



EARLY LEARNING COALITION OF NORTH FLORIDA, INC.

SCHOOL READINESS AND VOLUNTARY PREKINDERGARTEN SERVICES

REQUEST FOR PROPOSAL #ELCNF – 19/20 – 001

**For the Delivery of
School Readiness and Voluntary Prekindergarten Services:**

**Child Care Resource and Referral, Inclusion, Quality Support Services,
Eligibility and Enrollment, and
Fiscal Administration**

**As Established by Florida's School Readiness
and
Voluntary Prekindergarten Acts**

For Fiscal Year 2019-2020

Sponsorship by the Early Learning Coalition of North Florida, Inc. and the State of Florida, Office of Early Learning

(Final Version 09/18/18)

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INTRODUCTION

The Florida Legislature enacted the School Readiness Act, Section 411.01 Florida Statute in an effort to consolidate early learning education programs and to create a more cohesive and efficient program of early education. July 1, 2013 Florida Statute 411.01 was updated and moved to Sections 1002.81-97, Florida Statutes. These statutes authorize the formation of early learning coalitions throughout the state's counties. The Early Learning Coalition of North Florida, Inc. (the "Coalition") was created in accordance with these statutes and it is a non-profit Florida corporation that has an Internal Revenue Service 501(c)(3) charitable organization designation. The primary purpose of the Coalition is to fulfill the intent of Sections 1002.81-97, Florida Statutes regarding the establishment of local early learning coalitions and the legislative mandate regarding voluntary prekindergarten. The Coalition recognizes the primacy of parents as their children's first teachers and the importance of children entering the education system ready to learn. The Coalition seeks to assist parents by providing opportunities for the birth-to-kindergarten population to enhance their chances for educational success by participating in quality School Readiness programs that can better prepare them for school. As permitted by state and federal regulations, the Coalition supports after school programs in support of a family's employment.

Pursuant to these statutes, the State of Florida Office of Early Learning ("OEL") is charged with the responsibility for administering the School Readiness programs at the state level and it is required to have a budget for the School Readiness system to be financed through an annual appropriation. Each early learning coalition is responsible for administering the School Readiness program at the local level and the Coalition is responsible for developing a School Readiness plan for **Baker, Bradford, Clay, Nassau, Putnam, and St. John's Counties (the "Coalition's Six Counties")**. In accordance with the terms of these statutes, the School Readiness program was established for children from birth through 12 years of age. Priority for participation in the program is for children who meet certain criteria set forth in these statutes. All School Readiness programs must be developmentally appropriate, researched-based, involve parents as their child's first teacher, serve as preventive measures for children at-risk for future school failure, enhance the educational readiness of eligible children, and educate families.

In response to the Florida voters' passage of a constitutional amendment creating a voluntary universal prekindergarten program, the legislature, in 2004, created the Voluntary Prekindergarten ("VPK") Education Program which was mandated to take effect at the beginning of the 2005-2006 school year. Later, the legislature updated and moved the program to Sections 1002.51-79, Florida Statutes. The VPK program is designed to prepare four year old children for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child in one (1) of the following free VPK programs; (1) a school year prekindergarten program delivered by a private prekindergarten provider; (2) a summer prekindergarten program delivered by a public school or private prekindergarten provider; or (3) a school year prekindergarten program delivered by a public school, if offered by a school district. The program is voluntary for children and providers.

The VPK Program is administered in coordination with the State of Florida, Office of Early Learning, Department of Education, Department of Children and Families, school districts and early learning coalitions. In accordance with § 1002.75, Fla. Stat., OEL is charged with the responsibility for administering the operational requirements of the VPK Program at the state level. The Coalition is responsible for undertaking certain responsibilities at the local level.

The Coalition has worked with community partners and has developed and administered a comprehensive School Readiness program and VPK program that prepares preschool children to succeed in school and in life. This ongoing process involves building on existing services, working in cooperation with other programs for young children, and coordinating and integrating program funding and services to achieve efficiency, accountability, and full effectiveness.

REQUEST FOR PROPOSALS

Responses to the Early Learning Coalition of North Florida, Inc.'s ("Coalition") Request for Proposals, Solicitation Number: ELCNF – 19/20 – 001 (referred to hereafter as the "RFP") will be received by the Coalition **until 4:00 p.m. on January 23, 2019**, at the Coalition's headquarter offices located at 2450 Old Moultrie Rd, Suite 103, St. Augustine, FL 32086. The Proposals received by this date and time will be publicly opened and read **at 10:30 a.m., on January 24, 2019**, at the Murray Brothers Caddyshack Restaurant (meeting room) at the World Golf Village, 455 S. Legacy Trail E106, St. Augustine, FL 32092. No Proposal or modification to Proposal will be considered after the time and date specified in this RFP for receiving Proposals. Persons or entities desiring to submit a response to the RFP shall deliver its Notice of Intent to Submit a Proposal to the Coalition no later than **4:00 p.m., January 4, 2019**.

The Coalition seeks to enter into a single contract to implement the Child Care Resource and Referral, Inclusion, Quality Support Services, Eligibility and Enrollment program services, and Fiscal Administration for the School Readiness Program and the Voluntary Prekindergarten Program. The Coalition has determined that an Invitation to Bid for this purpose is not practicable and, as such, the contractual services herein will be procured by competitive sealed proposals.

It is the Proposer's responsibility to examine the RFP, become familiar with all statutes, laws and rules affecting this RFP (including, without limitation, Sections 1002.81-97 and 1002.51-79, Florida Statutes), to determine that the Coalition's requirements are clearly stated, and to submit its Proposal in a timely, complete, and procedurally correct manner. The services described in this RFP will be procured in accordance with Sections 215.971, 287.057, 287.058, and 1002.84 (12), Florida Statutes. The Contract will be awarded through written notice to the qualified and responsive Proposer whose Proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality and other criteria.

All proposals shall: (1) be formatted and prepared in accordance with the requirements described in this RFP; (2) state the Proposer's plan and budget for providing all services described in this RFP; (3) specify the proposed price for the initial contract year, each possible renewal year, and a total cost for all years of the contract.

Each Proposal shall be evaluated for the degree to which it satisfies each (and all) the criteria stated in this RFP. All criteria will be scored using the RFP Rating Tool and instructions described in Section 7 of this RFP.

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SECTION 1: DEFINITIONS

1.1 General

Amendment: A document by which substantial changes are made to the terms of an executed Contract. (Changes requiring an amendment include, but are not limited to, adjustments in costs, services, time period, and methods of payment.)

Coalition: The Early Learning Coalition of North Florida, Inc.

Contract: An agreement between the Coalition and the Contractor for the procurement of services. (A formal Contract consists of the Core Contract plus all other attachments, schedules, appendices and exhibits.)

Contractor: The entity providing services under the Contract awarded pursuant to this RFP solicitation.

Cost Reimbursement: A method of payment used to reimburse the Contractor for actual expenditures incurred.

Exhibit: A document or material object added to a Contract and which is incorporated into the Contract and made a part thereof.

Fiscal Year: An accounting period of twelve months. For purposes of this RFP and resulting Contract the fiscal year is July 1st through June 30th.

Grants and Operations Manager: Coalition employee designated by the Coalition to be responsible for managing the Contract. The Grants and Operations manager enforces performance of the Contract terms and conditions and often serves as a liaison between the Coalition and the Contractor.

Invoice: A standardized form used by the Contractor to request payment from the Coalition.

Local Match: A contribution, in cash or in kind, specified by the funding source to be used to match federal and state funds for School Readiness services, and upon which receipt of that donation is contingent.

Method of Payment: A payment specification includes the maximum dollar amount of the Contract, the manner in which Contract costs will be displayed on invoices, the frequency with which invoices will be submitted to the Coalition, and any special conditions pertaining to payment of Contract invoices.

"Proposal" or "Response": A document submitted by the Proposer in response to this RFP.

Proposer: A prospective entity that responds to this RFP.

1.2 Service Specific Terms

Administrative Services: Services necessary to administer the Contract. Administrative costs are determined by the Coalition.

Advance Payment for Voluntary Prekindergarten Services: A payment to VPK service providers as directed by OEL, for VPK services prior to the submission of a student's attendance record. All advance payments must be reconciled and adjusted based upon actual student attendance in accordance with OEL's Uniform Attendance Policy.

At-risk: Children who have been determined by the Department of Children and Families to be at-risk of abuse, neglect or exploitation.

Bright Beginnings Online Reporting System: A Web-based online information system supported by the Office of Early Learning that includes the online reporting system for the VPK Assessment. The system provides VPK administrators and teachers with a user-friendly tool to track children's progress in attaining the skills based on the Standards for Four-Year-Olds, inform instructional strategies and provide assessment reporting for parents and other stakeholders.

“Caregiver” or “Child Care Services Provider”: An individual or organization that provides direct child care services.

Certificate/Voucher: The documents necessary to authorize and verify payments to child caregivers who are legally providing child care but are not a part of the Statewide Provider Contracts for the School Readiness program.

Child Care Purchasing Pool (CCPP): Purchasing Pool funds are used to provide subsidies to low income working parents who are eligible for School Readiness services with a 50% cash match from employers, local government and other contributors. These funds are awarded based on the amount of matching funds secured by the Provider. CCPP funds are administered by the Child Care Executive Partnership at the state level and managed by the Coalition at the local level.

Child Care Resource & Referral (CCR&R): A seamless system of services to address the child care needs of parents, the community, and child care providers. Information on available early care and education settings is provided as well as information on quality services.

Children at Risk of Abuse, Neglect, and Exploitation: Children referred by the Florida Department of Children and Families or its contracted community-based lead agency who are: (a) in families or under investigation by the Florida Department of Children and Families or a designated local sheriff's office for abuse, neglect, abandonment or exploitation; (b) in families under the supervision of the Florida Department of Children and Families or its contracted community-based lead agency for abuse, neglect, abandonment or exploitation; (c) in court ordered long-term custody or under the guardianship of a relative or non-relative following the termination of supervision by the Florida Department of Children and Families or its contracted community-based lead agency; or (d) in court ordered long term licensed custody.

“Child Care Services Provider” or “Caregiver”: An individual or organization that provides direct child care services.

Coalition Plan: The written plan submitted by the Coalition and approved by OEL, describing the early learning activities developed by the Coalition.

Coalition Services Portal: The core component of the Single Statewide Information System (SSIS) used to process the VPK and SR applications from the Family Portal and process provider applications, agreements and attendance records from the Provider Portal.

Developmental Assessment: The basic process of determining what children, both individually and as groups, know and can do in relation to typical developmental expectations and the goals of the program. The assessment instrument must be approved by the Coalition.

Developmental Screening: A brief, standardized procedure approved by the Coalition designed to quickly survey a large number of children to determine which ones should be referred for more in-depth assessment. The screening tool must be approved by the Coalition.

Developmental Screening Instrument: A tool approved by the Coalition, used to screen the age consistent development of children 0-5 years of age.

Direct Services: The care, protection, and supervision of a child, for a period of less than twenty-four hours per day on a regular basis, which supplements parental care, enrichment, and supervision for the child, in accordance with the child's individual needs, and for which a payment, fee, or grant is made.

Early Care and Education (ECE) Service System: An integrated and seamless system of services that ensures all children are emotionally, physically, socially, and intellectually ready to enter school and ready to learn, while fully recognizing the crucial role of parents as a child's first teacher.

Eligibility Determination: A process used to determine whether or not an applicant for financial assistance for School Readiness services programs is eligible to receive such services under Chapter 6M-4, Florida Administrative Code, Section 1002.87, Florida Statutes, Coalition guidelines, and other applicable law.

Emergency Child Care Funds: Child care financial assistance provided for eligible children, birth through 12 years of age, as a result of separation, divorce, death, medical emergency, and loss of stable income, for up to six months.

Environmental Rating Scale: Valid and reliable program quality assessment instrument designed for infants and toddlers, early childhood classrooms, and family child care, which covers such areas as: personal care routines, space and furnishings, language-reasoning, activities, interactions, program structure, parents and staff.

Family Needs Assessment – The interviewing process, by CCR&R staff, to determine (as appropriate) information regarding child care services and community resources to be shared with the parent/guardian. This information may include, but is not limited to: early learning and/or school-age options, types of child care regulations, how to access and review provider licensing files, provider quality indicators, assistance with how to search for a provider, and other resources (as appropriate) such as financial assistance, FDLRS, Florida Kid Care, Florida Even Start, and other community resources.

Family Portal: The component of the Single Statewide Information System (SSIS) through which parents can, at a minimum, register for an account, prequalify for the SR Program, complete a SR application, complete a VPK application, request CCR&R services, once available, and manage their family account.

Florida Early Learning and Developmental Standards: The State of Florida's standards that identify what children from Birth to Kindergarten, and Four Years Old to Kindergarten, should know and be able to do along a continuum of development. The standards include eight (8) areas of development: Physical Health, Approaches to Learning, Social and Emotional Development, Language and Literacy, Mathematical Thinking, Scientific Inquiry, Social Studies, and Creative Expression through the Arts. These standards may be accessed at the State of Florida Office of Early Learning website: <http://flbt5.floridaearlylearning.com/>.

Gold Seal Child Care Center/Gold Seal Family Child Care Home: Any child care center or family child care home which provides care to children in the School Readiness Program and is accredited by a recognized accrediting association, whose standards have been approved by the Gold Seal Quality Care Program Task Force Committee. (The Department of Children and Families maintains the official list of Gold Seal Centers and Homes.)

Health Screening: Services provided to children that may include, but are not limited to: health assessments, well-child check-ups, assessment and/or provision of childhood immunizations, dental screenings, vision screenings, nutritional screenings, hearing screenings, and body mass index measurements.

Inclusion Services: Inclusion activities can include: “warm line” services within the resource and referral network to facilitate the inclusion of all children, including those with disabilities and special health care needs, and their families; provide assistance and consultation to child care personnel regarding health, developmental, disability, and special needs issues and concerning strategies, curriculum, , laws and regulations (i.e. ADA), and environmental adaptations that allow a child to derive maximum benefit from the child care experience; local training events, coordination efforts with regional and local early intervention agencies and other special products.

Income Eligible: Children of working parents whose family incomes do not exceed 150% of the federal poverty income guidelines upon entry into the School Readiness Program, and at or below 200% of the FPL (and at or below 85% of state median income) for continued eligibility. (This term is also referred to as "Economically Disadvantaged.")

Individualized Instruction Plan: A plan that addresses a child's individual developmental needs as determined by the developmental screening tool.

Informal Care: The care, nurturing and protection of children by relatives, members of their tribes or clans, godparents, stepparents, or any adult who has a care taking relationship with a child.

Non-Direct Services: Services include client eligibility, and provider services to improve quality. These services are intended to support families to ensure safe, developmentally appropriate, and family friendly School Readiness services, and to protect children from abuse/neglect and

remaining or becoming economically self-sufficient. Non-Direct services costs are negotiated by the Coalition.

Office of Early Learning (OEL): The state agency responsible for funding and oversight of the School Readiness and Voluntary Prekindergarten Programs.

Outreach: A systematic attempt to provide services beyond conventional limits to underserved segments of the community.

Parent Fee: The parent's co-payment for child care services as based on the Federal Poverty Level [and the state median income (SMI)] and the Coalition approved sliding fee scale, taking into account family size and household income.

Prevailing Market Rate: The 75th percentile of the market rate for the cost of child care, as determined by an annual market rate survey. The Office of Early Learning, through the Statewide Child Care Resource and Referral Network, conducts an annual market rate survey. The survey reflects prices child care providers in the community charge the general public in order to provide guidance for establishing child care rates.

Provider: An individual or organization providing direct early care and education services to children in a center or family home setting.

Provider Portal: The component of the Single Statewide Information System (SSIS) through which providers can, at a minimum, register for an account, complete a Form OEL-SR 20, Statewide School Readiness Provider Contract, complete a Form OEL-20 Statewide Voluntary Prekindergarten Provider Contract, complete their provider profile and annual update process, review and/or edit attendance rosters, and submit attendance rosters to the coalition for payment processing.

Quality Support Services: Activities to improve the quality of child care, which may include: consumer education, operating directly or providing financial assistance to organizations for the development, establishment, expansion, operation, and coordination of CCR&R programs related to child care, provider recruitment, provider training and technical assistance in areas such as health and safety, nutrition, first aid, communicable diseases, child abuse detection and prevention, and care of children with special needs, provider quality monitoring.

Regional CareerSource Development Boards: CareerSource Florida, Inc. has been created by the Florida legislature to provide workforce development services through regional CareerSource development boards. Such boards have assumed the responsibilities for work requirement activities associated with the Temporary Assistance for Needy Families (TANF) Program.

Relative Caregiver Program: School Readiness services provided for children who have been adjudicated dependent, have an approved home study, and either have been placed under protective supervision with the relative by the court or the relative has been granted temporary custody by the court. (The children must be a beneficiary of the cash payment as part of the Relative Caregiver Program.)

School Readiness Program: A system of services to provide early care and education to children ages birth through 12 years of age. The SR Program offers financial assistance to low-income families for early education and care so they can become financially self-sufficient and their young children can be successful in school in the future. The SR program is also responsible for the quality enhancement/improvement of early learning providers/practitioners.

Simplified Point of Entry (SPE): The process established under s. 1002.81(14), F.S. The SPE allows parents to access CCR&R services and to apply for SR and VPK Programs through the Family Portal. The SPE is the access point for the unified waiting list. If funding is not available, children eligible for the SR program will be placed on the uniform waiting list.

Single Statewide Information System (SSIS): The OEL-designated single statewide information system used to capture and provide critical information to early learning coalitions, parents, partners and providers.

Special Needs: Children, 3 years of age through admission to kindergarten, as defined under s. 1003.21(1)(a)2, who are currently clients of the School Readiness program and who have been determined by the Contractor and/or the Coalition to meet eligibility criteria.

Specialized Instructional Services (SIS): VPK program option that services are consistent with the child's Individualized Educational Plan (IEP).

Slot: A funded unit of financial assistance for early care and education services.

Slot Management: The system of forecasting, tracking, reporting, and analyzing slot utilization and ensuring that enrollments occur in accordance with Coalition priorities, policies and funding parameters, in order that resources are maximized and fiscal soundness is maintained.

Statewide Provider Contract for the School Readiness program: An agreement between the Contractor and child care centers and/or family child care homes for the provision of School Readiness services.

(TANF) Temporary Assistance to Needy Families: The federal economic assistance program to families administered under the Department of Children and Families, Economic Self-Sufficiency Program. This program is authorized under Part A of Title IV of the Social Security Act.

TANF Recipient: A person who receives temporary cash assistance or family member of that person as defined in 45 CFR Part 260 and § 414.1585, Fla. Stat.

TCA Respite Program: School Readiness services provided for a child from a family that includes a parent who is receiving temporary cash assistance (TCA) under chapter 414, F.S., and subject to the federal work requirements, who is not working but is involved in respite activities assigned by the referring agency.

Technical Assistance: A component of planned School Readiness services, which will include professional development, training support, mentoring, and a unified training list.

Total Project Cost: The cost of non-direct services, direct services, parent fees and local match.

Transitional Child Care ("TCC"): Families determined eligible by local CareerSource Development Boards for Transitional Child Care services may enter and continue to receive School Readiness services until the family income exceeds 200% of the federal poverty level.

Unified Waitlist (UWL): The list of children whose families are deemed preliminarily eligible for financial assistance for early care and education services in a county and are waiting for said care.

Unit Cost Reimbursement: A payment method used to reimburse for each unit served.

Voluntary Prekindergarten ("VPK"): created in Florida Statutes 1002.51 through 1002.79 to provide every four (4) year old child the opportunity to receive free high quality pre-kindergarten services in the State of Florida.

Voucher/Certificate: The documents necessary to authorize and verify payments to child caregivers who are legally providing child care but are not a part of the Statewide Provider Contracts for the School Readiness program.

Welfare Transition: Formerly, Work and Gain Economic Self-Sufficiency (WAGES) program implemented statewide October 1, 1996, in accordance with Chapter 414, Fla. Stat. and which provides eligible clients with temporary cash assistance. The WAGES program merged with Workforce Florida, Inc. on July 1, 2000 in a public-private Coalition for workforce development. In 2014, "Workforce Florida" changed its name to "CareerSource Florida".

SECTION 2: GENERAL INFORMATION

2.1 POINT OF CONTACT

The sole point of contact with the Coalition for purposes of this RFP is:

Tajaro Dixon
Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Rd, Suite 103
St. Augustine, FL 32086
tdixon@elcnorthflorida.org

2.2 INTENTIONALLY OMITTED

2.3 LIMITATIONS ON CONTACTING EARLY LEARNING COALITION PERSONNEL/OTHERS

Effective as of **September 5, 2018**, and ending at the end of the 72-hour period following the Coalition's posting the Notice of Intended Award excluding Saturdays, Sundays and State holidays, no person, entity or other organization (or any person, entity or organization acting on his/her/its behalf) that anticipates submitting a Proposal pursuant to this solicitation shall discuss with any member of the Coalition's RFP Procurement Committee any matter that pertains to this RFP solicitation. Any person, entity, or other organization that knowingly violates this no contact provision may be disqualified from responding to this solicitation.

Proposers to this solicitation, and any person(s) acting on Proposer's behalf, are prohibited from contacting, between the release of the solicitation and the end of the 72-hour period following the Coalition's posting the notice of intended award, excluding Saturday, Sundays, and State holidays, any Coalition personnel, members of the Coalition Board of Directors and RFP Procurement Committee, or employees or officers of the executive or legislative branch of the State of Florida concerning any aspect of this solicitation, except in writing to the contact person identified in **Section 2.1** of this RFP solicitation. Violation of this no contact provision may result in the disqualification of the Proposer from this solicitation.

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2.4 CALENDAR OF EVENTS*

Activities/Events	Date	Time	Location
RFP Advertised	November 30, 2018 – December 14, 2018	N/A	Florida Administrative Weekly, ELC (website) www.elcnorthflorida.org , and (headquarters office - physical/ mailing address) 2450 Old Moultrie Rd, Suite 103 St. Augustine, FL 32086
RFP Released and Posted on Coalition website	December 10, 2018 – December 31, 2018	8:00 a.m. – 4:00 p.m.	ELC website
Notice of Intent to Submit a Proposal to be received no later than:	January 4, 2019	4:00 p.m.	ELC point of contact in 2.1
Last day to submit First Round of Written Inquiries to the Coalition	January 7, 2019	4:00 p.m.	ELC point of contact in 2.1
Coalition’s responses to First Round of Written Inquiries posted to ELC website	January 11, 2019	4:00 p.m.	ELC website
Last day to submit Final Round of Written Inquiries to the Coalition	January 14, 2019	4:00 p.m.	ELC point of contact in 2.1
Coalition’s responses to Final Round of Written Inquiries posted to ELC website	January 18, 2019	4:00 p.m.	ELC website
Sealed Proposals must be received by:	January 23, 2019	4:00 p.m.	ELC – headquarters office – (same as above)
Initial RFP Committee meeting - to include Public Opening of Proposals	January 24, 2019	10:30 a.m.	Murray Brothers Caddyshack Restaurant (meeting room) at World Golf Village 455 S Legacy Trail E106 St Augustine, FL 32092
Proposals individually evaluated and scored by RFP committee members	January 24, 2019 – February 20, 2019	N/A	Na
Final RFP Committee meeting (ranking of proposals)	February 21, 2019	10:30 a.m.	Murray Brothers Caddyshack Restaurant (meeting room) at World Golf Village 455 S Legacy Trail E106 St Augustine, FL 32092
Board review and consideration of RFP Committee recommendation	March 20, 2019	10:30 a.m.	ELC Board of Directors Meeting - World Golf Village Renaissance Resort Conference Center 500 South Legacy Trail St Augustine, FL 32092
Anticipated Dates for posting the Notice of Intended Award	March 21, 2019 – March 25, 2019	8:00 a.m. – 4:00 p.m.	ELC website and headquarters office (same as above)

**These dates and times are subject to change at the Coalition’s discretion.*

2.5 NOTICE OF INTENT TO SUBMIT A PROPOSAL

Proposers who wish to participate in this RFP solicitation must deliver a Notice of Intent to Submit a Proposal Form (**Exhibit 12**) which shall set forth the name and address of the firm participating in this solicitation and which bears the original signature of an authorized agent of the Proposer no later than **January 4, 2019 at 4:00 p.m. (EST)** to the Point of Contact and address listed in **Section 2.1** above. The purpose of the Notice of Intent is to provide the Coalition with the address and contact person for each Proposer so that any notices of action can be forwarded appropriately. **ANY PERSON OR FIRM THAT FAILS TO DELIVER A NOTICE OF INTENT BY THE DEADLINE SET FORTH IN THIS PARAGRAPH 2.5 SHALL BE EXCLUDED FROM THE RFP PROCESS.**

2.6 PROPOSERS' CONFERENCE/PROPOSER QUESTIONS

There will be **NO** Proposers' conference; however, there will be two (2) time periods within which Proposers may submit written inquiries to the Coalition for the purpose of obtaining clarification or responses to questions concerning any matter relating to this RFP solicitation. The time periods within which the Coalition will be receiving written inquiries are set forth in the Calendar of Events (**Section 2.4**) for this solicitation and are referred to as the First Round of Written Inquiries and the Final Round of Written Inquiries. **NO TELEPHONE CALLS OR IN-PERSON INQUIRIES WILL BE ACCEPTED REGARDING ANY ASPECT OF THIS RFP. ALL COMMUNICATIONS WILL BE IN WRITING, AND DURING THE SCHEDULED INQUIRY ROUNDS.** All questions and requests for clarification regarding this RFP must be forwarded, in writing, to Ms. Tajaro Dixon *by email at tdixon@elcnorthflorida.org* which must be received on or before **4:00 p.m. (EST)** on the last date specified in the Calendar of Events for each of the First Round of Written Inquiries and the Final Round of Written Inquiries to ensure that sufficient analysis can be made before answers are supplied. **No further questions or requests for clarification regarding this RFP will be entertained after 4:00 p.m. (EST) on the last day for receipt of written inquiries set forth in the Calendar of Events for the Final Round of Written Inquiries to the Coalition.** Written responses to questions and requests for clarification will be posted on the Coalition's website at www.elcnorthflorida.org on the dates set forth for Coalition response on the Calendar of Events. Additionally, copies of responses to all inquiries which require clarifications will be made available by **4:00 p.m., on January 18, 2019**, at 2450 Old Moultrie Road, Suite 103, St. Augustine, FL 32086. It is the sole responsibility of the Proposer to ensure that all questions or requests for clarification are received, via e-mail, by the Coalition and that such are received within the time periods established for receipt of written inquiries. If the Proposer does not have e-mail capabilities, Proposer shall promptly notify the Coalition's Point of Contact, in writing, at the address identified in **Section 2.1**, above, and the Coalition will mail copies of the Coalition's written responses to questions and requests for clarification to such Proposer at the address identified in Proposer's Notice of Intent to Submit a Proposal.

