



Questions Received for RFP #2025-01 as 2/6/2025

Our organization provides research-based curriculum resources with more than 900 titles. Regarding Attachment 1, Comprehensive Price List, would you like us to provide a link to our price list highlighting the applicable categories listed, or do you have another preference for completing this attachment?

Due to our public records requirements, a link would not be sufficient. There is not a set template for submitting attachment 1. Please ensure all required elements listed under Contractor Requirements on page 4, are included - "Each list must be itemized and include, but not limited to, a product name, product/item number, retail price, discounted price or percentage discount, and if applicable, a designation for each product and/or service that can only be purchased through your company (sole source)."

We follow industry standards for properly safeguarding packing slips; do you have additional expectations or security measures that need to be provided or customized to meet your needs?

Not at this time.

Can you share the funding source for this project?

Several sources are anticipated to be used for this RFP purchases through grants provided to the Coalition from the Florida Department of Education/Division of Early Learning, the Children's Forum, and Kids Hope Alliance, or other grants as received.

Who is the primary office of responsibility for this work, specifically for the curriculum resources?

The primary office of responsibility for this work is split between five departments overseen by a Chief Program Officer. Curriculum Resources would fall under our Director of Program Quality and Support and Director of Professional Development.

Are you looking for a discount off a price list? Or pricing per item bid?

Under Contractor Requirements on page 4, it states "Each list must be itemized and include, but not limited to, a product name, product/item number, retail price, discounted price or percentage discount, and if applicable, a designation for each product and/or service that can only be purchased through your company (sole source)."



Does the discount need to include shipping? Or can that be a line item when quotes are requested?

Shipping does not need to be included in the price list.

Per the Contractor Requirements on pages 4 and 5, responders must:

- *Submit a detailed summary of value-added products and/or services including but not limited to, customer service, shipping costs/discounts, ability to drop ship materials, rush order delivery discounts, provider conference and training support, special events support (such as community events, provider appreciation events, etc.) and any other value added enhancements available.*
- *Include that items may be delivered to a number of destinations in Coalition's service area with no or discounted shipping fees charged to the Coalition or the delivery destination.*

Will you require installation for the furniture items? How should we indicate that?

Installation is not required. Please ensure any value added aspects are included in the proposal response.

Is there an attachment 1 to fill out pricing/discounts?

There is no set format for submitting attachment 1. Please refer to the answer to question 1 for what must be included on the list.

Please confirm the method for submitting proposals. The RFP mentions "sealed proposals," suggesting mailed submissions. However, we would like to verify whether submissions should be sent exclusively via email, or if both email and mailed correspondence are required. How many copies of the proposal does the ELC require for submission if they are to be mailed?

As indicated on page 3 of the RFP –

*All responses to this RFP should be in writing and should be sent via email to RFP@elcduval.org with subject "RFP #2025-01" no later than Tuesday, February 18, 2025, by 5pm EST. No proposals will be accepted after the submission deadline. **Hard copy and/or faxed proposal submissions** will not be accepted.*



Could you provide details on the number of centers and classrooms involved in this RFP, including the age groups served? Additionally, could you specify the expected number of participants per center and/or classroom?

The Coalition currently contracts with over 500 childcare providers across Duval County, focusing on children from birth through age five. Purchases will be made continuously throughout the contract period; however, not all childcare providers will participate. The number of participants in each center or classroom may vary significantly.

Will coordination and planning sessions with the ELC be conducted in person, or are there options for virtual meetings?

Virtual and/or in-person meetings are available, as needed.

In the section on classroom and professional development resources on page 8, books and CLASS resources are mentioned. Is the ELC seeking to include digital curriculum and professional development programs that align with CLASS methodologies and address instructional needs as part of the services required?

The Coalition is requesting materials to support the teachers' use of curriculum and the implementation of CLASS in the classroom.

Will the ELC specify which centers are to receive the services outlined in the RFP, or is it expected that the vendor will identify and recruit eligible centers within Duval?

For all purchases, the Coalition will select the providers and initiate the purchasing process.

Regarding continuity, will vendors who are selected to provide services in the first year be expected to continue with the same providers in the second and third years, or will there be a rotation to new providers in subsequent years?

Participating providers will vary throughout the length of the contract. There are no requirements to provide materials or services to any specific provider.

Are there additional documents associated with this bid besides the attached? I checked your website as the bid document indicates but could not locate any additional documents such as "Attachment 1" mentioned below.

- Submit a comprehensive price list of products and/or services that will address the specific goals of each of the categories listed in **Attachment 1 – Comprehensive Price List**. Responders may submit



There is not a set template for submitting attachment 1. Please ensure all required elements listed under Contractor Requirements on page 4, are included - "Each list must be itemized and include, but not limited to, a product name, product/item number, retail price, discounted price or percentage discount, and if applicable, a designation for each product and/or service that can only be purchased through your company (sole source)."

Do we have to provide something for all of the categories mentioned in the bid (all or nothing) or can we still respond only on the categories we have product for?

*As stated on page 7, under Required Attachments - Attachment 1, "Responders may submit quotes for all the categories or **a portion of the categories**. All proposals must clearly designate the category(ies) for which the products and/or trainings apply."*

On page 5 section Evaluation Process and Criteria/Price, it states "Package prices reflect applicable discount 20% or greater". Is it required to offer a 20% discount on our products to be considered for an award?

