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**RFP (Request for Proposal)
COMMITTEE MEETING
Caddyshack Restaurant (meeting room) at World Golf Village
January 24, 2019
10:30 am
TENTATIVE AGENDA**

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Review of Minutes - November 07, 2018 RFP Committee Meeting**
- IV. Complete NEW Conflict of Interest Questionnaires**
- V. Verification that RFP "Bid Opening Sign-In Log" (and RFP Committee Sign-In Log) have been signed by all parties present**
- VI. Review of COMPLETED Solicitation Response Receipt Log (Handout)**
- VII. Review of the RFP "Ground Rules"**
- VIII. Public Opening, Recording, and Witnessing of Proposals in response to "Request for Proposal #ELCNF-19/20-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services (Completion of the "Bid Opening Witnessing and Recording" document)**
- IX. Completion of the Fatal Criteria Checklist (and testing of Proposal flash drives/documents)**
- X. Review of Supplemental Information [RFP Amendment 1, and OEL Program Guidance 250.01 OCA Working Definitions, Individualized Score Sheets. All of these documents are on the Evaluators' "ELCNF" flash drives. In addition, a paper version of the Individualized Score Sheets will be handed out to each Evaluator during the meeting.]**
- XI. Committee Members Question and Answer Session**
- XII. Next Meetings (as it pertains to this RFP/Contract) – dates/times subject to change.**

February 21, 2019, 10:30 a.m. – Final RFP Procurement Committee Meeting (score compilation, ranking of proposals, and final award recommendation)



A United Way Agency Funded by the State of Florida



March 13, 2019, 10:30 a.m. – Board Meeting (approval of committee award recommendation)

June 19, 2019, 10:30 a.m. - Board Meeting (approval of contract)

XIII. Adjournment*

***Action Item**

I. Call to Order/Roll Call

II. Public Comment

III. Review of Minutes- November 07, 2018 RFP Committee Meeting

Early Learning Coalition of North Florida, Inc.

RFP Committee Meeting

Conference Call
November 7, 2018
11:30 a.m.

ATTENDANCE

Committee Members Present:

Myrna Allen
Vina Delcomyn
Joy Stanton
Theresa Little

Coalition Staff Present

Dawn E. Bell, CEO
Rhonda Cody, Office Manager
Tajaro Dixon, Grants & Operations Manager

Members Absent:

None

Others Present:



CALL TO ORDER/ROLL CALL

R. Cody called the meeting to order at 11:32 a.m. Roll was called; 4 of the 4 committee members were in attendance.

PUBLIC COMMENT

No Comments

DESCRIPTION/OVERVIEW OF RFP DOCUMENT

T. Dixon gave a brief overview of the process for this RFP. The Early Learning Coalition of North Florida, Inc. is requesting proposals for School Readiness and Voluntary Prekindergarten services. The potential contractor will be responsible for coordinating and delivering School Readiness services to children birth through 12 years of age and Voluntary Prekindergarten (VPK) services for four year old children in fiscal year 2019/2020. Services include Child Care Resource and Referral, Inclusion, Quality Support Services, Eligibility and Enrollment, and Fiscal Administration. T. Dixon further explained that the committee members are not permitted to communicate with anyone, including each other outside of the scheduled meetings in regards to this RFP all the way through the scoring process and contract award. The documents are not to be shared on our website, in board meeting packets or with Episcopal Children's Service staff.

COMMITTEE MEMBERS QUESTIONS AND ANSWER SESSION

No additional comments or questions as T. Dixon was thorough in explaining the process.

APPROVAL OF RFP DOCUMENTS*

V. Delcomyn motioned to approve the RFP Documents. M. Allen seconded the motion. No discussion – motion passed unanimously

PREVIEW OF RFP PROCESS

T. Dixon stated that the RFP is advertised twice on the Florida Administrative Weekly. The next RFP committee meeting will be to publicly open the bids and disperse with score sheets and instructions. Each reviewer will have a time period to score the submissions and then the committee will meet once more to publically deliver and tabulate the final scores. Final recommendation will be given to the Board at the March 20, 2019 Board Meeting.

ELECTION OF COMMITTEE CHAIR

The committee nominated Joy Stanton be the Committee Chair. T. Little motioned to approve the nomination. V. Delcomyn seconded the motion. No discussion and the motion passed unanimously.