2.7 ADDENDA

The Coalition has, at its sole discretion, the absolute right to cancel, amend, modify, supplement or clarify this RFP solicitation at any time. If any solicitation revisions become necessary or appropriate, as determined by the Coalition, the Coalition will electronically post the addenda to the Coalition's website www.elcnorthflorida.org. Proposers are responsible for checking the Coalition website and contacting the Coalition's Point of Contact for this solicitation before the RFP deadline to ascertain whether any addenda have been issued. Failure to do so could result in a determination that the Proposal is non-responsive.

2.8 ACCEPTANCE/REJECTION OF PROPOSALS AND WAIVER OF IRREGULARITIES

The Coalition reserves the right to reject any and all Proposals, and/or to re-advertise, to waive any defects, irregularities, informalities or technicalities therein, to negotiate Contract terms with

the successful Proposer, to disregard all non-conforming or non-responsive parts of a Proposal, or to accept any Proposal which, in the Coalition's sole judgment will best serve its interests. The Coalition may supplement, amend, modify and/or expand the solicitation requirements, accept Proposals from one or more Proposers, in whole or in part, and award only a portion of this solicitation. The Coalition reserves the right to cancel this RFP solicitation at any time without any liability and to cancel the award of any Contract at any time before execution of said Contract by all parties without any liability to the Coalition. In consideration of the Coalition's evaluation of submitted Proposals, the Proposer, by submitting its Proposal, expressly waives any claim to damages, of any kind whatsoever, in the event the Coalition exercises its rights provided for in this **Section 2.8**.

2.9 PROPOSER DISQUALIFICATION

2.9.1. Convicted Vendor. In accordance with § 287.133, Fla. Stat., persons and affiliates who have been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in § 287.017, Fla. Stat., for Category Two for a period of thirty-six (36) months following the date of being placed on the convicted vendor list. Any Proposal received from a person, entity or affiliate who has been placed on the convicted vendor list shall be rejected by the Coalition as an unresponsive Proposal and shall not be further evaluated.

2.9.2. Discriminatory Vendor. In accordance with § 287.134(2)(A), Fla. Stat., an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. Any Proposal received from a person, entity or affiliate who has been placed on the discriminatory vendor list shall be rejected by the Coalition as an unresponsive Proposal and shall not be further evaluated.

2.9.3. Failure to Perform Prior Contracts. Failure to have performed any contractual obligations with the Coalition in a manner satisfactory to the Coalition will be a sufficient cause for disqualification. To be disqualified as a Proposer under this provision, the Proposer must have:

2.9.3.1. Previously failed to satisfactorily perform in a contract with the Coalition, been notified by the Coalition of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the Coalition; or,

2.9.3.2. Had a contract terminated for cause by the Coalition, by any agency of the State of Florida, or by any Children's Services Council.

2.10 PUBLIC OPENING

Proposals shall be opened on the date and at the time and location specified on the Calendar of Events, **Section 2.4**. Proposers may, but are not required to, attend. Any person requiring a special accommodation because of a disability should contact the Point of Contact for this RFP solicitation at least five (5) business days prior to the solicitation opening.

2.11 PUBLIC RECORDS/PROPOSER TRADE SECRETS

Article 1, Section 24 of the Florida Constitution and Chapter 119, Fla. Stat., guarantees every person access to all public records. All information contained within each Proposal submitted to the Coalition pursuant to this RFP is part of the public domain, consistent with Chapter, 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law, in their Proposals by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and state the reason, in writing, why the exclusion from public disclosure is necessary. Such claimed exempt information shall be segregated from the remainder of the Proposal. All Proposals will be open for public inspection in accordance with Chapter 119, Florida Statutes, except for any information that qualifies as exempt information under Florida Statutes and which have been identified by the Proposer. Proposer agrees that no right or remedy for damages shall be had against the Coalition that arises from any disclosure made by Coalition herein, in good faith, pursuant to Chapter 119, Fla. Stat. Further, Proposer agrees that it shall indemnify, defend and hold the Coalition harmless from and against any losses, expenses, liabilities, costs, (including court costs and reasonable attorney's fees and costs), claims or actions by a third party that relates to Proposer's claimed exemptions herein.

2.12 NOTICE OF CONTRACT AWARD

The Coalition anticipates awarding a single Contract to the 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 Board's selection of the Successful Proposer. 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.

2.13 NO DISCRIMINATION/IDENTICAL OR TIE RESPONSES

The Coalition, in accordance with Title VII of the Civil Rights Act of 1964, ensures that in any Contract entered into pursuant to this Request for Proposals, minority business enterprises will be afforded full opportunity to submit Proposals and will not be discriminated against on the grounds of race, color, or national origin in consideration of award.

The Coalition will follow the laws set forth in §287.057, Fla. Stat., when evaluating identical responses from multiple Proposers. If two equal responses to an RFP are received and only one response is from a certified minority business enterprise, the Contract shall be awarded to the certified minority business enterprise pursuant to § 287.057(12), Fla. Stat.

2.14 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), Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Any Applicant who desires to file a formal protest to this RFP, must accompany that protest with a bond payable to the Coalition in an amount equal to one percent (1%) of the Coalition estimate of the total volume of the Contract or \$5,000, whichever is less, which bond shall be conditioned upon the payments of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. 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 protest will result in a denial of the protest.

2.15 TERM OF CONTRACT RESULTING FROM THIS REQUEST FOR PROPOSAL

The Coalition anticipates entering into a single Contract for Child Care Resource & Referral (CCR&R), Inclusion, Quality Support Services, Eligibility and Enrollment, and Fiscal Administration for the School Readiness and Voluntary Prekindergarten Programs. The Coalition anticipates entering into a Contract for a period of one (1) year beginning on **July 1, 2019** and expiring on **June 30, 2020** with the ability to renew the Contract annually for up to two (2) additional one (1) year periods subject to: (i) availability of funds as determined by the Coalition in its sole and absolute discretion (taking into account all of the services the Coalition is providing or may be required to provide) and, (ii) satisfactory performance evaluations of the Contractor by the Coalition.

2.16 SURETIES - PERFORMANCE BOND

Following the award of a Contract by the Coalition pursuant to this RFP, the Contractor may be required to furnish the Coalition with a Performance Bond to protect the Coalition from any losses in the event of default by the Contractor. The bond shall be in the amount of \$300,000.00. The bond must be issued by a surety company authorized to do business in the State of Florida by the Department of Insurance and signed by a Florida licensed agent. In lieu of the performance bond, the Contractor may furnish the Coalition with an irrevocable standby letter of credit acceptable to both parties.

The Contractor shall post one form of security under this section, which shall apply to Primary Service Provider contract, resulting from this RFP, entered into between the Contractor and the Coalition with a term beginning **July 1, 2019** and ending **June 30, 2020**.

If a performance bond is furnished, the performance bond shall be forfeited in an Event of Default, or if a letter of credit is furnished, the Coalition shall be authorized to draw on the Letter of Credit in an Event of Default. An Event of Default shall mean the failure of Contractor to perform any of the material undertakings set forth in the resulting Contract of this RFP, which failure is not cured within thirty (30) calendar days after written notice thereof by the Coalition specifying such failure, or within such other reasonable time period agreed to by both parties. In no event shall an Event of Default occur for any failure of performance by Contractor if such failure of performance is caused by or is the result of causes beyond the reasonable control of Contractor due to any occurrence commonly known as force majeure, including but not limited to acts of God, fire, flood or other natural catastrophe, acts of any governmental body, labor dispute, national emergency, insurrection, riot or war.

The bond shall be conditioned upon the Contractor's performance of the services described in the Contract in the times and manners prescribed therein and upon making payments to subcontractors and employees. The bond shall be furnished to the Grants and Operations Manager within ten (**10**) calendar days after the effective date of the Contract. No payments shall be made to the Contractor until the Performance Bond is in place and approved by the Coalition, in writing.

2.17 COMPLIANCE WITH LAWS/RULES/REGULATIONS

The Successful Proposer shall for itself, and it shall cause each of its employees, agents, representatives, contractors and subcontractors to continuously comply with any and all federal, state, and local laws, rules, regulations, codes, ordinances, statutes and orders of any public authority bearing on the performance of the awarded Contract by Proposer. The Successful Proposer shall ensure throughout the duration of the Contract that it, and all of its contractors and subcontractors of any tier, shall be properly licensed and certified continuously throughout the duration of all work performed and services provided in accordance with the resulting Contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, Proposer shall furnish to the Coalition copies of any licenses, permits or certifications required to comply with any law, rule, regulation, code, ordinance, statute and order referenced herein.

2.18 COST OF PREPARATION OF PROPOSAL

The Coalition is not liable for any costs incurred by Proposer in responding to this Request for Proposal.

2.19 EMPLOYMENT/RETENTION OF UNAUTHORIZED ALIENS

The Coalition shall consider the employment or retention by any Proposer of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for rejection of the Proposal or unilateral cancellation of the Contract without any liability to the Coalition.

SECTION 3: MINIMUM PROGRAMMATIC REQUIREMENTS

3.1 GENERAL STATEMENT OF SERVICES TO BE PROVIDED

The Coalition is seeking a Contractor that will provide and administer state of the art services to further enhance the Coalition's goal of providing quality early care and education services for families with children ages birth to five, school-age through twelve years of age, and children with special needs and underserved populations. Every service shall endeavor to improve children's potential for success in education and future employment while promoting their social, emotional, physical and intellectual needs. The Contractor must have an understanding of the role of child care resource and referral, including inclusion services, as the underpinning for child care planning, development and implementation of quality School Readiness services.

The selected Proposer must demonstrate an understanding of child care needs and resources in the "Coalition's Six Counties" including, without limitation, the needs of children at risk of abuse, neglect or exploitation and must demonstrate the ability to provide School Readiness child care and related services to this group on a priority basis. Federal and State legislation requires Welfare Transition participants to receive care on a priority basis. This is necessary because federal funding is contingent upon the state meeting mandated participation levels. As funding allows, low income families will be served. The selected Proposer must demonstrate the ability to meet the needs of all families in an expeditious manner.

In addition, the selected Proposer must develop a plan to ensure effective and cost-efficient Quality Support Services that meet the following goals: 1) maximize the limited funding that is available by minimizing duplication of efforts/services; 2) provide enhanced training on the components of quality in early care and education; 3) provide training that is based on needs and competencies; and 4) meet the statutory mandate of the School Readiness Act.

The Coalition is seeking to develop a coordinated and comprehensive system of Early Care and Education services which involves collaboration with various community partners. The focus of this system development is to ensure that children birth to five (5) receive quality early care and education services.

The Coalition seeks to enter into a Contract with one (1) Successful Proposer for the following School Readiness and Voluntary Prekindergarten services and Proposals must address and cover all service areas. The Coalition will coordinate, monitor, and evaluate these functions.

Services being sought in the RFP include:

A. Child Care Resource & Referral Services (CCR&R), Inclusion, Quality Support Services, and Eligibility and Enrollment for the School Readiness and Voluntary Prekindergarten Programs, which includes:

1. Child care consumer information, education, and referrals for parents;
2. Family needs assessments and service referrals;
3. Cross-training and participation with other community service providers;
4. CCR&R database management, CCR&R data collection, data entry, and reporting;
5. Employer and community support, education, and assistance in implementing child care supports through the workplace;
6. Eligibility determination/re-determination for the School Readiness Program;
7. Recruitment and Eligibility determination for the Voluntary Prekindergarten Program;
8. Parent fee assessment;
9. Enrollment of children in the School Readiness Program;
10. Enrollment of children in the Voluntary Prekindergarten Program;
11. Enrollment of children for the CCEP/CCPP program;
12. Provide for direct child care services through Statewide Provider Contracts for the School Readiness program and voucher care (child care centers and family child care homes);
13. Recruit and enroll Voluntary Prekindergarten eligible providers;
14. Recruit and enroll School Readiness eligible providers;
15. Meet the child care needs of hard to serve, special needs and underserved populations of families and children;
16. Fulfill all CCR&R Inclusion requirements;
17. Statewide Provider Contracts for the School Readiness program management;
18. Voluntary Prekindergarten provider agreement management;
19. Voluntary Prekindergarten client agreement management;
20. Data entry for all program services using the current statewide data system;
21. Develop a provider training and professional development plan;
22. Schedule and market provider training and development; and
23. Develop early care and education resources to support continued quality improvement.

B. Fiscal Administration, which includes:

1. Reimbursement of child care providers, according to Contract;
2. Technical support to child care providers on payment and reimbursement issues;
3. Fiscal analysis;
4. Tracking and reporting of services by funding category;
5. Obtaining and management of local match and CCEP/CCPP child care business participant match;
6. Management of slot utilization;
7. Management of parent fees; and
8. Financial liability for slot utilization deficits, disallowed costs and/or any budgeted expenditure which equals or exceeds 0.75 % of the slot budget.

3.2 PROGRAMMATIC AUTHORITY

The successful Proposer must comply with all applicable Federal and State of Florida laws, rules and regulations, as well as the Office of Early Learning, Florida Department of Education and Coalition regulations, action transmittals, program instructions, review guides and similar documentation, including but not limited to all applicable regulations cited in the Coalition's sample Draft Primary Service Provider Contract (**Appendix A**), and all aforementioned organizational websites.

3.3 SCOPE OF SERVICE

The Successful Proposer shall deliver School Readiness and Voluntary Prekindergarten services included in **Sections 3.1** and **3.8** of this RFP. Proposer shall coordinate services in an effort to maximize public and private cooperation, be cost-effective and minimize barriers to accessing School Readiness and Voluntary Prekindergarten programs. The Successful Proposer will develop a system to implement and administer School Readiness and Voluntary Prekindergarten Services in accordance with the procedures and requirements referenced in Sections 1002.81-97 and 1002.51-79, Florida Statutes, to achieve the performance standards and outcome measures as specified by the Office of Early Learning and Department of Education and as outlined in the ELC of North Florida Local School Readiness Plan.

School Readiness services will be provided to an estimated 3,800 unduplicated children in the "Coalition's Six Counties" monthly, on a full-time, daily, year-round basis.

Per the OEL/ELC of North Florida Annual Report and the OEL Fact Book for fiscal/contract year 2017/2018 (July 1, 2017 – June 30, 2018):

School Readiness services:

- 3,857 was the monthly average number of children served (Annual Report)
- 5,641 was the total number of unduplicated children birth through 12 years old served (Fact Book)

Voluntary Prekindergarten services:

- 5,709 four-year-olds were served in the 540-hour school year and 147 were served in the 300-hour summer programs (Fact Book)
- 5,856 was the total number of unduplicated children enrolled in VPK (Fact Book)

Per the 2017/2018 OEL/ELC of North Florida Annual Report, the following table is a summary of ALL providers:

Provider Type	Total Providers	Offered SR Only	Offered VPK Only	Both
1. Licensed Private Centers	237	94	49	94
2. Licensed Exempt Centers	21	10	10	1
3. Large Family Child Care Home	7	6	0	1
4. Licensed Family Child Care Home	33	33	0	0
5. Registered Family Child Care Home	5	5	0	0
6. Private School	2	0	2	0
7. Public School	55	4	46	5
TOTALS	360	152	107	101

Funding for Voluntary Prekindergarten services is directly related to the number of children enrolled in the program.

3.4 MAJOR PROGRAM GOALS

3.4.1. It is the intent of the Coalition that the Successful Proposer shall ensure that the School Readiness and Voluntary Prekindergarten programs build upon existing services and work in cooperation with other available programs for young children, and that the School Readiness programs be coordinated to achieve full effectiveness.

3.4.2. The major goals of the Coalition are to prepare children for success in school; to involve parents as their child's first teacher and support family skill building, and to provide an integrated, seamless system of quality services that are research-based and developmentally appropriate.

3.5 INTENTIONALLY OMITTED

3.6 INTENTIONALLY OMITTED

3.7 PROGRAM ELIGIBILITY

Eligibility for all subsidized child care services provided through the School Readiness Program shall be determined in accordance with guidelines established by Child Care Development Fund (CCDF), TANF, Sections 1002.81-97, Florida Statutes, and Rule 6M-4, Florida Administrative Code (F.A.C).

Participation in the School Readiness Program shall be given to children who meet one or more of the following criteria and/or any other eligibility criteria as established by the State of Florida laws, rules and regulations including, without limitation, Section 1002.87, Florida Statutes, and the rules and policies of the Office of Early Learning and the Coalition. In the event of any dispute regarding child care eligibility, the Coalition's C.E.O. or designee will make the final determination of eligibility.

Section **1002.87**, Florida Statutes, provides the following:

- (1) Each early learning coalition shall give priority for participation in the school readiness program as follows:
 - (a) Priority shall be given first to a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements.
 - (b) Priority shall be given next to an at-risk child younger than 9 years of age.
 - (c) Subsequent priority shall be given, based on the early learning coalition's local priorities identified under s. [1002.85\(2\)\(j\)](#), to children who meet the following criteria:
 1. A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. [1003.21\(1\)\(a\)2](#). who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. [1003.21\(1\)\(a\)2](#). until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.

2. A child of a parent who transitions from the work program into employment as described in s. [445.032](#) from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. [1003.21\(1\)\(a\)2](#).
3. An at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program within an eligibility priority category listed in paragraphs (a) and (b) and subparagraph 1. shall be given priority over other children who are eligible under this paragraph.
4. A child who is younger than 13 years of age from a working family that is economically disadvantaged.
5. A child of a parent who transitions from the work program into employment as described in s. [445.032](#) who is younger than 13 years of age.
6. A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. [1003.21\(1\)\(a\)2](#).
7. A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs 1. and 2. but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program.

Eligibility for At-Risk child care services will be authorized by the Department of Children and Families or Contracted community based care provider and referred to the Contractor for services. The CareerSource Development Board staff will authorize Welfare Transition and Transitional Child Care eligibility.

Distribution and utilization of Contractor funding for child care services among priority levels is the responsibility of the Contractor.

Eligibility for Voluntary Prekindergarten programs shall be determined by the parents for participation of children who meet eligibility criteria and according to guidelines established by Chapter 1002.53, Florida Statute.

Child Care Resource & Referral is self-determined by consumers (parent, provider, employer, or other person) based on need for child care information, referrals and /or resources without regard to income or financial need.

3.8 TASK LIST

3.8.1 CHILD CARE RESOURCE & REFERRAL (CCR&R), INCLUSION, QUALITY SUPPORT SERVICES, and ELIGIBILITY & ENROLLMENT FOR SCHOOL READINESS PROGRAM AND VOLUNTARY PREKINDERGARTEN PROGRAM

3.8.1.1 Child Care Resource and Referral

The Contractor must:

1. Have an understanding of child care resource and referral's role as the infrastructure for early care and education planning, development, and implementation of quality School Readiness services.
2. Publicize Early Learning services and educate parents/guardians and providers, human service agencies, employers and community planners regarding early childhood services including School Readiness and VPK laws and regulations, availability of early education and care options and quality School Readiness services.
3. Provide quality CCR&R services to all families (without regard to socioeconomic status) including but not limited to: identification of all provider options, information on

and assistance in locations, childcare providers that meets the family's specific needs, information regarding financial subsidies, and related family support services.

4. Maintain a comprehensive database of all legally operating child care providers and provide comprehensive consumer information, education and referrals for families in accessing all programs and services related to early learning education and care programs in the "Coalition's Six Counties".
5. Implement an efficient, customer-friendly resource and referral system that addresses the child care needs of parents/guardians, School Readiness care providers and employers.
6. Have a plan to manage enrollment of children in the Simplified Point of Entry (SPE) and Unified Wait List (UWL) or other data system adopted and implemented through the Office of Early Learning.
7. Ensure compliance with all applicable federal and state rules and regulations including parental choice for care arrangements.
8. Provide employer and community support, education and assistance in implementing early learning supports through the workplace.
9. Provide parent/child services to include social services and family support identified at the time of the interview including referrals, information, or screenings.
10. Provide a listing of summer programs, to the communities, for children birth through 12 years in April of each year. The listing should include the program name, location, contract information, ages of children served, accreditation status, and a brief program description.
11. Collect, maintain and manage on an on-going basis, a comprehensive database of all early education and care providers and community resources in the "Coalition's Six Counties" to ensure accurate referrals to parents, employers and the community at-large. Data will be maintained utilizing the Child Care Resource and Referral data base as a part of the SSIS.
12. Provide reports generated from the Resource and Referral database and other activities deemed necessary by the Coalition.
13. Advertise availability of services on the Contractor's web site and at least one other venue.
14. Attend Coalition Board meetings and Committee meetings as needed.
15. Satisfy all provisions for CCR&R services on behalf of the Coalition.

3.8.1.2 Consumer Services

The Contractor must:

1. Provide child care consumer information in the family's primary language, be culturally sensitive to all families, and offer services via telephone and at walk-in locations.
2. Utilize the TTD Relay system to allow full access of services for families with hearing impairments.

3. Establish a toll-free telephone system and maintain staff and number of lines adequate to serve the needs of the public. Child care resource and referral services will be clearly listed and identified on the Contractor's web site and one other venue that describes the services offered and provides the CCR&R agency's contact information, so as to be easily accessible to the public. A system for the receipt of faxes and e-mail must be established and maintained.
4. Ensure telephone calls are answered in a timely manner. Calls not answered within two minutes will be given the option to continue to hold or to schedule a call back.
5. Ensure telephone or in-person counseling are provided to parents/customers which addresses, at a minimum, the following: an explanation of all early education and care options, current care options availability, School Readiness subsidies, tax credits and other financial support related to child care, quality indicators, guidance of selecting care arrangements, practical tips for searching for care arrangements, and referrals for community supports as applicable. Emphasis will be placed on ensuring full parental choice.
6. Ensure referrals are provided in the following care settings:
 - Licensed and licensed-exempt child care centers
 - Licensed or registered family child care homes
 - Faith based programs/Faith based exempt
 - School based programs
 - Head Start
 - Before- and after-school programs
 - Summer Camp programs
 - Relative care
 - Public and private employer child care
 - Special education programs for children with disabilities
 - Full-time and part-time programs
 - VPK Education Program
 - Other legal care arrangements
7. Provide parents/guardians a referral package containing, at a minimum, the following: summary printouts of requested child care referrals (when available at least 5 options should be offered), licensing contact information, checklist(s) for selecting quality care arrangements, and other related information.

Family Information Packet for first time referrals

Anyone receiving referrals via phone, in person, email or online, must be sent/given an information package no later than the 3rd business day, containing at a minimum, the items stipulated by the OEL CCR&R Program Requirements (OEL Program Guidance 600.01).

Family Information Packet for repeat customers (within 6 months)

Repeat customers must always be asked if they have the original packet sent by CCR&R staff and if any additional information is needed. The cover letter, a summary or detail listing of the referrals generated, and any additional resources/brochures as requested shall be sent no later than the 6th business day.

