

**Call For Trainer and Facilitator Proposals (CFTFP) for 1.5 Day Master Series
Leadership Development Seminar and Follow-up Technical Assistance,
#CFTFP2023.2024-0004**

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 48 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 who have a demonstrated history of providing training and technical assistance or facilitator services to submit proposals for the services described in this solicitation, ***Call For Trainer and Facilitator Proposals (CFTFP) for 1.5 Day Master Series Leadership Development Seminar and Follow-up Technical Assistance, #CFTFP.2023.2024-0004.***

Responsive proposals should demonstrate Vendors have substantial experience providing training and technical support or facilitator services; and the capacity to provide these services in a high-quality professional manner with excellent customer service at a reasonable cost to the organization.

ELC anticipates awarding multiple Contracts for this competitive procurement.

III. Contract Term

The Term of the Contracts resulting from this solicitation will begin on 5/31/24, or the date the last Party signs the Agreement (Execution Date) and end of 09/30/24. ***No contract renewals or extensions will be offered.***

IV. Definitions

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.

Agreement: A legally binding Contract ("Agreement") between ELC and a Contractor for the provision of commodities (goods and/or services) that includes Terms and Conditions, Scope of Work (SOW), Appendices, Exhibits, Attachment(s), and any Amendments.

Amendment: A document by which substantial changes are made to the terms of an executed Contract. Any Amendments will be incorporated as part of the original Contract.

Attachment: A document or material object added to the Contract or Proposal.

Board: ELC's governing body.

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

Call for Trainer and Facilitator Proposals (CFTFP): This is a specialized type of a Request for Proposals (CFTFP) targeted towards Trainers and Facilitators.

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Contract: See Agreement. Contract and Agreement have the same definition and may be used interchangeably throughout the CFTFP.

Contractor(s): The Vendor(s) selected to provide the goods and/or services outlined in the SOW under the Terms and Conditions of the awarded Contract.

Evaluation Team: The Evaluation Team (Eval Team) reviews and scores all Proposals.

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 which itemizes the completed deliverables and billing rates outlined in the Contract for a specified billing period.

Proposal: A written Proposal prepared in response to this CFTFP using ELC's Proposal template which includes all required document uploads.

Respondent: A Vendor who submits a Proposal in response to this CFTFP.

Scope of Work (SOW): The Scope of Work (SOW) outlines the specific deliverables, timelines, and responsibilities the Contractor must perform in accordance with the executed Agreement.

Term: The initial Term of the Contract resulting from this solicitation will begin on May 31, 2024, or the date the last required party signs ELC's Professional Service Agreement (Agreement), whichever is later, and end on September 30, 2024.

V. CFTFP Schedule

Procurement Schedule		Due Date	Time (EST)
1.	Release CFTFP	05/10/24	8:00 AM
2.	Proposal Due Date (E-mail PDFs to ELC)	05/16/2024	9:00 AM
3.	Public Opening of all Proposals (Zoom Meeting)	05/16/2024	9:01 AM
4.	Formal Evaluation Period	05/16/2024 to 05/20/2024	
5.	Anticipated Date to Post Notice of Intent to Award (NOIA)	05/20/2024	9:00 AM
6.	Anticipated End of 72 Hour (Three Business Days) Period to Protest NOIA.	05/23/2024	9:00 AM
7.	Anticipated End of 10 Calendar Day Period for Formal Written Protest*	06/01/2024	9:00 AM
8.	Anticipated Contract Start Date (Contracts may begin as early as 05/31/24 pending no Intents to Protest or Formal Written Protests)	06/01/2024	

For consideration, submit your proposal on or before **Thursday, May 16, 2024, by 9:00 AM EST** as indicated by the date stamp applied by the proposal application template.

*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 CFTFP Schedule).

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

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Only proposals submitted electronically using the required template on or before **Thursday, May 16, 2024, by 9:00 AM EST**, will be considered for review. The application template will not allow Respondents to submit late or incomplete proposals.

Prior to engaging in any agreement for services with the selected Respondent (“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 this solicitation and engage with them for any part of the work outlined in the Statement of Work (SOW).