NEXT MEETINGS

(As it pertains to this RFP/Contract) – *Dates/times subject to change.*

December 5, 2018, 2:00 p.m. – Board Meeting (RFP ratification)

January 24, 2019, 10:30am – Initial RFP Procurement Committee Meeting
(opening/receipt of proposals/fatal criteria checklist by staff)

February 21, 2019, 10:30 a.m. – Final RFP Procurement Committee Meeting
(score compilation, ranking of proposals, and final award recommendation)

March 20, 2019, 10:30 a.m. – Board Meeting (approval of committee award recommendation)

June 19, 2019, 10:30 a.m. - Board Meeting (approval of Contract resulting from RFP- Possibly requiring 2/3 vote- if it is a “related Party” Contract)

ADJOURNMENT

Meeting adjourned at 11:48 a.m.

Minutes submitted by, Rhonda Cody, Office Manager

Approved by, T. Dixon, Procurement Manager on November _____

IV. Complete NEW Conflict of Interest Questionnaires

Early Learning Coalition of North Florida, Inc.

Conflict of Interest Questionnaire

Regarding:

Request for Proposal (RFP) #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

(Title of Solicitation/Contract)

List of Applicants/Proposers:

Episcopal Children's Services (E.C.S.)

As an RFP Committee member and/or Board of Directors member who is participating in the Coalition's Request for Proposals process (name/# listed above), please answer the following questions:

1. Do you, your immediate family, or business partner have financial or other interests in any of the Applicants listed? _____
2. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any of the Applicants listed?

3. Have you been employed by any of the Applicants listed within the last 24 months?

4. Do you plan to obtain a financial interest, e.g. stock, in any of the Applicants listed?

5. Do you plan to seek or accept future employment with any of the Applicants listed?

6. Are there any other conditions which may cause a conflict of interest? _____

If you answered "yes" to any of the above questions, attach to this questionnaire a written explanation of your answer below:

I declare all of the above questions are answered truthfully and to the best of my knowledge. I further declare that I will not divulge any information about this procurement to anyone during the evaluation and award process.

Name (type or print)

Signature

Date

V. Verification that RFP “Bid Opening Sign-In Log” (and RFP Committee Sign-In Log) have been signed by all parties present.

RFP Committee Meeting

SIGN-IN FORM

COMMITTEE MEMBERS

Date: January 24, 2019

Name		Signature	Committee(s)	Designation
1	Allen, Myrna		Exec/Admin, RFP	Community College; St. Johns River State College, Dean of Teacher Education
2	Delcomyn, Vina		Exec/Admin, RFP	Private Sector; Awakenings Association Management
3	Little, Theresa		Exec/Admin, RFP	Faith Based Child Care; Diocese of St. Augustine, Coordinator of Early Learning
4	Stanton, Joy		Exec/Admin, RFP, RFQ	Private Sector; Blue Cross and Blue Shield of Florida, Inc., Asst Gen Counsel

LEGAL REVIEW

Name		Signature	Affiliation
1	Siragusa, Mike		ELCNF Board Member

COALITION STAFF**Date: January 24, 2019**

	Name	Signature	Affiliation
1	Bell, Dawn		C.E.O.
2	Cody, Rhonda		Office Manager
3	Dixon, Tajaro		Grants and Operations Manager
4	Pettijohn, Susan		Finance Manager
5	Spell, Chris		Finance Manager

OTHERS IN ATTENDANCE**Date: January 24, 2019**

	<i>PRINT</i> - Name	Signature	Affiliation
1			
2			
3			
4			
5			
6			

7			
8			
9			
10			
11			
12			
13			

**VI. Review of COMPLETED Solicitation
Response Receipt Log
HANDOUT**

VII. Review of the RFP “Ground Rules”

Initial RFP Committee Meeting
for the
Early Learning Coalition of North Florida, Inc.

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

RFP Committee GROUND RULES

The Initial RFP Committee meeting is January 24, 2019, 10:30 am at the Murray Brothers Caddyshack Restaurant (meeting room) at the World Golf Village, 455 S. Legacy Trail E106, St. Augustine, FL 32092.

This committee meeting will include:

1. The Public Opening of Proposal Bids/Responses.
2. The recording of the opening of Proposal Bids/Responses.
3. The checking of the Fatal Criteria List (and flash drive documents) for each Proposal Bid/Response.
4. The delivery of the “ground rules” (evaluating instructions) to the RFP Committee Members.