Basic Consumer Information

Consumer information offered to all families should include but is not limited to:

- Name of CCR&R specialist and organization
- Explanation of ALL early education options: Centers (Licensed and Exempt), Faith Based, Family Child Care Homes, School-Age Programs,

School Readiness Programs, VPK, Head Start, Early Head Start, Nanny/In-home care, Summer Camps, etc.

- Explanation of types of regulations (i.e. licensed, exempt, registered)
 - How to review provider licensing files and how to access licensing web site
 - How to choose a provider – what to look for, questions to ask
 - Quality indicators: (i.e. training, education, accreditation, CDA, Gold Seal, staff stability, adult/child ratio, group size, parent/provider communication, etc.)
 - Parent packets/child care referrals must not be sent via Bulk Mail.
8. Conduct quarterly follow-up with randomly selected parent/customers who used child care resource and referral services, to determine if their needs were met and their satisfaction with the services received. The contractor must take corrective action to raise unsatisfactory services.
 9. Ensure resource and referral staff are trained to deal with crisis situations/calls and with the needs of children with special medical or developmental concerns/delays. CCR&R staff must be fully qualified as a Level 1 specialist or higher.
 10. Conduct family needs assessment at intake and make referrals to other agencies as needed.
 11. Develop and maintain an Internet website.
 12. Comply with the Required Minimum OEL CCR&R Program Requirements for the components involving consumer information, education and referrals for parents.

3.8.1.3 Availability of Services

The Contractor must ensure:

1. Waiting Room/receptions are family friendly with an activity area for children with safe, age appropriate materials (i.e. books, crayons, toys, table and chairs, etc.), or have available portable children's toys/materials for each staff member's office.
2. A written walk-in appointment policy and schedules are posted in the waiting areas.
3. CCR&R services are available from a fully qualified CCR&R specialist (Level 1 or higher).

3.8.1.4 Maintenance of Child Care Resource and Referral Database

The Contractor must:

1. Maintain a comprehensive database of all early learning and child caregivers in the "Coalition's Six Counties" that will be updated on an ongoing basis with the following requirements:
 - a. Type of caregiver (i.e. licensed center, faith-based exempt center, licensed family child care home, etc.)
 - b. Address, phone number, fax number, director's/owner's name, email address for director/owner if available

- c. Types of care (i.e. weekend care, evening shift, before and after school, etc.) for each care location
 - d. Current rate schedule for each age category including any special rates or fees such as sibling discounts, registration fees, activity fees, etc.
 - e. Hours of operation and days of operation
 - f. Capacity by age grouping
 - g. Special services such as music programs, language programs, computer access, emergency/mildly ill care, transportation, etc.
2. Comply with all requirements regarding maintenance of the child care resource and referral data base.

3.8.1.5 Program Administration

The Contractor must:

1. Submit a written plan that provides a means of communication with the CCR&R Network and the provision of information and referrals to families and providers with minimal interruption of services.
2. Ensure that Information is available, upon request, to parents, providers, and general public on the following policies: Referral, Complaint, Public Disclosure, Conflict of Interest, Anti-discrimination (*EEO/ADA*), and Confidentiality.
3. When budget allows, maintain organizational membership status with Child Care Aware of America.
4. Ensure that the privacy and confidentiality of CCR&R customers is maintained at all times.
5. Ensure the maintenance and retention of all required records for five years.
6. Maintain a file with up-to-date information on local and state provider laws and regulation changes; and coordinate with the Department of Children and Families and/or local licensing for receipt of the latest licensing reports of new and closed childcare providers on a quarterly basis. Meet with licensing staff semi-annually to discuss licensing issues relative to CCR&R.
7. Comply with all requirements regarding the administration of Child Care Resource and Referral (most current regulations at the time of this RFP are the FAC 6M-9.300, Section(s) 1002.84(3) and 1002.92, Florida Statutes, and OEL Program Guidance 600.01 "Child Care Resource and Referral Requirements" revised September 1, 2016). The OEL CCR&R Program Requirements document may be accessed on the Coalition website at www.elcnorthflorida.org.

3.8.1.6 Professional Staff

The contractor shall be adequately staffed (as stipulated by the OEL CCR&R Program Requirements) to provide resource and referral services. The contractor shall furnish job descriptions of all staff for each Coalition service area, including salary ranges and minimum education requirements.

The Contractor must:

1. Ensure that all staff, and any subcontractor staff, meet applicable staff qualifications as required by state and federal licensing or certification requirements. The Contractor shall have all employees assigned to an awarded

contract, from this RFP, screened in a manner consistent with s. 943.0542, Florida Statutes; and, the Contractor will have written policies that include these criteria. The Contractor shall ensure that both paid and volunteer staff who, as a part of their duties and responsibilities, have contact with children 10 hours per month or more, must submit to a local and state criminal records check and be cleared before working in a child care setting in accordance with s. 435.03 and 435.04, F.S. as applicable.

2. Maintain sufficient staff to deliver the agreed upon services as reflected in the Contractor's RFP response. Staffing levels must include telephone counseling staff available to receive incoming consumer calls during specified hours.
3. Furnish to the Coalition, an organizational chart listing positions, lines of authority, and an explanation of how the program relates to the entire agency operation.
4. Ensure staff attend the required professional development trainings (per OEL's most current CCR&R Program Requirements) which include the following:
 - a. The CCR&R Coordinators and CCR&R Specialists are to attend statewide or regional trainings as required by the Coalition and as funding permits.
 - b. New Coordinator conference calls or Webinar trainings as scheduled.
 - c. Webinar Trainings, as scheduled, for CCR&R Coordinator and CCR&R Specialists.
 - d. Scheduled CCR&R Coordinator Conference Calls (CCR&R Coordinator or CCR&R designee).
 - e. CCR&R Coordinator or CCR&R designee are to attend one state or national conference, annually, relating to CCR&R, customer service, or early childhood practices (see OEL CCR&R Program Requirements for examples), as required by the Coalition and as funding permits.
5. Ensure the CCR&R Coordinator, or designated supervisor, observes each CCR&R Specialist conducting a complete family interview and generating referrals at least once per fiscal/contract year, using the OEL CCR&R Quality Assurance Assessment form.

3.8.1.7 Technology

The Contractor must adhere to the following:

1. E-mail must be checked daily for all CCR&R related communications. All updates/attachments must be printed and shared with CCR&R staff as appropriate.
2. Changes to e-mail addresses must be sent to the CCR&R Network immediately.
3. All CCR&R staff use the most current version of the CCR&R Network approved CCR&R software.
4. Maintain a website detailing CCR&R services and provide links to the CCR&R Network, the Office of Early Learning, other similar Government authority, the SR and VPK websites/family portals, and the Coalition.
5. Enter all information into the most up-to-date CCR&R Network database for all legally operating childcare providers within thirty (30) calendar days of receiving information. New providers and potential providers will be sent informational

packets to include contractor contact information and informational literature on childcare topics applicable to provider's situation.

3.8.1.8 Reporting

The Contractor must ensure:

1. When requested, monthly statistical reports for all counties in the service area are reviewed and submitted to the CCR&R Network and the Early Learning Coalition.
2. Provide requested data to the Coalition for its annual report in a written format as identified by the State of Florida, and by the deadline set by the Coalition to ensure coordination of data and delivery to OEL by October 1 of the following fiscal/contract year.
3. Ad hoc reports submitted as requested, per instructions from the CCR&R Network, OEL and/or the Coalition.
4. All CCR&R provider and customer updates are made within thirty (30) calendar days of receiving notification unless other instructions are given.
5. Develop an annual "Accessibility Report" to be submitted to the Coalition by the last business day in August of each year, and provide a minimum of two public awareness and two provider recruitment activities by contract ending date, as well as address community needs in reference to Child Care Resource and Referral.

3.8.1.9 Inclusion

The Contractor must:

1. Raise community awareness of the inclusion of children with special needs - create and distribute flyers, newsletters, handouts about issues affecting inclusion and collaborate with local and state community partners to promote inclusion. Promote community awareness of and support for equal access to high quality child care and early learning opportunities for *all* children, including those with disabilities and special health care needs.
2. Operate a local or toll-free "Warm Line" for providers to access information, training, and technical assistance on the inclusion of children with disabilities and special health care needs. The "warm Line" will operate 24 hours a day, 365 days a year. Whenever providers direct themselves to voice-mail, a message identifying the Inclusion Contractor, services provided, and an option to leave a message for staff is available.
3. Maintain a website detailing Inclusion services and providing links to the Statewide Inclusion Initiative, OEL or other similar Government authority, and the Coalition.
4. Provide training on mandated Inclusion topics each quarter and include on the agency's quarterly training calendar.
5. Employ a fulltime Inclusion Specialist(s) whose time shall be allocated between the six counties of the Coalition. This position shall be filled with an individual

possessing relevant credentials, experience, and qualifications as recommended by the Office of Early Learning.

6. Participate in statewide inclusion activities. The Inclusion Specialist must attend all required trainings, conference calls, webinars, and (if funding allows) at least one additional conference (per year) that supports inclusion and disability topics, per OEL's most current version of OEL CCR&R Program Requirements.
7. Prepare and deliver presentations about inclusion, including the ADA, benefits of inclusion for all children and how to create inclusive environments.
8. Analyze training needs of the community in relation to inclusion education and develop and implement strategies to meet identified training needs.
9. Provide consultation and on-site technical assistance to programs to create inclusive environments through environmental and program design, accommodations, adaptations and quality enhancement.
10. Maintain records of all materials created and activities performed. Provide records and reports to the Coalition (inclusion reports shall be submitted annually to the Coalition) and shall fulfill the Coalition Inclusion reporting requirements of the State.

3.8.1.10 Provider Services

The Contractor must:

1. Provide technical assistance to encourage developmentally appropriate practices, based on the Florida Performance Standards.
2. Ensure 100% of School Readiness contracted providers, serving children under school-age, will incorporate a character development program into their curriculum.
3. Provide technical assistance to existing and potential School Readiness providers. This assistance shall include:
 - a. Information on assistance in initiating new School Readiness services, zoning, program and budget development and assistance in finding information from other sources.
 - b. Information and resources, which help existing School Readiness providers to maximize their ability to serve children and parents /guardians in their community.
 - c. An informational brochure and cover letter must be sent to potential providers, which includes information about CCR&R services and other related activities as required in the minimum OEL CCR&R Program Requirements.
 - d. A written provider statement must be posted on the local CCR&R website and included with the information packet sent to all new providers and in an annual hand-out/mail-out and/or newsletter to all early care and education providers in the CCR&R database.
 - e. An annual hand-out/mail-out and/or newsletter must be posted on the website and mailed to all providers listed on the database with comprehensive information about CCR&R services and other related activities and information.
 - f. Information about incentives which could help existing or planned School Readiness services offered by public or private employers seeking to

- maximize their ability to serve children of their working parent/guardian employees in their community through arrangements with businesses.
 - g. Establishing, formalizing and publicizing child care resource and referral's role as the first point of contact for potential School Readiness providers.
 - h. Contractor staff will maintain, at least quarterly, contact with existing child care provider associations and support groups to promote provider development, networking and professionalism.
4. Comply with the Required OEL CCR&R Program Requirements for the components involving provider services.

3.8.1.11 Parent and Child Services

The Contractor must:

1. Offer parent education activities including parenting classes, child growth and development, identification of special needs, sibling support, financial self-sufficiency support, health and nutrition, community resources, non-traditional families, fatherhood support, roles of grandparents, etc.
2. Coordinate services for families with children that have disabilities or special health care needs. This includes assistance in transitions from program to program.
3. Actively promote the availability of services and child care arrangements for children with disabilities or special health care needs.
4. Supply sufficient space to conduct business and promote privacy when meeting with clients and determining services in an area convenient to clients.
5. Advise clients requesting childcare tuition assistance under the Economically Disadvantaged and CCPP categories regarding the availability of CareerSource opportunities and encourage them to seek assistance.
6. Collaborate with CareerSource to identify families who have not sought assistance and counsel at eligibility redetermination.
7. Provide current lists of classes on developing self-sufficiency provided by CareerSource to all new enrollees and at redeterminations.
8. Review all Economically Disadvantaged, CCPP, and WAGES/TANF School Readiness client's work and/or education documents at initial determination and redetermination and notify CareerSource on any discrepancies.
9. Develop a method to query families receiving services for customer satisfaction based on a customer satisfaction survey that has been approved by the Coalition.
10. Provide opportunities for families to participate in family involvement activities within each fiscal year, including but not limited to: community children's forums, parenting activities, self-sufficiency classes and caregiver colloquiums with a 90% parent satisfaction rate of those parents surveyed.
11. Develop a creative and specific plan for expanding availability and facilitating access to services for families in rural and hard-to-serve areas.
12. Maintain and utilize a written procedure to resolve client complaints and work with the Coalition to resolve any issues regarding services as requested by individual clients or applicants for services.

13. Notify applicants or clients at all contact points of the right to a review in cases of a determination of ineligibility for services or termination, suspension, or reduction in services.
14. Ensure due process, following contractor procedures, for reviewing the cases of clients who request this review.
15. Provide linkages to the local comprehensive information and referral service to enable parent access to community resources as identified in an inventory of parent needs.
16. Support local/state child-advocacy-protection events such as Children's Day, Children's Fairs, Child Identification Programs, etc.

Child Screenings and Assessments

1. Child Screening – brief evaluation procedure used to identify children in need of further assessment(s) completed in the areas of cognitive, physical, emotional and social development, vision, hearing and health;
 - a. To be completed upon enrollment, and then annually, on each child in School Readiness programs.
 - b. The screening instrument shall be approved by the Coalition and/or OEL. Screening instruments may vary based on the age of the child.
 - c. Parents shall have the right to refuse to allow such services to be provided to their child. Refusal should be documented and signed by the parent and retained the child's file.
 - d. Contractor shall supervise staff to ensure that at all children age birth- 5 years old are screened within 45 calendar days of program entry, and annually thereafter, except those served in a school-based program. And, if referred, 100% of the referrals are followed-up.
 - e. Referrals will be given to all clients who request mental health services.
2. Child Assessments – process used to identify children who may be in need of specialized services in order to plan care and instruction.
 - a. Although the Coalition does not require child assessments, SR Providers may voluntarily administer child pre- and post-assessments. Based on developmental concerns identified in the screening process, an assessment may be given to determine the scope of the delay and to further evaluate the need for intense services.
 - b. The assessment instrument selected for use should be coordinated with provider agencies offering developmental intervention such as FDLRS, Children's Medical Services, etc. and/or preferred by the Coalition.
 - c. Parents shall have the right to refuse to allow such services to be provided to their child. Such requests shall be honored, documented in writing, signed by the parent and retained in the child's file.
 - d. Children with identified developmental concerns shall have an individualized instruction plan developed for use by the care provider and the parent.
3. Intervention Services Referrals
 - a. Based on developmental delays identified through the assessment process, children and families shall be referred to local intervention service providers. As much as possible, parents should be offered assistance to complete the referral for specialized services.
 - b. Follow-up support for child care providers and parents shall be coordinated with the intervention service provider.

- c. Parents shall have the right to refuse to allow such services to be provided to their child. Such requests shall be honored, documented in writing, signed by the parent and retained in the child's file.

3.8.1.12 Community Education and Collaboration

The Contractor must:

1. Work to increase the quantity and improve the quality of services to families by networking and coordinating the provision of social and child care services with community programs and initiatives. Maintain a list of community services that is updated at least annually.
2. Provide consumer advocacy services including assistance to families and employers in applying for subsidized child care and other types of assistance (e.g., Head Start, private scholarships, federal dependent care tax credit, negotiating child care discounts, services for children with special needs, health insurance/Kid Care, etc.)
3. Meet at least twice a year with the "Coalition's Six Counties" Child Care Licensing agencies to discuss issues and exchange information. A log/file shall be maintained of all complaints referred to licensing along with, if available, the resolution of the complaint.
4. Educate parents, providers, human services agencies, and employers regarding child care laws and regulations, subsidies available for child care costs, available child care options, what constitutes quality child care, how to assess child care programs, the prevention of child abuse, neglect and exploitation in child care settings, and the parent's role as their child's first teacher.
5. Publicize the services available through the School Readiness Program utilizing various media sources, public and private organizations, and other appropriate methods.

3.8.1.13 Quality Support Services

The Contractor must:

1. Develop a Quality Support Services Plan to be approved by the Coalition, which complies with the intended use of quality expansion funds. Facilitate the delivery of a model training and technical assistance system, designed to support the continuous improvement of the Coalition and their School Readiness programs as the Coalition works to provide high quality and effective services to children and families.
2. Create and implement a provider resource development plan for recruiting, supporting, retaining, and quality improvement of School Readiness providers and their services. Emphasis will be placed on low income, underserved areas and types or care (including weekend care, evening care, shift care and emergency/mildly ill care) needed by the community.
3. Provide training opportunities for School Readiness child care providers such as workshops, in-service training and classes to promote quality care, family involvement, and staff development.
4. Provide technical assistance to facilitate access to financial support for child care professionals working to receive a Child Development Associate (CDA) credential, equivalent, or higher degree.

5. Work with the Coalition and the Board of Directors to ensure training opportunities are available to the widest participation possible.
6. Publish a training/activity calendar for early education and care activities on no less than a quarterly basis.
7. Publish newsletters with educational articles and training opportunities for specialized populations such as family child care homes, parents, after school programs, etc.
8. Provide technical assistance to School Readiness providers in areas such as program assessment instruments, School Readiness care policies/procedures and parental involvement, classroom management, behavioral observation, accreditation, etc.
9. Provide technical assistance and support for activities leading to accreditation by a national or state recognized Gold Seal Accrediting agency.
10. Provide technical assistance and support for School Readiness providers serving “special needs” children and their families. Provide information about the ADA requirements for child care professionals.
11. Provide technical assistance and support for family child care home providers moving from informal to registered status, registered to licensed, or providers moving to accreditation status. Initiate the Florida Safe Families Network (FSFN) records check for all informal childcare providers at <http://www.myflfamilies.com/service-programs/abuse-hotline/report-online>, and monitor all informal providers at least annually, for the purpose of observing (at a minimum) compliance with F.S. (Sections 1002.81 through 1002.97) and verify DCF 6-hour training certification.
12. Provide behavior management support for children in School Readiness care arrangements, through staff training and technical assistance.
13. Ensure no less than annual review of child care facilities to reflect community needs for development, expansion or care for specific age categories in all geographic areas of the Counties. Based on this survey, support should be offered to care providers who can help meet the care needs identified.
14. Coordinate the opening of new child care facilities or expansion of existing facilities with the local licensing agency. Work with the “Coalition’s Six Counties” childcare licensing organizations to ensure that childcare choices are current and will also contact School Readiness providers once a year to assess services or changes in services.
15. Provide technical assistance and information regarding child nutrition, meal preparation and menu planning; this assistance should compliment but not duplicate services funded by the U.S. Department of Agriculture Food Program Administration.
16. Gather needs assessment data to identify geographic areas where additional child care services are required to best serve clients and develop a written plan for implementation, including child care locations for “odd-hour” care.
17. Develop a method to query School Readiness providers receiving services for customer satisfaction based on a customer satisfaction survey that has been approved by the Coalition. All providers must be queried at least annually.
18. Provide accessibility to equipment necessary to conduct business including sufficient computer hardware and software to produce accurate financial information and to generate timely reports as required.

19. Host a minimum of one community-wide event and conduct community wide assessments on behalf of the Coalition relating to School Readiness and childcare awareness.
20. Work with Department of Children and Families or their contractor to ensure that childcare providers are in compliance with licensing standards 100%, staff-to-child ratios 100%, healthful and safe environment 100%, and qualified personnel 100%.
21. Produce a quarterly training schedule providing professionals a list of the upcoming offerings of staff development and distribute to all School Readiness and VPK providers in the communities. Information shall include agency, local, state and national conference, as well as availability of Coalition Quality Initiatives such as scholarships, stipends and professional development opportunities. Offer up to sixteen workshops a year for School Readiness and VPK providers (accessible and relatively convenient for providers of all six counties that the Coalition serves).
22. Offer assistance and referral for scholarships, such as the TEACH program, to School Readiness providers for advanced studies, including books and tuition; develop a survey that can be filled out at staff development classes and offerings, which will indicate 1) whether the training is beneficial and 2) whether the professionals are being given the opportunities they need and then develop a baseline of School Readiness professionals' training needs.
23. Provide informal and registered providers with technical assistance on becoming licensed. Provide technical assistance to licensed providers on becoming accredited.

Provider Quality Enhancements

1. The provider will administer the Coalition's Enrichment program which is a voluntary program for School Readiness Providers.
2. Providers participating in the Enrichment program will receive weekly coaching.
3. Providers who recently complete the program are called Maintenance Programs and should receive continued coaching once a month to ensure that gains made during participation in the Enrichment program are maintained.
4. The Enrichment program uses the CLASS assessment which measures the quality of teacher interactions and if the program requests it. Therefore, the Contractor will provide certified CLASS Assessors, certified to administer the "Toddler" and "Pre-K" CLASS tools.
5. The Contractor will use the ERS assessments to add insight to any perceived environmental concerns, when requested. From there, qualified Contractor staff will develop an improvement plan based on the teacher's stated interest.
6. The Contractor, when funding allows, will utilize quality spending for supplies to strengthen these programs with classroom supplies, curriculum supports, curriculum, and other classroom needs.
7. The Contractor will expend quality funds to provide mini-grants, curriculum or other needs of providers not participating in the Enrichment program depending on need and funding.
8. Additionally, the Contractor will offer one on one technical assistance to any School Readiness provider based on provider need.
9. Effective July 1, 2019 School Readiness providers must meet a minimum score on the CLASS tool to be eligible for a School Readiness contract (unless exempted). School Readiness providers who meet the minimum quality score, but are still emerging in quality, will be placed on a mandatory Quality Improvement Plan. The Contractor will identify performance goals and quality improvement strategies to help these providers meet quality scores (Reference Florida House Bill 1091, 2018).

3.8.1.14 School Readiness Program Resource Development Services

The Contractor must:

1. Conduct a market rate survey on an annual basis, as directed by the Coalition, to determine the maximum county rates by age category and the type of provider. This survey will be used by the Coalition to assist in setting the reimbursement rates;
2. Provide for direct child care services for children, through Statewide Provider Contracts for the School Readiness program and vouchers, agreements in child care centers and family child care homes located throughout the “Coalition’s Six Counties” and operating traditional and non-traditional hours:
 - a. Child care centers and family child care homes with a Statewide Provider Contract for the School Readiness program to provide the services must meet local licensing standards and/or meet the requirements of Chapter 65C-20 and Chapter 65C-22, Florida Administrative Code, as appropriate. In order to meet the federally mandated parental choice guidelines, services may be provided in other legal settings through administration of a voucher/certificate program. These services will be provided in the “Coalition’s Six Counties” of Florida.
 - b. Be able to manage Statewide Provider Contracts for the School Readiness program and voucher agreements for subsidized child care services in conformance with Federal and State requirements.
 - c. Meet the School Readiness needs of specialty populations of families and children in culturally relevant ways and must, when appropriate, engage key community agencies or groups that have particular expertise and/or services designed to meet those needs.
 - d. Provide technical assistance to child care providers on subjects relating to subsidized child care policies and procedures.

3.8.1.15 School Readiness Enrollment and Eligibility Determination and Re-determination

The Contractor must:

1. Serve no fewer than **3,800** children per month, on average. These numbers are based on the service requirements of the 2017/2018 contract. The actual number to be contracted based on this RFP will be in part determined by the total funding allocated to this Coalition by the Office of Early Learning for subsequent fiscal years.
2. Successfully manage the direct child care utilization including tracking the number of children served by child, age, identification number, location of services, and by funding stream, from entry until exit from services.
3. Establish and maintain subcontracts/certificate/vouchers with providers for childcare provision. Contractor shall maintain provider files on an on-going basis.
4. Negotiate fixed rates with Providers. Rates negotiated by the Provider may not exceed rates paid by the general public, nor shall rates exceed the Coalition’s established rate schedules. Payments to Gold Seal providers must follow the guidelines established by OEL, and Coalition rate scales approved by the Office of Early Learning.

5. Conduct effective financial analyses, including trend analysis, make accurate forecasts, projections, and provide monthly utilization management plan recommendations for approval by the Coalition. The contractor shall adhere to the Coalition's disenrollment policies and procedures, in the event disenrollment is deemed necessary for resource utilization and management.
6. Increase the number of children in extended-day/extended year services to the maximum extent possible.
7. Provide face-to-face and/or Single Point of Entry (SPE)/Family Portal School Readiness determinations and re-determinations of client eligibility and service eligibility and for maintenance and utilization of written procedures for eligibility determination, adhering to guidelines established by the Child Care Development Fund (CCDF), TANF, Section 1002.87 F.S., and Rule 6M-4, F.A.C., and as stipulated by the State of Florida, the Office of Early Learning and all applicable State Laws and Rules. 100% of participant records will adhere to the Coalition approved Prioritization of Services. Contractor will correctly assess parent co-pay fees, as well as advise all parents of other additional fees as required.

