
Invitation to Bid

#TRI-1112

Early Learning
Coalitions of: Orange,
Seminole and Osceola
Counties

For the acquisition of
educational and classroom
learning materials, equipment,
curriculum, curriculum training
and consumable supplies.

Early Learning Coalition of Seminole
239 Rinehart Road
Lake Mary, FL 32746
www.seminoleearlylearning.org

Early Learning Coalitions of Orange, Seminole, and Osceola Counties***Tri-County Invitation to Bid*****BACKGROUND**

The Early Learning Coalitions of Orange, Seminole and Osceola Counties (Coalitions) were established legislatively in 1999 and are mandated by the Florida Legislature Chapter 411.01 of Florida Statutes, to provide early learning programs to children and families in Central Florida, which include the School Readiness Program and Voluntary Pre-kindergarten Program. These programs must be developmentally appropriate and research-based, involve parents as their child's first teacher, serve as preventive measures for children at risk of future school failure, enhance the educational readiness of eligible children, and support family education.

The Coalitions' primary goal is to provide quality early care and voluntary pre-kindergarten education services that prepare children to be "school ready" upon entry into kindergarten.

BID SUBMISSION

The Coalitions are not-for-profit corporations in the State of Florida and are seeking to purchase **Educational and Classroom Learning Materials, Equipment, Curriculum, Curriculum Training, and Consumable Supplies**. The Coalitions request a bid for commodities and services based on the specifications described in Attachment A. The quote for commodities and services must include the following information:

- Company name and address
- Company telephone and fax number
- Company contact, telephone number, and e-mail address
- Company website address
- Federal I.D. #
- A detailed discounted price list itemizing learning materials, equipment, curriculum, supplies and/or services described in Attachment A
- A detailed summary of value added products and/or services including but not limited to, customer service, shipping costs/discounts, ability to drop ship materials, rush order delivery discounts, provider conference and training support, special events support (such as community events, provider appreciation events, etc.) and any other value added enhancements available
- The bid should be signed and dated by an authorized representative of the vendor on company letterhead

Upon receipt of all bids, the Coalitions will review and make a decision based on the best value offered. Most importantly, the selected vendor(s) will be required to enter into an agreement with each Coalition to guarantee the product/service specifications, prices quoted, and value added services described, as well as to ensure adherence to all applicable state and/or federal laws. A bidder must be a reputable vendor specializing in learning materials for early education and care environments.

The three Coalitions will contract with companies individually. The three Coalitions each have their own individual contracting requirements. All Coalitions are required to follow the same contracting guidelines required by our funders. The company or companies selected will be given detailed information about contracting requirements when selected by a Coalition.

Sealed bids must be mailed or delivered to the **Early Learning Coalition of Seminole** to arrive no later than 5:00pm eastern standard time February 28, 2012. Original and three (3) copies must be sent to the address below. The bid must be accompanied by a signed and dated *Vendor Assurances and Certifications* form (Attachment B). A bidder that submits an offer by mail should allow sufficient mail handling time to ensure timely delivery of the bid to the Coalition office located at:

The Early Learning Coalition of Seminole
Attention: Jim Daly
Mailing Address: 239 Rinehart Road
Lake Mary, FL 32746

Electronic and/or faxed bid submissions will not be accepted. Questions and/or comments may be addressed by contacting Jim Daly at jdaly@seminoleearlylearning.org or (Jennifer Grant at jgrant@seminoleearlylearning.org). Telephone inquiries will not be accepted. Any unauthorized contact may disqualify the bidder. All communications from bidders must be in writing, shall include the relevant solicitation number, and be directed to the electronic address provided above.

AWARD PROCESS

Award(s) will be made to one or more selected qualified bidder(s), based on their ability to provide the services and commodities as specified in Attachment A, value added enhancements available, the bidder's experience in providing the requested items, and the quality of any previous services and commodities provided as determined from the bids.

The Coalitions reserve the right to review all items listed on any price invoice to evaluate components that include, but are not limited to, product quality, durability, and developmental age-appropriateness.