All those present at this opening of proposals are advised that the reading of the names of proposals received does not imply or constitute an award. In addition, these responses to the solicitation are exempt from public inspection or discussion at this time.

Coalition staff who either developed the RFP Document, or who is the Procurement Manager may not be part of the opening bids, recording of bids, or checking of Fatal Criteria List(s) for each bid.

Evaluators are chosen to participate because of their knowledge and skills, and because of the Coalition’s confidence in their ability to score both independently and fairly. The same scoring principles must be applied to every response received, independent of other evaluators. Meetings of the RFP Committee are open to the public and should be conducted in a professional manner.

1. **ALL** Questions related to the solicitation document and the evaluations of the responses **must be in writing** by email and directed to the Coalition’s assigned Procurement Manager:

Tajaro Dixon
Early Learning Coalition of North Florida, Inc.
tdixon@elcnorthflorida.org

2. Conflict of Interest Questionnaires must to be completed, signed, and dated by all RFP Committee members. Any identified conflicts of interest will be referred to the Coalition's attorney immediately.
3. Each evaluator will be provided a copy of the solicitation document, all attachments, amendments, and (if applicable) all offerors' inquiries, together with the written answers provided by the Coalition. Each evaluator will also be provided with a copy of each response during the Initial RFP Committee Meeting, which should be evaluated and scored according to the instructions provided in the solicitation document and the Scoring Sheets. All Evaluators should hand write their names on their scoring sheets and their proposals (both hard copy and thumb/flash drive, if possible).
4. Each member of the RFP Committee shall independently score each response. **No collaboration will be permitted during the scoring process.** Do not ask other evaluators questions or share solicitation related information with anyone.
5. Evaluators must not solicit information or submissions from potential or interested offerors.
6. The written proposal is the basis upon which responses are evaluated and scored. Once each evaluator receives their proposals, he/she will need to add their name to the cover (or inside Table of Contents) of each binder. All proposal documents/binders/flash-thumb drives will be collected at the Final RFP Committee Meeting.
7. Only the Scoring Sheets provided with the solicitation document will be used to record your scores and comments. Evaluators are allowed to make notes and/or flag pages of their proposal documents.
8. All raw scores must be assigned utilizing the scoring system provided in the RFP document, "RFP Evaluation and Selection Tool", section "Scoring Criteria and Procedure".
9. Each evaluator should **record the page or section number** from the response being scored where the primary response was found relating to the criterion. If the response does not address an evaluation criterion, evaluators should indicate on the score sheet "not addressed." The purpose of recording the place where the response was found is to assure consideration to the primary response and to help in the debriefing session (Final RFP Committee meeting) by assuring that all evaluators consider the same material in assigning scores.
10. Each evaluation criterion must be scored. Fractional values will not be accepted and any missing scores will be returned for scoring. Evaluators may request assistance in understanding evaluation criteria and responses only from the Procurement Manager, who alone, is authorized to seek additional technical help if needed.

Technical assistance, if needed, will be provided by non-voting technical advisors and will be uniformly disseminated to all evaluators simultaneously (if needed) by the Procurement Manager.

11. No attempt by Coalition personnel or others to influence an evaluator's scoring will be tolerated. If any attempt is made to do so, the evaluator must immediately report the incident to the Procurement Manager. If the Procurement Manager makes such an attempt, the evaluator must immediately report the incident to the Coalition C.E.O./Board Chairperson.
12. To avoid the possibility of protest, all appearances of impropriety must be avoided.
13. Following completion of the independent evaluations of the Proposal Bids/responses, the Procurement Manager will hold the Final RFP Committee Meeting for the purposes of assuring that information has not been overlooked in the scoring of responses, and to tabulate scores. Evaluators should work carefully to be as thorough as possible in order to help the Coalition secure a fair and open competitive procurement.
14. The Final RFP Committee Meeting will be held February 21, 2019, 10:30 am, at the Murray Brothers Caddyshack Restaurant (meeting room) at the World Golf Village, 455 S. Legacy Trail E106, St. Augustine, FL 32092.