The Coalition's Prioritization of Services Policy are per Section 1002.87, Florida Statute and area listed in section 3.7, "Program Eligibility" of this document.

8. Maintain required hard copy and electronic data files for client eligibility. Electronic data must be available in a format that will allow for state and federal reporting. Known or suspected incidents of fraud, program abuse, or criminal conduct shall be reported to the Coalition immediately.
9. Provide sufficient space to conduct business and promote privacy when conducting client interviews and offer services in an area convenient to clients.
10. Inform clients of childcare options and health and safety issues at initial inquiry. Develop a survey form that will indicate parents felt they were adequately informed on childcare options and health and safety requirements and have client's complete form at initial inquiry. Contact Department of Children and Families or the county licensing department on a recurring basis to update to the most current list of providers. Compare SSIS data to the list of Department of Children and Families existing licensed School Readiness providers on a monthly basis and compile a report on a semi-annual basis.
11. Demonstrate the capability and willingness to meet mandated parental choice guidelines by offering subcontracted and/or certificate/voucher care in the following care settings per the Child Care Development Fund State Plan and have written procedures to ensure that providers of child care services for which assistance is provided, afford parents unlimited access to their children and to the child care providers caring for their children during normal hours of provider operation and whenever the children are in the care of the child care provider in accordance with 45 CFR Part 98.31. Maintain and promote parental choice as part of resource and referral services. Develop a comprehensive plan extending parent choice in areas exhibiting deficiencies in childcare. Work with DCF Childcare Licensing to ensure that childcare choices are current. Contact School Readiness providers annually to assess services or changes in services. The respondent must demonstrate how protective services children will be tracked and attendance monitored.

Care Setting	Subcontracted	Certificate/ Voucher
Licensed or Exempt Child Care Center	X	
Licensed or Registered Family Child Care Home	X	
Faith Based Child Care Center	X	
Exempt, School Based Site	X	
In Home Care		X
Relative Care		X
Non-Relative Care		X
Any Legal Care Arrangement		X

12. Monitor subcontracted providers and/or certificate/voucher providers to ensure that services are being provided as arranged.
13. Develop and implement a school readiness provider monitoring plan that includes identifying timelines for notification to school readiness program providers, requirements for submitting documentation, site visit dates, desk reviews, documented sample size that adheres to the OEL minimum annual sample size guidelines, draft and final report dates, response dates and deadlines, corrective action plan requirements and resolutions, and additional processes to facilitate program compliance.
14. Monitor all subcontracted providers for compliance with FAC 6M-4.630 by using the most current version of the Statewide School Readiness Provider Contract Monitoring Tool approved and mandated by OEL.
15. Require early education and care providers to collect and report state mandatory parent co-payments, based on assessed co-payments by the respondent agency at the time of eligibility determination or redetermination, on a daily, weekly or monthly basis from eligible clients and reduce monthly reimbursement request for child care services by that amount whether or not the fees are actually collected.
16. In the event the State legislature or the Office of Early Learning makes changes in the parent co-payment (fee) determination or collection process, that policy shall be followed.
17. Ensure compliance with Florida Statute 39.604, Rilya Wilson Act.
18. Provide TCA Respite Child Care to families who are referred and are eligible.
19. Develop a procedure to pre-screen subsidy applicants for services and for creating and maintaining a waiting list for services when funding is limited. The process must be approved by the Coalition prior to implementation. Participate in the Web-Based SPE/UWL (Simplified Point of Entry/Unified Waiting List) system offered by the State and collaborate with Head Start and other area agencies to use this system for School Readiness services.
20. Ensure that the Florida Safe Families Network (FSFN) records check is initiated for all informal childcare providers at <http://www.myflfamilies.com/service-programs/abuse-hotline/report-online> .

21. Ensure each state-funded education and care program for children from birth to five (5) years of age provides activities to foster brain development in infants and toddlers.
22. Ensure that families can access child care service for extended hours (i.e. mornings, evenings and weekends) 365 days a year as employment schedules or family needs require.
23. Maintain and utilize a written procedure to resolve client complaints and work with the Coalition to resolve any issues of eligibility, reduction or termination of services as requested by individual clients or applicants for services. Contractor shall notify applicants or clients at all contact points of the right to a review in cases of a determination of ineligibility for services or termination, suspension, or reduction in services. Contractor shall ensure due process, following contractor procedures, for reviewing the cases of clients who request this review.
24. Coordinate with all School Readiness programs in the Counties to provide a unified waiting list and simplified point of entry for clients applying for child care assistance. Utilize the Office of Early Learning's Web-based Unified Waiting List/Simplified Point of Entry System.
25. Provide reporting services as required for the Teen Age Parent Program (TAPP). Develop ways to help the growing number of teen parents find information and financial help in both taking care of themselves and their children.
26. Provide a service delivery system that is timely, customer friendly, convenient, accessible, meets the needs of and provides quality care to all eligible families and early education and care providers from all areas of the "Coalition's Six Counties".
27. Implement an internal Quality Assurance/Quality Improvement system to monitor and continuously improve performance.
28. Develop a method to query families receiving services for customer satisfaction based on a customer satisfaction survey that has been approved by the Coalition.
29. Provide evidence that services would be continued for one month in the event that cash flow is disrupted in the normal delay in processing reimbursement payments.
30. Meet the needs of current families receiving services funded by the Coalition as of **July 1, 2019** and ensure uninterrupted services for eligible families.
31. Demonstrate an understanding of, and commitment to, at-risk clients, and the planning and management skills to expand services to these clients, particularly children less than five years when their age is coupled with other major risk factors.
32. Establish an integrated working relationship with the Office of Early Learning for the purpose of assisting families in finding affordable quality early education and care options and in support of "parental choice" requirements.
33. Provide parents with information regarding relevant service organizations; documented by parental acknowledgement in client records. Referrals will be made by staff, as necessary, and will also be documented and accessible for review.
34. Provide additional services and reports in accordance with the Coalition's Plan for School Readiness/VPK and subsequent amendments to the Plan.

3.8.1.16 Management Information Systems

The Contractor must:

1. Have access to equipment necessary to conduct business including sufficient computer hardware and software to adequately track client eligibility, to provide accurate invoices, to produce accurate financial information and to generate timely reports as required. Equipment must be compatible with the Office of Early Learning' Information Technology Resources as defined in Section 282, F.S.
2. Maintain and manage data through the SSIS for School Readiness and Voluntary Pre-Kindergarten information, for state and coalition reporting, review account activity, and other activities deemed necessary by the Coalition.
3. Provide OEL and the Coalition permanent access to any server the Contractor uses to locally host the statewide information system to meet data reporting requirements and access to information the Contractor maintains.
4. Agree to the terms and conditions as set forth in the OEL Service Level Agreement and database hosting agreement until the dates of the EFS (Enhanced Field System) database decommissioning by OEL. Assist Coalition staff in accessing and in the use of the OEL Database(s). Provide basic network support to all users upon request.
5. Maintain and utilize the Wait List per State requirements and check the Wait List/Family Portal at least weekly for any items needing processing. All SR and VPK applications (whether initial or redetermination) must be processed within ten (10) calendar days of receipt of completed application and supporting documentation.
6. Download and install all releases to the SSIS system including delivery to users.
7. Provide basic network support to all staff using the system.
8. Enter school system program data into SSIS and generate 5045 [OEL-named consolidated monthly provider billing report produced by the EFS (Enhanced Field System) Databases] and/or other required reports for payment.
9. Shall satisfy all provisions for CCR&R services.
10. Agree to abide by all state and federal regulations with respect to confidentiality of recipient information and to adhere to all applicable requirements and restrictions of the Federal Privacy Act of 1974.
11. Establish a system administrator/IT security officer who shall be responsible for implementing the confidentiality provisions and securing the integrity of the data. It is strongly recommended that the system administrator and IT security officer be one in the same. Responsibilities include ensuring that the appropriate OEL-issued data confidentiality forms are properly executed for both internal and external users of any data system associated with the School Readiness and VPK program.
12. Adequately train staff in non-disclosure. Only staff properly trained will have access to the system (or OEL staff and qualified monitors).
13. Take steps to safeguard data and deter computer related crimes as defined in 815.02, F.S. The Contractor is responsible for ensuring the security and confidentiality of all data systems used to manage early learning program data, including proprietary and commercial off the shelf (COTS) software and any other software or tool used for this purpose.

14. Strictly adhere to guidelines from OEL-IT on maintaining a secure and accurate database. Ensure that the most current release of OEL's Single Statewide Information System is in use within thirty (30) calendar days of the release of any system changes, including the single point of entry and unified waiting list. Comply with all OEL standard codes definitions for all programs.
15. Ensure data will be made available to OEL-IT for review and audit, 24 hours a day, 7 days a week.
16. Comply with data correction requests or data cleansing activities as directed by OEL. Communicate any problems that arise during the use of the Single Statewide Information System, including enhancement requests, to OEL's Single Statewide Information System design and maintenance contractor.
17. Communicate any changes made to the Contractor's software or hardware which may adversely affect the Coalition's ability to access information including, but not limited to changing the Internet Protocol (IP) address, telephone numbers, address or web address, changing the password, and configuring a firewall on the network. The Contractor shall communicate the proposed change, in writing, to service.desk@oel.myflorida.com no fewer than 72 hours prior to requested implementing date. OEL must approve the changes prior to the Contractor's implementation.
18. Participate in the weekly OEL Modernization teleconference calls and maintain documentation (either printed copy or electronic files) to verify this participation (in person or by reviewing the minutes). This documentation must be available for review upon request.
19. Submit a "Policy and Internal Monitoring Plan" due no later than August 15 of the first contract year to ensure the accuracy of data, and subsequent changes to the policy will be submitted to the Coalition immediately.
20. Ensure that the Contractor's Information Systems Security policies and procedures will contain criteria and standards as set forth in OEL's Policy 5.02 section III.C., reflecting at a **minimum (but not limited to)**: 4. Security training and awareness, 10. Contingency planning, 12. Identification and authentication, 14. Antivirus, 16. Personnel security, 22. Mobile computing, 25. Remote access, 30. Database security, 31. Media management, and 32. Password management.
21. The Contractor shall develop and implement Protocol 11, access control, except that in lieu of executing a data security agreement, the Contractor shall complete OEL's Memorandum of Understanding and data security agreement as provided. The Contractor will maintain the completed data security agreement forms, and ensure the form is completed within seven (7) calendar days of the first day an employee has access to the data systems.
22. Participate in routine SSIS data security reviews to ensure compliance with OEL's Policy 5.02. The Contractor may participate in information security related training offered by OEL to satisfy the requirements of Policy 5.02, section III.C, protocol 4. Security Training and Awareness.
23. Ensure that all confidential information is protected and shall use a secure method for the electronic submission for all sensitive or confidential information. Any information security related breaches shall be reported in accordance with section 817.5681, Florida Statutes.
24. Comply with all standard codes and definitions for all Early Learning programs contained in the most current version of the OEL's Standard Codes documents.

25. Comply with any data analysis, definitions, and standardization activities required by OEL.
26. Maintain the means to access and utilize an integrated, automated system for maintaining all client data, for recoding and the timely processing of vendor payments for approximately **3,800** children served daily, inclusive of school-based programs. Currently the "Coalition's Six Counties" are using, and is required to use, the Single Statewide Information System (SSIS). Data for children served and/or enrolled varies on a monthly basis.

3.8.1.17 Voluntary Prekindergarten Services

The Contractor must:

1. Design and implement operational procedures to assure the availability of three (3) options for the VPK program to parents seeking to enroll children who will be 4 years old on or before Sept. 1st of the given year (or parents whose children are born from February 2 through September 1 of a calendar year may choose to enroll their child in VPK either that year or the year their child turns five (5) years old). The options are the 540-hour school-year program, the 300-hour summer program, and the Specialized Instructional Services (SIS) which is offered for children with individual educational plans (IEP's).
2. Place providers on probation, require corrective actions, and improvement plans and remove providers who refuse to comply with requirements or who engage in misconduct.
3. Provide technical assistance to providers to facilitate the VPK application process to include; training, completing forms and paperwork and obtaining necessary licenses.
4. Ensure that participating VPK providers meet all applicable administrative requirements, including licensure and background checks, and ensure that required background checks are completed for staff prior to delivery of direct services for children in VPK classrooms.
5. Perform VPK program child withdrawals, transfers, re-enrollments as necessary, according to state policy guidelines.
6. Design and implement operational procedures to assist parents to choose VPK sites from private settings or public schools.
7. Implement a quality assurance plan for the VPK program, including the sample size and annual schedule of VPK Provider monitoring using the OEL Statewide VPK Provider Monitoring Tool.
8. Gather monthly data on the number and types of number of current providers, number of current classrooms, classroom capacity, how many children enrolled on last day of month, and the number (monthly and YTD) and percentage (YTD) of providers monitored.
9. Report on kindergarten readiness rates and provide analysis of the results of these assessments and the performance of VPK child care providers.
10. Provide accurate data collection and analysis for the VPK program within the requested timeframe in accordance with expectations of the Coalition and/or in accordance with state and federal law and the Office of Early Learning expectations.

11. Provide face-to-face and/or Single Point of Entry (SPE)/Family Portal determinations of eligibility for applicants, contact and scheduling parents for eligibility interviews and assist parents through the application process.
12. Utilize the VPK Provider monitoring tool mandated by OEL and is updated annually.
13. Recruit VPK providers; assist potential VPK Providers with application process, accurate completion of forms, documentation, verify application data, provide technical assistance on policies and contractual requirements and performance standards.
14. Advise providers of acceptance of application and coordinate VPK contract signing with providers.
15. Maintain files of VPK Clients and Providers in compliance with State and Coalition policy.
16. If applicable, coordinate and/or conduct VPK registrations and promotions, including off-site registrations at times that are convenient to parents.
17. Coordinate and collaborate with the local school districts in enrollment and program delivery.
18. Enter/maintain Provider and Parent/Child applications into SSIS.
19. Reconcile attendance sheets and generate accurate invoices.
20. Perform Provider pre-payments and reimbursement services.
21. Maintain and enter provider profiles into SSIS.
22. Upon request, provide a list of approved VPK providers on a comprehensive provider profile list to all applicants to ensure parental choice.
23. Answer phone calls and questions regarding the VPK program, and questions from parents and providers on implementation and program improvements.
24. Purchase, distribute and provide orientation and support of curriculum to providers as funding permits and as determined by Coalition.
25. Work with parents and providers of the "Coalition's Six Counties" on VPK implementation, delivery, and ongoing promotion of the VPK program in local communities.
26. Conduct compliance monitoring of VPK programs.
27. Collaborate with governmental and Coalition personnel on VPK implementation and ongoing support of program updates and changes.
28. Extend the quarterly training calendars to VPK providers.
29. Follow-up on other VPK concerns as addressed by Coalition.
30. Provide monthly, quarterly, and annual reports as requested and on time.
31. Provide services as described in the terms and conditions, and as designated by the Coalition, of any supplemental VPK grants.

32. Ensure Providers complete the Voluntary Prekindergarten Pre- and Post-Assessments as designated by OEL/DOE.
33. Assign a staff member to register and serve as the administrator for Bright Beginnings website to monitor private provider's compliance with the VPK pre- and post-assessment, and to review and approve or disapprove orders for VPK Assessment materials placed by VPK providers.

3.8.1.18 Administrative Activities

Administration consists of the services necessary to maintain operations and management of the program, e.g. fiscal and budgetary activities, personnel, contract management, and general administrative services.

The Contractor must:

1. Maintain required agency policies and procedures related to personnel management, fiscal/budget activities, general administrative services and risk management; requests for payments from subcontractors must be processed according to State and Federal policies and procedures (Reference 215.422 Florida Statute).
2. Develop, in coordination with the Coalition, an approved cost allocation methodology to ensure adequate contract utilization.
3. Develop and manage subcontracts in conformance with Federal, State and local requirements.
4. Abide by and conform to all the Office of Early Learning and Coalition rulings, policies and directives concerning child care during the course of the contract.
5. Submit reports and data on a timely basis as required by the Coalition, the Office of Early Learning or other funders. Participate in funding applications, monitoring, audits, etc., to the extent needed as required by Government, State, Coalition, Counties, and/or private entities.
6. If services and activities are offered by the provider unrelated to School Readiness contract obligations, provide documentation that costs supporting such activities are borne by funds other than funds allocated to the Coalition contract.
7. Allow, as permitted by law, and subject to confidentiality restraints, access and monitoring of its records for any purpose by the State, OEL, Coalition, Coalition committees, or its representatives.
8. Cooperate with all other Coalition contractors in the best interest of the Coalition.
9. Develop and maintain a disaster recovery plan within a Continuity of Operations Plan (COOP) for unforeseen circumstances whether they are natural or man-made disasters per s. 252.365. F.S.
10. Complete and submit the annual OEL/Coalition required Internal Controls Questionnaire.
11. Develop, administer, and annually update an anti-fraud plan based on the minimum elements of s. 1002.84 (17), F.S., and Rule 6M-9.400, F.A.C.

12. Address all concerns for any portion of the resulting contract, from the RFP, to the Coalition for resolution.

3.8.1.19 Additional Tasks

The Contractor must:

1. Maintain all School Readiness and Voluntary Prekindergarten client and provider files with adherence to applicable confidentiality requirements as set forth by federal, state and local laws, rules and regulations and in accordance with OEL and Coalition rules and policies.
2. Use the statewide information data system, currently the SSIS, to process all School Readiness and VPK data and use this system to respond to reporting requirements, conduct analysis of data for planning and research.
3. Participate in meetings, conferences, and events as required or appropriate to further the goals of the School Readiness and Voluntary Prekindergarten Programs.
4. Comply with any task included with the OEL Child Care Resource and Referral Network and/or OEL CCR&R Program Requirements. The OEL CCR&R Program Requirements may be accessed on the Coalition website at www.elcnorthflorida.org.

3.8.2 FISCAL ADMINISTRATION

- A. The Contractor must be able to provide services necessary to maintain operations and management to administer payments for the subsidized child care program, i.e., fiscal, budgetary, and utilization activities, submission of a certified audit, and related reporting. The services below must be stated in terms of specific performance objectives along with an appropriate method to measure achievement of the objectives:
 1. Personnel, Fiscal, and Budgetary Activities: Maintain agency policies and procedures related to personnel management, fiscal/budget activities, general administrative services and risk management as required; process requests for payments from subcontractors according to State and Federal policies and procedures.
 2. Submit reports and data on a timely basis (i.e., within the time limit specified by the report) as requested/required by the Coalition.
 3. Procure, track, report, and reconcile the required local match.
 4. Calculate the correct parent fee during eligibility determination and re-determination.
 5. If the Contractor engages in services and activities which are unrelated to the Contract obligations, the Contractor will document that the costs supporting such activities are borne by funds other than the funds allocated to the Coalition's Contract.
 6. Respond to the Coalition's requests for consultation, ad hoc data, and reports.
 7. Actively pursue new sources of revenue for the Coalition in the form of grants, donations, and partnerships.
 8. Develop and ensure compliance with the approved Cost Allocation Plan.

- B. The Contractor must establish and manage an accounts receivable/accounts payable system for both School Readiness and Voluntary Prekindergarten funds with written policies and procedures.
- C. The Contractor must conduct financial analyses, including trend analyses, and make accurate forecasts, projections, and recommendations.
- D. The Contractor must track the number of children served by child and by funding stream, from entry until exit from services and monitor utilization of Contract funds.
- E. The Contractor must develop a multi-stage plan to reduce projected deficits with the focus on minimal impact to the number of children in care. The plan should also address how deficits and/or disallowed costs will be resolved.
- F. The Contractor must develop a plan for management of parent fees.
- G. The Contractor shall have no more than 0.75 % of the total childcare slot dollars amount left over at the end of the fiscal year. If the contractor exceeds this amount, the contractor shall be monetarily responsible for any overage. Reimbursements under this contract are capped at the total budgeted amount of funding for direct childcare slot funding, to include all childcare cost centers, Gold Seal payments (if applicable), Child Care Executive Partnership (if applicable), and performance-based payment differentials (if applicable) to providers up to the provider's private pay rate. This funding is inclusive of the annual OEL School Readiness Grant Award that does not include local match funds and is based on availability of funds. If county allocations are reduced at the state level, contracts are amended accordingly. Gold Seal payments are subject to adjustments due to budget constraints. Accordingly, the Coalition shall not be required to reimburse the Contractor for any expenses in excess of the total budgeted amount of funding as indicated above. If the Contractor exceeds the budgeted amount, the contractor shall still be required to meet their financial obligations to all subcontractors and/or childcare providers as set forth in the voucher agreements/subcontracts and Statewide Provider Contracts for the School Readiness program.
- H. The Contractor will Solicit and obtain funds from any entity and negotiate formal agreements to provide any local match required by legislative budget Proviso language or the Child Care Executive Partnership. Contractor shall be required to utilize match funds efficiently and in the most cost-effective manner and will be responsible for any inconsistencies in match funds usage. Contractor shall be required to abide by all requirements as stated in any contract for match funding. Contractor must maintain current funding agreements with County Commissions and Untied Way funders. Community education and advocacy is an integral part of this function.
- I. The Contractor will provide payment processing for the VPK program to include, without limitation, monthly processing of the provider advance payment, monthly processing of provider actual attendance, and monthly reconciliation of advance to actual attendance.
- J. The Contractor shall be responsible for managing the payments for all School Readiness providers and VPK providers and Contractor shall affirmatively represent, in writing, in its Proposal that it accepts sole responsibility and assumes all liability associated with any disallowed costs.
- K. The Contractor will provide payment processing for the School Readiness program to include monthly processing of the provider reimbursement and adjustments.

- L. The Contractor shall ensure early education and care service providers are paid by the 20th of the month following services, provided the Coalition payment has been received at least two (2) business days prior, in which case payments will be made within two (2) business days of receipt of funds from the Coalition by the primary service provider.
- M. The Contractor will make accurate payments to providers on a timely basis, as set forth in their agreements, or will notify them in a timely manner if payments are held up. The Contractor shall accommodate any requests for EFT payment to providers. Contractor shall conduct attendance audits of service providers annually to help ensure that services, which have been authorized and for which payment has been made, were actually performed.

3.9 TASK LIMITS

The services provided pursuant to this RFP Solicitation and as set forth in the task list, **Section 3.8**, above, are subject to the fiscal and programmatic limits set forth in the relevant federal and state laws, rules and regulations and in accordance with State of Florida, the Office of Early Learning, and the Coalition's rules, policies and guidance documents.

3.10 STAFFING LEVELS

- A. The Contractor shall be adequately staffed to provide timely and competent administrative and direct services. The Coalition should be notified within 30 calendar days in staff positions funded by the contract, changes in contractor organization, and/or substantial transfer of duties within existing position descriptions. In addition, the Contractor will notify the Coalition within five (5) business days of any change in key personnel positions. Key personnel positions include the C.E.O., Director of Program Operations or the Finance Officer.
- B. The Contractor will maintain sufficient staff to deliver the agreed upon services as reflected in the Contractor's Proposal and in the resulting Contract. Staffing levels must include telephone counseling staff available to receive incoming consumer calls during specified hours, and by computer or other electronic means.
- C. The Contractor shall furnish to the Coalition an organizational chart listing positions, lines of authority and an explanation of how the program relates to the entire agency operation. The Coalition must be notified within thirty (30) days of changes to the organizational structure. Such notification must show how this change affects services provided to the Coalition.

3.11 PROFESSIONAL QUALIFICATIONS

- A. The Contractor shall furnish job descriptions of all staff including salary ranges and minimum education requirements.
- B. The Contractor will ensure that all staff, and any subcontractor staff, meets applicable staff qualifications as required by state and federal licensing or certification requirements, including Rules 65C-22, F.A.C.
- C. The Contractor will ensure that personnel, both paid and volunteer, who, as a part of their duties and responsibilities, have contact with children 10 hours per month or more, must submit to a local and state criminal records check and be

cleared before working in a child care setting in accordance with s. 435.03 and 435.04, F.S. as applicable. The Contractor shall have all employees assigned to an awarded contract, from this RFP, screened in a manner consistent with s. 943.0542, Florida Statutes; and, the Contractor will have written policies that include these criteria.

3.12 INTENTIONALLY OMITTED

3.13 SUBCONTRACTORS

- A. Services under the resulting Contract to this RFP may be subcontracted as provided in this Section 3.13 and as set forth in the resulting Contract. The Contractor shall remain fully responsible for conformance with Federal, State, and local requirements, service delivery, monitoring and quality assurance of all subcontracts entered into under the Contract. The Contractor shall develop written procedures for monitoring of subcontracts. Monitoring of subcontractors by the Contractor must occur annually at a minimum.

