

THE EARLY LEARNING COALITION
OF THE BIG BEND, INC. PRESENTS

**REQUEST FOR
PROPOSALS (RFP)
#2022.2023-0004**

**INTEGRATED DATA MANAGEMENT
SYSTEM SERVICES**



**Early Learning Coalition of the Big Bend Region, Inc. (ELC)
Integrated Data Management System Request for Proposals (RFP) #2022.2023-0004**

I. Organization Information

The Early Learning Coalition of the Big Bend Region, Inc. (ELC) operates as a not-for-profit corporation and incorporated as the Leon School Readiness Coalition in 2001 as required by the School Readiness Act of 1999 (F.S. 411.01). In response to legislative requirements, ELC has gone through several transitions, mergers as well as name changes, and expanded its service area in 2005 to encompass the seven counties it serves today.

Headquartered in Tallahassee, Florida, ELC currently has 47 employees and proudly serves Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla Counties. A contracted partner with the Florida Department of Education’s (DOE) Division of Early Learning (DEL), ELC is responsible for the administration of the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs.

II. Statement of Need

ELC is inviting qualified companies that have a demonstrated history of providing integrated data management systems that (1) cull data from various other data systems; (2) houses large amounts of statistical, demographic, financial, and other data; and (3) has the functionality of a consolidated data management system with customized reports and forms to submit proposals to this solicitation, **“Integrated Data Management System Request for Proposals (RFP) #2022.2023-0004.”**

The objective of this Request for Proposal (“RFP”) is to procure a contract for a cloud-based integrated database management system to provide the most advantageous solution for ELC. The desired integrated data management system must be able to generate, create, manipulate, import and/or export customizable reports as described in the Statement of Work (SOW) identified further below in this document.

Qualifying companies should have a minimum of five years’ experience and must have the staffing capacity to provide these services in a high-quality manner with excellent customer service at a reasonable cost to the organization.

III. Contract Term

The original contract term (“Term”) will be for period of two years. After completion of the first Term, ELC may renew the agreement annually up to three successive one-year terms contingent upon satisfactory performance and availability of funds. ELC also may exercise the option to apply an extension period, up to a total of six months, after completion of the last contract year initiated.

ELC anticipates the first Term will begin May 1, 2023, or on the date the contract is signed by the last party required to sign (“execution date”), and end April 31, 2025, or two years from the date executed.

IV. Definitions

In this Request for Proposal (RFP), capitalized terms used herein shall have the meanings ascribed thereto in Chapter 287, Florida Statutes, and Section 411.01, Florida Statutes, and, in addition, the following terms shall have the meanings specified below, unless otherwise expressly provided or unless the context otherwise requires:

Amendment: A document by which substantial changes are made to the terms of an executed Contract. Changes requiring an amendment include, but are not limited to, adjustments in Term, costs, services, and methods of payment. Any amendments will be incorporated as part of the original contract.

Attachment: A document or material object added to the contract’s proposal.

Board: ELC’s governing body.

Board Member: A member of ELC’s governing body.

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Contract: An agreement between ELC and a Contractor for the procurement of services. A formal contract consists of the core contract, all attachment(s), and any amendments.

Contractor(s): The entity(ies) providing services under the terms of the Contract.

Evaluation Team: Team responsible for reviewing and scoring each proposal.

Executive Committee: Committee consisting of officers and committee chairs from ELC's Board.

Invoice: A standardized form used by Contractor to request payment from ELC.

Proposal: A document submitted by the Proposer in response to this RFP submitted in the required format.

Proposer: A prospective entity that responds to this RFP.