**VIII. Public Opening, Recording, and
Witnessing of Proposals in response to “Request
for Proposal #ELCNF-19/20-001 for the Delivery of
School Readiness and Voluntary Prekindergarten
Services (*Completion of the “Bid Opening
Witnessing and Recording” document*)**

Early Learning Coalition of North Florida, Inc.
Solicitation Number: 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

Bid Opening Witnessing and Recording

Proposer/Organization Name: _____	
Opened by: _____	_____
(print)	(sign)
Recorded by: _____	_____
(print)	(sign)
Witnessed by: _____	_____
(print)	(sign)
(Keep one example of the mailing/shipping label)	
Fatal Criteria Checklist completed by: _____	_____
(print)	(sign)
Compliant with Fatal Criteria Checklist (yes/no): _____	

Proposer/Organization Name: _____	
Opened by: _____	_____
(print)	(sign)
Recorded by: _____	_____
(print)	(sign)
Witnessed by: _____	_____
(print)	(sign)
(Keep one example of the mailing/shipping label)	
Fatal Criteria Checklist completed by: _____	_____
(print)	(sign)
Compliant with Fatal Criteria Checklist (yes/no): _____	

Proposer/Organization Name: _____	
Opened by: _____	_____
(print)	(sign)
Recorded by: _____	_____
(print)	(sign)
Witnessed by: _____	_____
(print)	(sign)
(Keep one example of the mailing/shipping label)	
Fatal Criteria Checklist completed by: _____	_____
(print)	(sign)
Compliant with Fatal Criteria Checklist (yes/no): _____	

IX. Completion of the Fatal Criteria Checklist

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)

FATAL CRITERIA CHECKLIST	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 – (THIS 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)		

X. Review of Supplemental Information [RFP Q&A Log (Handout), RFP Amendment 1, and OEL Program Guidance 250.01 Working Definitions, Individualized Score Sheets. All of these documents are the Evaluators “ELCNF” flash drives. In addition, a paper version of the Individualized Score Sheets will be handed out to each Evaluator during the meeting.]

**REQUEST FOR PROPOSAL
#ELCNF – 19/20 – 001**

**Amendment 1
January 9, 2019**

1. **Page 11 amended to read:**

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/mailling 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 March 13, 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 March 14, 2019 – March 18, 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.*



Other Cost Accumulators (OCA) Working Definitions

OF INTEREST TO

The Office of Early Learning (OEL, the Office), Early Learning Coalitions (ELCs, coalitions) and other direct subrecipients of OEL implementing federal and state early learning programs, such as the School Readiness (SR) Program, the Voluntary Prekindergarten Education (VPK) Program and Outreach, Awareness and Monitoring Initiative (OAMI) Services.

PURPOSE

To provide the working definitions of Other Cost Accumulators (OCA) used to track how funding is utilized in the execution of the SR and VPK Programs.

SUMMARY

This program guidance provides information to ELCs, and SR and VPK subcontractors about the definitions for Other Cost Accumulators (OCA) used to track expenditures from state and federal funds. The attachments include working definitions and funding detail.

BACKGROUND

Florida law states OEL is “responsible for the prudent use of all public and private funds” for the SR Program throughout the state [Section 1002.82(2)(c), Florida Statutes (F.S.)]. OEL also has the responsibility to safeguard “the effective use of federal, state, and local resources to achieve the highest practicable level of school readiness for the children...” [Section 1002.82(2)(c), F.S.]. Each OCA is a code used to track expenditures and monitor awards of early education grant program funds, ensuring OEL credits all expenditures of federal and state funds to the appropriate funding sources and benefitting programs.

PROGRAM GUIDANCE

In order to properly classify expenditures for federal reporting purposes under 45 CFR § 98.70 and for day-to-day operations of a coalition and subcontractors, it is necessary to utilize a cost accounting system to maintain the collection of costs in an organized and systematic manner. To ensure consistency for federal reporting, ELCs and others must use the OCA definitions in Attachment 1 along with information provided in Attachment 2 (if applicable).

This requirement also applies to subcontractors (i.e., material service organizations, subrecipients or other entities the ELCs use as subcontractors to administer or manage the grant programs as part of an ELC’s service delivery system). OEL is committed to ensuring current instructions are made available to ELCs and other subcontractors on a timely basis.

All ELCs and their related subcontractors are required to keep cost reporting by OCA current with the most recent release of OEL’s single statewide information system for tracking expenditures to the correct funding source.