The Coalitions reserve the right to reject any or all bids, to waive any informality of bids, and to accept in whole, or in part, each bid as may be deemed in the best interest of the Coalitions.

MULTIPLE AWARDS

Recognizing that no one dealer, agency, jobber, or publisher will be able to supply all of the materials to be covered by this bid, it is anticipated that contracts will be entered into with a number of vendors, some specializing in particular types of materials and/or particular services.

AWARD PERIOD

Once the bid award has been issued, one contract shall be signed by each Coalition with the selected vendor(s) for a period of (1) year with the vendor(s) of choice with an option of four (4) one-year annual renewals. Price quotes must be guaranteed for the first year; however, costs may be re-negotiated at the beginning of each fiscal year (July 1st). If no price adjustments are submitted by the vendor to the Coalitions during the period of June 1st to June 15th for subsequent years covered by this Request, the most current quote shall apply for the following fiscal year. Price increases submitted by the vendor(s) during the designated negotiation timeframe that exceed 10% over the previous year's pricing may be subject to immediate termination of the contract.

PUBLIC ENTITY CRIMES

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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

BEST PRICING OFFER

During the contract term, if the Coalition becomes aware of better pricing offered by the Contractor for substantially the same or a smaller quantity of a product or service outside the contract, but upon the same or similar terms of the contract, then at the discretion of the Coalition the price under the contract shall be immediately reduced to the lower price.

ATTACHMENT A

SPECIFICATION INSTRUCTIONS

In accordance with F.S. 411.01, Coalitions are required to ensure that programs are developmentally appropriate and research-based, involve parents as their child's first teacher, serve as preventive measures for children at risk of future school failure, enhance the educational readiness of eligible children, and support family education.

Please submit a comprehensive price list of products and/or services that will address the specific goals of each of the categories listed below. Bidders may submit quotes for all the categories or a portion of the categories. All bids must clearly designate the category(ies) for which the products and/or trainings apply. Each list must include, but not be limited to, a product name, product/item number, retail price, discounted price or percentage discount, and a designation for each product and/or service that can only be purchased through your company (sole source).

ESTIMATED TOTALS: Each coalition may increase or decrease its estimated investments in any amount based on the needs of the Coalitions and funding appropriations made by the legislature.

PRICE CHANGES:

The Parties agree that any product price decrease (discount increase) effectuated during the Contract Term by reason of market change shall be immediately passed to the Coalitions. Any and all price increases (discount decrease) are prohibited.

Category I – Environment Rating Scale Materials, CLASS and ELAP materials

Estimated Annual Purchase Total: \$137,500.00 per year (Orange \$77,500; Osceola \$30,000; Seminole \$30,000)

To evaluate the implementation effectiveness of legislative requirements described above, the Coalitions utilize the following evaluation tools:

- Early Childhood Environment Rating Scale – designed to assess group programs for children of preschool through kindergarten age – 2 1/2 through 5. Areas measured include, but are not limited to: Space and Furnishings; Personal Care Routines; Language-Reasoning; Activities; Interaction; Program Structure; and Parents and Staff.
- Infant/Toddler Environment Rating Scale – designed to assess group programs for children from birth to 2 1/2 years of age. Areas measured include, but are not limited to: Space and Furnishings; Personal Care Routines; Listening and Talking; Activities; Interaction; Program Structure; and Parents and Staff.
- Family Child Care Environment Rating Scale – designed to assess family child care programs conducted in a provider's home for children from infancy through school-age. Areas measured include, but are not limited to: Space and Furnishings; Personal Care Routines; Listing and Talking; Activities; Interaction; Program Structure; and Parents and Provider.
- Classroom Assessment Scoring System (CLASS) is an observational tool that provides a common lens and language focused on the classroom interactions that boost student learning.
- Early Learning Accomplishment Profile (ELAP) is a criterion-referenced instrument measuring early development in 6 domains.

GOAL 1: Provide early education materials, indoor and outdoor equipment, and manipulatives to early learning providers that will strengthen early learning classroom environments in the areas identified in the ERS, CLASS and ELAP Evaluation Tools.

GOAL 2: Provide technical assistance and training in the areas identified in the ERS, CLASS, and ELAP Evaluation Tools.