V. RFP Schedule

Procurement Schedule	Due Date	Time (EST)
1. Release RFP	03/03/23	8:00 a.m.
2. Deadline to e-mail Notice of Intent (NOI) to Apply	03/07/23	6:00 p.m.
3. Deadline to e-mail Technical Questions	03/07/23	6:00 p.m.
4. Anticipated Date to Post FAQ's on ELC's website	03/09/23	8:00 a.m.
5. Proposal Due Date (E-mail PDFs to ELC)	03/16/23	6:00 p.m.
6. Public Opening of all Proposals (Zoom Meeting)	03/16/23	6:01 p.m.
7. Formal Evaluation Period	03/17/23 to 03/21/23	
8. Panel Presentation	3/21/2023	Times will be scheduled via email
9. Anticipated Date to Post Notice of Intent to Award (NOIA)	03/30/23	8:00 a.m.
10. Anticipated End of 72 Hour (Three Business Days) Period to Protest NOIA.	04/03/23	6:00 p.m.
11. Anticipated End of 10 Calendar Day Period for Formal Written Protest with Bond (1% of Contract Value). F.S. 60A-1.021, 287.042(2) (c) and 120.57(3)(b).	04/13/23	6:00 p.m.
12. Executive Committee Reviews and Votes on Professional Services Contract	04/20/23	10:00 a.m.
13. Board of Directors Votes on Executive Committee Recommendations for Professional Services Contract.	04/27/23	11:30 a.m.
14. Anticipated Contract Start Date	05/01/23	

*The receipt of a formal written protest stops the solicitation process per 120.57(3)(c) F.S.

ELC must receive any formal written protest post-marked or hand-delivered before the end of the ten (10) calendar day period (see above RFP Schedule). Any individual or firm submitting a protest must also submit a bond equal to 1% of the contract value per Florida Statutes 287.042(2) (c) and 120.57(3)(b).

Failure to file a formal written protest within the time prescribed in section 120.57(3)(c), shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

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Only proposals completed using ELC’s electronic proposal template and submitted electronically on or before **March 16, 2023, by 6:00 p.m.**, will be considered for review.

Prior to engaging in any agreement for services with the selected Proposer (“Contractor”), ELC will conduct reference checks and verify the Contractor is not on any state or federal discriminatory, excluded, convicted felon, or debarred lists that would deem its firm ineligible.

ELC reserves the right to select more than one firm from the RFP and engage with them for any part of the work outlined in the Statement of Work (SOW).

VI. General Instructions to Respondents

Electronic Submission

All Proposers must use the electronic templates provided by ELC to submit their NOIs and proposals and submit them on or before the noted deadline date/times based on the date/time stamp applied by ELC’s server.

A. Notice of Intent to Apply Form

Notice of Intent (NOI) to apply forms must be received on/before **6:00 p.m. EST, Tuesday, March 7, 2023**. The purpose of the **NOI** is to collect the company name, e-mail address, and contact person for each Proposer so ELC can efficiently communicate any notices/updates regarding this RFP to all interested parties.

Complete/submit the Notice of Intent (NOI) form using the following link:

➤ <https://form.jotform.com/230596669007161>

B. Required Proposal Template

Completed proposals must be submitted using the standard template provided by ELC and must be received on/before **6 p.m. Eastern Standard Time (EST), Thursday, March 16, 2023**.

Plan for possible heavy system traffic and submit your proposals at least a few hours prior to the noticed deadline time to avoid having the system reject any late or incomplete proposals. Use the **Save and Continue Later** option at the bottom of the template to periodically save your work. The system provides error messages for any incomplete sections or sections with errors.

Complete the standard application template by using the following link:

➤ <https://form.jotform.com/230610973083150>

VII. Notice of Intent to Award (NOIA)

The Contract shall be awarded to the Proposer whose response is determined to be the most advantageous to ELC, taking into consideration cost and technical merits. All Proposers who submit a timely NOI will receive an e-mail with a link to the NOIA when ELC posts it online.

VIII. Sole Point of Contact

A. Limitations on Contacting Early Learning Coalition Personnel

Cone of Silence – Effective as of the issuance of this solicitation and ending at the end of the 72-hour period following the date ELC releases a Notice of Intent to Award (NOIA), no person, entity, or other organization shall contact and/or discuss any matter pertaining to this RFP with any of the following:

- ELC board members.
- Any persons serving on ELC board and committees.
- Any ELC staff.
- Any proposal evaluation team member.

All inquiries must be directed in **writing via e-mail** to the contact noted below in **Section VIII. B**. Any person, entity, or other organization that violates this provision may be disqualified from this RFP.

