



Request for Quotations (RFQ) for Early Care Educator Professional Development Training Services to Broward County Florida Families

Questions and Answers

November 13, 2023

Question: Are the trainings in-person or virtually only?

Answer: The trainings may be offered in a virtual format, on-site at a location predetermined by the Coalition staff, or a hybrid of the two.

Question: Can the professional development be partnered with materials, such as kits, to support the learning?

Answer: The structure of the RFP is that it is a fixed fee per training, all materials are to be included in the fixed fee pricing for each training.

Question: Can a vendor submit multiple fixed prices based on in-person and virtual training models?

Answer: Yes.

Question: In addition to the provided topics listed in the RFP, can additional training topics be included in the proposal that align with those topics?

Answer: Yes, a vendor may suggest additional topics other than those indicated in the RFP.

Question: If a course is proposed for 25 participants, but only 20 registered, will the fee be paid in full, or will it be prorated to the number of participants?

Answer: This is a fixed fee paid per session, and the vendor will be paid per session.

Question: How many participants per session? Is that up to the discretion of the vendor to establish?

Answer: The maximum number of participants depends on whether the sessions are in-person or virtual. The vendor is to establish a maximum number of participants based on best practices for each training model.

Question: In reference to paying per session, would it be best to price per session with up to 50 people or per participant for self-paced courses?

Answer: We are not considering self-paced coursework for this RFP.

Question: What is the anticipated start date of the training?

Answer: January 1, 2024

Question: Are there any additional trainings being provided at this time under this RFP?

Answer: The Coalition is seeking one or more vendors to provide simultaneous trainings in various venues determined by the ELC.

Question: Do you want professional development not tied to a particular product or service, such as implementation or a curriculum on the provided topic list, or are trainings tied to a particular product or service accepted as well?

Answer: Yes, a vendor may suggest additional topics other than those indicated in the RFP, including professional development tied to a particular product or service.

Question: Is the professional development geared towards elementary or middle school educators?

Answer: This is primarily for preschool-aged children ranging from infants to five years old in a preschool setting.

Question: Are you seeking references for individual consultants or for a company that employs professional development trainers?

Answer: If a company submits a proposal, the Coalition would require the qualifications for each trainer, and the references would be for the firm.

Question: We offer virtual training, but we also offer coaching where the participants take asynchronous courses before they attend the coaching sessions. Does this fit in the scope of work?

Answer: That falls out of the scope of work for this RFP.

Question: What is the timeline for delivery of the services?

Answer: January 1 to June 30, 2024.

Question: Can we submit it electronically, or must it be a hard copy in person?

Answer: Electronically. Each entity or person who responds to this procurement shall submit an Application, a Proposal, and a Certification Affidavit (included as Exhibit A) by email to rfp@elcbroward.org.

Question: Will there be a Q&A published?

Answer: Yes. We will publish any questions from the pre-submission conference on October 25, and any written questions we receive will be published on a rolling basis as they come onto our website.

Question: Is there a particular format the Coalition wants for the service?

Answer: Virtual, in-person, or a combination are all allowed.

Question: Is there an option for on-demand self-paced trainings?

Answer: No.

Question: What does it mean that I have to show I have the right to use the training material?

Answer: It means that you must either show you own the intellectual property that may be included in your training or that you can show you have legal permission to use intellectual property that may be owned by someone else.

Question: Is there a cap on the fixed price we can charge?

Answer: We are looking for your best, competitive rate, but there is no cap on what you can include in your proposal.

Question: Who is coordinating the training?

Answer: ELC staff will be coordinating the trainings.

Question: Exhibit C – Application for Award is in PDF format. May we convert it into a Word document so we can provide the requested information on pages 2-3?

Answer: Yes, the application PDF may be converted to word format for completion, however, please submit a PDF copy of the application along with the Word Application. Once you finish the application in Microsoft Word you can go to print the document and select the 'Print to PDF' option to convert the document back to a PDF file. Please be sure not to omit or edit any of the questions.

Question: May we duplicate the chart on page 3, #4 of Exhibit C?

Answer: Yes, you are allowed to duplicate the chart on page 3.

Question: Does the "Certification Affidavit" needs to be notarized?

Answer: No, the affidavit doesn't have to be notarized just please be sure to fill out the form in its entirety; filling out the vendor name and address, Officer name and title, Vendor FEIN, and signing and dating it.

Question: I noticed the evaluation criteria shared in the RFP detailed the following: course description, training approach, qualifications and references and cost proposal. These topics were aligned with percentages of how much each of them will be weighed. Are there more detailed evaluation criteria for each topic that can be shared?

Answer: While those are the four major categories which will be used to score each proposal, more specific details regarding evaluation criteria can be found in the RFP document on page 5 under Training Content and Services which covers details regarding Course Description and Training approach, and page 6 subsection 2. Minimum Vendor Requirements which covers details about expected qualifications and references and cost proposal.

Question: What are the expectations for how long each of the responses for each of the questions should be? I noticed that those questions are asking about experience with early care education training. I have been in the field for over 13 years and have extensive experience in the field but I do not want to overwhelm the reviewers with a thorough review of the experience. Do you have a suggestion of how long this response should be?

Answer: You can provide a paragraph or two for each question, the most important thing is being able to summarize all your experience in a way that allows the evaluators to have a clear understanding of your qualifying experience and background.

Question: Exhibit C - Application includes the following prompt in question 4 of Section III: “# of Workshops to be Provided for this Topic (Is it a Series?)”, would the ELC like to know how many sessions are included under the training title or how many times a session with this training title will be offered?

Answer: Vendors should include the number of sessions included under each training topic, for example, “Infant Mental Health for Educators Part I, Infant Mental Health for Educators Part II”.

Question: Section IV of Exhibit C - Application includes a chart for fixed fee deliverables. In this chart, would the ELC like the Proposer to list each training topic as a separate deliverable or would it be acceptable for the Proposer to list the price for all 1-day sessions as one deliverable?

Answer: It would be preferred to list each training topic as a separate deliverable, similar to the example listed in the Fixed Fee Deliverable schedule in the application.

Question: Is there a maximum number of early learning educators the ELC is looking to host per training session in order to meet the capacity demands for prospective training facilities?

Answer: The maximum number of participants allowed for any in person training sessions is dependent upon the location chosen by The Coalition staff. Training locations vary so that would be tentative until after the contract is executed.

Question: In regard to instructional professional development (i.e., STEAM based instructional strategies and practices) is the ELC looking to train all 750 of their early learning educators or will a select number of educators be involved for a train-the-trainer type model? If a train-the-trainer model is incorporated, what will be the prospective number of participants?

Answer: The ELC will not be incorporating a train-the trainer model, however, services will be open and available to all educators and they will be given the choice on whether or not they would like to attend.

Question: Can vendors submitting for RFP # PR 24-5063 for ECE Professional Development Training Services utilize their own table for training descriptions and table for cost proposal? We provide all of the required and requested information but it is in a slightly different format.

Answer: You are allowed to utilize your own tables as long as it includes the same elements as the tables in our application. Also, please be sure to answer the other questions in the application.