

Early Learning Coalition of North Florida, Inc.

RFP Committee Meeting

Conference Call

July 21, 2021

11:00 a.m.

ATTENDANCE

Committee Members Present:

Whitney KerseyGraves

Theresa Little

Joy Stanton

Renee Williams

Coalition Staff Present

Tajaro Dixon, Grants & Operations Manager

Rhonda L. Cody, Office Manager

Members Absent:

None

Others Present:



CALL TO ORDER/ROLL CALL

T. Dixon called the meeting to order at 11:09 a.m. Roll was called; 4 of the 4 committee members were in attendance.

PUBLIC COMMENT

No Comments

DESCRIPTION/OVERVIEW OF RFP DOCUMENT

T. Dixon gave a brief overview of the process for this RFP. The Early Learning Coalition of North Florida, Inc. is requesting proposals for School Readiness and Voluntary Prekindergarten services. The potential contractor will be responsible for coordinating and delivering School Readiness services to children birth through 12 years of age and Voluntary Prekindergarten (VPK) services for four year old children in fiscal year 2022/2023. Services include Child Care Resource and Referral, Inclusion, Quality Support Services, Eligibility and Enrollment, and Fiscal Administration. T. Dixon further explained that the committee members are not permitted to communicate with anyone, including each other outside of the scheduled meetings in regards to this RFP all the way through the scoring process and contract award. The documents are not to be shared on our website, in board meeting packets or with Episcopal Children's Service staff.

COMMITTEE MEMBERS QUESTIONS AND ANSWER SESSION

No additional comments or questions as T. Dixon was thorough in explaining the process.

APPROVAL OF RFP DOCUMENTS*

Renee Williams motioned to approve the RFP Documents. Theresa Little seconded the motion. No discussion – motion passed unanimously

PREVIEW OF RFP PROCESS

T. Dixon stated that the RFP is advertised **THREE TIMES** on the Florida Administrative REGISTER. The next RFP committee meeting will be to publicly open the bids and disperse with score sheets and instructions. Each reviewer will have a time period to score the submissions and then the committee will meet once more to publically deliver and tabulate the final scores. Final recommendation will be given to the Board at the **DECEMBER 1, 2021** Board Meeting.

ELECTION OF COMMITTEE CHAIR

The committee nominated Renee Williams to be the Committee Chair. Theresa Little motioned to approve the nomination. Joy Stanton seconded the motion. No discussion and the motion passed unanimously.

NEXT MEETINGS

(As it pertains to this RFP/Contract) – *Dates/times subject to change.*

August 4, 2021, 10:30 a.m. – Executive/Administrative Committee Conference Call Meeting (RFP ratification)

September 21, 2021, 11:00 a.m. – **Initial RFP Procurement Committee Meeting** (opening/receipt of proposals/fatal criteria checklist by staff)

November 2, 2021, 11:00 a.m. – **Final RFP Procurement Committee Meeting** (score compilation, ranking of proposals, and final award recommendation)

December 1, 2021, 2:00 p.m. – Board Meeting (approval of committee award recommendation)

Either March 9, 2022 or
June 8, 2022, 10:30 a.m. – Board Meeting (approval of Contract resulting from RFP)

ADJOURNMENT

Renee Williams motions to adjourn the meeting at 11:18 a.m. Theresa Little seconded the motion. No discussion-motion passed unanimously.

Minutes submitted by Rhonda Cody on July 21, 2021

Approved by, D. Bell, C.E.O. on July _____.