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B. Sole Point of Contact (“Contact”)

ELC will only respond to written communications regarding this RFP. All communications will be reviewed by the Sole Point of Contact (“Contact”):

Helen Giraitis, M.P. Aff., Contracts and Grants Administrator
Early Learning Coalition of the Big Bend Region, Inc.
2639 North Monroe St., Building C-300
Tallahassee, FL 32303
Email: procurement@elcbigbend.org

All e-mail communications shall include one of the following two subject headers:

- **RFP 2022-2023.0004 – Technical Questions**
- **RFP 2022-2023.0004 – Intent to Protest**

ELC will not accept any phone calls regarding this RFP. To submit a formal written protest to a posted NOIA, send all communications to the Contact at the address in **Section VIII B**.

ELC must receive any formal written protest post-marked or hand-delivered on or before the end of the ten (10) calendar day period (see RFP Schedule in **Section V**).

IX. Procurement Information

A. Prohibition of Lobbying

Any Proposer or lobbyist (paid or unpaid) for a Proposer is prohibited from having any private communication concerning any procurement process or any response to the procurement process with any ELC board member, CEO, or any employee who has not been designated by ELC as the Single Point of Contact after the official issuance of the solicitation and until completion of contract award to the selected Proposer. A proposal from any Proposer will be disqualified when the Proposer (or a lobbyist, paid or unpaid, for the Proposer) violates this condition of the procurement process.

B. Frequently Asked Questions (FAQ)

This RFP will not include a bidder’s conference. ELC will accept written technical questions via e-mail at procurement@elcbigbend.org by **Tuesday, March 7, 2023, at 6:00 p.m. EST**, and will post a FAQ document on its website on **Thursday, March 9, 2023, at 6:00 p.m. EST**.

C. Right to Reject Proposal and Waive Non-material Irregularities

ELC reserves the right to accept or reject any or all proposals and/or to readvertise, waive any non-material irregularities and technicalities contained therein, and may, at its sole discretion, request a clarification of other information to evaluate any or all Offers. Proposers may be required to submit evidence of qualifications or any other information as ELC may deem necessary.

In consideration of ELC’s evaluation of submitted proposals, the Proposer expressly waives any claim to damages, of any kind whatsoever, in the event ELC exercises its rights provided for in this section.

D. Conflicts of Interest

Proposers shall disclose with their response the name of any officer, director, or employee or other agent who is also an employee of ELC. Proposers shall also disclose the name of any ELC employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent’s business or its affiliates. All respondents must disclose any business or family relationships with any officer, director, subcontractor, contractor, or employee of ELC.

E. No Prior Involvement

Vendors, Contractors, Subcontractors and individuals that have assisted in preparation of the RFP or with project management oversight are precluded from bidding or preparing a reply for this solicitation.

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F. Tied Offers/Bids

In the event two companies have tie scores for their proposals and one is a minority-owned business, preference will be given to the minority-owned business. If no minority business submits an offer, preference will be given to the business that is veteran- or women-owned. However, no preference will be given if all top Proposers are women- or veteran-owned businesses and are not minorities. No preference will be given to firms that do not qualify as minority, women, or veteran-owned businesses. See **Section VIII (Diversity)** for additional information.

G. Preparation Costs Associated with Proposal/Bid

All costs incurred in the preparation of a Proposal in response to this solicitation will be the responsibility of the Proposer and will not be reimbursed by ELC.

H. Public Information

All submitted proposals and any included attachments shall become public record upon their delivery to ELC in accordance with Chapter 119, Florida Statutes. You may e-mail questions pertaining to all aspects of this RFP to the **Contact** identified in **Section VIII**.

