



## **Request for Proposals (RFP) for HR Management Training Services PR23-5056**

### **Questions and Answers**

**Question: Is there supposed to be an RFP number?**

Answer: The RFP number is #PR23-5056, located on the bottom left hand corner of the document.

**Question: Page 8. Please clarify what is meant by, "the Coalition may modify the choice of a selected Applicant if determined to be in the best interest of the Coalition." Would this take place before an award is made?**

Answer: After an award is made for the solicitation and all vendors have been notified, the Coalition will begin the process of negotiating the vendor contract. At any time during this process the Coalition may modify the choice of a selected applicant if determined to be in the best interest of the Coalition.

**Question: Will notifications be emailed when an Addenda is released or only posted on the web?**

Answer: All Addendums will be posted on the ELC website, and an email will be sent to all vendors regarding the update.

**Question: The submission dates don't agree - On the cover page of the RFP, it states a Date Due of January 26, 2023. On page 7, paragraph 2., the timeline states, Application submissions Due (No exceptions) January 16, 2023, 3:00 PM. Please clarify the date and time the proposals are due.**

Answer: The proposals were originally due on January 16, 2023 at 3:00 pm as listed in the timetable. The new due date will be January 18, 2023 at 3:00 pm and an Addendum will be posted on the website to reflect this change.

**Question: How do I receive a meeting invite for the Pre-Submission Conference taking place on January 10, 2023?**

Answer: Please send an email to [RFP@elcbroward.org](mailto:RFP@elcbroward.org) requesting a meeting invite for the Conference and you will be placed on our list of attendees. An official meeting invite link will be sent to all Vendors via Microsoft Teams on January 9, 2023.

**Question: I am located out of state, am I still allowed to submit a proposal?**

Answer: Our procurements are open to all vendors within the US to honor a fair and open competitive bidding process. However, we would prefer a local vendor to provide in person trainings on-site.

**Question: Can more than one representative from my organization attend the Pre-Submission conference?**

Answer: Yes, please send the name and email of all representatives from your organization that will be attending the conference so that they may receive an invite.

**Question: Are there any additional documents that have to be turned in with the proposal?**

Answer: All proposals must include a signed Certification Affidavit and a completed W9 along with the completed proposal submission with all required documents.

**Question: I see that 25 participants are expected to engage in the cohort. How many sites will be represented? Is it 25 unique sites or multiple individuals from each site?**

Answer: It will be up to 25 participants from different sites, each center director will represent a different provider/site.

**Question: I noticed that section D, 1, c. iv. requests three written letters with contact information for verification. My company has several testimonials with contact information for related work to this RFP. However, due to the holidays, requesting specific written letters for this RFP has been challenging. Is this a requirement for the submission due on January 16 or can we provide by the interview date if my company is considered?**

Answer: The new submission date is now January 18, 2023 to allow more time to submit the proposal in recognition of Martin Luther King Day on January 16, 2023 where a lot of businesses will be closed. An addendum will be posted to the website reflecting this change.

**Question: Could you provide some clarify for the timeframe for the scope of work? I noticed when I read through that it said minimum of 5 trainings to be delivered twice, but I also saw that the length of the contract is for a calendar year.**

Answer: The funding for this contract, which is federal stimulus dollars, runs through September 30, 2023. We are confident that there will be a roll-over that goes beyond September 30, 2023, but we do not have any guarantees for that. ELC Broward contracts run on a fiscal year of July 1 through June 30. The initial contract will run now through June 30, 2023, in which we will do planning and program launch. The contract would then be renewed for the next fiscal year, July 1, 2023 at least through September 30, 2023, and hopefully beyond that if the funding is available from the state. For now, the known timeframe is now through September 30, 2023, in which we would like to complete a contract and complete as many trainings as possible.

**Question: For those of us doing partnerships, is it three letters of recommendation per provider or for the entire submission group?**

Answer: The requirement is for three letters in total.

