



QUESTIONS & ANSWERS FOR RFQ VIRTUAL LEARNING MATERIALS FAIR

1. Vendor Selection & Provider Choice

- Will providers be able to choose their vendor(s), or will the ELC assign vendors?
- Can providers purchase from multiple vendors, or are they required to select one?
- Can providers split their \$2,000 allocation across vendors?
- Do products need to be categorized by age group?
- Will vendors be awarded by category, limiting what providers can purchase from each vendor?
- Will providers be able to access all categories from an awarded vendor?

Answer:

- Each provider will select **one vendor** based on their needs.
- Providers may choose items from **all available categories within their selected vendor's catalog.**

Proposal

Requirements:

Materials submitted must be organized by the following categories (at minimum). Vendors may propose additional categories:

1. Language and Literacy
2. Dramatic Play and Creative Play
3. Curriculum and Curriculum Support Materials
4. Blocks and Manipulatives
5. Music and Movement
6. STEM (Science, Technology, Engineering, and Math)
7. Special Needs and Adaptive Equipment – Infant/Toddler
8. Special Needs and Adaptive Equipment – Preschool
9. Non-Stationary Playground Equipment
10. Furnishings and Carpets
11. Infant and Toddler Materials
12. Teacher Resources
13. Additional categories (optional)



2. Budget, Spending Rules & Allocations

- Is \$2,000 the maximum per center or per classroom?
- Can multiple classrooms within one center each receive \$2,000?
- Can providers purchase individual items, or must they purchase full bundles?

Answers:

- Providers may purchase **individual items** (bundles are not required).
- There is **no price limit on individual items**.
- Each classroom (up to **4 classrooms per location**) may receive up to **\$2,000 per classroom**.
- Will additional funding opportunities be available in the future?
 - If additional funds become available, awards may expand to additional classrooms per location.

3. Product Requirements & Restrictions

- Are there required or restricted product categories?
- Are there any items that must be excluded?

Answer:

- Only **non-stationary playground equipment** is allowed. Items requiring **installation or permitting are not permitted**.
- Can providers purchase curriculum not on the approved School Readiness list?
 - **No. Only School Readiness (SR)-approved curriculum is allowed.**

4. Pricing Structure & Cost Requirements

- Should pricing be bundled (including shipping) or itemized?
- Can shipping be listed as a separate line item?

Answer:

- Orders are limited to **\$2,000 per classroom**, with **shipping costs listed separately**.



5. Ordering Platform & System Requirements

- Will there be a centralized ELC-managed portal or separate vendor platforms?
 - Vendors will provide a **vendor-specific platform with ELC branding**.
- Responsibilities:
 - **ELC:** Determines which providers receive access links
 - **Vendor:** Manages user access within the assigned group
- Are PO numbers and GL codes required?
 - **No. One PO per vendor will be issued.**
- Are bilingual or multilingual features required?
 - **Not required**
- Platform deadline:
 - Must be live **no later than June 3, 2026**

6. Order Approval Process

- How many levels of approval are required?
 - **One level (ELC staff)**
- Who is the final approver?
 - **ELC Leadership**
- Timeline:
 - Contract signed by: **May 27, 2026**
 - Provider order submission deadline: **June 10, 2026**
 - ELC approval completed by: **June 14, 2026**
 - Delivery completed by: **June 30, 2026 (no exceptions)**

7. Payment & Financial Processing

- Will ELC pay per order or via lump sum?

Answer:

- One PO per vendor
- Invoices must be **itemized by site** and include **proof of delivery prior to payment**
- Standard payment terms: **Net 45**



8. Vendor Presentation Requirements

- What is the expected presentation length?
- What content is required?
- Who is the audience?
- Will presentations be live or recorded?
- How many sessions are required?

Answer:

- Each vendor will have **30 minutes** to present their proposal
- Presentations will take place **May 21–22, 2026**
- Audience: **Evaluation scorers**

9. Timeline & Implementation

- When will vendors receive provider contact information?
- When will the ordering system go live?
- Will there be a provider fair?
 - Vendors must provide a **recorded presentation for providers after contract award**
- Key timeline:
 - Contract signed: **May 27, 2026**
 - Orders submitted: **June 10, 2026**
 - Orders approved: **June 14, 2026**
 - Delivery completed: **June 30, 2026 (no exceptions)**

10. Provider Access & Experience

- How will providers search and compare products?
- Will there be a centralized browsing experience?

Answer:

- Vendors will provide a **3–8 minute informational video** to assist providers in vendor selection
- Providers will **search and order directly within individual vendor platforms**
- There will be **no centralized comparison system**



11. Program Scope & Strategic Direction

- Is this a one-time initiative or ongoing?
 - **Annual initiative**, dependent on available funding
- Will there be a future RFP for curriculum?
 - **Not at this time**
- What percentage of providers are home-based?
 - **33%**