X. Compliance with Laws

The Successful Proposer ("Contractor") shall for itself, and it shall cause each of its employees, agents, representatives, and contractors and subcontractors to continuously comply with all federal, state, and local laws, rules, regulations, codes, ordinances, statutes, and orders of any public authority bearing on the performance of the awarded contract. The Successful Proposer shall ensure throughout the duration of the contract that it, and all its contractors and subcontractors of any tier, shall be properly licensed and certified continuously throughout the duration of all work performed and services provided are in accordance with the resulting contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, the Successful Proposer shall furnish to ELC copies of any licenses, permits or certification required to comply with any law, rule, regulation, code, ordinance, statute, and order referenced herein. Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility. Any Proposer selected to do business with ELC will be required to attest to compliance with the following federal and state rules and regulations:

- Equal Employment Opportunity (EO 11246 as amended by EO 11375 and supplemented by regulation 41 CFR part 60)
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USA 276c)
- Davis-Bacon Act, as amended (40 USC 276a to a-7)
- Contract Work Hours and Safety Standards Act (40 USC 327-333)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR part 401)
- Clean Air Act (42 USC 7401 et seq) and Federal Water Pollution Control Act (33 USC 1251 et seq), as amended
- Byrd Anti-Lobbying Amendment (31 USC 1352)
- Debarment and Suspension (ED 12549 and E0 12689)
- Remedies Clause (45 CFR 92.36 (i)(2))
- Energy Policy and Conservation Act (Pub. L. 94-163 & 45 CFR part 92.36 (i)(13))
- Background Screening Requirements (Sections 435.03 and 435.04, F.S.)

Contractor must comply with antidiscrimination laws and may not exclude any person(s) from participating in, deny any person(s) the proceeds or benefits of, nor otherwise subject any person(s) or Subcontractors to any form of discrimination based on the grounds of race, creed, color, national origin, age, sex, or disability. Any person, who is providing commodities or contractual services, or possible subcontract, must comply with the Americans with Disabilities Act of 1990, Public Law 101-336, as amended. Any person with a qualified disability shall not be denied equal access and effective communication regarding any Reply documents or the attendance at any related meeting

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or Reply opening. If accommodations are needed because of a disability, please contact the OSCA General Services Office at (850) 410-5300 at least five (5) business days prior to the event.

XI. Diversity

ELC is committed to supporting diverse business industries and populations through ensuring participation by minority-, veteran-, and women-owned business enterprises in the economic life of the state ([Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](#), **F.S. 287.09451**). Minority, veteran, and women-owned business enterprises are strongly encouraged to participate in this solicitation.

ELC will verify the minority-, veteran-, and women-owned status of all finalists on the State of Florida's Certified Vendor Director at [OSD \(myflorida.com\)](#). Proposers may view the State's certification requirement online at [Get Certified / Office of Supplier Diversity \(OSD\) / Agency Administration / Florida Department of Management Services - DMS \(myflorida.com\)](#).

XII. Procurement Constraints

A. Contractor Disqualification

An entity or affiliate, who has been placed on a discriminatory vendor list, pursuant to Section 287.134, FS, is disqualified from submitting a Proposal.

The Florida Department of Management Services (DMS) is responsible for maintaining discriminatory vendor information on its website. An entity or affiliate who has been placed on the Discriminatory Vendor List may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity.

- Failure to have performed any previous contractual obligations with ELC in a manner it deems satisfactory will be sufficient cause for disqualification. To be disqualified under this provision, the Proposer must have:

Previously failed to adequately perform in a prior contract with ELC, been notified by ELC of the unsatisfactory performance, and failed to correct the inadequate performance to the satisfaction of ELC; or

- Had a contract terminated by ELC, by any State agency, or by any other organization for cause.

B. Convicted Vendor List

DMS maintains a list of any convicted vendors on its website. A person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity.

C. Suspended Vendor List

DMS maintains a list of suspended vendors on its website. A person or affiliate who has been placed on the Suspended Vendor List for contractual default may be excluded from award of a contract unless the vendor corrects its failure within the time frame provided by the contracting entity, pays any additional cost incurred for re-procuring the services, or is legally excused by the agency from default.

D. IRS Form W-9

ELC is required by federal law to perform "Taxpayer Identification Number" (TIN) matching for all vendors with the United States Internal Revenue Service (IRS). The selected vendor will be required to submit a completed W-9 form.