**Question: Are you seeking one vendor, multiple vendors, or is there a preference?**

Answer: Our preference is to seek one vendor, but we have the option to seek more than one if that is what works best for us.

**Question: Please clarify what individualized mean in the scope of work.**

Answer: The trainings in the submission are to be individualized and tailored for our specific childcare providers. The submission is to include a proposal and a plan for the training services for our group.

**Question: With regards to the course content, it looks like the courses that are proposed are so that the directors can effectively manage their own team members, is that correct?**

Answer: Yes.

**Question: In regards to the resume requirement, will a bio be accepted to fulfill that requirement?**

Answer: Yes.

**Question: Are there pre-determined dates for these workshops to be facilitated? Is workshop coordination something that we are initiating?**

Answer: No, the dates have not been pre-determined. After the vendor has been selected, the dates and schedule will be determined during the contract negotiation process.

**Question: Are all workshops intended to have all 25 participants at the same time, or is it possible to flex depending on the needs of each facility would have? Is there an opportunity to do asynchronous trainings for those who aren't able to participate when the majority are available and they are not?**

Answer: The goal is to have 25 in each workshop. Asynchronous trainings are an option. In your proposal, determine the best way to educate the group. If it is a single cohort or smaller groups that you want to just have attending individual classes, that can be included in your proposal to reflect what you think would be the best way to train a group of center directors that have varying degrees of experience and skill levels in the area of HR management.

**Question: Can we adjust the training to 3 hour sessions instead of 2?**

Answer: Yes, that can be detailed in your proposal, along with a brief synopsis of each training.

**Question: Is it feasible to have a 6 hour training on a Saturday?**

Answer: Yes.

**Question: If necessary, can the fee be amended?**

Answer: The fee listed in the proposal will be what the base for the contract and renewals. If you project rate escalation, that escalation schedule can be included in your proposal.

**Question: Has this type of training been conducted in the past? If so, where can we find data on previous bids.**

Answer: No, this is the first time providing and procuring for these specific services.

**Question: What is the estimated number of childcare directors that would potentially be available for training?**

Answer: The program is serving a limited number of childcare providers. Of the 55 centers, 1-2 members of their staff would be attending.

**Question: How is it determined if an interview needs to take place for final selection? What is the criteria?**

Answer: After the proposals are evaluated by the rating committee, the rating committee scores the proposals. Interviewed vendors are selected based off the score from the rating committee. This could be some of all of the submitted vendors, depending on what is the best interest of the organization. The interviewee will be given a set amount of time to talk about their proposal, followed by questions and answers from the rating committee about the proposal. The rating committee is allowed to tweak their scores of the interviewed candidates based upon the interview.

**Question: Can there be subtopics under the 5 topic areas?**

Answer: The topics are given as guidelines for our goals. If you have recommendations and suggestions on how to expand out the trainings or how to part the topics in a way that will be more beneficial to the audience, that should be included in your proposal.

**Question: Have you done trainings before on Saturdays or weekend trainings?**

Answer: Yes, we have offered weekend and evening trainings.

**Question: What have you found to be a successful timeframe for these constituents?**

Answer: We try to be sensitive to the needs of the participants and work around that. If you have particular needs about when you can or cannot provide those trainings, you should make that part of your proposal.

**Question: Will there be an addendum posted based off the pre-bid conference?**

Answer: Yes. An addendum will be posted with the updated due date and question and answers from the conference.

**Question: Is there a limit on page numbers?**

Answer: No.

**Question: On the beginning of page 3, it states other factors will be taken into consideration besides price and service value. What are those specific other factors?**

Answer: The evaluation will be based on the following criteria (found on page 8 of the RFP)

Training content	40%
Training Approach	30%
Qualifications and References	15%
Cost Proposal	15%
<b>Total</b>	<b>100%</b>

**Question: If selected, would the billing happen after each workshop?**

Answer: Billing should be submitted monthly.