ADMINISTRATIVE AND PROGRAM SUPPORT SERVICE OCA GUIDANCE

The child care provisions of the Code of Federal Regulations, 45 CFR § 98, Section 658(c)(3)(C) of CCDF statutes provide and state that the following services (see table below) should not be considered administrative costs. Please note the appropriate program support services (non-direct) OCA has been identified for each of these non-administrative services. For each OCA listed below, Attachment 1 provides expanded definitions with detailed examples of allowable expenditures in these categories.

Types of Services (not administrative costs)	Appropriate OCA Code
Eligibility determination and redetermination	97BDE
Preparation and participation in judicial hearings	97BBD
Child Care Placement	97BBD
Recruitment, licensing, inspection, reviews, and supervision of child care placements	97BBD
Rate setting	97BBD
Resource and referral services	97QI4
Training of child care staff	97QTA or 97QPD
Establishment and maintenance of computerized child care information systems	97SYS or VPSYS/VPSYI

The appropriate OCA assignment for quality services expenditures will be determined by the nature of the service. For example, the definitions for 97QTA (targeted technical assistance for providers) and 97QPD (professional development) will distinguish these objectives and their related expenditures.

Also note that expenditures related to general business operations (occupancy - rent, utilities, property insurance, and other business related expenses such as land-line phones, office supplies) in support of quality activities are to be charged to the following OCAs: 97QI4 for CCR&R activities, 97QIN for inclusion activities, 97INT for infant and toddler activities, and 97QOO for all other allowable quality activities according to the documented benefit of these activities. General business operations costs may not be allocated to the remaining quality OCAs.

Cost Allocation Considerations

Cost allocation considerations have been added to several expanded OCA definitions. This guidance is provided below and is applicable to all SR and VPK OCAs and related expenditures.

Salaries and benefits shall be allocated in accordance with their Personnel Activity Reports (PARs) allocation based on direct staff hours (direct charge when possible; allocate shared activities based on the percentages of direct staff hours per PAR for each program).

Other costs should be direct charged or allocated in accordance with an approved cost allocation plan, if the allocated cost is appropriate to the OCA to which the cost is being charged. See Florida Office of Early Learning Cost Allocation Plan Guidance for further instructions.

A cost is allocable to a particular OCA if the costs of goods or services involved are chargeable or assignable to such OCA in accordance with relative benefits received. For example, a telephone may be used by a staff member to provide both administrative and eligibility services for the coalition. The employee's time working in these areas of responsibility (administration and eligibility services) will determine the allocation of the cost of this equipment.

ELCs will be expected to adhere to cost allocation instructions related to the expanded definitions. The instructions will be aligned with the new cost allocation guidance.

Cost Item	OCAs Allowed for Allocation	Comments
Executive Level Staff	Administrative and Program Support (non-direct) OCAs with the exception of 97BDE, and 97PPD	Should retain source documentation to support a direct and tangible benefit to the activities allowed by the applicable OCA definition
General Business Operations (includes occupancy)	Administrative, Program Support (non-direct) and Quality: 97QOO, 97QI4, 97QIN and 97INT	Should retain source documentation to support a direct and tangible benefit to the activities allowed by the applicable OCA definition
Salary and benefits for Direct Charge FTEs	Administrative OCAs, Non-Direct and Quality	Should retain source documentation to support a direct and tangible benefit to the activities allowed by the applicable OCA definition

Reminders

Effective October 1, 2012, each coalition and its subcontractor(s) should review the illustrative examples provided here and charge expenses according to OCA definitions. Please remember –

- Enhanced OCA definitions are provided to clarify restrictions on types of costs allowed based on input/instructions provided to the Office by federal/state funding agencies and oversight bodies.
- All entities that participate in the early education program service delivery system and that are subject to federal/state cost allocation requirements must follow this guidance. All cost reporting/allocation calculations will comply with updated OCA working definitions as provided by the Office.
- In no circumstances will cost allocation plan disclosures override the Office’s OCA working definitions.

- Do not charge costs (whether directly or indirectly in a cost pool) to an OCA unless the ELC's cost item/category is shown here as allowable for that specific OCA. If a cost pool approach is used to allocate expense, each expense charged to the OCA in the cost pool must be allowable as shown in Attachment 1.