E. Conflicts of Interest/No Prior Involvement

Vendors, Contractors, Subcontractors, and individuals that have assisted in preparation of the RFP or with project management oversight are precluded from bidding or preparing a Reply for

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this solicitation. The Vendor and/or Contractor shall not compensate in any manner, directly or indirectly, any officer, agent, or employee of ELC for any act or service that he/she may do, or perform for, or on behalf of, any officer, agent, or employee of the vendor and/or Contractor. No officer, agent, or employee of ELC shall have any interest, directly or indirectly, in any Contract or purchase made, or authorized to be made, by anyone for, or on behalf of, ELC. The Contractor shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under the Contract resulting from this RFP.

Appendix A: Scope of Work (SOW)

I. Overview of ELC's Data Systems

The following information provides an overview of ELC's data systems currently used:

ELC currently has 47 full and part time employees. The majority of ELC's staff work at the Leon County office which also serves as the meeting location for in-person and virtual board meetings. ELC has four satellite locations in Gadsden, Madison, Wakulla, and Taylor Counties.

A. Databases/Reporting/Linked Systems

DEL SharePoint; EFS MOD; EFS MOD Merge Tool; Tableau (Server); Tableau (ELC License); Abila MIP; Appointment Plus; Blue Jeans; Moodle; Cherwell; Constant Contact; ELC Website; Stars Literacy; Bright Beginnings; Quality Performance System (QPS); Early Learning Classroom Support (WELS); ELC SharePoint; Brookes Ages & Stages (A&S) Online Questionnaire; DCF Cares; VPK Provider Kindergarten Website; Canva; Florida Administrative Review (FAR); Boardable; ECE Database; Flaming Early Learning; Teaching Strategies; Teachstone; Paylocity.

B. Social Media and Payment Applications Used

Facebook; Instagram; Twitter; LinkedIn; Pinterest; YouTube; Vimeo; PayPal

C. Software Applications Used

Microsoft Outlook e-mail, Microsoft Office 365 Pro, Adobe Acrobat Pro, Adobe Creative Suite, Microsoft Edge, JotForm, Zoom, and MS Teams

II. Required Task List

A. System Integration/Reporting Requirements:

ELC is seeking a vendor with significant experience providing consolidated integrated cloud-based data management systems, that incorporate customized reports and forms, to submit proposals to this solicitation, "**Integrated Data Management System Request for Proposals (RFP) #2022.2023-0004**" on or before the due date/time included in **Section V**.

Proposer must offer a system that meets ELC's needs and encompasses the ability to adapt to changes in state or local requirements, and have at least five years' experience providing integrated, cloud-based data management systems with the staffing capacity to provide these services in a high-quality manner with excellent customer service at a reasonable cost to the organization.

Proposer's integrated data management system and support team must provide:

- 1) Training for Coalition staff.
- 2) Administrative rights to the system.
- 3) Linkages to ELC's primary databases/reporting/linked systems, social media and payment applications, and integration with software applications used (as noted above in **Section I**). Proposed system must allow ELC to add/integrate any other new data/reporting systems or applications, as needed).
- 4) Multiple user roles and access for concurrent users.
- 5) Robust reporting capabilities.
- 6) Data backup for redundancy.
- 7) Project management for implementation of the database system.
- 8) Testing to ensure correct functionality of the system.

Appendix A: Scope of Work (SOW)

- 9) Ongoing support and technical assistance.
- 10) Data Security

B. Data Migration and System Implementation Requirements:

Proposer customer management system and their support team will provide:

- 1) Technical support for any data migrations necessary to create the initial centralized customer management system.
- 2) Training to designated individuals for them to learn how to use the interface, create reports, create forms to collect data, as needed, or manage process flows (project approvals, procurement, customer forms, etc.).

C. System Administrator Requirements

- 1) Proposer will describe how their system enables designated administrators to:
 - a) Manage user access and permissions.
 - b) Add new sections to the user interface (dashboard) and new pages as needed.
 - c) Edit content across all platforms and browsers.
 - d) Search for content by keywords and/or drop-down lists.
 - e) Organize content to suit ELC's current needs.
 - f) Maintain access to historical ("archived") versions.
 - g) Create process flows to approve content.
 - h) Schedule content updates (new/updated content, content removal).
- 2) Proposer will describe how their system includes audit trails for all data/system changes, user-friendly options to print any page (screen) and have standardized and customized reports and web-page templates for commonly used content or functions that can be modified as needed.