- B. The Contractor may, only with the prior written consent of the Coalition, enter into written subcontract(s). Subcontractors known at the time of Proposal submission and the amount of the subcontract shall be identified in the Proposer's response to this RFP. Subcontracts shall be approved in writing by the Coalition's Grants and Operations Manager prior to the effective date of any subcontract. No subcontract which the Contractor enters into with respect to performance under the Contract resulting from this RFP shall in any way relieve the Contractor of any responsibility for performance of its duties under the Contract. All payments to subcontractors shall be made by the Contractor. No payments to the Contractor, with respect to subcontracts, will be processed until all subcontracts are approved, in writing, by the Coalition.

3.14 SERVICE DELIVERY LOCATION

The Contractor shall administer, coordinate, and ensure availability and delivery of the services specified in the Contract in the "Coalition's Six Counties" of Florida.

The location of the Contractor's main office, satellite offices, and out-posted staff location(s) shall be related to the needs of families to be served under this Contract.

3.15 SERVICE TIMES

Child care, direct services, and administrative services must be available at times related to customer needs for these services. For the purpose of this paragraph, customer means eligible children, their families, caregivers (both subcontracted and vouchered), and the Coalition. Contractor's offices and satellite offices shall be open Monday through Friday excluding holidays, during normal operating hours which are 8:00 a.m. to 5:00 p.m.

Telephone counseling services must be available from 8:00 a.m. to 5:00 p.m., Monday through Friday excluding holidays. All resource and referral calls must be answered by the third ring and/or retrieved during the hours set forth in the preceding sentence. A message system should only be used as *backup* during business hours and to receive calls during non-business hours. All calls must be retrieved from the message system and returned no later than the third business day of the time the call was made. The telephone message must ask for a name, contact number, time of call, and what the call is regarding.

3.16 CHANGES IN LOCATION

The Contractor shall notify the Coalition's Grants and Operations Manager, in writing, at least thirty (30) calendar days prior to any anticipated change in the location of its offices or service facilities.

3.17 EQUIPMENT

- A. The Contractor shall maintain sufficient equipment as needed or required and agreed upon with the Grants and Operations Manager to deliver the agreed upon services.
- B. All directly operated and contracted caregivers must provide an environment rich in language and music and filled with objects of various colors, shapes, textures, and sizes to stimulate visual, tactile, auditory, and linguistic senses in the children.
- C. The Contractor will acquire and maintain, at a minimum, personal computers, software, LAN standards and e-mail compatible with that of the Office of Early Learning and the Coalition. The Information Systems Standards and Information Systems Requirements are set forth herein as **Appendices "F" and "G"**, respectively.

3.18 SERVICE UNITS

- A. A unit of administrative services is one month of administrative services.
- B. A unit of direct services is one month of direct services.
- C. A unit of transportation is a round-trip.

3.19 REPORTS

- A. Where the resulting Contract requires the delivery of reports to the Coalition, mere receipt by the Coalition shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The Coalition reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the resulting Contract. The Coalition, at its option, may allow additional time within which the Contractor may remedy the objections noted by the Coalition or the Coalition may declare the Contract to be in default.
- B. The Contractor shall complete and submit reports in accordance with specifications requested by the Coalition. The Contractor shall provide additional ad hoc reports as requested by the Coalition.
 - 1. The Contractor will provide data information in a monthly management report ("Snap Shot" Report), due to the Grants and Operations Manager no later than 20 calendar days following the end of the service month, in a format specified by the Coalition.
 - 2. The Contractor will be required to ensure that all necessary agency information is available for the completion of the statewide Child Care and Development Block Grant Report.
 - 3. The Contractor will be required to obtain and submit reports, as needed,

to update the provider list, match commitment forms, program description, and other Contract attachments.

4. The Contractor will be required to maintain documentation of direct services provided to families.
5. The Contractor will submit all required reports listed within the awarded contract and/or any ad hoc reports requested by the stated deadline and in the proper format per the most current version of the awarded contract and the Coalition's Contract Report "Table" and "Tickler" documents. All documentation to support the information within the reports are required to be maintained by the Contractor and must be made available to the Coalition upon request.

3.20 RECORDS AND DOCUMENTATION

- A. The Contractor shall completely document the provision of services to each family and provider through the use of Coalition-approved statewide data system. Upon request, the Contractor shall provide copies of all such documentation and records to the Coalition. During the term of this Contract, the Contractor shall maintain written records as deemed necessary or as required by federal, state and local laws, rules and regulations and policies and requirements of OEL and the Coalition. After termination of the Contract, the Contractor shall be required to keep all records for the period required by law.
- B. The Contractor shall maintain accurate and current client/family information, which is updated within one (1) business day upon its receipt of the updated information. The Contractor will monitor the status of the family's eligibility from on-site record reviews and from ad hoc reports obtained from the Contractor's client information system. The Contractor shall maintain sufficient records to verify that family eligibility was determined in accordance with State and Coalition requirements.
- C. The Contractor shall maintain the data necessary to assist the Coalition to assess success in achieving the established outcomes of the resulting Contract.
- D. The Contractor agrees to maintain the confidentiality of all records required by law or administrative rule to be protected from disclosure. The Contractor further agrees to hold harmless, defend, and indemnify the Coalition from and against any claim or damage, including reasonable attorney's fees and costs or from any fine or penalty imposed as a result of an improper disclosure by the Contractor of confidential records at its sole expense.
- E. The Contractor shall maintain all records required to be maintained pursuant to the resulting Contract in such manner as to be accessible by the Coalition upon demand. Where permitted under applicable law, access by the public shall be permitted without delay.

3.21 MONITORING AND PERFORMANCE EVALUATION METHODOLOGY

- A. The Contractor must agree to permit, and comply with the requirements of, the Coalition's monitoring of the Contractor's activities and performance under the Contract.
- B. The Contractor agrees to fully cooperate with the Coalition in the conduct of both performance audits and financial audits.

- C. The audit requirements set forth in this RFP are intended to be in addition to other audit requirements found in other documents incorporated by reference in the resulting Contract and are not to be construed as a limitation upon them. The Contractor agrees to include the audit requirements herein and record keeping requirements set forth in **Section 3.20**, above, in all approved subcontracts and assignments that result from this RFP.
- D. The Contractor acknowledges and agrees that the Coalition will conduct quality assurance reviews during the Contract period to assess the quality of services provided to children and families under this Contract; to determine compliance with Coalition requirements; the extent to which key indicators of performance are being achieved; and to validate internal quality improvement systems and findings. The reviews will be conducted by a team that may include the Coalition's Contract monitoring staff, staff from the Office of Early Learning, staff members who are providing similar services in other areas of the state, and staff from other funding agencies who have received training in the Coalition's monitoring process. The review process may include a staff survey, case file reviews, and interviews with staff, families and community stakeholders. The Contractor and any subcontractors shall fully cooperate with these reviews.
- E. The Contractor shall comply with any coordination required or documentation requested by the Coalition in order to successfully complete the quality assurance review. The quality assurance review team shall have access to Contractor case files, customer satisfaction surveys, child care program assessment tool, and Contractor financial records. The Coalition reserves the right to monitor, on site, certain aspects of the program without prior announcement to the Contractor.
- F. The Contractor shall establish and maintain an approved internal quality improvement process to assess its performance and that of its subcontractors.

3.22 CONTRACTOR'S OTHER OBLIGATIONS

- A. The Contractor is required to have working capital in the amount of one twelfth (1/12th) of the final Contract amount to ensure and maintain ongoing cash flow.
- B. The Contractor is solely responsible for the satisfactory performance of the tasks described in **Section 3.8**. By execution of the resulting Contract, the Contractor recognizes its singular responsibility for the tasks, activities, and deliverables described therein and warrants that it has fully informed itself of all relevant factors affecting accomplishment of the tasks, activities, and deliverables and agrees to be fully accountable for the performance thereof. Contractor also acknowledges its fiscal responsibility for: slot utilization deficits; disallowed costs; and any penalties or costs for any budgeted expenditure under this Contract which equals or exceeds 0.75 % of the slot budget.
- C. The Contractor and the Coalition, in the performance of the Contract, shall be acting as separate parties and not as agents, employees, partners, joint ventures or associates of one another. Any employee or agent of one party shall not be construed to be the employee or agent of the other party for any purpose.
- D. The Contractor shall hold confidential all information relating to families which is obtained by the Contractor under the resulting Contract and shall not use the information obtained in any manner except as permitted by law.
- E. When it has been notified in writing by the Coalition of any noncompliance requiring submission of a corrective action plan, the Contractor shall develop a

corrective action plan. Notification by the Coalition shall include a time within which the corrective action plan must be submitted, the duration of which shall be no longer than thirty (30) calendar days in the absence of a written agreement by the Coalition allowing a longer time.

- F. The Contractor shall be knowledgeable of, and in full compliance with, all State and Federal laws, rules, and regulations, as amended from time to time, that affect or may affect the subject areas of the Contract and also be in full compliance with such other authorities listed in **Section 3.2** of this RFP. The Contractor shall request technical assistance from the Coalition when deemed necessary to facilitate compliance with these authorities. The Coalition's failure to provide such technical assistance does not relieve the Contractor of its responsibilities to ensure compliance with all State and Federal laws, rules and regulations and all rules, policies and guidance established by the Coalition and the Office of Early Learning, or performance under the terms of the Contract.

3.23 COORDINATION WITH OTHER ENTITIES

The Contractor agrees to:

1. Coordinate School Readiness and Voluntary Prekindergarten services with local communities, counties, and/or other state agencies in the "Coalition's Six Counties" that collaborate to provide School Readiness and/or VPK services, early learning services such as Healthy Start, Early Steps, Community Partnership for Children, Head Start, School District early intervention programs, private child care, etc., and to promote the mission of the Coalition.
2. Develop a working knowledge of other community social service agencies to facilitate appropriate referrals.
3. Educate and involve the business community in the support of Early Learning services and in the planning, development, and support of additional quality early education and care services. Seek and respond to opportunities to secure the involvement of employers in assisting employees with child care needs.
4. Maintain a list of community services that is updated at least annually to assist families in crisis situations and make referrals to other agencies as needed.
5. Provide consumer advocacy services including assistance to families and employers in applying for early learning educational services and other types of assistance (e.g. Head Start, Title I, private scholarships, federal dependent care tax credit, negotiating child care discounts, services for children with special medical or developmental needs, health insurance/ Kid Care, etc.)
6. Develop and implement an annual public awareness plan that addresses the major early learning components of quality child care and parental choice within the counties.
7. Maintain and update at least annually, a current resource list of community services for all counties served (United Way Directory, etc.)
8. Provide assistance to the business/employer community in expanding the availability, affordability and quality of early learning and child care services by educating, recruiting, participating in the Child Care Executive Partnership Program. Work to promote awareness of the CCEP and other employer initiatives.

9. Host a minimum of one community-wide event annually on behalf of the Coalition relating to early learning and childcare awareness.
10. Comply with the Required OEL CCR&R Program Requirements for the components involving Community Collaboration and Outreach.
11. Provide services as described in the terms and conditions, and as designated by the Coalition, of any supplemental School Readiness or Voluntary Prekindergarten grants/agreements. Examples of supplemental grants and contracts would be United Way agreements, OEL Pilot Programs, and Quality programs or initiatives.

3.24 COALITION OBLIGATIONS

- A. The Coalition will furnish guidance to the Contractor in the areas of fiscal management and the Coalition's required standards for program quality, as needed.
- B. The Coalition will develop and adopt performance standards and outcome measures.
- C. The Coalition will evaluate overall compliance with the Contract requirements for the services described herein.
- D. The Coalition, in collaboration with community partners, may make local decisions relating to the implementation of School Readiness and data collection in the "Coalition's Six Counties".

3.25 COALITION DETERMINATIONS

The Coalition reserves the right to make any and all determinations relative to all aspects of the School Readiness Program, the Voluntary Prekindergarten Program and the families who are served by the Coalition either directly or through any one of its Contractors. The absence of the Coalition setting forth a specific reservation of rights does not subject other areas of the Contract resulting from this RFP to mutual agreement.

3.26 OUTCOMES AND OUTPUTS (PERFORMANCE MEASURES)

The Contractor shall be required to meet the following performance standards annually, as measured by the following outcomes and indicators, as they may be amended from time to time by the Coalition during the Contract period, whether services performed directly or performed by a subcontractor.

3.26.1 Child Care Resource and Referral (CCR&R), Inclusion, Quality Support Services, Eligibility & Enrollment

1. 95% of telephone calls to the Resource and Referral are answered by the third ring and are not placed on hold for more than 2 minutes without being given the option to continue to hold or to schedule a call-back. Call-backs will be made no later than the 3rd business day.
2. Quarterly customer surveys will achieve at least a 90% rating of satisfaction. When surveyed, more than 90% of parents/guardians receiving CCR&R services can distinguish licensed/legal care from illegal care and can list 3 items that constitute quality in early learning settings.

3. When surveyed, at least 90% of parents/guardians receiving CCR&R services can demonstrate increased knowledge of quality School Readiness services.
4. 90% of families and early learning care providers using CCR&R services shall report satisfaction with the contractor's services as measured by a customer satisfaction survey approved by the Coalition and administered by the Contractor. Families and providers shall be given survey forms to complete and/or web-based surveys such as "Survey Monkey" to ensure anonymous participation.
5. 100% of families requesting CCR&R referrals will receive a minimum of 5 written referrals to match their needs, unless fewer providers exist in the area. The provider referral data will be verified at least once a year and updated by the last business day in May.
6. 100% of families seeking CCR&R services will receive written information about selecting quality child care, health and safety issues in child care settings, and the importance of the parent as the child's first teacher.
7. 100% of counselor level staff will obtain/achieve Level II certification, in a timely manner, as addressed in the OEL CCR&R Program Requirements.
8. An internal Quality Assurance/Quality Improvement system will be designed and in place to monitor and continually improve performance.
9. The contractor will supervise staff performing developmental screenings [in accordance with 6M-4.720(2)(e), (f)2., and (3), F.A.C. regarding establishing a screening tool, parental notification of results, and coordinating with parents/providers for subsequent screenings] to ensure 100% of children aged six weeks to age of kindergarten eligibility who are receiving School Readiness services, are screened within forty-five (45) calendar days of **program entry**. Parents shall have the right to refuse such screening and shall be so documented in writing and signed by the parent and retained in the child's file. Children, whose parents' refusal of such services is documented, shall not be included in the calculation of this developmental screening measurement.
10. The contractor will ensure establishment and implementation of an appropriate referral process for children with identified delays, suspected disabilities or special health care needs. Such screening shall not be a requirement of entry into the SR Program and shall only be given with parental consent in accordance with s. 1002.84(5), F.S.
11. The contractor will supervise staff performing developmental screenings to ensure 100% of children aged six weeks to age of kindergarten eligibility who are receiving School Readiness services are screened **annually** in the month of the child's birthday, unless the enrollment screening has been done within the same time period. Parents shall have the right to refuse such screening and shall be so documented in writing and signed by the parent and retained in the child's file. Children, whose parents' refusal of such services is documented, shall not be included in the calculation of this developmental screening measurement.
12. Parent support and training classes shall be available on an ongoing basis. The proposer will provide parent workshops and will sustain or increase parent involvement and attendance by each year, depending on funding levels. Specific support for helping families recognize their role as the child's first teacher will be offered.

13. Training/in-service opportunities will be offered to early education and care providers at least monthly and such sessions will be available to all School Readiness care providers.
14. A master training calendar will be distributed on a quarterly basis, mailed to all providers and/or posted on the central agency website.
15. The contractor will ensure that all training needs have been provided/ advertised, and that 100% of School Readiness childcare workers have the required qualifications.
16. The contractor will provide training events and/or opportunities (at least quarterly) for the community and staff to become more aware of special needs children.
17. The contractor will ensure 100% School Readiness programs will provide developmentally appropriate, research-based School Readiness activities, instruction, and curriculum.
18. The contractor will assure quality standards are in place and provided to existing and potential School Readiness service providers.
19. 100% providers will be assessed to determine the specific research-based School Readiness activities, OEL approved instruction and curriculum used by each provider, and to identify and provide technical assistance to those providers in need.
20. 100% of programs will be offered technical assistance to ensure that providers are utilizing a developmentally appropriate, OEL approved curriculum and character development curriculum.
21. 100% of providers will be monitored and offered technical assistance on annual basis.
22. The contractor will ensure 100% of providers are notified, by the supervised staff, of all required developmental screenings at least 30 calendar days prior to screening due date. And, the contractor will ensure 100% of all developmental screening score data is entered into an electronic tracking system by within 60 calendar days of the screening administration.
23. Infant/Toddler and Inclusion support services will be provided, in accordance with the approved Coalition Plan.
24. 100% of licensed providers will meet DCF state licensing standards contained in Florida Administrative Code Section 65C-22 and local licensing codes for centers, and 65C-20 for homes as a minimum standard. Every effort should be made to substantially increase the number of accredited providers and the overall quality of School Readiness providers. Accredited providers will increase annually. The contractor will recruit providers in underserved areas to increase after-school care.
25. 99% of reports required by the contract will be submitted in a timely manner as outlined in the contract.
26. Based on legislative requirements and measures adopted by the Office of Early Learning, statewide performance measures must be achieved. In addition to state-wide performance measures, the following local performance measures must be achieved:

27. 100% of children who receive a child care referral based on a determination of abuse or neglect will be provided with services within two (2) business days of the referral or the date determined by the Department of Children's and Families case manager or its contracted agent. Implement and adhere to the approved Rilya Wilson Act agreement.
28. 100% of children who receive a child care referral based on the family's participation in a CareerSource Transition Program will be served within ten (10) calendar days of receipt of the referral.
29. Services shall be offered on both an appointment and walk-in basis. A family requesting an appointment shall be able to receive an appointment within ten (10) business days of the request. Walk-in hours will be available daily at each eligibility office for CCR&R and Eligibility services.
30. Early education and care providers must be notified within three (3) business days of changes to the child/family's eligibility or parent co-payment. However, provider notification within one business day is a best practice preferred by the Coalition.
31. 100% of children who receive a child care referral based on the family's participation in a CareerSource Transition Program will be served.
32. 100% of eligible children will be offered an opportunity to participate in the VPK school year, summer program, or Specialized Instructional Services (SIS).
33. 98% of children enrolled in the VPK program will have a file established with the required documentation and verified as being eligible for the VPK program.
34. 100% of all children enrolled in the VPK program will have been entered and tracked in the SSIS data system.
35. 100% of parents enrolling their child into the VPK program will be provided with a VPK provider profile (upon request) so that they can make an informed parental choice in placing their child with a caregiver.
36. 100% of the minimum annual sample size (as determined by the Outreach and Awareness and Monitoring Initiative OEL Grant) of VPK caregivers will be monitored by the Contractor utilizing a VPK Program Evaluation tool required by OEL to ensure contract compliance.
37. 100% of VPK Caregivers will be in compliance with the state's VPK provider contract or will given follow-up technical assistance within thirty (30) calendar days with the goal of being in compliance within forty-five (45) calendar days. Technical Assistance will be provided to those scoring at unacceptable levels.
38. The Contractor will increase enrollments of underserved populations to reflect county economic and diverse demographics.
39. Any other standard(s) reasonably determined by the Coalition.

***The ranges given are performance targets, defined as "gains for the consumer." The performance measures will be established in the Contracting process.*

3.26.2 Fiscal Administration

1. 100% of requests for reimbursements will be processed within the time frame of a reimbursement schedule approved by the Coalition.

2. 100% of invoices submitted to the Coalition for processing will accurately meet the requirements of the approved cost allocation plan.
3. The Contractor's forecasts, trend analyses, and budget management will result in fiscal year budgets that are balanced, with no deficit spending and with no budgeted expenditures equaling or exceeding 0.75 % of the slot budget.
4. Any other standard(s) reasonably determined by the Coalition.

SECTION 4: FINANCIAL SPECIFICATIONS

4.1 FUNDING SOURCE

- A. The project described in this RFP and the resulting Contract will be funded by the General Revenue from the State of Florida and Federal funds. The State of Florida Voluntary Pre-Kindergarten Program is 100% state funded. The current (2018/2019) Program Assessment and Pay for Performance Programs are 100% federally funded. And per the July 1, 2018 OEL School Readiness Notice of Award for the ELC of North Florida, the School Readiness Program is approximately 77.55% federally funded, 22.34% state funded, and 0.11% funded by non-governmental sources (CCEP). (Please see Draft Contract budget attachments for exact funding source information **Appendix A**) Proposers are advised that in reviewing the Draft Primary Service Provider Contract (**Appendix A**), federal funds in excess of \$750,000 will be used with respect to each service. As a result, a Federal and or State of Florida single audit will be required.
- B. The Contractor's share for child care services from the Coalition is contingent upon the local match share as reflected in funding proviso language being met on an annual basis. The Contractor shall identify as part of the financial and services plan, how the local match requirement will be met. Allowable match can be in-kind or cash but the expenditure or use of such match must directly support Economically Disadvantaged eligible families. The Contractor cannot use other Federal funds for match. The Contractor must document the receipt of the 6% required match on a monthly basis during each fiscal year. Match reports identifying the amount and type of match contributed during the month, must document what services the match supported.

No additional fees may be imposed by the Contractor, or its subcontractors, other than those in accordance with the sliding fee scale as established by the Coalition. Fees collected in compliance with the aforementioned report shall be disbursed in a manner authorized by the Coalition.

4.2 COST ALLOCATION, ALLOWABLE COSTS, AND DISALLOWANCES

The Contractor must submit a cost allocation plan developed in accordance with Federal and State requirements to the Coalition's Finance Manager for Coalition's approval prior to the execution of a Contract awarded from this RFP. The plan must describe allocation methodologies used by the Contractor to claim expenditures for reimbursement under a Contract awarded from this RFP. The format to be used for the cost allocation plan will be provided by the Coalition.

4.3 INVOICING AND PAYMENT OF INVOICES

- A. The Contract resulting from this RFP will be based on Cost Reimbursement.
- B. The Contractor must submit a Coalition-approved invoice form to the Coalition on a monthly basis. School Readiness invoices must be submitted to the Coalition by the 15th of the month following the month that School Readiness services were provided. Voluntary Prekindergarten invoices must be submitted to the Coalition by the 15th of the month following the month that Voluntary Prekindergarten services were provided. The Coalition must approve the invoice format and requirements for supporting documentation, based on the information presented in the Contractor's approved cost allocation plan.
- C. Timing of payment of invoices by the Coalition to the Contractor and similar issues regarding payment is governed by section 215.422, Florida Statutes.

4.4 COST PROPOSALS

- A. The Contractor must submit a financial and services plan to the Coalition's Grants and Operations Manager for approval prior to the execution of the Contract. The financial and services plan must contain the following elements:
 - 1. A list and description of the variety of services available to children and families that are to be funded by the Contract.
 - 2. Identification, by funding sources, of the types of services to be provided demonstrating the Contractor has an understanding of the funding sources in the Contract.
 - 3. Identification of the program under which services will be provided and a preliminary estimate of the costs associated with each expenditure category.
 - 4. The plan must specifically identify in-kind contributions that the Contractor will apply to the cost of full implementation of services under the Contract.
 - 5. Notice of modifications to the initial financial and services plan must be provided to the Coalition prior to; 1) the selected Contractor changing its manner of service delivery, and 2) when additional service dollars are provided through an amendment of the Contract.

4.5 FINANCIAL VIABILITY

4.5.1 GUIDELINES FOR PROPOSERS

Proposers must:

- 1. Attach the following documents:
 - a. A completed, signed IRS Form W-9
 - b. Copy of Articles of Incorporation
 - c. Copies of Bylaws and other governing documents
 - d. Copy of Determination letter from the IRS under IRC section 501(c)(3)

- e. Copies of the last three years' Forms 990 or 990EZ, including all supporting schedules and attachments (also Form 990-T, if applicable)
 - f. Copies of the last three years' audit reports and management letters received from the proposer's independent auditor(s) (including all reports associated with audits performed in accordance with 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F – Audit Requirements, if applicable)
 - g. Copy of most recent internally-prepared financial statements and current budget
 - h. Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years.
2. Proposers shall:
- a. Attach a copy of the most recent financial audit completed by an independent Certified Public Accountant (CPA), including single audit and management letters if applicable. The audit should be conducted in accordance with United States generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. This includes the newly issued auditor independence requirements defined by the General Accounting Office as described in the Yellow Book.
 - b. The most recent audit is defined as the audit performed during the most recent calendar or fiscal year and must cover the Proposer's prior fiscal year end financial statements.
 - c. The financial statements referenced in subparagraph b, above, must be submitted in conformity with United States Generally Accepted Accounting Principals (GAAP).
 - d. The financial audit must have an unqualified/unmodified opinion in order for the Proposer to move forward in the RFP process.
3. All Proposers must demonstrate fiscal solvency, pursuant to three financial viability tests utilized by the Coalition based on the most recent audited financial statements, with an unqualified/unmodified opinion.

