

**Call For Facilitator and Trainer Proposals (CFFTP) for Leadership Workshop,
#CFFTP-2024.2025-0001**

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 (411.01 F.S.). 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 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 facilitation and/or training services to submit proposals for the services described in **Appendix A: Scope of Work (SOW)** of this solicitation, **Call For Facilitator and Trainer Proposals (CFFTP) for Leadership Workshop, #CFFTP-2024.2025-0001**.

Responsive proposals should demonstrate Vendors have at least five (5) years of experience providing training and/or facilitation services to non-profit leadership teams, including Chief Executive, Finance, Operations, Program, and Compliance Officers, and the capacity to provide these services in a high-quality manner with excellent customer service at a reasonable cost to the organization.

ELC anticipates awarding multiple Contracts for this informal procurement.

III. Contract Term

The anticipated Term of the Contracts resulting from this solicitation will begin on 11/12/24, or the date the last Party signs the Agreement (Execution Date), and end on 06/30/24. ***No contract renewals or extensions will be offered.***

IV. Definitions

Capitalized terms used herein shall have the meanings ascribed thereto in Chapter 287.057 F.S., and Section 411.01 F.S., 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.

Call for Facilitator and Trainer Proposals (CFFTP): This is a specialized type of informal procurement. The CFFTP procurement budget for the Facilitator and all selected Trainers combined will not exceed the Category II Threshold (\$35,000).

Contract: See Agreement. Contract and Agreement have the same definition and may be used interchangeably throughout this informal procurement.

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) will review and score all Proposals based on price plus quality using the same scoring criteria (scoring rubric)

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.

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Preference Points: Additional points added to a proposal's score when it meets specific minimum criteria such as a minimum average score and other characteristics such as type of proposal, type of vendor, etc.

Proposal: A completed project summary and quote prepared in response to this CFFTP using ELC's Proposal template which includes all required document uploads.

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

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 anticipated Term of the Contract resulting from this solicitation will begin on November 12, 2024, or the date the last required party signs the ELC Professional Service Agreement or Scope of Work (Agreement), whichever is later, and end on June 30, 2024.

V. CFFTP Schedule and Scoring

Informal Procurement Schedule	Due Date	Time (EST)
1. Release CFFTP	10/11/24	8:00 AM
2. Proposal Due Date (E-mail PDFs to ELC)	10/25/24	1:00 PM
3. Evaluation	10/25/24 – 10/31/24	
4. Anticipated Date to Post Notice of Intent to Award (NOIA)	11/04/24	9:00 AM
5. Anticipated Contract Start Date	11/12/24	

Complete Proposals submitted electronically as described in **Section VI** below will be evaluated/scored by three reviewers and will be rank - ordered from highest to lowest average scores including any Preference Points.

Proposals must have a minimum average score of 70 to be considered Eligible for Funding (“Eligible”).

Eligible Priority Training Topic (PTT) Proposals, as defined in **Appendix A, Section II. D. and Section II. E.** will receive an additional 15 Preference Points.

ELC will select at least three (3) Eligible PTT Proposals based on the rank-ordered listing of their average scores plus their Preference Points.

ELC will rank-order Eligible Other Leadership Development Topics (OLDT) Proposals, as defined in **Appendix A, Section II. F.**, based on their average scores in descending order, and select additional Trainers based after filling the PTT slots and the Facilitator position.

Prior to engaging in any Agreement 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

Only proposals submitted electronically using the required template on or before the above deadline in the above Informal Procurement Schedule will be considered for review. The application template will not allow Respondents to submit late or incomplete proposals.

Use the following link to complete/submit your Proposal:

- <https://form.jotform.com/242834947234160>

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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 multiple Respondent Proposals determined to be the most advantageous to ELC, based on price plus quality. A three-person Evaluation Team (Eval Team) will use standardized scoring criteria (scoring rubric) to review/score all Proposals. ELC will select at least three (3) Eligible rank ordered Proposals from the PTT, one (1) Facilitator, and then will select additional Eligible proposals from the OLDT.

VIII. Sole Point of Contact

A. Sole Point of Contact (“Contact”)

Although this is an informal procurement, ELC will only respond to written communications regarding this solicitation. The Sole Point of Contact will review all communications.

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

Email: procurement@elcbigbend.org

ELC will not accept any phone calls regarding this posted CFFTP.

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 CFFTP will not include a bidder’s conference or Frequently Asked Questions (FAQ’s). If necessary, ELC will provide an update to all Vendors to provide any updates or clarifications.

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 CFFTP, or with project management oversight, are precluded from bidding or preparing a reply for this solicitation.

F. Tied Offers/Bids

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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 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 F.S. You may e-mail questions pertaining to all aspects of this CFFTP 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. 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.