Category II – Performance Standards and Outcome Measures materials

Estimated Annual Purchase Total: \$60,000 per year (Orange \$25,000; Osceola \$15,000; Seminole \$20,000)

To enhance the implementation effectiveness of legislative requirements in meeting key developmental benchmarks, the Coalitions utilize the following references (as periodically amended):

- Florida Performance Standards and Outcome Measures for Birth – Three Year Olds
- Florida Early Learning and Developmental Standards Performance Standards Four Year Olds

GOAL: Provide materials that stimulate language and communication, mathematical and scientific thinking, emergent literacy, social and emotional development, motor development, physical health, etc. for birth through four)

Category III – Curriculum and/or Training materials

Estimated Annual Purchase Total: \$70,000 per year (Orange \$15,000; Osceola \$20,000; Seminole \$35,000)

To strengthen classroom activities and maximize the overall learning environment in all early learning settings, the Coalitions require that providers select and implement an early learning curriculum. These may include, but are not limited to: Creative Curriculum, High/Scope, High Reach, Scholastic, Language for Literacy, Fun Shine Express, Montessori, Beyond Centers and Circle Time, Doors to Discovery, WEE Learn, Letter People, DLM Early Childhood Express and others as identified.

GOAL: Provide research-based curriculum to early learning providers to maximize effective classroom instruction and overall learning environments.

GOAL: Provide curriculum training to early learning providers to maximize early educator staff understanding and effective curriculum implementation.

Category IV – Classroom Consumable Supplies

Estimated Annual Purchase Total: \$47,000 per year (Orange \$10,000; Osceola \$35,000; Seminole \$2,000)

To strengthen activities offered in classroom settings that encourage fine and gross motor skill development, hand and eye coordination, and other key developmental skills, the Coalitions may provide a wide range of consumable products.

GOAL: Provide consumable supplies, including but not limited to, construction paper, glue, paint, crayons, markers, etc. that can be used to strengthen key developmental skill sets as identified above.

SERVICES

All items purchased through a contract as a result of this award:

- Will be delivered to a number of destinations in Orange, Seminole and Osceola Counties with no or discounted shipping fees charged to the Coalitions or the delivery destination.
- Will be stored at the vendor's facility until delivery with no storage fees charged to either the Coalition or the delivery destination.

**Attachment B
General Assurances and Certifications
VENDOR**

The Coalitions are funded by the Department of Education , which has developed a "General Assurances" document that must be signed by all agencies and organizations that receive federal or state funds. This is required by:

- Applicable regulations of other federal agencies.
- State laws and regulations pertaining to the expenditure of state funds.

Certification:

I certify that our company will adhere to each of the assurances contained in this set of General Assurances and Certifications as applicable to the project/services(s) for which this company is responsible.

Printed Name _____

Signature (must be original)

Date

Area Code/Telephone #

General Assurances and Certifications

Assurance is hereby given that to the best of his or her knowledge and belief:

- The vendor will comply with all federal statutes relating to nondiscrimination and equal opportunity. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352] which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C 794], which prohibits discrimination on the basis of handicaps; and the Age Discrimination Act of 1975, as amended [42 U.S.C 6101-6107], which prohibits discrimination on the basis of age.)
- No federal appropriated funds have been paid or will be paid by or on behalf of the vendor to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement. (29 CFR Part 93 and 45 CFR Part 93)
- The vendor certifies that neither it nor its officers is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. (29 CFR Part 98 and 45 CFR Part 74)
- The vendor certifies that neither it, nor any person or affiliate of the vendor, has been convicted of a Public Entity Crime as defined in section 287.13, Florida Statutes, nor placed on the convicted vendor list. The vendor understands and agrees that it is required to inform the Coalition immediately upon any change of circumstances regarding this status.

**ATTACHMENT B-2
DRUG FREE WORKPLACE CERTIFICATION**

- *The vendor certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. 98, Subpart F.,I.*

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or "nolo contendere" to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
- 5) Impose a sanction, on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR _____

AUTHORIZED SIGNATURE _____ DATE _____

TITLE _____