4.5.2 FINANCIAL VIABILITY TESTS

The Proposer's most recent audited financial statements, as applicable per **Section 4.5.1**, will be subject to the following three financial viability tests which shall be and are the only source used to gather this information.

Financial Viability Tests

- a. **Current Ratio** (Current Assets divided by Current Liabilities) - This test looks at the Proposer's current assets which can easily be changed into cash to pay current liabilities and operating expenses. The higher the ratio, the easier it is to pay liabilities and expenses. Current assets are defined as cash, cash equivalents, accounts receivable, prepaid expenses, inventories and other assets that can be liquidated into cash within 12 months. Current liabilities include accounts payable, accrued expenses and liabilities, short-term borrowings, and other liabilities due within 12 months.

A result over 1 is considered an acceptable rating.

- b. **Debt Ratio** (Total Liabilities divided by Total Assets) -This test indicates the percentage of assets financed by liabilities. (Example: purchasing equipment on a credit card without having the funds to pay the credit card bill.) The lower the percentage the greater the Proposer's financial stability.

A rating of less than 1 is acceptable.

- c. **Working Capital** (Current Assets minus Current Liabilities) - This test determines the working capital requirements. The Proposer is required to have 1/12 of the Contract amount in working capital to ensure and maintain ongoing cash flow. The calculation of 1/12 of the contract amount does not include slot dollars.

An available established Line of Credit as delineated in the Notes to the Financial Statements may be used in addition to the Working Capital to meet the requirement of 1/12 of the contract amount.

SECTION 5: CONTRACT PROVISIONS

5.1 STANDARD CONTRACT

A draft of the Early Learning Coalition's Primary Service Provider Contract, **Appendix A**, together with all exhibits, attachments, schedules and appendices contains regulations and contract terms and conditions required by the Coalition for all Contractors. The draft contract is subject to change. The terms and obligations contained in this RFP are also part of the Contract terms and conditions and are incorporated therein by reference.

SECTION 6: INSTRUCTIONS FOR PREPARING A PROPOSAL

6.1 PROPOSAL CONTENT, FORMAT AND SUBMISSION

GENERAL

Responses to this RFP shall be prepared in a concise manner designed to address the Coalition's anticipated needs and requirements. All prices and quotations shall be typewritten, no erasures will be accepted. No Proposal may be transferred or assigned by a Proposer.

A. PROPOSAL CONTENT

A completed Proposal consists of the following:

1. Title Page containing the following:
 - Early Learning Coalition of North Florida, Inc.
 - School Readiness and Voluntary Prekindergarten Service
 - Request For Proposal Number ELCNF – 19/20 – 001
 - Proposer's Name, address and all persons and entities having an interest in the Proposal. Title Page must be signed in blue ink by an authorized representative of Proposer.
2. Request for Proposal Acknowledgement Form (Exhibit 9)
3. Fatal Criteria Checklist 6.3
4. Proposal Responses to sections 6.4 through 6.8

- Response to Need and Purpose 6.4
 - Description of Approach 6.5
 - Description of Staffing 6.6
 - Proposer's History and Experience 6.7
 - Proposer's Transition Plan 6.8
6. Proposed Budget 6.9
 7. Required Statements and Certifications 6.10
 8. Proposal Cross Reference Table 6.11

B. FORMAT

To be considered for evaluation, the Proposal must conform to the content and format requirements described herein. All responses must be in both electronic format as well as hard copy format as follows: both the flash/thumb drives and the hard copies (program and budget) must be submitted in a sealed 3-ring binder, double spaced, in twelve (12) point type and on 8.5"x11" white paper; and submitted in tabbed sections, the first being the Title Page and Request for Proposal Acknowledgment Form and the remaining sections corresponding to Sections 6.3 through 6.11. Pages must be numbered consecutively within each section. Each question or statement must be reprinted in its entirety and followed by the response. All supporting documentation or exhibits shall be bound separately and clearly referenced. The budget Proposal must be presented in the format prescribed in Appendix "E" and be numbered consecutively. The budget proposal must be in a separate file/binder and electronically saved to a flash/thumb drive, but included in the same proposal package.

The electronic documents **MUST BE IN MICROSOFT WORD AND EXCEL FORMAT ONLY.** Scanned or PDF (Portable Document Format) documents should only be used for items such as documents requiring signatures or a document that was not created by the Proposer. The documents are allowed to be password protected, but the documents **MUST be "searchable"** (meaning the documents must be capable of being computationally searched) for the Proposal Review Committee members' evaluations. The electronic documents will be tested on each flash/thumb drive for these requirements during the "Public Opening of Proposals" meeting, and this criterion is included on the "Fatal Criteria Checklist".

C. SUBMISSION

To be considered:

- **ONE (1) SEALED ORIGINAL PROPOSAL (with separate file/binder for the budgets),**
- **FOUR (4) SEALED COPIES OF THE PROPOSAL (with separate file/binder for the budgets), and**
- **FIVE (5) ELECTRONIC COPIES (of BOTH the programmatic and budget proposals) on five (5) separate flash/thumb drives (one flash/thumb drive to accompany each hard copy proposal)**

MUST be received by the Early Learning Coalition of North Florida, Inc., Attention: Tajaro Dixon, 2450 Old Moultrie Road, Suite 103, St. Augustine, FL 32086 on or before 4:00 p.m. (EST) January 23, 2019. The outside cover of the original shall be clearly marked as "ORIGINAL."

The Coalition cautions Proposers to assure actual delivery of Proposals either hand delivered or mailed via U.S. mail or overnight courier, directly to the office of the Coalition, Attention: Tajaro Dixon, no later than the deadline set for submission of the Proposals. Proposals and modifications to Proposals received after the time and date specified herein for Proposal submission will not be considered. Submissions by e-mail or facsimile will not be accepted.

6.2 EARLY LEARNING COALITION OF NORTH FLORIDA, INC., REQUEST FOR PROPOSAL ACKNOWLEDGEMENT FORM

The Early Learning Coalition of North Florida, Inc., Request for Proposal Acknowledgement Form, **(Exhibit 9)**, must be signed and submitted to the Coalition with Proposer's Proposal. The Acknowledgement Form shall be submitted as page 1 of the Proposal, immediately following Proposer's Title Page.

6.2.5 INTENTIONALLY OMITTED

6.3 FATAL CRITERIA CHECKLIST

Each copy of the Proposal must include a completed Fatal Criteria Checklist. **(Exhibit 11)**

The mandatory requirements are described as FATAL CRITERIA on the RFP Rating Tool **(Appendix B)**. Failure to comply with all mandatory requirements will render a Proposal non-responsive and ineligible for further evaluation.

6.4 RESPONSE TO NEED AND PURPOSE

Provide a brief narrative that evidences your understanding of the need for, and purpose of, the services as presented in this RFP.

6.5 DESCRIPTION OF APPROACH

In narrative form, describe the plan for accomplishing the required services. Outline in the plan the scope and detail of how the proposed work would be accomplished. Account for all services identified in the RFP.

A. Knowledge of and Commitment to School Readiness Services

The response to this item should describe the Proposer's understanding of the respective mandates, goals, tasks and performance measures referenced in **Section 3** of this RFP. This section should include:

1. An overview of how the Proposer believes it will meet each of the major program goals in this RFP (**Section 3.4**). Discuss each goal separately. There should be a clear link between service description and goals.
2. A strategic plan with measurable objectives that will improve future services and outcomes. The plan should incorporate routine reviews of key performance measures. Processes and/or services should be clearly linked with expected outcomes.
3. A plan for targeted outreach, access to services for hard-to-reach families and special needs populations, and methods to locate and reach families who are not aware of School Readiness and Voluntary Prekindergarten services.

B. Proposer's Relationships With and Ability to Coordinate with Key Community Stakeholders

This section should describe the Proposer's involvement with key stakeholders. This section must include:

1. Identification of critical relationships with key stakeholders, and descriptions of how the Proposer will communicate with each regarding the provision of coordinated services, improving quality of services, and programmatic issues. Proposer shall submit a diagram or outline that describes these critical relationships. Proposer should also include a sample of an Interagency Agreement which would serve to further the goals of the School Readiness and the Voluntary Prekindergarten Programs.
2. A description of how the Proposer will handle referrals for its services, transition from services, and disputes.
3. Letters of support from key community organizations/entities.
4. A description of the Proposer's interagency coordination process and of the Proposer's plan to provide assistance to the business/employer community in expanding the availability, affordability and quality of early learning and child care services by educating, recruiting, participating in the Child Care Executive Partnership Program.

C. Quality Improvement Processes and Outcomes

This section should describe how the Proposer would ensure successful outcomes for families, as referenced in **Section 3** of this RFP, and should include:

- 1a. A description of the Proposer's internal quality processes, and links to program/service development, revision and customer/client outcomes. This shall include a quality improvement process that includes a systemic feedback mechanism to identify problem areas.
- 1b. A description that clearly identifies bridges between services and expected outcomes.
2. A description of the Proposer's system for handling customer service and skills, and professional development of the Proposer's employees as well as cost.
3. A customer satisfaction determination process that centers on the customer's experience with services and including a process to adapt services based on customer satisfaction data.
4. A complaint/conflict resolution process.
5. A procedure for utilizing feedback to improve service delivery and outcomes.
6. A summary of the Proposer's capacity to achieve the performance specifications and its procedures for administrative and programmatic accountability, including a description of how it will implement Coalition decisions and initiatives and manage other data collection issues.
7. A plan that describes how the Proposer will allocate resources to activities related to key processes and program activities.

D. Management Information System

This section should describe how the Proposer would manage data for internal quality improvement, reporting to the Coalition and managing client outcomes. This section should include:

1. A description of the Proposer's current management information system which includes, without limitation, a description, and plan to resolve, capacity issues (i.e. handling multiple funding streams and/or handling required volume of data in a reliable, efficient, time-efficient manner) and compatibility issues, etc.
2. A plan to accomplish data requirements as specified in this RFP.
3. A plan for aligning records and documentation with automated data.
4. A description of Proposer's experience with automated data management.
5. A plan for maintaining and retaining all documentation, information and records, to include all financial records, in accordance with applicable state and federal laws, rules and regulations and rules and policies of the Office of Early Learning and the Coalition.
6. Describe the Proposer's system to collect and report accurate data; that its system enables it to timely report monthly; and that Proposer has the ability to respond to requests for consultation, ad hoc data, and reports.

E. Child Care Resource & Referral, Inclusion, Quality Support Services, and Eligibility and Enrollment

This section describes how the Proposer intends to provide services, as described in **Section 3.8.1** of this RFP, to the target population. This section should include:

1. A description of an infrastructure for comprehensive School Readiness and Voluntary Prekindergarten services.
2. An outline of the Proposer's plan to provide simplified point-of-entry parent services, including assessment of child care and other family services needs, referral and follow-up.
3. A description of the proposed processes for: intake, eligibility determination and re-determination, enrollment, wait list, and use of priority enrollment guidelines to timely provide services.
4. A plan with goals regarding how the wait list will be managed.
5. An outline of the Proposer's plan to provide subsidized child care services to all eligible families referred utilizing providers with Statewide Provider Contracts for the School Readiness program within the limits of available Contract funding.
6. A detailed description of how the Proposer will ensure that changes in enrollment procedures and internal processes are made when available funding and/or priorities change.

7. A description of the Proposer's intended telephone service delivery system, including hours of operation, and the use of technological and staffing resources to ensure the provision of a highly responsive, professionally staffed telephone service delivery system, which ensures calls are primarily answered by staff, and not a phone messaging system.
8. A description of the Proposer's intended plan to meet the needs of all parents/guardians for information, specific child care referrals, and other referrals.
9. A plan for consumer education on subsidies, tax credits, child care discounts, and access to special needs services.
10. A description of the Proposer's consumer education services, including parent education concerning their role as their child's first teacher.
11. A plan for in-depth consumer education on how to choose quality child care, quality indicators, tips and techniques to secure child care and parental choice.
12. A description of how detailed, written, child care referrals will be promptly given to parents, using provider referral data that is updated and including information on the qualifications of providers.
13. A description of the proposed community awareness plan to raise awareness of children with special needs.
14. A description of the Proposer's plan to deliver presentations about inclusion, including the ADA, benefits of inclusion for all children and how to create inclusive environments.
15. A description of the proposed delivery system of child care services through licensed providers with Statewide Provider Contracts for the School Readiness program or voucher agreements.
16. A detailed description of the Proposer's plan to recruit and develop sufficient licensed child care providers located throughout the counties and operating traditional and non-traditional hours to meet the needs of the expanding subsidized client population.
17. A description of the Proposer's plan to manage all subsidized child care Statewide Provider Contracts for the School Readiness program or voucher agreements in accordance with Federal and State of Florida contract requirements.
18. A description of how Child Care Resource & Referral services will be provided in parents' primary language.
19. A plan to provide to School Readiness and Voluntary Prekindergarten providers, upon initial execution of Statewide Provider Contracts for the School Readiness program/VPK agreement, and upon renewal of Statewide Provider Contracts for the School Readiness program, and to potential School Readiness and Voluntary Prekindergarten providers: technical assistance, information, resources, and support regarding, without limitation, child care licensing, subsidized child care policies and procedures and Voluntary Prekindergarten policies and procedures.

20. A description of the process for the collection of data on the technical assistance, information, resources, and support provided.
21. A detailed description of how the Proposer will ensure that programmatic changes and internal process changes are made when available funding and/or priorities change.
22. A description of the Proposer's monitoring plan for providers with Statewide Provider Contracts for the School Readiness program. The plan must include conducting attendance audits of 100% of service providers annually using the OEL Statewide School Readiness Provider Monitoring Tool Tier 1 Form, and the OEL prescribed sample of on-site monitoring using the Tier 2 Form to help ensure that services, which have been authorized and for which payment has been made, were actually performed. Annual monitoring by the contractor will be conducted as applicable, or more frequently as authorized by the Coalition if the provider fails to achieve the minimum acceptable level of compliance. The Contractor will require providers that are noncompliant with the provider contract, based on the Contractor's monitoring, to complete a corrective action plan. In the case that a provider does not correct deficiencies according to policy, the Contractor will report such providers to the Coalition. In the case that it is a health and safety violation, the Contractor will comply with the enforcement procedures outlined with the Statewide Provider Contract for the School Readiness program, Rule 6M-4.610 and 4.620, F.A.C.
23. A description of a process for collecting, reporting, and use of supply/demand data for School Readiness and Voluntary Prekindergarten programs.
24. A description of the process to conduct an annual market rate survey for the School Readiness program.
25. A description of the Proposer's Quality Support Services Plan (to include a Professional Development Plan), designed to support the continuous improvement of the Coalition's School Readiness Programs as the Coalition works to provide high quality and effective services to children and families. The Quality Support Services Plan may also include a section for "Highlights of Quality Services" where the Proposer may emphasize key projects and/or accolades earned as a result of specific quality programs.
26. A description of the Proposer's plan to provide technical assistance to facilitate access to financial support for child care professionals working to receive a Child Development Associate (CDA) credential, equivalent, or higher degree, and support for activities leading to accreditation by a national or state recognized Gold Seal Accrediting agency.
27. A description of the Proposer's plan to produce a quarterly training schedule providing professionals a list of the upcoming offerings of staff development and distribute to all School Readiness and VPK providers in the communities.
28. A description of the process proposed for certification of parents to enroll children in Voluntary Prekindergarten and performing child

withdrawals, transfers, and reenrollments according to State policy guidelines.

29. A description of the details of the Voluntary Prekindergarten program design to assure three (3) Voluntary Prekindergarten program options [school-year, summer programs, or Specialized Instructional Services (SIS)].
30. A detailed description of the process for determining Voluntary Prekindergarten provider eligibility.
31. A plan to ensure that participating VPK providers meet all applicable administrative requirements, including licensure and background checks, and ensure that required background checks are completed for staff prior to delivery of direct services for children in VPK classrooms.
32. A plan to conduct compliance monitoring of VPK programs.
33. A description of the proposed outreach plan for Voluntary Prekindergarten.

F. Fiscal Administration

This section describes how the Proposer intends to provide services as described in **Section 3.8.2** of this RFP. This section should include:

1. A description of the Proposer's payment/reimbursement process for providers in accordance with § 215.422, Fla. Stat.
2. A description of Proposer's accounts payable/accounts receivable system.
3. A plan of proposed financial analyses to be conducted on a regular basis including, without limitation, trend analyses and projections. The plan should describe the analyses and how they will be used to make spending plans and recommendations.
4. A plan for the routine review, and amendment as needed, of payment records review policies and procedures, payment/reimbursement policies and procedures, records maintenance policies and procedures and other applicable policies and procedures.
5. A description of the Proposer's methodology to track the number of children served and utilization, by child and funding from entry until exit from services.
6. A detailed description of the Proposer's "feedback loop" to ensure internal process changes and programmatic changes are made when available funding and/or priorities change.
7. A description of the management of slot utilization which should include the methodology/procedure to ensure a balanced Coalition budget. This includes the description of a multi-stage plan to reduce projected deficits with the focus on minimal impact to the number of children in care. The Proposal should also address how deficits and/or disallowed costs will be resolved.

8. A description of a plan for managing required local match support from the community.
9. A description of a plan that addresses Proposer's management of parent fees.

6.6 DESCRIPTION OF STAFFING

The Proposal must include:

- A. A list of management staff, their qualifications and respective responsibilities.
- B. A staffing plan for direct services and administrative services including, without limitation, position descriptions and qualifications for each position, the total number of staff proposed for each position, organization of staff, and a timeline for hiring and training new staff for this project, if needed.
- C. The Proposer's table of organization indicating how the project staff fit into the total Contractor's organization, and how each member of the project staff relates to the other and the entire organization.
- D. A description of a hiring and training plan for all staff that ensures staff capability, meets training mandates (if applicable), and enhances services.
- E. A description of Proposer's employee turnover rate and how turnover and future recruitment and hiring issues will be managed.

6.7 PROPOSER'S HISTORY AND EXPERIENCE

The Proposal must include:

- A. A synopsis of Proposer's organizational business structure and Proposer's qualifications indicating its ability to manage and complete the proposed project.
- B. Evidence that the Proposer is qualified to provide School Readiness child care, Voluntary Prekindergarten and related services according to the mandates in this RFP or a plan to become qualified prior to Contract execution.
- C. Evaluations of Proposer projects similar to the one proposed in the RFP or a parallel service delivery system, indicating success levels (previous experience is desired but not required).
- D. Details of past experience managing Statewide Provider Contracts for the School Readiness program.
- E. A description of the Proposer's previous or related experience working with the client population described in this RFP and the Proposer's performance. The description should include, but not be limited to,

scope of similar or related services previously provided, geographical areas, staff specialties, programmatic capacity, experience with Statewide Provider Contracts for the School Readiness program or other similar agreement types, number of years providing child care and related services, and quantitative outcomes.

- F. Description of the Proposer's past experiences in managing a transition process and working in cooperation with the previous provider.
- G. Details evidencing Proposer's experience managing multiple funding streams for a single project.

6.8 PROPOSER'S TRANSITION PLAN

The Proposer's Transition Plan must include:

- A. A detailed schedule of transition.
- B. A description of coordination activities with the previous Contractor to facilitate a smooth transition.
- C. A list of tasks and their relation to completion dates that the Proposer will have to accomplish during the transition period between the execution of a Contract and the actual start date.

6.9 PROPOSED BUDGET and FINANCIAL VIABILITY

Evaluation of Proposals will include consideration of the total costs for each year as submitted by the Proposer. The Proposer's budget must include:

- A. A proposed budget for the **initial one (1) year contract period, July 1, 2019 - June 30, 2020**. Costs must be reasonable in relation to the proposed services. Excel Proposal Budget Worksheets by Program (Appendix E, Form A) should provide clarity and detail on the various budget items. The Excel Proposal Budget Worksheets by Program (Appendix E, Form A) and the Excel Proposal Staffing Detail Budget Worksheets (Appendix E, Form B) should correspond and the calculations and totals should be accurate.
- B. A proposed budget for the **each potential additional one (1) year contract extension (2020/2021 and 2021/2022)**. Costs must be reasonable in relation to the proposed services. The Excel Proposal Budget Worksheets by Program (Appendix E, Form A) should provide clarity and detail on the various budget items. The Excel Proposal Budget Worksheets by Program (Appendix E, Form A) and the Excel Proposal Staffing Detail Budget Worksheets (Appendix E, Form B) should correspond and the calculations and totals should be accurate. On both forms A and B, include a description of significant cost increases, cost decreases, as well as any significant changes in services and how they are provided.
- C. Optionally, a budget "Narrative Overview" worksheet is provided on the second tab of the Microsoft Excel Budget Workbook should the Proposer choose to give a brief narrative of their budget. It is not required, but it is encouraged.
- D. The proposed budgets must show the amount for the services proposed, broken down by service category, which may be modified during the Contracting process.

- E. All budget items must be clearly linked to services in Proposer's Proposal.
- F. Proposer shall complete and submit a complete budget (as separate, attached document) with its Proposal, and per this RFP's instructions. The completed budget includes the Excel Proposal Budget Worksheets by Program (Form A) and the Excel Proposal Staffing Detail Budget Worksheets (Form B), and attached hereto as Appendix "E." **These completed budget documents are to be in a separate folder/binder and electronically stored on a flash/thumb drive, but packaged with the entire proposal.** Renewals may not include any compensation for costs associated with the renewal.
- G. Proposer shall submit the documents listed in **Section 4.5.1**.
- H. All proposers must demonstrate fiscal solvency, in accordance with the three financial viability tests, described in **Section 4.5.2**, utilized by the Coalition based on the most recent audited financial statements, with an unqualified/unmodified opinion for Proposers.

6.10 REQUIRED PROPOSER'S STATEMENTS OR CERTIFICATION

Each copy of the Proposal must include a copy of those forms, affidavits, certifications and statements which comprise the Exhibits and other documents that are referenced on the Fatal Criteria Checklist (**Exhibit 11**), except the Notice of Intent to Submit a Proposal which shall have been submitted by the deadline set forth on the **Calendar of Events**. All submissions requiring a signature shall be executed by an Authorized Official of Proposer. An "Authorized Official" means an officer of Proposer's organization who has legal authority to bind the Proposer to the provisions of the RFP. This is usually the President, Chair of the Board, C.E.O., or owner of the entity.

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6.11 PROPOSAL CROSS REFERENCE TABLE

In order to assist in the development of a responsive Proposal, and to facilitate Proposal evaluation by the Coalition, the Proposer is **REQUIRED** to provide a table, **in the following format**, which is in correct outline order of the RFP and cross references the contents of their Proposal with the contents of the RFP. The Cross Reference Table must have the first two rows of the sample below (the “headers”) repeated on the top of each page.

RFP			PROPOSAL			
Page	Section/ Paragraph	Subject	Binder Title/ Tab #	Page	Section/ Paragraph	Subject
57	6.1.A.	Title Page	1/A	n/a	6.1.A.	Title Page
57, 79	6.2 (Exhibit 9)	RFP Acknowledgement Form	1/B	1	6.2 (Exhibit 9)	RFP Acknowledgement Form
58, 82- 83	6.3 (Exhibit 11)	Fatal Criteria Checklist	1/C	1	6.3 (Exhibit 11)	Fatal Criteria Checklist
16	3.1	General Statement of Services to Be Provided	1/D	1-39	6.4	Response to Need and Purpose
18	3.4.1	Major program goals	2/A	1-5	6.5.A.1	Program Goal 1
18	3.4.2	Major program goals	2/B	5-8	6.5.A.1	Program Goal 2
19- 20	3.7	Program eligibility	2/C	10-12 97-107 163- 167	6.4 6.5.E.3 6.5. E. 28	Priority of Services, Eligibility Criteria
20	3.8.1.1.1.	CCR&R	2D	25-30 79-94	6.4 6.5.E.1	Role and Importance of CCRR

SECTION 7: PROPOSAL EVALUATION CRITERIA AND RATING TOOL

7.1 EVALUATION CRITERIA AND RFP SCORING METHODOLOGY

A Proposal Review Committee will be convened by the Coalition's C.E.O. to assess each Proposer's response. Each member of the Proposal Review Committee will assess Proposals using the RFP Rating Tool in **Appendix B**.

The RFP rating tool contains evaluation criteria and indicators to assess the degree to which the Proposer's response meets the criteria. The criteria have weighted values relative to their importance. The evaluation will consider the Proposer's plans to develop innovative strategies and creatively use and allocate resources. Each Proposal will be awarded a total point value by each committee member.

The Coalition anticipates entering into a Contract with one (1) successful Proposer, however, it specifically reserves all of its rights in accordance with **Section 2.8**.