ATTACHMENTS

Attachment 1 (OCA Working Definitions)

Attachment 2 (OCA Short and Long Titles)

AUTHORITY

Sections 1001.213, 1002.71(5)(b), and 1002.89 (1)(2)(3), F.S.

EFFECTIVE DATE

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms.

HISTORY

This guidance replaces the prior version identified as OEL-AG-0001-09 (July 11, 2011), OEL-FG-0001-13 (February 1, 2013) and OEL-FG-0007 (May 5, 2014). Reissued November 26, 2014. Revised and Reissued June 2016; effective July 1, 2016. Revised and reissued October 2017.

If you have questions or concerns regarding this guidance, please contact the OEL Financial Administration and Budget Services Office at (850) 717-8683

SCHOOL READINESS

OCA	Short Title	Long Title
89JTR	TRANS COST	SAFETY NET TRANSPORTATION COSTS
89J00	SR SFTYNET	SCHOOL READINESS SAFETY NET
97ADV	SR ADV PAY	SCHOOL READINESS ADVANCE PAYMENT
97ARA	ARRA CCDF	ARRA CCDF DISCRETIONARY
97AVP	VP ADVANCE	VOL PREK ADVANCES
97BBA	SR ADMIN	SCHOOL READINESS ADMINISTRATION
97BBD	SR NON-DIR	SCHOOL READINESS NON-DIRECT SERVICES
97BDE	ELIG DETRM	ELIGIBILITY DETERMINATION
97CCT	COMNG TGTR	COALITION COMING TOGETHER FUNDS
97CF0	DSABL MIGR	DISABLED & MIGRANT- NO INCOME GUIDELINES GR
97C00	SR WP/OPW	SCHOOL READINESS WORKING POOR/ONE PARENT WORKING
97CSI	CON SLOT I	CONTRACTED SLOTS INFANT AND TODDLER
97CSQ	CON SLOT Q	CONTRACTED SLOTS QUALITY
97ESA	ES AD TKS	ADMINISTRATIVE TASKS
97ESO	SR EVNSTRT	SCHOOL READINESS EVEN START
97EST	ESTECH AST	EVEN START TRAINING AND TECHNICAL ASSISTANCE
97E00	SR ENHANCE	SCHOOL READINESS ENHANCEMENTS
97FIR	FRAUD PREV	SCHOOL READINESS FRAUD PREVENTION
97FCF	SR CHLD FR	SCHOOL READINESS CHILDREN'S FORUM
97FS0	SR 1STSTRT	SCHOOL READINESS FIRST START
97GNW	SR WT NOWK	SCHOOL READINESS WAGES NOT WORKING
97GSD	SR GOLD	SCHOOL READINESS GOLD SEAL
97G00	SR WT WORK	SCHOOL READINESS WAGES WORKING
97HCF	HR CHARLEY	SCHOOL READINESS HURRICANE CHARLEY FUNDS
97HIP	HIPPY	HOME INSTRUCTION PROG FOR PRESCHOOL YOUNGS
97HKR	KATRINA CC	HURRICANE KATRINA CHILD CARE ASSISTANCE
97INT	SR INF TOD	SCHOOL READINESS INFANTS & TODDLERS
97LCA	100% ADMIN	100% UNRESTRICTED GR ADMIN COSTS
97LCD	100% N DIR	100% UNRESTRICTED GR NON-DIRECT SERVICES
97LCE	LCL ELIGIB	LOCAL COALITION OPTION FOR ELIGIBILITY EXP
97LC0	LCL UNRSTR	LOCAL COALITION STATE UNRESTRICTED
97PKE	SR PRE-K	SCHOOL READINESS PRE K EARLY INTERVENTION
97PKM	SR PREK MG	SCHOOL READINESS PRE K MIGRANT
97PPA	CCEP ADMIN	CHILD CARE EXECUTIVE PARTNERSHIP ADMINISTRATION (CCPP)
97PPD	CCEP NONDI	CHILD CARE EXECUTIVE PARTNERSHIP NON-DIRECT (CCPP)
97PP0	SR CCEP	CHILD CARE EXECUTIVE PARTNERSHIP (CCPP)
97P00	SR WK POOR	SCHOOL READINESS WORKING POOR
97QIN	SR QUALIMP	SR QUALITY IMPROVEMENT
97QI4	SR QI/AR&R	SCHOOL READINESS QUALITY IMPROVE/ADMIN R &R
97QVP	QUAL PRE K	QUALITY - PRE-K
97Q00	SR QUALITY	SCHOOL READINESS QUALITY

