



Quality Materials
Request for Proposal ELCMDM2008-001
Response to Inquiries
March 18, 2008

1. Proposals shall be received by Early Learning Coalition, 2555 Ponce de Leon Blvd, Suite 500, Coral Gables, FL 33134, on or before 12:00 P.M, March 21, 2008

2. Contract will be effective April 15, 2008

3. Q: We have never had to fill out this bid before. Is it new?

R: This Request for Proposal is issued in compliance with the Coalition's approved procurement policies.

4. Q: Can the ELC order from a provider without being on contract?

R: No, the Request For Proposal purpose is to issued a contract(s) for Quality Materials, as stated in Section 1.2, page 2 of the RFP.

5. Q: Is this bid for a one-time order, or for many future orders?

R: This Request for Proposal *includes a statement of work or specifications, and the contractual terms and conditions applicable to the procurement.

6. Q: How should we send the Notice of Intent to Submit Application? Fax? E-mail?

R: According to Section 2.4, page 6 of RFP, a Notice of Intent to Submit a Proposal should be submitted no later than March 11, 2008 at 5:00 P.M using Exhibit I. This Notice of Intent is acceptable by FAX, Mail or a PDF file attached to an email.

7. Q. What is the Materials Fair? Since we are from out-of-state (NY) could we just send sample items rather than a representative? Who comes to the Fair?

R: Every selected proposer must send a representative to the fair. This is the opportunity for early childhood providers to view the materials for quality and specifications in order to make appropriate selection for their programs. It will be held over four days in three locations in the county (repeat at one location). The proposer is responsible to set up, take down and transport materials to each location. In the case of larger items, such as cribs, a large foam board display could be displayed with specifications during the fair; but again, the proposer must be present to answer questions about specific products. These fairs are also the locations that providers will select and order materials funded by the Coalition based on eligibility requirements.

8. Q: What is the Package deal in the RFP? We don't understand what to show for quantity. i.e. Package A Infant Furniture: Do you mean quantity 2 Clearview Cribs and we multiply that by 25 on the form? Or do we multiply by 145 for total price?



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R: For the package prices, just provide the cost for the items listed in the package. For example, if 2 cribs are included in the package, then provide the best possible price for those two cribs based on high volume ordering. If you could offer the Coalition a price of \$150.00 for each crib, then the package price would be $\$150.00 \times 2 = \300.00 .

9. Q: What quantity do we put down for items on the Comprehensive Materials List?

R: These are all based on single items, unless it specifies a "set", the price reflects what the cost is for the set, as a result the proposer lists the specifications, including quantity in the description section. If the number in the set is not specified in our request, then you list the description of the set that your company offers and provide the price for that set. Example: For the housekeeping set and stand, the proposer would list the items included in the set under the description column, then the price for that set.

10. Q: The deadline for Response to Inquiries from the ELC is only 3 days before the deadline to submit the application on March 21st. Being out of town, we will have to mail the package, and this deadline seems completely unreasonable. Could the submission deadline be postponed to a later date to give us time to complete and mail the package?

R: As stated in page 12 of the RFP, responses must be submitted on or before 12:00 pm. March 21, 2008. Proposals received after the submission deadline shall not be considered. Submissions by email or facsimile will not be accepted. No changes, modifications, or additions to the proposals submitted will be accepted by the Coalition after the submission deadline has passed.

11. Q: In reference to Specifications 3.2(a). Due to the fact that our company merchandises products through multiple catalogs/publications and a website, we would like to make our submission easier for you by including photo images and descriptions of each product as well as references to the catalog page or keyword/item# for the website. Is this approach acceptable?

R: The table/grid spreadsheet that was provided in the RFP, and posted in our web site, needs to be filled out as it appears. The boxes expand to add additional details. If a vendor would like to include photographs of items, this needs to be done in a separate attachment with reference made back to the original item in the table/grid. Please do not include photographs in the body of the response.

12. Regarding specification 3.2(b). We intend to recreate your format on a new document and adhere to the 12pt. font on 8.5X11 white papers. Do you have specifications as to the margin?

R: No, we do not have specifications as to the margin.



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13. Regarding Package H. Science and Math. The item is Giant sand timers. On the other items that are meant to be higher quantity, a specific quantity is listed. Should we quote one sand timer?

R: Quote one sand timer; unless your catalog offers them as a "set" for a particular price. For example, If your catalog offers a set of (3) giant sand timers for \$XX.XX, list the quantity as part of the description.

14. We understand the response to the inquiry will be posted on the website www.elcmdm.org. What is the exact link to the answers?

R: <http://www.elcmdm.org/procurements/rfp.asp>

15. Q: We understand the awards will be announced April 11th. When does the merchandise need to be delivered?

R: As stated in Section 3.2.Specification, Paragraph e. page 10 of the RFP, a proof of deliver to center/home shall be provided to ELC within 14 days of receipt between start of contract and June 1, 2008.

16. Q: On page 13 # 6.6 Proposal Budget: Please define the use of the term "budget". The response sheets included with the bid allow for pricing to be noted for each item being submitted for consideration. Must it also be stated elsewhere in the bid response?

R: For clarification purposes Section 6.6 Proposed Budget, refer to all the proposal costs for providing items or packages included in a particular proposal. The total amount requested also shall be included using the Appendix A, page 34.

17. Q: On page 34 - Application Cover Sheet: Current annual agency budget\$; Fiscal year end (month); Program/service name; Total Amount Requested (sum of budget requests for all Areas shown in this application); are these items to be filled out by the bidder or your agency? If the bidder is to fill out these items please define as each bidder will likely have a separate fiscal year and bid amount.

R: Application Cover Sheet- Appendix A shall be completed by each respondent to our RFP#ELCMDM2008-001, as stated in Section 6.2 Format, page 12 of the RFP.