Exhibit 1

STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of _____, certify that no member of this firm or any person having an interest in this firm has been:

1. Awarded a Contract by the Early Learning Coalition of North Florida, Inc. on a noncompetitive basis to perform a feasibility study concerning the scope of work contained in this Solicitation, or
2. Participated in drafting this Solicitation.

Type Name of Authorized Official: _____

Title: _____

Signature of Authorized Official (IN BLUE INK):

Date: _____

Exhibit 2

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If the undersigned shall be awarded the Contract, it/we will comply with all of the terms and conditions specified in the RFP solicitation #ELCNF – 19/20 – 001 and contained in the Draft Primary Service Provider Contract, attached to the RFP as Appendix “A.”

Signature of Authorized Official (IN BLUE INK)

Date

Name (Print)

Title (Print)

Name of Proposer

Exhibit 3

STATEMENT OF ASSURANCES

The Proposer represents and warrants to the Coalition that the following requirements and conditions will be completely satisfied by Proposer:

1. The Proposer will accept responsibility for meeting the outcomes and performance standards established by the Legislature and the Federal Government related to the services described in this RFP.
2. The Proposer will accept responsibility for implementation of transition activities to assure that there is no disruption in client care and services related to School Readiness programs and the VPK program.
3. The Proposer will accept responsibility for all required data collection and reports, including participation in the SSIS.
4. The Proposer accepts responsibility for the establishment and maintenance of sufficient Management Information Systems capability to accomplish database coordination as required.
5. The Proposer assures the establishment of sufficient working capital, as required, to meet interim expenses and to maintain an ongoing cash flow.
6. The Proposer assures its understanding of Sections 1002.81-97 and 1002.51-79, Florida Statutes, and assures the establishment of School Readiness services and VPK program services consistent with its provisions.
7. The Proposer agrees that if it is the successful Proposer, it shall provide all equipment and services required in compliance with all state and federal laws including, without limitation, the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, Public Law 993-1122, Section 504, and with the provisions of the Americans With Disabilities Act of 1990, Public Law 101-336 [S.933] as if Proposer were an entity bound to comply with laws.

Signature of Authorized Official (IN BLUE INK)

Date

Print Name

Title

Name of Proposer

Exhibit 3.5

PROPOSER'S REPRESENTATIONS

In submitting a Proposal, the Proposer understands, represents and acknowledges the following (if the Proposer cannot so certify to any of the following, the Proposer shall submit with its Proposal a written explanation of why it cannot do so):

1. The Proposer is not currently under suspension or debarment by the State of any other governmental entity.
2. To the best of the knowledge of the person signing the Proposal, the Proposer, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding or otherwise responding on any public contract.
3. If awarded the Contract, Proposer agrees that all shareholders, officers, directors, senior management members and employees, agents, and representatives of the Contractor or any of its subcontractors or agents, at the discretion of the Coalition or as required by law, shall undergo a Level I or Level II background screening investigation (which findings shall be favorable) in order to provide any services or act in any capacity in connection with the RFP and the resulting Contract.
4. Proposer currently has no delinquent obligations to the Coalition or the State of Florida, including a claim by the Coalition or the State for liquidated damages under any other contract.
5. The submission of a Proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
6. The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Proposer or potential Proposer; neither the prices nor amounts, actual or approximate, have been disclosed to any Proposer or potential Proposer, and they will not be disclosed before the solicitation opening.
7. The Proposer has fully informed the Coalition, in writing, of all convictions of the firm, its affiliates, and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
8. Neither the Proposer nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
 - (i) Has within the preceding three (3) years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

- (ii) Has within a three (3) year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
9. The Proposer has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
 10. If an award is made to the Proposer, the Proposer agrees that it intends to be legally bound to the Contract that is formed with the Coalition.
 11. By submitting a Proposal herein, the Successful Proposer agrees that it shall comply, at all times, with all relevant federal, state and local confidentiality laws, rules and regulations, in addition to all confidentiality policies of the Coalition and the Office of Early Learning.
 12. That certain records that relate to the School Readiness Program and the Voluntary Prekindergarten Program are confidential pursuant to Sections 1002.97 and 1002.72, Florida Statutes, and confidential and exempt from the provisions of the Florida Public Records Law, Section 119.07(1), Florida Statutes. If awarded the Contract, Proposer agrees it shall protect all such records and the data contained therein that it receives from the Coalition or from any other source in a manner that will not permit the personal identification of students and their parents by persons other than those authorized to receive the records.
 13. The Proposer has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting its Proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the Proposal.
 14. The Proposer agrees that it shall indemnify, defend, and hold harmless the Coalition and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the Proposer's preparation of its Proposal.
 15. All information provided by, and representations made by, the Proposer are material and important and will be relied upon by the Coalition in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Coalition of the true facts relating to submission of the Proposal.

Signature of Authorized Official (IN BLUE INK)

Print Name/Title

Date

Name of Proposer

Exhibit 4

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities and implemented at 45 CFR Part 85. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency. The Federal Excluded Parties list is currently at <https://www.epls.gov/> and also available passing through the Florida department of Management Services website at http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list. The United States Department of Agriculture Food Program’s National Disqualification List is available through the Florida Department of Health.
 2. Have not within a three (3) year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or Contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph B.2. of this certification.
 4. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State, local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative, Name of Contractor

Signature (IN BLUE INK)

Date

INSTRUCTIONS

1. By signing and submitting this Contract, the prospective primary participant is providing the certification as set out herein.
2. The inability of a person to provide the required certification will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an

explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the WDB determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this Contract.

3. The certification in this clause is a material representation of fact upon which reliance was placed when OEL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available, OEL may terminate this Contract for cause or default.
4. The prospective primary participant shall provide immediate written notice to OEL if at any time the respective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage Sections of rules implementing Executive Order No. 12549. You may contact OEL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this Contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction unless authorized by OEL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions, provided by OEL without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph six of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, OEL may terminate this Contract for cause or default.

Exhibit 5

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by _____
for _____ whose business address is
_____ and (if applicable) its Federal Employer Identification Number
(FEIN) is _____. (If the entity has no FEIN, include the Social Security Number
of the individual signing this sworn statement:

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or an entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a join venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in

management of an entity.

- 6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Authorized Official (IN BLUE INK)

Sworn to and subscribed before me this ___ day of _____ 20__.

Personally known _____ Or produced identification _____

Name of Notary: _____ Notary Public - State of _____

My commission expires _____

Printed typed or stamped

Exhibit 6

DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination

(a) In General.--

- (1) Federal financial assistance.—For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibitions of discrimination regarding participation, benefits, and employment – No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.— Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) Prohibition on discrimination on basis of participant status.—No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.—Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Also see all non-discrimination clauses in SAMPLE CONTRACT.

The undersigned has read and agreed to the statements described above.

Print Name and Title of Authorized Official

Authorized Signatory (IN BLUE INK)

Date

Name of Proposer

Exhibit 7

CERTIFICATION REGARDING LOBBYING **45 CFR Part 93 Appendix A - CERTIFICATION REGARDING LOBBYING** *Certification for Contracts, Grants, Loans and Cooperative Agreements* *Statement for Loan Guarantees and Loan Insurance*

In accordance with s. 216.347, F.S., the disbursement of grants and aids appropriations for lobbying is prohibited. DOE may not authorize or make any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the legislature, the judicial branch or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062, F.S., and any other law prohibiting the use of state funds for lobbying purposes.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 ¹ for each such failure.

¹ The amounts specified in Appendix A to Part 93 are updated annually, as adjusted in accordance with the Federal Civil Monetary Penalty Inflation Adjustment Act of 1990 ([Pub. L. 101-140](#)), as amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015 (section 701 of [Pub. L. 114-74](#)). Annually adjusted amounts are published at [45 CFR part 102](#).

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned

shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[[55 FR 6754](#), Feb. 26, 1990, as amended at [81 FR 61565](#), Sept. 6, 2016]

Name and Title of Authorized Representative, Name of Contractor

Signature (IN BLUE INK)

Date

*NOTE: - In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over \$100,000 (per OMB).

Exhibit 8

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F. The undersigned Authorized Official, in representation of the Proposer, attest and certify that the Provider will provide a drug-free workplace by the following actions.

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Proposer's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The policy of maintaining a drug-free workplace.
 - 3. Any available drug counseling, rehabilitation and employee assistance programs.
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph A.
- D. Notifying the employee in the statement required by paragraph A that, as a condition of employment, the employee will:
 - 1. Abide by the terms of the statement.
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- E. Notifying the agency, in writing, ten (10) calendar days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.
- F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph D.2., with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including, termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency.

Exhibit 8 Continued

- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A - F.

- H. It is not required to provide the workplace address. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the Contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Contract including street addresses, city, county, state and zip code:

Check () if there are workplaces on files that are not identified here.

Check () if any additional page was required for the listing of the workplaces.

CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Print Name and Title

Signature of Authorized Official (IN BLUE INK)

Date

Name of Proposer

EXHIBIT 9

EARLY LEARNING COALITION OF NORTH FLORIDA, INC.

**REQUEST FOR PROPOSAL
Acknowledgement Form**

Proposer Name

Proposer Mailing Address

City

State

Zip

Telephone Number

Total number of pages in the Proposal

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment, or services and in all respects this Proposal is fair and without collusion or fraud. I agree to abide by all terms and conditions of RFP #ELCNF – 19/20 – 001 and certify that I am authorized* to sign the Proposal and that the offer is in compliance will all requirements of the RFP including, but not limited to, all certification requirements.

Signature of Authorized Official (IN BLUE INK)

Date

Print Name and Title

* A document establishing authority of the person(s) signing any submission required by the RFP as an "Authorized Official" (defined in Section 6.1 of the RFP) shall be attached to this Exhibit 9.

Exhibit 10

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of _____

_____ being first duly sworn, deposes and says that:

1. He/she is the (Owner, Partner, Officer, Representative or Agent) of the Proposer that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Proposer, or any person interested in the proposed Work;
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signature of Authorized Official (IN BLUE INK): _____

Date: _____

Print Name/Title: _____

Name of Proposer: _____

Exhibit 10 Continued

State of Florida

County of _____

On this the ____ day of _____, **20**__, before me, the undersigned Notary Public of the State of Florida, personally appeared _____

(Name(s) of individual(s) who appeared before notary) and whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC

SEAL OF OFFICE: _____

(Name of Notary Public: Print,
Stamp, or Type as Commissioned)

Personally known to me, or
Produced identification:

(Type of Identification Produced)
DID take an oath, or DID NOT take an oath

Exhibit 11

FATAL CRITERIA CHECKLIST

ELCNF – 19/20 – 001
RFP Number

Proposer

Child Care Resource & Referral, Inclusion, Quality Support Services, Eligibility & Enrollment, and Fiscal Administration
For
School Readiness and Voluntary Prekindergarten

Proposer Contact Person

Title

Proposer Address

Telephone

Fax

e-mail address

Name of Proposer's Project Director (if known)

<i>FATAL CRITERIA CHECKLIST</i>	Proposer Check (√)	Evaluation Committee (√)
1. Did the Proposer submit the proposal in prescribed format: a) One (1) original, four (4) copies, and five (5) electronic copies of the proposal in Microsoft WORD AND EXCEL formats (other than for documents requiring signatures, etc.), and “searchable” on each of the five (5) flash/thumb drives (that accompany each of the hard copy proposals). Flash/thumb drives will be checked DURING this meeting. b) In tabbed sections the first being the Title Page and Request for Proposal Acknowledgment Form and the remaining sections corresponding to Sections 6.3 through 6.11. c) Pages must be numbered consecutively within each section. d) The budget proposal must be in a separate file/binder and electronically saved to a flash/thumb drive, but included in the same proposal package.		
2. Was the Proposal (including all accompanying forms requiring signature) signed by a duly authorized officer of the applying organization, and was proof of authorization included, if needed? (Part of Exhibit 9, plus attachment if needed)		
3. Does the Proposal include the signed Statement of No Involvement form? (Exhibit 1)		
4. Does the Proposal include the signed Acceptance of Contract Terms and Conditions indicating that the Proposer agrees to all Coalition requirements, terms and conditions		

	in the RFP and the Coalition's Draft Primary Service Provider Contract? (Exhibit 2)		
5.	Does the Proposal include the signed Statement of Assurances? (Exhibit 3)		
6.	Does the Proposal include an original signed and dated Proposer's Representations? (Exhibit 3.5)		
7.	Does the Proposal include the signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts? (Exhibit 4)		
8.	Does the Proposal include an original signed and dated Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statute, on Public Entity Crimes? (Exhibit 5)		
9.	Does the Proposal include an original signed and dated Discrimination Statement? (Exhibit 6)		
10.	Does the Proposal include an original signed and date Certification Regarding Lobbying Form? (Exhibit 7)		
11.	Does the Proposal include a completed original, signed and dated, Certification Regarding Drug-Free Workplace? (Exhibit 8)		
12.	Does the Proposal include the original signed and dated Request for Proposal Acknowledgement Form? (Exhibit 9)		
13.	Does the Proposal include an original signed and dated Non-Collusive Affidavit? (Exhibit 10)		
Exhibit 11 – Fatal Criteria List			
14.	Did the Proposer submit a timely Notice of Intent to Submit a Proposal in accordance with the Calendar of Events for this solicitation? (Exhibit 12)		

Exhibit 12

NOTICE OF INTENT TO SUBMIT A PROPOSAL

Date: _____

Request for Proposal #ELCNF – 19/20 – 001

Solicitation

Name of Proposer

Child Care Resource & Referral, Inclusion, Quality Support Services, Eligibility & Enrollment, and Fiscal Administration

Services/Functions Applied For

Proposer Contact Person

Title

Proposer Address (include street address, suite numbers and zip code)

Telephone _____

Fax _____

E-mail _____

Name of Proposer's Project Director (if known)

Signature of **Authorized Official*** (IN BLUE INK)

Print Name/Title

* **“Authorized Official”** means an officer of Proposer's organization who has legal authority to bind the Proposer to the provisions of the RFP. This is usually the President, Chair of the Board, C.E.O. or owner of the entity.

APPENDIX A

“DRAFT” PRIMARY SERVICES CONTRACT

See separate RFP Word Document, “Appendix A Draft PSP Contract”

APPENDIX B

RFP EVALUATION AND SELECTION TOOL

Solicitation Number: ELCNF – 19/20 – 001

Name of Proposer Organization: _____
(Legal Name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member: _____
(Name printed)

Scoring Criteria and Procedure

A Proposal Review Committee will assess each response utilizing the evaluation tool contained in this Appendix B of this RFP.

Section A of the criteria lists the minimum requirements (FATAL CRITERIA) that all proposals must satisfy. Points are **not** awarded for this section. However, a proposal with a “NO” response to one or more of these requirements will automatically disqualify a Proposer from further consideration.

Criteria listed in Sections “B” – “I” have been assigned a **weighted value based on their relative importance** (including all budget proposals). Proposers’ responses to each criterion will be assessed and awarded a point value from 0 to 3 points (in whole numbers) as follows:

1. Exceptional (3 points): Exceeds minimum requirements; demonstrates superior understanding of the project, exhibits clarity in presentation, and organizational and programmatic capability. Includes creativity and “out-of-the-box” ideas and strategies to accomplish goals and objectives.
 2. Adequate (2 points): Meets minimum requirements; demonstrates understanding of the project, presents organizational and programmatic information in a manner that can be comprehended.
 3. Poor (1 point): Falls below minimum requirements; demonstrates insufficient understanding of the project, organizational and programmatic capability is not clearly presented.
 4. Omitted (0 points): Not included in response as required and Proposer fails to provide an adequate justification for the omission.
- The total points awarded for Sections “B” through “I” will equal the assigned weighted value times the point value. Each proposal will be awarded a total point value by each committee member by either evaluating the entire proposal or evaluating either the Programmatic sections (B-F2) or the Administrative/Fiscal sections (G-I).
 - The Total Possible Score is 513 for the entire response/proposal.
 - Each section of the scoring tool includes a maximum (possible) score for informational purposes only.

APPENDIX B CONTINUED

Section A

FATAL CRITERIA

(If any are not met, the response cannot be considered further.)

Name of Proposer Organization for response which is subject of this review:

(Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member/ELC staff performing this part of Evaluation (Section A only):

_____ (Name printed)

FATAL CRITERIA CHECKLIST		
<p>1. Did the Proposer submit the proposal in prescribed format:</p> <p>a) One (1) original, four (4) copies, and five (5) electronic copies of the proposal in Microsoft WORD AND EXCEL formats (other than for documents requiring signatures, etc.), and “searchable” on each of the five (5) flash/thumb drives (that accompany each of the hard copy proposals). Flash/thumb drives will be checked DURING this meeting.</p> <p>b) In tabbed sections the first being the Title Page and Request for Proposal Acknowledgment Form and the remaining sections corresponding to Sections 6.3 through 6.11.</p> <p>c) Pages must be numbered consecutively within each section.</p> <p>d) The budget proposal must be in a separate file/binder and electronically saved to a flash/thumb drive, but included in the same proposal package.</p>	Yes	No
<p>2. Was the Proposal (including all accompanying forms requiring signature) signed by a duly authorized officer of the applying organization, and was proof of authorization included, if needed? (Part of Exhibit 9, plus attachment if needed)</p>	Yes	No
<p>3. Does the Proposal include the signed Statement of No Involvement form? (Exhibit 1)</p>	Yes	No
<p>4. Does the Proposal include the signed Acceptance of Contract Terms and Conditions indicating that the Proposer agrees to all Coalition requirements, terms and conditions in the RFP and the Coalition’s Draft Primary Service Provider Contract? (Exhibit 2)</p>	Yes	No
<p>5. Does the Proposal include the signed Statement of Assurances? (Exhibit 3)</p>	Yes	No
<p>6. Does the Proposal include an original signed and dated Proposer’s Representations? (Exhibit 3.5)</p>	Yes	No
<p>7. Does the Proposal include the signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts? (Exhibit 4)</p>	Yes	No
<p>8. Does the Proposal include an original signed and dated Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statute, on Public Entity Crimes? (Exhibit 5)</p>	Yes	No
<p>9. Does the Proposal include an original signed and dated Discrimination Statement? (Exhibit 6)</p>	Yes	No
<p>10. Does the Proposal include an original signed and date Certification Regarding Lobbying Form? (Exhibit 7)</p>	Yes	No
<p>11. Does the Proposal include a completed original, signed and dated, Certification Regarding Drug-Free Workplace? (Exhibit 8)</p>	Yes	No

12. Does the Proposal include the original signed and dated Request for Proposal Acknowledgement Form? (Exhibit 9)	Yes	No
13. Does the Proposal include an original signed and dated Non-Collusive Affidavit? (Exhibit 10)	Yes	No
Exhibit 11 – Fatal Criteria List		
14. Did the Proposer submit a timely Notice of Intent to Submit a Proposal in accordance with the Calendar of Events for this solicitation? (Exhibit 12)	Yes	No

If all responses are “yes”, continue to next section. If one or more are “no”, the response/proposal is disqualified. No further evaluation is to be done.

APPENDIX B CONTINUED

Section B

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:
_____ (Name printed)

Evaluation of Proposer’s Knowledge of and Commitment to School Readiness and Voluntary Prekindergarten Services (relates to applicable Major Program Goals [Sections 3.4.1, 3.4.2], Task List [Sections 3.8.1, 3.8.2] Outcomes and Outputs [Sections 3.26.1, 3.26.2] of the RFP).

Section B: Criteria	Indicators	Raw Score	Binder/ page #
1. The Proposer clearly understands the need for and goals of this project.	<ul style="list-style-type: none">• There is a clear link between service description and goals.• The Proposer clearly articulates goals and integrates them throughout the proposal.		
2. The Proposer has described a continuous improvement process to enhance future services.	<ul style="list-style-type: none">• The Proposer clearly articulates projected improvements in services and outcomes.• The Proposer incorporates routine review of key performance measures.• The Proposer sufficiently links processes or services with expected outcomes.		
3. The Proposer has a plan to respond to community needs for child care services.	<ul style="list-style-type: none">• The Proposer describes plans for targeted outreach, special needs populations, and methods to locate and reach families who are not aware of School Readiness and Voluntary Prekindergarten services.		

Sub total _____ X weight factor 5 = _____ (maximum score = 45)

APPENDIX B CONTINUED
Section C

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:
_____ (Name printed)

Evaluation of Proposer's Relationships with Key Community Players (relates to Coordination with Other Entities [3.23] of the RFP)

Criteria	Indicators	Raw Score	Binder/ page #
1. The Proposer demonstrates the ability to collaborate with other community entities.	<ul style="list-style-type: none"> • A diagram or outline sufficiently depicts key relationships, including stakeholders listed in section 3.23 of the RFP. • The Proposal includes individualized letters of support from multiple community stakeholders. • The Proposer adequately describes the handling of referrals, transition from services, and disputes. • An adequate description of the Proposer's plan to provide assistance to the business/employer community in expanding the availability, affordability and quality of early learning and child care services by educating, recruiting, participating in the Child Care Executive Partnership Program. 		
2. The Proposer demonstrates the ability to develop formal working relationships with other agencies and programs.	<ul style="list-style-type: none"> • The Proposal includes a sufficient sample interagency agreement that meets its objectives. 		

Sub total _____ X weight factor 3 = _____ (maximum score = 18)

APPENDIX B CONTINUED

Section D

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:

_____ (Name printed)

Evaluation of Proposer’s Processes to Ensure Quality Services and Achieve Performance Specifications (relates to Task List [Sections 3.8.1, 3.8.2] and applicable sections of Outcomes and Outputs [Sections 3.26.1, 3.26.2], Monitoring and Performance Evaluation Methodology [Section 3.21-A-F], of the RFP)

Criteria	Indicators	Raw Score	Binder/ page #
1. The Proposer will ensure internal quality improvement.	<ul style="list-style-type: none"> • The Proposal describes a sufficient existing and/or planned internal quality improvement process. • Focus is on customer service, the skills/development of the Proposer’s employees, as well as cost. • Quality Improvement processes are linked to programs, services and client outcomes. • The Proposer’s quality improvement process includes a systematic feedback mechanism to identify problem trends. • The Proposer has an adequate procedure for utilizing feedback to improve service delivery and outcomes. 		
2. The Proposer will implement a system to determine client/customer satisfaction.	<ul style="list-style-type: none"> • Client/customer satisfaction processes center on customer experience with services and include a process to adapt services based on customer satisfaction data. • A sufficient complaint/conflict resolution process is included. 		
3. Continuum of child care services is tied to projected outcome measures and goals.	<ul style="list-style-type: none"> • The Proposal clearly identifies bridges between services and expected outcomes. 		
4. The Proposer’s capacity to achieve performance specifications and ability to maximize available resources.	<ul style="list-style-type: none"> • A summary of the Proposer’s capacity to achieve the performance specifications and its procedures for administrative and programmatic accountability, including a description of how it will implement Coalition decisions and initiatives and manage other data collection issues. • Plan sufficiently describes how the Proposer will allocate resources to activities related to key processes/program activities. 		

Sub total _____ X weight factor 4= _____ (maximum score = 48)

APPENDIX B CONTINUED
Section E

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:

_____ (Name printed)

Evaluation of Proposer’s Capacity to Manage and Coordinate Management Information Systems (relates to Task List [Section 3.8.1], Equipment [Section 3.17], Records and Documentation [Section 3.20] of the RFP)

Criteria	Indicators	Raw Score	Binder/ page #
1. The Proposer has access to management information systems and technology adequate to meet the data requirements of this contract.	<ul style="list-style-type: none"> • Description of current Management Information Systems is sufficient and includes a description of capacity issues, compatibility issues, etc. • A sufficient plan to accomplish data requirements of the RFP is included. • A plan for aligning records and documentation with automated data. • Proposer has experience with automated data management. 		
2. The Proposer understands mandated documentation and record keeping requirements.	<ul style="list-style-type: none"> • The Proposal includes an appropriate plan for documentation and record maintenance. 		
3. The Proposer is capable of providing accurate, timely reports and data.	<ul style="list-style-type: none"> • There is evidence that the Proposer has a system to collect and report accurate data. • Plan describes Proposer’s system for timely monthly reporting. • Plan describes Proposer’s ability to respond to requests for consultation, ad hoc data, and reports. 		