*A minimum of 20% discount is not required to be considered for an award. The Contractor Requirements on page 4 state, "All early learning materials **should** be of good quality with a minimum discount of 20% for each item." Responses will be evaluated on this element in accordance with the Evaluation Process and Criteria – Price section on page 5.*

On page 6 of the RFP document under the 'Award Period' section it states: "Once the proposal award has been issued, one or more contracts shall be signed by the Coalition for a period of three (3) years with an optional three-year renewal. Price quotes must be guaranteed for the term of the contract and any renewal years as proposed. The yearly price increase may be no greater than 10 percent." The second sentence indicates that prices must be guaranteed for the term of the contract and any renewal years while the third sentence appears to allow for annual price increases. This appears to be a contradiction. Are prices required to be held for the full term (plus renewal years) or are price increases allowed?

The prices must be guaranteed for the term of the contract, plus renewals, and cannot exceed 10% increase from year to year.

For example, the following would meet the requirements of the RFP:

Three-year contract pricing:

- *Year 1 price is \$10.00 for Widget A*
- *Year 2 price is \$11.00 for Widget A*
- *Year 3 price is \$12.10 for Widget A*

Three-year renewal:

- Year 1 price is \$13.31 for Widget A
- Year 2 price is \$14.64 for Widget A
- Year 3 price is \$16.10 for Widget A

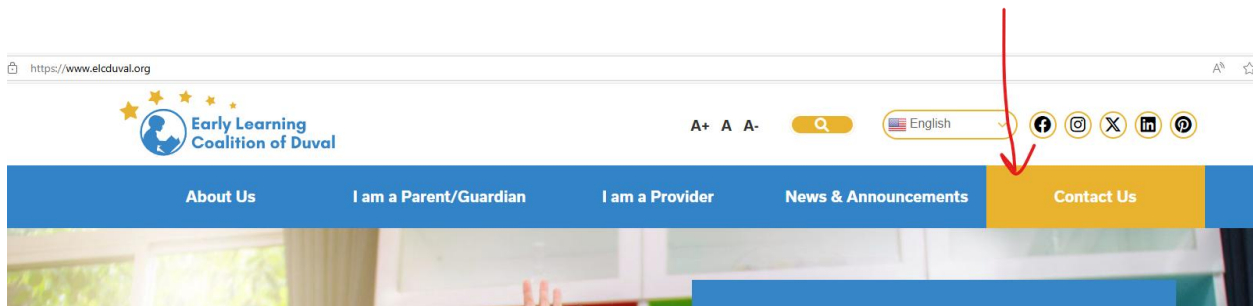
Pricing would be submitted for the term of the contract and possible renewal, with a yearly maximum increase of 10%.

We were wondering if this RFP was legitimate since we found it on BidNet & not on ELC Duval website's procurement tab.

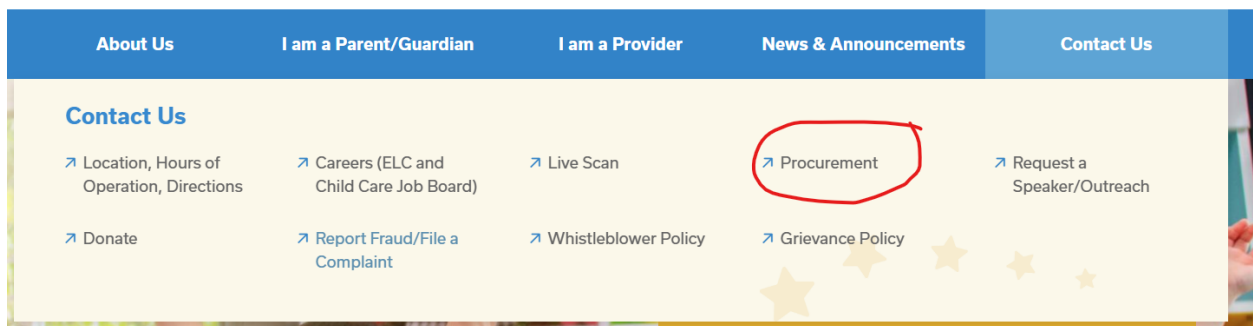
 [1000M26.doc](#) [Quality-Program-Materials-and-Supplies-RFP-2025-01 \(1\).pdf](#)

The full RFP can be found on our website www.elcduval.org –

Click on Contact Us



Then click Procurement

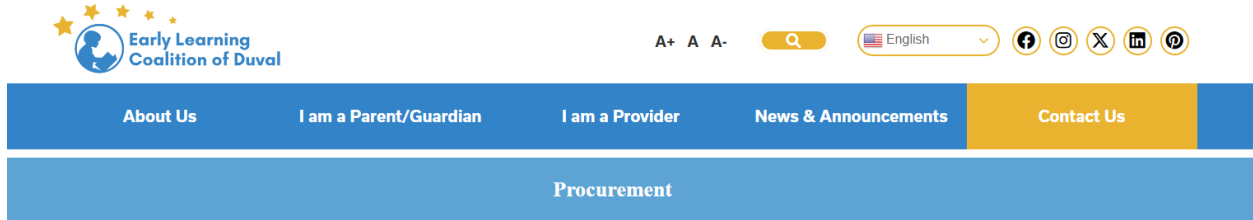




And scroll down and click on Procurement



And finally, on the "Click Here" highlighted in blue and the full RFP should open.



Request for Proposals

The ELC of Duval is issuing a Request for Proposal (RFP) for contractors to purchase Educational and Classroom Materials, Furniture and Equipment, Curriculum and Professional Development Resources, and Consumable Supplies. This RFP seeks qualified contractors who can provide said goods and/or services according to the specifications provided in this RFP. [Click here](#) for the RFP.