



## **QUESTIONS & ANSWERS FOR RFP EARLY CHILDHOOD CLASSROOM MATERIALS**

**Deadline to submit questions was July 8, 2024.**

**Please be advised all questions are keyed as submitted:**

**Question:** How many school readiness providers will be participating in On My Way to Kindergarten/Literacy All Year?

**Answer:** We are looking to have 10 classrooms participate. At this time we are unsure of the number of centers that may total for 10 rooms.

**Question:** Do you have a list of providers to be serviced? If so, has each provider given an estimate of school readiness enrollees for SY 2024-2025?

**Answer:** Not at this time as providers will need to express interest and meet our criteria for participation.

**Question:** Are materials checked out from the centers or can parents check out these materials from the ELCHC curricula office?

**Answer:** The ELCHC distributes materials to centers and family child care homes. We do not have a process for checking out materials from our office.

**Question:** Backpacks are consumables. Is the goal to give each participant a backpack? It would be nice to give a few extra backpacks for late enrollees.

**Answer:** Yes. We note your comments.

**Question:** Are there centers which received any of the listed goods last school year? Avoiding duplication and ensuring providers who did not get any of the goods (new providers) are served would be a goal.

**Answer:** Returning centers should not receive duplicated goods.

**Question:** Supplier will make individual shipments to participating providers or directly to centers ONLY, not to the ELCHC office? OR will the ELCHC have its own supply to be checked out and returned?

**Answer:** Supplier will ship to the ELCHC office, and then the ELCHC will distribute to centers and family child care homes.

**Question:** Have e-books been utilized by providers. Many of these books could be available via Hoopla digital or Hillsborough County library system for FREE. Are providers utilizing electronic literacy or reading platforms?

**Answer:** Providers are using some electronic services; however, we cannot always provide technology for the children to keep at home, and our intention is to provide a home library of the actual books for the children and also to emphasize the importance of proper book handling and love of literature.

**Question:** When will the STAR literacy test be administered to VPK/School Readiness participants? Is there a date after the STAR test which you'd like to have all products in classrooms?

**Answer:** VPK STAR Literacy tests are administered on a specific schedule based off their start day. Our program will not exclusively include VPK-only providers as centers with 4 year olds entering kindergarten also need to be prepared. We have our own internal assessment being used to measure program effectiveness. That said we would like to have the materials in place no later than September for programs to begin full implementation.

**Question:** The iSpy and Literacy sections had specific materials listed, are these the only items you are interested in or are they suggestions and we can go above and beyond?

**Answer:** The items should be as close as possible to those listed. If the Respondent doesn't have a specific item, one that is comparable would suffice.

**Question:** The budget for each category is stated in RFP, however, how many of each kit or package will you be sending out so that the amount can total the budget outlined.

For example, HITI has several categories for both Infant, Toddler and 2 Yr. Old, should all three categories add up to the budgeted amount of \$85,000 as well as each kit in each age group be priced separately so the providers can buy kits they may be interested in of items identified and not entire HITI age group package?

**Answer:** Play areas/kits will be ordered based on the needs of each of the Infant/Toddler and/or 2 year old's classrooms in the early childhood programs selected to participate in the Initiative as well as the number of materials and furnishings needed to open classrooms to create new environments. The total for all purchases for the fiscal year should not exceed the budget total.

**Question:** How many total providers will be awarded to each category HITI, iSpy and Literacy packages?

**Answer:** The number of awards will be based on the quality of the proposals and the needs of the programs.

**Question:** For HITI, is the expectation that the items listed under each category will come as a kit?

**Answer:** The request is that each vendor provide a list of materials for the listed play areas (examples: dramatic play, blocks, cozy corner/library, & etc.) to include quantity, item number and the price before and after all discounts have been applied. The kits are related to specific topics such as music, STEM and/or sensory play and may contain specific materials suggested by the vendor. The kits will provide a theme-based set of materials that could enhance centers or play areas.

**Question:** Will you allow substitutions for any of the allowed by the providers?

**Answer:** Substitutions can be made by providers or ELC staff if there are items that are out of stock or backordered for an extended period. Substituted items must be related to the item that is not available regarding skill development or self-care purpose.

**Question:** How will orders be paid, from ELC of Hillsborough direct to vendor or ELC to provider to vendor?

**Answer:** Orders will be paid from the ELC of Hillsborough direct to vendor.

**Question:** What is the timeframe for ordering?

**Answer:** We will place orders throughout the year based on the needs of the program.

**Question:** When do all orders need to arrive by?

**Answer:** Orders should arrive in a timely manner after the orders are placed; this is typically a 2-week period. All orders placed near the end of the fiscal year must arrive before June 30<sup>th</sup>.

**Question:** Can the "Proposal Contents" as listed be proposed and submitted on a single page layout to include all of the required information?

**Answer:** Yes.

**Question:** I create activity workbooks for children focused on emotional awareness. Would you be interested in having my materials. I saw that he bid come in via the Marketplace.

**Answer:** We welcome all qualified bids. However, as noted in the RFP, the Respondent must be able to supply a majority number of items in a given Goods Category to qualify.