Sub total _____ X weight factor 4 = _____ (maximum score = 36)

APPENDIX B CONTINUED
Section F-1

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:
_____ (Name printed)

Evaluation of Proposer’s Ability to Provide Appropriate and Effective Child Care Resource & Referral, Inclusion, Quality Support Services, and Eligibility & Enrollment services (relates to Sections 3.7, 3.8.1, 3.15, and 3.17 of the RFP)

Criteria	Indicators	Raw Score	Binder/ page #
1. The Proposer understands that Child Care Resource & Referral is the simplified-point-of-entry to child care services in the “Coalition’s Six Counties”, and understands the need for inclusion services	<ul style="list-style-type: none"> • Describes an adequate infrastructure for comprehensive SR & VPK services. • Offers a plan to manage a simplified point-of-entry (to child care services) system. • Describes an appropriate methodology that will be used to manage the wait list accurately and efficiently. • Includes a plan to deliver presentations about inclusion, including the ADA, benefits of inclusion for all children and how to create inclusive environments. 		
2. The proposal describes a coordinated eligibility determination and enrollment process, targeting services to client groups according to established priorities	<ul style="list-style-type: none"> • Plan describes the Proposer’s intake process, including eligibility determination, enrollment, and wait list. • Meets the eligibility re-determination needs of current families in care. • Provides timely services to priority families and convenient, quality services to all families. 		
3. The Proposer is capable of coordinating and providing timely, accessible parent services.	<ul style="list-style-type: none"> • Plan describes the Proposer’s process to set up a highly responsive, professionally staffed telephone service delivery system, which ensures calls are primarily answered by staff, or calls returned within appropriate time periods. • Meets the needs of all parents for information, specific child care referrals, and other referrals. • Describes how detailed, written, child care referrals will be promptly given to parents, using updated provider referral data and includes information on their qualifications • Includes services provided in parent’s primary language. • Includes a plan to provide subsidized child care services to all eligible families referred utilizing providers with Statewide Provider Contracts for the School Readiness program within the limits of available Contract funding. • Describes how the Proposer will ensure changes in enrollment procedures and internal processes are made when available funding and/or priorities change. 		

APPENDIX B CONTINUED
Section F-1 Continued

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:
 _____ (Name printed)

Criteria	Indicators	Raw Score	Binder/ page #
4. The Proposer has the ability to conduct public education and outreach to the community and to businesses, and deliver Quality Support Services	<ul style="list-style-type: none"> • Includes a plan for in-depth consumer education on how to choose quality child care, quality indicators, tips and techniques to secure child care, and parental choice. • Includes consumer education on subsidies, tax credits, child care discounts, and access to special needs services. • Includes parent education about their role as their child's first teacher. • Includes a detailed Quality Support Services Plan (with a Professional Development Plan) designed to support the continuous improvement of the Coalition's School Readiness Programs. • Includes a description of the plan to produce a quarterly training schedule providing professionals a list of the upcoming offerings for staff development and distributing to all providers in the communities. 		
5. The Proposer has the ability to implement and manage the Voluntary Prekindergarten Program.	<ul style="list-style-type: none"> • Includes a description of the process proposed for certification of parents to enroll children in VPK and performing child withdrawals, transfers, and reenrollments according to State policy guidelines. • Describes the details of the Voluntary Prekindergarten program design to assure three (3) Voluntary Prekindergarten program options. • Describes, in detail, the process for determining Voluntary Prekindergarten provider eligibility. • Describes a plan to ensure that participating VPK providers meet all applicable administrative requirements, including licensure and background checks, and ensure that required background checks are completed for staff prior to delivery of direct services for children in VPK classrooms. • Describes a plan to conduct compliance monitoring of VPK programs. • Describes the proposed outreach plan for VPK. 		

Sub total _____ X weight factor 5 = _____ (maximum score =75)

APPENDIX B CONTINUED

Section F-2

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation: _____ (Name printed)

Evaluation of Proposer’s Ability to Provide Child Care Services and Contracting, (relates to Sections 3.8.1 of the RFP)

Criteria	Indicators	Raw Score	Binder / page #
1. The Proposer has the ability to provide child care services through Statewide Provider Contracts for the School Readiness program or voucher agreements with providers.	<ul style="list-style-type: none"> • A description of the proposed delivery system of child care services through licensed providers with Statewide Provider Contracts for the School Readiness program or voucher agreements. • A detailed description of the Proposer’s plan to recruit and develop sufficient licensed child care providers located throughout the county and operating traditional and non-traditional hours to meet the needs of the expanding subsidized client population 		
2. The Proposer has an understanding of contract development and management activities.	<ul style="list-style-type: none"> • Plan describes the Proposer’s process to develop and manage Statewide Provider Contracts for the School Readiness program or voucher agreements with licensed child care providers in accordance with Federal and State contract requirements. 		
3. The Proposer has the ability to offer both broad and specific services to child care providers in the “Coalition’s Six Counties”.	<ul style="list-style-type: none"> • Plan describes in detail how technical assistance, information, resources and support will be provided to providers, and data collected regarding this assistance. • Plan includes collection, reporting, and use of supply/demand data. • Describes process to conduct annual market rate survey. 		

Sub total _____ X weight factor 5 = _____ (maximum score =45)

APPENDIX B CONTINUED

Section G

Name of Proposer Organization for which response is subject of this review:

_____ (Name on Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:

_____ (Name printed)

Evaluation of Proposer’s Ability to Provide Early Care and Education Services pertaining to Fiscal Administration (relates to Sections 3.8.2, 3.19, and 3.22 of the RFP)

Criteria	Indicators	Raw Score	Binder / page #
1. The Proposer has the ability to implement a high quality payment and administration system for child care providers with Statewide Provider Contracts for the School Readiness program or voucher agreements.	<ul style="list-style-type: none"> • Plan describes a payment/reimbursement process for providers in accordance with Section 215.422 F.S. • Proposer describes an efficient accounts payable/accounts receivable system. • Plan describes a process for the routine review, and amendment as needed, of payment records review policies and procedures, payment/reimbursement policies and procedures, records maintenance policies and other applicable policies and procedures. 		
2. The Proposer clearly understands its liability for slot utilization deficits and/or disallowed costs.	<ul style="list-style-type: none"> • The Proposal describes a sufficient plan to identify potential slot utilization deficits. • The Proposal describes a sufficient multi-stage plan to reduce projected deficits with the focus on minimal impact to number of children in care. • The Proposal clearly addresses how deficits and/or disallowed costs will be resolved. • A detailed description of the Proposer’s proposed “feedback loop” to ensure internal process changes and programmatic changes are made when available funding and/or priorities change. 		
3. The Proposer clearly understands funding streams and has the ability to maximize available subsidized child care resources.	<ul style="list-style-type: none"> • There is sufficient evidence that the Proposer has experience managing multiple funding streams for a single project. • The Proposal describes a realistic plan for closely tracking enrollments and utilization. • Plan describes the Proposer’s methodology to track the number of children served, by child and by funding stream from entry until exit from services. • A plan that addresses Proposer’s management of parent fees. 		
4. The Proposer is capable of conducting financial analysis.	<ul style="list-style-type: none"> • Plan describes the types of analysis to be performed on a regular basis, including trend analysis and projections. • Plan outlines how analyses will be used to make spending plans and recommendations. 		

Sub total _____ X weight factor 5 = _____ (maximum score =60)

APPENDIX B CONTINUED
Section H

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:
_____ (Name printed)

Evaluation of the Proposer’s History, Experience, Organizational Capacity, Staffing and Transition as it relates to the project (relates to applicable Scope of Service [Sections 3.3] and Staffing Levels [Section 3.10], Professional Qualifications [Sections 3.11], of the RFP)

Criteria	Indicators	Raw Score	Binder/ page #
1. The Proposer’s corporate structure is sufficient to complete the proposed project.	<ul style="list-style-type: none"> • The proposal includes a sufficient organizational structure and how it relates to this project. • The Proposal includes sufficient evidence that the Proposer is qualified to provide subsidized child care, Voluntary Prekindergarten and related services according to the mandates in the RFP or a plan to become qualified prior to Contract execution. 		
2. The Proposer has proven experience serving the target population.	<ul style="list-style-type: none"> • The Proposer has worked with this population or a similar one; previous projects were similar in size and scope to the services in the RFP. • Positive evaluations of past similar or related experience indicate success. 		
3. The Proposer has sufficient and appropriate staff to accomplish the goals and outcomes of this project.	<ul style="list-style-type: none"> • A list of management staff, their qualifications and respective responsibilities. • The Proposal includes a sufficient staffing plan that includes direct services, administrative services, numbers of staff, qualifications, organization of staff, and timelines for hiring and training new staff, if needed. • The Proposal includes a well-developed organizational chart identifying how project staff relates to each other and the entire organization. • The Proposal describes a sufficient hiring and training plan for all staff that ensures staff capability, meets training mandates (if applicable), and enhances services. • The Proposal clearly states the Proposer’s employee turnover rate. The Proposal addresses how turnover and future recruitment and hiring issues will be managed. 		

APPENDIX B CONTINUED
Section H continued

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:
 _____ (Name printed)

Criteria	Indicators	Raw Score	Binder/ page #
4. The Proposer has experience in managing subcontracts, transition process and working with a previous provider.	<ul style="list-style-type: none"> • The Proposer describes experience managing Statewide Provider Contracts for the School Readiness program. • The Proposer describes experience managing a transition process. • Describes experience working cooperatively with a previous provider. 		
5. The Proposer has a detailed plan that would facilitate a smooth transition.	<ul style="list-style-type: none"> • The Proposer has a detailed transition plan • The Proposer describes coordination activities with the previous Contractor to facilitate a smooth transition. • The transition plan describes a list of tasks and their relation to completion dates that the Proposer will have to accomplish during the transition period between the execution of a Contract and the actual start date. 		

Sub total _____ X weight factor 4 = _____ (maximum score = 60)

APPENDIX B CONTINUED

Section I

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation:

_____ (Name printed)

Evaluation of Proposer's **Budget Proposal and Financial Capability as it relates to the project (relates to Fiscal Administration [section 3.8.2] and Budget Proposal [Appendix E] of this RFP)**

Criteria	Indicators	Raw Score	Binder / page #
<p>1. The proposed budget for the <u>initial one (1) year contract (2019/2020)</u> reflects the programmatic Proposal.</p>	<ul style="list-style-type: none"> • All budget items are clearly linked to services in the proposal. • The budget shows the amount for services proposed broken down by service category. 		
<p>2. The proposed budget costs for the <u>initial one (1) year contract (2019/2020)</u>.</p>	<ul style="list-style-type: none"> • Costs for the initial one (1) year contract are reasonable in relation to the proposed services. • The Proposal Budget Worksheets by Program (Appendix E, Form A) and the Proposal Staffing Detail Budget Worksheets (Appendix E, Form B) are included; they correspond, and calculations and totals are accurate. • All worksheets include the criteria used to compute the budget. • All worksheets include the calculations used to derive the total proposed budget. 		
<p>3. The proposed budget for the <u>potential first additional one (1) year contract extension (2020/2021)</u> reflects the programmatic Proposal.</p>	<ul style="list-style-type: none"> • All budget items are clearly linked to services in the proposal. • The budget shows the amount for services proposed broken down by service category. 		
<p>4. The proposed budget costs for the <u>potential first additional one (1) year contract extension (2020/2021)</u>.</p>	<ul style="list-style-type: none"> • Costs for the potential <u>first additional</u> one (1) year contract extension are reasonable in relation to the proposed services. • The Proposal Budget Worksheets by Program (Appendix E, Form A) and the Proposal Staffing Detail Budget Worksheets (Appendix E, Form B) are included; they correspond, and calculations and totals are accurate. • All worksheets include the criteria used to compute the budget. • All worksheets include the calculations used to derive the total proposed budget. 		

APPENDIX B CONTINUED

Section I continued

Name of Proposer Organization for which response is subject of this review:

_____ (Legal name from Request for Proposal Acknowledgement form)

Proposal Review Committee Member performing this Evaluation: _____ (Name printed)

Criteria	Indicators	Raw Score	Binder / page #
<p>5. The proposed budget for the potential <u>second additional one (1) year contract extension (2021/2022)</u> reflects the programmatic Proposal.</p>	<ul style="list-style-type: none"> • All budget items are clearly linked to services in the proposal. • The budget shows the amount for services proposed broken down by service category. 		
<p>6. The proposed budget costs for the potential <u>second additional one (1) year contract extension (2021/2022)</u>.</p>	<ul style="list-style-type: none"> • Costs for the potential <u>second additional one (1) year contract extension</u> are reasonable in relation to the proposed services. • The Proposal Budget Worksheets by Program (Appendix E, Form A) and the Proposal Staffing Detail Budget Worksheets (Appendix E, Form B) are included; they correspond, and calculations and totals are accurate. • All worksheets include the criteria used to compute the budget. • All worksheets include the calculations used to derive the total proposed budget. 		
<p>7. The Proposer's financial statement indicates financial viability and sufficient resources to manage this project.</p>	<ul style="list-style-type: none"> • Proposal includes documents listed in 4.5.1, numbers 1 (a-h), 2, and 3 • The current ratio has an acceptable score • The debt ratio has an acceptable score • Working capital is adequate 		

Sub total _____ X weight factor 6 = _____ (maximum score =126)

APPENDIX B CONTINUED

REQUEST FOR PROPOSAL
Solicitation Number: ELCNF-19/20-001

Scoring Summary

Name of Proposer Organization for which response is subject of this review:

Legal name from Request for Proposal Acknowledgement form

Proposal Review Committee Member performing this Evaluation:

(Name printed)

	Weighted Scores
Programmatic Review	
Total Section B (maximum score = 45)	
Total Section C (maximum score = 18)	
Total Section D (maximum score = 48)	
Total Section E (maximum score = 36)	
Total Section F-1 (maximum score = 75)	
Total Section F-2 (maximum score = 45)	
Total Programmatic Review Score (maximum possible score = 267)	
Administrative/Fiscal Review	
Total Section G (maximum score = 60)	
Total Section H (maximum score = 60)	
Total Section I (maximum score = 126)	
Total Administrative/Fiscal Review Score (maximum possible score = 246)	
Proposal Response Grand Total (use this only if ALL sections are scored by same evaluator) (Maximum Possible Total Score = 513)	

Evaluation Committee Member Signature

Date

APPENDIX C

FINANCIAL AND COMPLIANCE AUDIT

1. Federally-funded

This section is applicable if the Contractor is a state or local government or a non-profit organization as defined in 2 CFR §200. A web site that provides links to several Federal Single Audit Act resources can be found at: [Federal Single Audit Act Resources](#).

- 1.1. According to the Subpart F-Audits 45 CFR §75.501(a), non-federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part and other applicable federal regulations. Guidance on determining Federal awards expended is provided in 45 CFR Part 75.502 (2 CFR §200.502).
- 1.2. The Office's Notice of Award indicates Federal resources awarded through the Office/ELC by this agreement. In determining the Federal awards expended in its fiscal year, the Contractor shall consider all sources of Federal awards, including Federal resources received from the Office/ELC. In connection with the audit requirements, the recipient shall also fulfill the following instructions related to auditee responsibilities as provided in 45 CFR §§75.508 through 75.512 (also 2 CFR §§200.508 through 200.512), as well as the following additional state-level requirements. The financial statements shall disclose whether the grantee met the matching requirement for each applicable contract/grant in accordance with OEL Program Guidance 440.10 – Match Reporting.
 - 1.2.1. The Contractor shall fully disclose in the audit report all questioned costs and liabilities due to OEL/ELC with reference to the OEL/ELC grant award(s), agreement(s) or contract(s) involved.
 - 1.2.2. The audit procedures and Single Audit reports must include OEL's/ELC'S annual financial and programmatic monitoring report results, as applicable.
- 1.3. The Contractor is responsible for submitting the Single Audit Reports and the required federal Data Collection Forms (SF-FAC) electronically to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the fiscal year's end of the audit period.
- 1.4. If the Contractor expends less than \$750,000 in federal awards in its fiscal year, a federal Single Audit is not required. If the Contractor still elects to have an audit conducted in accordance with the provisions of 2 CFR §200, then the cost of the audit must be paid from non-federal resources (i.e., the ELC must pay the audit costs from resources obtained from non-federal and non-state entities).

2. State-funded

This part is applicable if the Contractor is a non-state entity as defined by s. 215.97(2), F.S. – The Florida Single Audit Act. Additional information regarding the Florida Single Audit Act can be found at: [Florida Single Audit Act](#).

- 2.1. The Office's Notice of Award indicates State resources awarded through the Office/ELC by this agreement. In determining the State awards expended in its fiscal year, the Contractor shall consider all sources of State awards, including State resources received from the Office/ELC.
- 2.2. In the event the Contractor expends \$750,000 or more of state financial assistance in any fiscal year, the Contractor must have a state single or project-specific audit conducted in accordance with the Florida Single Audit Act; Florida Single Audit Act; Chapter 69I-5, F.A.C.; Chapter 10.550 (local governmental entities) or Rule 61H1-20.0093, F.A.C., Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- 2.3. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Office/ELC, other state agencies and other non-state entities. State financial assistance does not include federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.

- 2.4. If the Contractor expends less than \$750,000 in state financial assistance in its fiscal year, a Florida Single Audit is not required. If the Contractor still elects to have an audit conducted in accordance with the provisions of s. 215.97, F.S., the cost of the audit must be paid from non-state resources (i.e., the Contractor must pay the audit costs from resources obtained from non-federal and non-state entities).
- 2.5. Pursuant to s. 215.97(8), F.S., state agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with s. 215.97, F.S. In such an event, the state awarding agency must arrange for funding the full cost of such additional audits.
- 2.6. Find additional information regarding the Florida Single Audit Act at the Florida DFS website State Single Audit resources.

3. Special Audit Testing Requirements

- 3.1. It is essential that the audit firm test the Contractor's monthly reconciliation of its financial records to the Single Statewide Information System (SSIS). The auditor must include a statement in the Schedule of Findings and Questioned Costs confirming the following: (a) that the Contractor staff performs this reconciliation monthly; (b) that the Contractor has processes in place to identify and correct errors noted during the monthly reconciliation process; and (c) the Contractor's financial records and the SSIS records were reconciled and in agreement as of the annual program year end (June 30th). Finally, a statement must be included to indicate the auditor's work papers include documentation to verify tests of these tasks were performed and such work papers are available for review by OEL/ELC staff upon request.
- 3.2. If such testing was not completed, or if these statements are missing from the annual audit report, the auditor's annual procedures will be considered incomplete/deficient and the Contractor will receive notice of such in the OIG's/ELC's annual Management Decision.
- 3.3. All funds administered by the Contractor must be included in the audit coverage. This includes funds that are provided to any auxiliary entity over which the Contractor exercises controlling influence, such as a foundation. For purposes of this Agreement, all foundations or other similar entities are considered to be affiliated organizations and, in some instances, may need to be classified as a component unit.
- 3.4. For any affiliated organization, at a minimum the audit report should disclose the entity's mission/purpose and summarized financial data including total assets, liabilities, net assets, revenues, expenditures, and the entity's relationship to the Contractor's activities. The auditor may need to provide other disclosures and presentations (such as consolidated financial statements) as appropriate after giving proper consideration of applicable accounting standards pronouncements regarding reporting of related entities such as FASB Statement of Position (SOP) 94-3.

4. Report submission

- 4.1. Copies of reporting packages (including any management letter issued by the auditor and the Contractor's written corrective action plan response(s)) for federal Single Audits required by Sections C.1. and C.2. above shall be submitted as required by 2 CFR §200.512, by or on behalf of the Contractor directly to each of the addresses indicated.
- 4.2. Submit one electronic copy of the financial reporting package and files described above in Section B.3. to the **Coalition's Finance Manager** and the Office of Early Learning at the following address:
 - Office of Early Learning
 - Financial Management Systems Assurance Section (FMSAS)
 - Email – *OEL.Questions@oel.myflorida.com*
 - Website – OEL Share Point site:
 - OEL Portal/Partners/Contractor site/FMSAS Document Exchange – Restricted/2017-18*
 - FMSAS/Annual Audit Report Files*
- 4.3. Submit the Single Audit Reports and the required federal Data Collection Forms (SF-FAC) electronically to the Federal Audit Clearinghouse within the earlier of **30 days after receipt or nine months after the fiscal year's end of the audit period**.

- 4.4. Submit one paper copy by mail and one electronic copy of the financial reporting package to the **Coalition's Finance Manager** and the Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us
Website: www.myflorida.com/audgen

The Contractor shall indicate in correspondence accompanying the reporting packages the date of delivery from the auditors to the Contractor for the reporting package.

- 4.5. All items Auditor General Rule 10.656(3) requires, as described on the [Auditor General's Financial Reporting Package Submittal Checklist](#) and the related [checklist instructions](#) must be included for a reporting package to be considered complete.

APPENDIX D

Checklist of Required Forms, Certifications, and Appendices	Provider Check (√)
Exhibit 1 Statement of No Involvement	
Exhibit 2 Acceptance of Contract Terms and Conditions	
Exhibit 3 Statement of Assurances	
Exhibit 3.5 Proposer's Representations	
Exhibit 4 Certification Regarding Debarment, Suspension, and other Responsibility Matters	
Exhibit 5 Public Entity Crimes	
Exhibit 6 Discrimination Statement	
Exhibit 7 Certification Regarding Lobbying	
Exhibit 8 Drug-Free Workplace	
Exhibit 9 Request for Proposal Acknowledgement Form	
Exhibit 10 Non-Collusion Affidavit	
Exhibit 11 Fatal Criteria Checklist	
Exhibit 12 Notice of Intent to Submit a Proposal	
Appendix A Draft Primary Service Provider Contract	
Appendix B RFP Rating Tool	
Appendix C Financial and Compliance Audit	
Appendix D Checklist of Required Forms/Certifications	
Appendix E Budget Proposal	
Appendix F Information System Standards	
Appendix G Information Systems Requirements	

**APPENDIX E
Form A**

Budget Worksheets

See separate RFP Excel Document “Appendix E Form A Budget Worksheets”

**APPENDIX E
Form B**

Staffing Detail

See separate RFP Excel Document “Appendix E Form B Staffing Detail”

APPENDIX F

INFORMATION SYSTEM STANDARDS

Software Standards. The Coalition's current standards are:

End User Operating Systems: Windows 8.1 Home or greater

Server Operating Systems: Server 2012 R2 or greater

Integrated 32 bit Office Suite: Microsoft Office 2013 or greater

TCP/IP stack standard. TCP/IP v4

Internet Browser: Internet Explorer 11 or Microsoft Edge

Internet Service Provider (ISP) Standard: Broadband or greater

Security Software: CylancePROTECT Endpoint Security or Sophos Central Endpoint Advanced

Note: These standards are subject to change upon thirty (30) calendar days prior written notice to the Chief Executive Officer/Executive Director of the Contractor at the Contractor's last known address.

APPENDIX G

INFORMATION SYSTEMS REQUIREMENTS

Compatibility/Access

The Coalition presently is required to maintain information on financially assisted School Readiness Services and Voluntary Prekindergarten Services in the SSIS and resource and referral information in a state approved data system. The Contractor(s) shall be required to enter data into and retrieve data from the SSIS system and the state approved Resource and Referral data system, if applicable.

Data or output from Contractor systems furnished in electronic format to the Coalition shall be provided in a format compatible with current Coalition standards contained in **Appendix F**.

Prior to purchasing any Information Technology Resource (ITR) with Contract funds, the Contractor(s) must receive written approval from the Coalition's approving authority. ITRs are defined in Chapter 282, Florida Statutes, as data processing hardware, software, services, supplies, maintenance, training, personnel and facilities. The Contractor(s) will not be reimbursed for any ITR purchases made prior to obtaining the Coalition's written approval.

In the event the Contractor purchases, develops or maintains its own electronic information systems to support services provided through the Contract, the Coalition shall have access to all Information necessary to audit and examine such information in its native format, using access devices (terminals or personal computers) made available for this purpose by the Contractor. The Contractor shall provide the Coalition's representatives with the necessary system user accounts and passwords to access all information related to this Contract that may be stored in the Contractor's systems.

The Contractor shall comply with any naming conventions, security requirements or other specifications relating to any connection it may be allowed to make to the Coalition's electronic information systems. The Contractor's own systems and premises shall be subject to inspection by the Coalition's representatives at any time to verify compliance with security requirements. Any data communications involving the Coalition may also be monitored by Coalition security or systems personnel for compliance with these requirements or misuse of the systems.

Security

The Contractor shall comply with all applicable laws, rules, regulations and procedures related to security and confidentiality including, but not limited to, Chapter 815 Florida Statutes.

In the event the Contractor is allowed to electronically connect to any of the Coalition's facilities, the Coalition may suspend or revoke that connection at any time if the Coalition's believes that the overall security of the Coalitions systems may be compromised by a continuation of that connection.

The Contactor shall identify an appropriately skilled and trained individual to function as the Contractor's Data Security Officer who shall serve as a liaison with the Coalition's security staff to maintain an appropriate level of security for data collected or used under this Contract.

Liability for System Failure

The Coalition shall not be liable to the Contractor for a failure of any of the Coalition's systems or for the degradation or disruption of any connection or system. Contractor loss or diminution of access to the Coalition's system for any reason shall not excuse the Contractor from its obligations under this Contract. The Contractor shall not be held accountable for late data input due to a Coalition system failure.