VI. General Instructions to Respondents

Electronic Submission

A. Required Proposal Template

ELC must **receive** all electronic Proposals by **9:00 AM EST, Thursday, May 16, 2024**. Use the following link to complete/submit your Proposal:

➤ <https://form.jotform.com/241294649273161>

Plan for possible heavy system traffic and submit your Proposals *at least one hour prior to the noticed deadline time* to avoid having the system reject any late or incomplete Proposals.

VII. Notice of Intent to Award (NOIA)

The Contract shall be awarded to the Respondent whose Proposal is determined to be the most advantageous to ELC, based on the highest scores awarded by a three-person Eval Team who will use standardized scoring criteria (scoring rubrics) when they review/score proposals. All Respondents who submit a timely LOI 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 CFTFP with any of the following:

- ELC board members
- Any ELC employees (including officers)
- Any Eval Team member

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

B. Sole Point of Contact (“Contact”)

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

Helen Giraitis, M.P. Aff., Procurement and Contracts Manager
Early Learning Coalition of the Big Bend Region, Inc.
2639 North Monroe St., Building C-300
Tallahassee, FL 32303

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Email: procurement@elcbigbend.org

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

ELC must receive any formal written protest, along with a bond equal to 1% of the award amount, post-marked or hand-delivered or on or before the end of the ten (10) calendar day period for (see CFTFP Schedule in **Section V**).

IX. Procurement Information

A. Prohibition of Lobbying

Any Respondent or lobbyist (paid or unpaid) for a Respondent is prohibited from having any private communication concerning any procurement process or any response to the procurement process with any ELC board member or any employee (including officers) 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 Respondent. A proposal from any Respondent will be disqualified when the Respondent (or a lobbyist, paid or unpaid, for the Respondent) violates this condition of the procurement process.

B. Frequently Asked Questions (FAQ)

This CFTFP will not include a bidder's conference or Frequently Asked Questions (FAQ's)..

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 Proposals. Respondents 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 Respondent expressly waives any claim for damages, of any kind whatsoever, in the event ELC exercises its rights provided for in this section.

D. Conflicts of Interest

Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of ELC. Respondents 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 CFTFP or with project management oversight are precluded from bidding or preparing a reply for this solicitation.

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 Respondents are women- or veteran-owned businesses and are not minorities. No preference will be given to firms

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that do not qualify as minority, women, or veteran-owned businesses. See Section VIII (Diversity) for additional information.

G. Preparation Costs Associated with Proposal

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

H. Public Information

All submitted proposals, including any 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 CFTFP to the **Contact** identified in **Section IX. B.**

X. Compliance with Laws

The Successful Respondent ("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. Contractor 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 on accordance with the resulting contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, the Contractor 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 Contractor will in no way be a cause for relief from responsibility. Any Contractor 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 anti-discrimination 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 or Reply opening.

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If accommodations are needed because of a disability, please contact ELC Procurement at Procuremt@elcbigbend.org at least five (5) business days prior to the publicly noticed event.

XI. Diversity

ELC is committed to supporting diverse business industries and populations by 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 \(myflorida.com\)](#). Respondents 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 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.

B. Convicted Vendor List

The Florida Department of Management Services (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 Lists

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. No Lobbying

In accordance with sections 11.062 and 216.347, F.S., no funds from the PO/Contract may be used for lobbying the state Legislature, the judicial branch, or any state Agency. Acceptance of these PO/Contract terms indicates Contractor is aware of and currently complies with the described lobbying activity restrictions. Contractor shall require all subcontracts include this certification language, which is a material representation of fact upon which the Parties placed reliance when they made or entered into this transaction.

F. Conflicts of Interest/No Prior Involvement

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

G. Additional Constraints

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 Respondent must have:

- 1) 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
- 2) Had a Contract terminated by ELC, by any State agency, or by any other organization for cause.

**Appendix A: Scope of Work
Network Administration and Technical Support Services**

I. Overview of Master Series Purpose and Trainer Categories (as listed)

The Early Learning Coalition of the Big Bend Region, Inc. (ELC) is accepting proposals to provide training, facilitation, and technical assistance for the **Master Series: Leadership Development Seminar**.