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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 \(state.fl.us\)](#), 287.09451 F.S.). 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 F.S., 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

Vendors, Contractors, Subcontractors, and individuals that have assisted in preparation of the CFFTP 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

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conflict in any manner or degree with the performance of the services required under the Contract resulting from this CFFTP.

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 (SOW)

Call For Trainer and Facilitator Proposals (CFFTP) for Leadership Development Workshop, #CFFTP-2024.2025-0001

I. Overview of Leadership Development Workshop Purpose

The Early Learning Coalition of the Big Bend Region, Inc. (ELC) is accepting proposals to provide Facilitation or Training for its **Leadership Development Workshop**.

Scheduled for **Wednesday, November 20, 2024 – Thursday, November 21, 2024, in Jacksonville, Florida**, this project includes a one and a half (1.5) day workshop for **ELC's Leadership Team (Chief Executive, Finance, Operations, Program, and Compliance Officers)**.

II. Required Content for Leadership Development Workshop

A. Workshop Overview – We are asking trainers to provide sessions that support the development and growth of ELC's Leadership Team:

- 1) Trainers may only be selected for a maximum of two (2) topics
- 2) A Facilitator may also be selected for one (1) training session
- 3) Respondents must submit separate proposals for each topic they wish to present
- 4) A Respondent who wishes to facilitate and train must submit one proposal for the facilitation and a separate proposal for each topic they wish to be considered for evaluation
- 5) Proposal content must include clear goals and objectives, and action items participants can use immediately

B. Vendor Requirements

- 1) Responsive proposals should demonstrate Vendor has at least five (5) years of experience providing training or facilitation services to non-profit leadership teams, including Chief Executive, Finance, Operations, Program, and Compliance Officers
- 2) All selected Vendors (Contractors) must register in MyFloridaMarketPlace, complete a W9 Form, and register in Sunbiz.org, unless otherwise exempt
All Respondents are encouraged to upload these documents with their proposals to facilitate the contracting process
- 3) All Respondents who indicate they are a Certified Minority Owned Business (CMBE) must upload this document with their proposal showing active (not expired) government, university, or school district certifications
- 4) Contractors must accept ELC's Scope of Work (SOW) or Professional Service Agreement and Purchase Order Terms and Conditions to become an ELC approved Vendor

C. Deliverables and Performance Expectations for Facilitator and all Trainers

- 1) Deliverables:
 - a) Trainers – Each training session must be at least two (2) hours (Indicate Time)
 - b) Trainers – Selected trainers must meet, in person or via Zoom (or another agreed upon video meeting application) with ELC staff for 30 minutes prior to the scheduled Workshop to review all workshop expectations
 - c) Trainers – Submit at least one take-away document for the participants' Leadership Development workbook
 - d) Facilitator – Submit one take-away icebreaker activity document for the participants' Leadership Development workbook
 - e) Facilitator/Trainers – Email electronic copies (PDF, PowerPoint, etc.) of your take-away and presentation documents to ELC by 9:00 AM, Friday, November 15, 2024
- 2) Performance Expectations:
 - a) Facilitator/Trainers – Presentation and printed materials must use graphically pleasing visuals such as slides, images, and videos to enhance understanding and engagement
 - b) Facilitator/Trainers – Use consistent branding elements (colors, fonts, logos) for a professional look for your video presentations and take-away documents
 - c) Facilitator/Trainers – Engage participants by encouraging interaction through questions, polls, discussions, and hands-on activities (Incorporate storytelling, anecdotes, or examples to make your content relatable)

Appendix A: Scope of Work (SOW)

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d) Facilitator/Trainers – Submit information, as requested, for project close out report

D. **Priority Training Topics (PTT)**

- 1) Team Building
- 2) Leadership Skill Building (communication, decision-making and conflict resolution)
- 3) Culture
- 4) Transparency and Trust
- 5) Problem Solving
- 6) Personal Development and Growth

E. **Priority Training Topic – Facilitator (PTTF)**

Respondents interested in serving as a Facilitator will be evaluated as a separate Priority Topic Category. ELC will only select one Eligible Facilitator, with the highest average score plus preference points, who will serve throughout both days of the Workshop

F. **Other Leadership Development Topics (OLDT)**

- 1) Mission and Vision
- 2) Alignment of Values
- 3) Leadership Assessment (i.e., True Colors, Strengths Finds, DISC, etc.)
- 4) Strategic Planning
- 5) Creative Thinking
- 6) Emotional Intelligence
- 7) Team Dynamics
- 8) Accountability Measures
- 9) Networking
- 10) Other Relevant Topics (as recommended by Respondent)

III. **Facilitator Responsibilities**

A. Facilitate the Leadership Workshop

B. Complete all Facilitator deliverables and performance expectations included above in **Section II. C.**

C. Must be available in person on **Wednesday, November 20, 2024 (10 AM – 5:30 PM)** and **Thursday, November 21, 2024 (8 AM – 5:30 PM)**

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