97QHS	HLTH SAFE	HEALTH AND SAFETY
97QCS	CH SCREEN	CHILD SCREENING DEVELOPMENT AND HEALTH
97QST	EL STD TR	EARLY LEARNING STANDARDS - TRAINING PROVIDERS
97QCR	EL CURR	EARLY LEARNING CURRICULUM
97QAS	EL ASSEST	EARLY LEARNING ASSESSMENT
97QTA	TA PROV	TARGETED ASSISTANCE TO PROVIDERS
97QPD	PROF DEV	PROFESSIONAL DEVELOPMENT
97QPT	PARENT TR	PARENTAL TRAINING AND INVOLVEMENT
97ICS	CH SCR INT	CHILD SCREENING DEVELOPMENT AND HEALTH - INT & TODD
97ICR	EL CUR INT	EARLY LEARNING CURRICULUM - INFANT AND TODDLER
97IAS	EL AST INT	EARLY LEARNING ASSESSMENT - INFANT AND TODDLER
97IGS	GOLD INT	GOLD SEAL - INFANT AND TODDLER
97RIO	SRRURINIT	SCHOOL READINESS RURAL INITIATIVE
97RSP	SR RESPITE	SCHOOL READINESS RESPITE
97R00	SR AT RISK	SCHOOL READINESS AT RISK
97SD3	SR CCD R&R	SCHOOL READINESS CHILD CARE DISCRETIONARY R & R
97SD4	SR IS PROT	SCHOOL READINESS INFO SYSTEMS CHILD PROTECTION
97SYS	SR INF SYS	SCHOOL READINESS STATEWIDE INFORMATION SYSTEM
97TNW	SR TRANSIT	SCHOOL READINESS TRANSITIONAL NOT WORKING
ELDQI	EL DATAQI	EARLY LEARNING DATA QUALITY INITIATIVE
SPSPE	SPEDEV	SIMPLIFIED POINT OF ENTRY (DEVELOPMENT)
SRAWI	SRAWIADM	SCH READ AWI ADM COSTS
SREBD	SREXPARTBD	SCH READ EXEC PARTNER BD
SRJEN	SR JEN AWR	SR ANNUAL LG JENNINGS INNOVATION AWARD
SRMAN	SRMANATEE	SR MANATEE COUNTY CHILDREN'S ACADEMY
SRPBD	SRPARTBD	SCH READ PARTNERSHIP BD
SRPSR	SRPARTCOST	SCH READ PARTNERSHIP COSTS
SRUPK	PRE-K TRNS	SR UNIVERSAL PRE-K TRANSITION PLANNING FUNDS

VOLUNTARY PREKINDERGARTEN

OCA	SHORT TITLE	LONG TITLE
VSPACE	VP ADV CNC	VOL PREK ADVISORY COUNCIL
VPADM	VP ADMIN	VOL PREK ADMINISTRATION
VPADV	VP ADVANCE	VOL PREK ADVANCE ADMINISTRATION
VPENR	VP ENROLL	VOL PREK ENROLLMENT
VPHRR	VPK ADJUST	VPK HOURLY RATE ADJUSTMENT
VPITP	VP IT	VOL PREK INFO TECHNOLOGY
VPKSD	VPK RND UP	VOL PREK SCHOOL DISTRICT ROUND UP
VPLCM	VP LOC C/M	VOL PREK LOCAL CURRICULA AND MATERIALS
VPLPI	VP LOC P/I	VOL PREK LOCAL PLANNING AND IMPLEMENTATION
VPLTR	VP LOV TR	VOL PREK LOCAL TRAINING
VPMNI	VP MON IMP	VOL PREK MONITORING IMPROVEMENT
VPMON	VP MONITOR	VOL PREK MONITORING
VPOUT	VP OUTREAC	VOL PREK OUTREACH AND AWARENESS

VPPRP	VP PREPAY	VOL PREK PREPAYMENT
VPPRS	VP PROGRAM	VOL PREK PROGRAM SERVICES
VPPRV	VP ADVPROG	VOL PREK ADVANCE PROGRAM SERVICES
VPSPI	VP ST P/I	VOL PREK STATE PLANNING AND IMPLEMENTATION
VPSYS	VP INF SYST	VOL PREK STATEWIDE INFO SYSTEM
VPSYI	VPK OA INF SYS	VPK OAMI STATEWIDE INFO SYSTEM