Scheduled for **Monday, June 17, 2024 (1 PM - 5 PM) to Tuesday, June 18, 2024 (9 AM - 5 PM) in Tallahassee, Florida**, this project includes a 1.5 day training seminar and up to two (2) hours of follow up technical assistance with 50 registered early learning education providers. The purpose of the **Master Series** is to deliver interactive leadership development training designed for child care leaders to articulate a clear vision for their centers, balance their various roles, and make more intentional and strategic decisions.

We are asking trainers to provide sessions that support the development and growth of child care leaders. Topics will include - Visioning, Budgeting, Human Resource Practices/Law, Coaching and Mentoring, Public Relations, and Culture.

Participant Training Outcomes:

Early childhood education leaders shall acquire the following knowledge and skills as a result of training they receive through the Leadership Development Seminar and follow-up technical assistance:

Develop a clear vision for their child care centers (Visioning)

- Evaluate expenses to draft fiscally appropriate budgets (Budgeting)
- Understand basic human resource practices and employment laws (Human Resource Practices/Law)
- Analyze and train staff regarding behaviors/professionalism (Coaching and Mentoring)
- Generate consistent communication strategies, including family communications (Public Relations)
- Create an optimal learning environment for teacher meetings and training (Culture)

II. Required Content for Training at Master Series

This interactive leadership development training seminar begins with a half-day followed by a full day of two-hour training sessions (1.5 days) on the following topics from Monday, June 17 to Tuesday, June 18, 2024:

Visioning, Budgeting, Human Resource Practices/Law, Coaching and Mentoring, Public Relations, and Culture or Relevant Topics. Each training session must be 2 hours.

- Trainers will only be selected for a maximum of 2 topics
- Selected trainers must meet with ELC staff for 30 minutes to review the training series' expectations.
- Trainers conduct research on their topics to deliver content relevant to participants and include footnotes and/or references on sources.

Appendix A: Scope of Work

Network Administration and Technical Support Services

- Content must include clear goals and objectives, and action items participants can use immediately.
- Submit a take-away document for the participants in the Master Series workbook.
- Use graphically pleasing visuals such as slides, images, and videos to enhance understanding and engagement.
- Use consistent branding elements (colors, fonts, logos) for a professional look for your video presentations and take-away documents
- Engage participants by encouraging interaction through questions, polls, discussions, and hands-on activities. Incorporate storytelling, anecdotes, or examples to make your content relatable.
- Submit information as requested for project close out report.

III. Facilitator Responsibilities

Facilitate the Master Series; Must be available in person on Monday, June 17 from 10 AM – 5:30 PM and Tuesday, June 18 from 8 AM – 5:30 PM.

- Conduct research on Master Series participants to fully engage target audience, early learning education leaders
- Keep the Master Series on track while emphasizing the goals and objectives of the training.
- Before the training, meet with ELC staff for 30-60 minutes to review the expectations for this role.
- Seek feedback, and reflection from participants, and drive home the key points after each training session to ensure they understand them and remain engaged.
- Provide value-added by keeping the program moving and assisting trainers as needed.
- Submit an icebreaker activity for the Master Series workbook.
- Submit information as requested for project close out report.

IV. Technical Support Services (Trainers)

Trainers will be required to provide technical support to participants between June 24 to September 15, 2024, as follows:

- Provide 2 hours of follow-up support (Virtual or In-person) for up to 50 Master Series participants.
- Schedule at least one 2-hour session or two (2) 1-hour technical assistance sessions by June 24, 2024. Technical Assistance must occur between June 24, 2024, and September 15, 2024.
- Provide a copy of documentation and/or a description of the technical assistance provided to help a child care leader (or a summary of the conversation), date assistance provider, child care leader name, and child care leader center name, total hours of T/A provided (time units may be less than an hour). Summarize the total hours worked and invoice using the agreed upon hourly rate in the approved Contract.
- Submit information as requested for project close out report.