D. Responsive Vendor

The responsive vendor will offer an integrated cloud-based data management system that connects ELC's various systems that collect, manage, and report information needed by each department, current or potential customers, all funders, teachers, families, business and community partners, and all organizations within our seven-county service area.

A. Evaluation:

Each timely proposal determined to meet all minimum requirements will be evaluated by three(3) Reviewers. If one Reviewer determines he/she has a conflict of interest with a Proposer, that proposal will be reviewed by an alternate reviewer. If two Reviewers (which may include the alternate reviewer) determine they have conflicts with a Proposer, that proposal will be disqualified. **The total score for each proposal will be determined by summing the individual scores submitted by each Reviewer.**

In the event of a tie score, both Proposers will have an equal rank. If Proposers have tie scores in first place, ELC will follow the guidelines outlined in the RFP in **Section VIII. F. (Tied Offers/Bids).**

B. Scoring Rubric

All proposals will be evaluated by three reviewers using the same criteria and eligible points for each section.

Proposer #: Evaluation Criteria	Proposer Response Criteria	Evaluator #:	
		Eligible Points	Evaluator Assigned Points
Fatal Errors:			
Proposal Due Date	Proposer submits application after the posted due date <u>and</u> time per the date and timestamp applied via ELC's e-mail server.	0	N/A
Cone of Silence	Proposer violates the cone of silence by attempting to call or personally contact any of the parties identified in Section VIII A.	N/A	N/A
Incomplete Proposals	The proposal template will not allow user to submit form if any required sections are missing.	0	N/A
Proposal Evaluation:			
Company Name, Organization, Size, and Structure of Proposer's company (Section II)	Section II contains responses to all items (A through I). Only item A.4) may have a N/A response.	0 – 5	
Qualifications of Key Staff Who Will Provide Services Outlined in the SOW, Appendix B (Section III)	Identifies and describes contract manager with job title, degrees/certifications, years of experience managing projects that involve on-site and remote network administration, data security, training, and recovery, network disaster management, and on-site and remote technical support services and primary responsibilities. Describes Proposer's capacity (types of positions and experience) which qualify them to provide services described in SOW. Proposal includes one-page summaries for each	0 – 20	

Proposer #:	Proposer Response Criteria	Evaluator #:	
Evaluation Criteria		Eligible Points	Evaluator Assigned Points
	individual that will provide any of the services outlined in the SOW.		
Experience with Different Types of Organizations (Section IV)	Proposer describes the types of information technology services they have provided for government, not-for-profit, early learning coalitions or similar coalitions; methodology used to administer their networks, PBX, and ensure data security; types of technical support provided; number of users supported; includes the names of organizations in each sector that Proposer contracted with for at least three (3) consecutive years.	0 – 25	
References (Section V)	Proposal includes three (3) references with all required information.	0 – 5	
Proof of Past Performance (Section VI)	In addition to references, Proposer provided three past performance citations to demonstrate firm's success	0 – 15	
Proposer Budget (Section VII)	Proposer completes all required budget forms. All budget line items support the required deliverables outlined in the SOW. All line items appear reasonable, allowable, allocable and necessary.	0 – 10	
Implementation Plan (Section VIII)	Proposal describes the methodology to implement the data management system in a cost effective and timely manner. Plan shows required tasks in a coherent sequence. Proposer has management, staff and resources necessary to implement the plan.	0 – 20	
Proposal Total Points		0 – 100	
Panel Presentation Proposers must have a minimum proposal score of 80 points to receive an invitation to present to the Evaluation Team. ELC reserves the right to invite all Proposers to give presentations to the Evaluation Team.	Proposer attends the scheduled presentation. Proposer Adheres to the Time Limit. Presentation addresses all points included in outline provided by ELC.	0 - 10	
Proposal and Panel Presentation Combined Score		0 - 110	