portion of categories but also states that a submission should include at a minimum all of the items listed. Can you provide clarification on meeting the minimum of what's listed in Attachment A if only submitting for some categories or a portion of those categories?

Answer 33: Please see Answer to Question 1.

Question 34: 5.1 If a responder would like to include training packages within a category, would it be listed the same way as products and include a retail price (including materials and training fees)?

Answer 34: Please see Answer to Question 7.

Question 35: Are vendors required to bid on all categories, or will the Coalition accept proposals for only one or 2 of the categories included in Appendix A?

Answer 35: Please see Answer to Question 1.

Question 36: Will the Coalition accept bids for some of the items within a category, or must vendors submit a proposal that includes all items within a category?

Answer 36: Please see Answer to Question 1.

Question 37: Are the book sets listed in the “Books” category titles from a particular publisher (i.e., Lakeshore) or just themes (i.e., transportation, healthy habits, etc.)?

Answer 37: The books listed are not specific to a vendor but focused on different themes aligned to the developmental domains.