PERFORMANCE FUNDING PROJECT

OCA	SHORT TITLE	LONG TITLE
97PFA	PFP ADMINI	PERFORMANCE FUNDING PILOT COALITION - ADMINISTRA
97PFQ	PFP QUALITY	PERFORMANCE FUNDING COALITION QUALITY
97PAV	PFP ADVANC	PERFORMANCE FUNDING PILOT COALITION - ADVANCE
PFPPD	PFP PROV	PERFORMANCE FUNDING PROVIDER PAYMENTS
PFPCL	PFP CLASS	PERFORMANCE FUNDING PILOT CLASS BONUS
97PFS	PFP STATE	PERFORMANCE FUNDING STATEWIDE

HELP ME GROW

OCA	SHORT TITLE	LONG TITLE
97HMA	HMG ADMIN	HMG ADMINISTRATIVE
97HMS	HMG NON-DI	HMG SUPPORT ACTIVITIES (NON-DIRECT SERVICES)
97HMI	HMG INF SY	HMG INFORMATION SYSTEMS
97HMD	HMG DIRECT	HMG PROGRAM ACTIVITIES (DIRECT SERVICES)
97HMV	FDDC ADV	HMG ADVANCE
97HMM	HMG MATCH	HMG LOCAL MATCH ACTIVITIES

FOR GRANT ACCOUNT USE ONLY

97QIA	MANG-COMP	CC-LICENSE QUALITY MANAGE AND COMPLIANCE
97QI2	QUALITY	CC-LICENSE FFY01 QUALITY IMPROVEMENT
97QI3	ADMIN-LNSE	CC-LICENSE QUALITY IMPROV ADMIN
97QI5	IMPRO-TRNG	CC-LICENSE QUALITY IMPROV TRAINING
97TRG	TRAINING	CC-LICENSE TRAINING
97SD2	STATE DISC	CC-LICENSE FFY01 STATE DISCRET ADMIN & PROG
97SD5	PROG MGT	CC-LICENSE FFY01 PROG MGT AND COMPLIANCE
52000	DATA PROC	CC-LICENSE DATA PROCESSING
6FECH	ADMIN PROG	CC-LICENSE FFY01 ADMIN AND PROGOPS
64CCI	INFO SYS	CC-LICENSE INFORMATION SYSTEMS
BSHCO	BUDGET SER	BUDGET SERVICES ADMIN-HC
CCA00	MGT COMP	CC-LICENSE MANAGE AND COMPLIANCE
CCI00	INFO SYS	CC-LICENSE INFORMATION SYSTEMS ACTIVITIES
CCLGL	CC LEGAL	CHILD CARE LEGAL SERVICES
CCLIS	CC LIC SER	CHILD CARE LICENSING INFORMATION SYSTEM
CCS20	TRNGLICENS	TRAINING AND LICENSING
CCS55	INSPECTIO	CC-INSPECTION & COMPLIANCE INVESTIGATION
CCSYS	CC SYSTEM	CC-LICENSE FFY01CHILD CARE SYSTEM SUPPORT
CCTCH	TEACH	CC-LICENSE FFY01 TEACHER ED/COMPENSATION HEALTH

WX000	LICENSING	CC-LICENSE ADMINISTRATIVE
I4000	QUAL ASSUR	CC-LICENSE QUALITY ASSURANCE
ITCCS	DCF CALL C	DCF CALL CENTER
ITDTS	DCFDESKTOP	DCF STATEWIDE DESKTOP SUPPORT
ITMDD	DCF IT CEL	DCF IT CELL
ELDSP	ELDSP	EARLY LEARNING DATA SYSTEMS POOL

XI. Committee Members Question and Answer Session

XII. Next Meetings (as it pertains to the RFP/Contract)-*Dates/Times subject to change.*

- **February 21, 2019, 10:30am—Final RFP Procurement Committee Meeting (score compilation, ranking of proposals and final award recommendation)**
 - **March 13, 2019, 10:30am—Board Meeting (approval of committee award recommendation)**
 - **June 19, 2019, 10:30am—Board Meeting (approval of contract)**
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XIII. Adjournment*

***Action Item**