



Request for Proposals (RFP) for Supply and Distribution of Children's Books to Broward County Families

Questions and Answers

April 16, 2024

Question: Will the initiative be for 10 months or 12 months of book kits and will the same families receive the book packages all year long?

Answer: The project will be initially for 2 years with a possibility of 3 one year renewals.

Question: Can you explain how the books need to be divided by age group (infant/toddler combined and preschool or infant only, toddlers only and preschool age 3-5 only)?

Answer: The way we've had it in the past, the books were divided by ages 0-2 and 3-5, however this may change depending on the Coalition's needs at this time.

Question: Will the book packages be 5 books per age group or do we include the 5 books in the package in all 3 age groups (5 books for infant, toddler, and preschool in one package)?

Answer: The books packs will be 5 books per age group.

Question: If we are awarded annually with the book packages remain the same for the renewal periods?

Answer: We may wish to revisit the books contained in the book packs at any time throughout the life of the contract.

Question: Do the resource materials need to be multilingual?

Answer: Yes, English, Spanish, and Kreyol preferred.

Question: Will the resource materials go with the first month book packages or will they need to be included in every book package?

Answer: They will be included in every book package.

Question: Award is not going to be made until June, when is the project start date?

Answer: The project start date will be July 1, 2024 or when the contract is executed thereafter.

Question: Do all the book packages need to be identical?

Answer: No, the book packages will be chosen by the Coalition during the contract negotiations with any changes at the Coalition's discretion during the life of the contract.

Question: Does the awarded vendor have to be a Minority Owned or Veteran Owned Business?

Answer: No

Question: For the pre-bid conference, no registration is needed, we just need to enter the password to join the call, correct?

Answer: The Pre-Bid Conference is open to all vendors, so you don't have to register, you can join us online tomorrow via zoom at 11am using the meeting ID and passcode.

Question: If a vendor was awarded RFQ PR21-0203, is it necessary to respond to the current solicitation?

Answer: Yes. This is a new procurement cycle.

Question: Would it be one book pack monthly for 10 months?

Answer: No. The ELC will provide a list of registered families, and the vendor will send out one book pack. It is not a series of mailings; it is a single mailing based on registration.

Question: In the mail pack, do you want one book to represent that age group?

Answer: No, it will be one book pack per age group.

Question: Is the RFP open to international companies?

Answer: No, it only open companies in the United States.

Question: Are there specific book titles once the decision has been made? Is it various subjects that fit within categories?

Answer: Once the decision has been made, specific book titles will be chosen during the contract negotiations. The Coalition can choose to change or switch titles at its discretion.

Question: Are you looking for supplemental materials to go along with the titles submitted, or is it strictly book titles?

Answer: The Coalition provides support materials. The Coalition has created specific content that we would like to share with the population. Other materials may be proposed as a value-added service in the proposal.

Question: I am writing to inquire about the Request for Proposals (RFP) For the Supply and Distribution of Children's Books to Broward County Families PR24-5069. The RFP was issued on April 2, 2024, and the deadline for submission is April 19, 2024. I would like to clarify if the books can be from any author or if there are specific requirements.

Answer: To answer your question, the books do not have to be from a specific author, however, the books should be geared towards our target population, which is children ages 0-5.

In your proposal, the list of titles should be specifically tailored for that age group.

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Answer: The books do not have to be from a specific author, however, the books should be geared towards our target population, which is children ages 0-5. In your proposal, the list of titles should be specifically tailored for that age group.

Question: We intend to respond to this RFP next week, but unfortunately were unable to attend the virtual conference on Wednesday. Is there by chance a recording of the meeting that we could see?

Answer: Unfortunately, there is not a recording of the Conference from Wednesday, but all the pertinent information that we discussed on Wednesday can be found in the RFP document regarding the submission content and deadlines.

Question: When would orders be placed for these book packs? Will they be placed as families register for the Bookworm program, or will they be ordered in a weekly/monthly basis?

Answer: Orders will be placed as families register to receive the books.

Question: Does the vendor need to provide books in all 3 languages? Or will Spanish and English suffice?

Answer: English, Spanish, and Kreyol are preferred

Question: Are you committing to a minimum order from the vendor?

Answer: There is no minimum order number. Orders are driven by the number of families that choose to register. This is a popular program in Broward, and we have over 10,000 orders year to date. The maximum amount

Question: What is the expected turnaround time for these packs to arrive at families' homes?

Answer: We would like the Vendor to offer their best delivery time frame in their plan for tracking and shipping logistics in their proposal.

Question: Do you expect tracking information on a weekly basis (or other timeline) for orders that come in? Or is tracking just at the request of COALITION?

Answer: Tracking information will be provided to the Coalition after each shipment is made.

Question: Approximately how many take-home packs get returned and who incurs the cost for returns?

Answer: It depends, it can range anywhere from about 8-20 returns on average per order placed and the vendor should account for the cost of returns in their shipping pricing.

Question: Are bulk orders sent in on a weekly basis (or other timeline) or do these orders trickle in one-by-one as families order the packs?

Answer: Bulk orders are typically sent in by the Coalition on a bi-weekly basis, however there are a few months when registrations are slower, and we may submit the orders monthly.

Question: If we provide a sample list of titles, will we be expected to ship from that list only? Can we substitute a similar title if necessary?

Answer: The list of titles for the project will be determined by the Coalition during Contract Negotiations and can be changed at the Coalition's discretion throughout the life of the contract.

Question: Can you clarify payment terms?

Answer: Payments will be reimbursable, with the Vendor providing a monthly invoice for books delivered throughout the month.

Question: Please clarify 4b. On the pre-bid conference we were led to believe that COALITION would supply the supplementary materials for inclusion in the packet, not us. To clarify, we can print anything necessary for the pack

Answer: The Coalition will provide the resource materials that will be printed by the Vendor to include with the book packs. However, Vendors are encouraged to propose supplemental materials they might suggest as part of their response to this RFP.

Question: For books being sent out to the families. The book pack will consist of 5 books, will you require the supplier to provide 10,000 copies of 5 specific titles (once those titles have been determined) or can the titles be varied throughout the term of the agreement?

Answer: It will be specific titles chosen by the Coalition during contract negotiations. However, the Coalition may choose other titles throughout the life of the contract at our discretion. Also, the Vendor will only deliver copies to the families that register, and that number will vary. It will not always be 10,000.

Question: Also, what is the size and weight of the resource materials to be included in the pack?

Answer: In our current book packs we have a welcome letter on glossy cardstock that is 8.5 x 11 and there is a 48-page family guide that weighs about less than 3 oz. The size and weight of what we currently have are not required, but it'll give you a general idea.