RFP (Request for Proposal)
COMMITTEE MEETING
Caddyshack Restaurant (meeting room) at World Golf Village
September 21, 2021
11:00 am
TENTATIVE AGENDA

I.   **Call to Order/Roll Call**

II.   **Public Comment**

III.   **Review of Minutes – July 21, 2021 RFP Committee Meeting**

IV.   **Complete NEW Conflict of Interest Questionnaires** *(if not done during 09/08/21 board meeting)*

V.   **Verification that RFP "Bid Opening Sign-In Log" (and RFP Committee Sign-In Log) have been signed by all parties present**

VI.   **Review of COMPLETED Solicitation Response Receipt Log** *(Handout)*

VII.   **Review of the RFP "Ground Rules"**

VIII.   **Public Opening, Recording, and Witnessing of Proposals in response to** "Request for Proposal #ELCNF-22/23-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services *(Completion of the "Bid Opening Witnessing and Recording" document)*

IX.   **Completion of the Fatal Criteria Checklist** (and testing of Proposal flash drives/documents)

X.   **Review of Supplemental Information** [OEL Program Guidance 250.01 OCA Working Definitions, Individualized Score Sheets, Cross Reference Table (sample), Proposer Question and Answer Log(s)]. All of these documents are on the Evaluators' "ELCNF" flash drives. In addition, a paper version of the Individualized Score Sheets will be handed out to each Evaluator during the meeting.]

XI.   **Committee Members Question and Answer Session**

XII.   **Next Meetings** (as it pertains to this RFP/Contract) – *dates/times subject to change.*

        November 2, 2021, 11:00 a.m.   – <u>Final</u> **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)

XIII.   Adjournment*

*Action Item

Early Learning Coalition of North Florida, Inc.

RFP Committee Meeting

Conference Call
July 21, 2021
11:00 a.m.

ATTENDANCE

Committee Members Present:
Whitney Kersey Graves
Theresa Little
Joy Stanton
Renee Williams

Members Absent:
None

Coalition Staff Present
Tajaro Dixon, Grants & Operations Manager
Rhonda L. Cody, Office Manager

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. – <u>Initial</u> **RFP Procurement Committee Meeting** (opening/receipt of proposals/fatal criteria checklist by staff)

    November 2, 2021, 11:00 a.m. – <u>Final</u> **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, T. Dixon, Grants and Operations Manager on July 21, 2021.

Early Learning Coalition of North Florida, Inc.

Conflict of Interest Questionnaire
Regarding:
Request for Proposal (RFP) #ELCNF-22/23-001
For the Delivery of School Readiness and Voluntary Prekindergarten Services:
Child Care Resource and Referral, Inclusion, Quality Support Services, Eligibility and Enrollment, and Fiscal Administration
As Established by Florida's School Readiness and Voluntary Prekindergarten Acts
For Fiscal Year 2022-2023
(Title of Solicitation/Contract)

List of Applicants/Proposers:
Episcopal Children's Services (E.C.S.)

As an RFP Committee member and/or Board of Directors member who is participating in the Coalition's Request for Proposals process (name/# listed above), please answer the following questions:

1. Do you, your immediate family, or business partner have financial or other interests in any of the Applicants listed? _____

2. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any of the Applicants listed?
   _____

3. Have you been employed by any of the Applicants listed within the last 24 months?
   _____

4. Do you plan to obtain a financial interest, e.g. stock, in any of the Applicants listed?
   _____

5. Do you plan to seek or accept future employment with any of the Applicants listed?
   _____

6. Are there any other conditions which may cause a conflict of interest? _____
   _____

If you answered "yes" to any of the above questions, attach to this questionnaire a written explanation of your answer below:
_____
_____
_____
_____

I declare all of the above questions are answered truthfully and to the best of my knowledge. I further declare that I will not divulge any information about this procurement to anyone during the evaluation and award process.

_____   _____   _____
Name (type or print)   Signature   Date

Early Learning Coalition of North Florida, Inc.
Solicitation Number: REQUEST FOR PROPOSAL #ELCNF – 22/23 – 001
for the Delivery of School Readiness and Voluntary Prekindergarten Services:
Child Care Resource and Referral, Inclusion, Quality Support Services,
Eligibility and Enrollment, and Fiscal Administration

Bid Opening Sign-In Log

Date of Opening   September 21, 2021
Time of Opening   11:00 a.m.
Location of Opening   Murray Brothers Caddyshack Restaurant (meeting room) at World Golf Village, 455 S. Legacy Trail E106, St. Augustine, FL 32092

NOTICE: THE READING OF THE NAMES RECEIVED DOES NOT IMPLY OR CONSTITUTE AN AWARD.

Officials Present

Name	Role	Signature

Public/Other Attendance

Name	Organization	Address	Phone Number	Signature

Initial RFP Committee Meeting
for the
Early Learning Coalition of North Florida, Inc.

REQUEST FOR PROPOSAL #ELCNF – 22/23 – 001
for the Delivery of School Readiness and Voluntary Prekindergarten Services:
Child Care Resource and Referral, Inclusion, Quality Support Services,
Eligibility and Enrollment, and Fiscal Administration

RFP Committee GROUND RULES

The Initial RFP Committee meeting is September 21, 2021, 11:00 am at the Murray Brothers Caddyshack Restaurant (meeting room) at the World Golf Village, 455 S. Legacy Trail E106, St. Augustine, FL 32092.

This committee meeting will include:

1. The Public Opening of Proposal Bids/Responses.
2. The recording of the opening of Proposal Bids/Responses.
3. The checking of the Fatal Criteria List (and flash drive documents) for each Proposal Bid/Response.
4. The delivery of the "ground rules" (evaluating instructions) to the RFP Committee Members.

<u>All those present at this opening of proposals are advised that the reading of the names of proposals received does not imply or constitute an award. In addition, these responses to the solicitation are exempt from public inspection or discussion at this time.</u>

Coalition staff who either developed the RFP Document, or who is the Procurement Manager may not be part of the opening bids, recording of bids, or checking of Fatal Criteria List(s) for each bid.

Evaluators are chosen to participate because of their knowledge and skills, and because of the Coalition's confidence in their ability to score both independently and fairly. The same scoring principles must be applied to every response received, independent of other evaluators. Meetings of the RFP Committee are open to the public and should be conducted in a professional manner.

1. **ALL** Questions related to the solicitation document and the evaluations of the responses **must be in writing** *by email* and directed to the Coalition's assigned Procurement Manager:
   Tajaro Dixon
   Early Learning Coalition of North Florida, Inc.
   tdixon@elcnorthflorida.org

2. Conflict of Interest Questionnaires must to be completed, signed, and dated by all RFP Committee members. Any identified conflicts of interest will be referred to the Coalition's attorney immediately.

3. Each evaluator will be provided a copy of the solicitation document, all attachments, amendments, and (if applicable) all offerors' inquiries, together with the written answers provided by the Coalition. Each evaluator will also be provided with a copy of each response during the Initial RFP Committee Meeting, which should be evaluated and scored according to the instructions provided in the solicitation document and the Scoring Sheets. All Evaluators should hand write their names on their scoring sheets and their proposals (both hard copy and thumb/flash drive, if possible).

4. Each member of the RFP Committee shall independently score each response. **No collaboration will be permitted during the scoring process.** Do not ask other evaluators questions or share solicitation related information with anyone.

5. Evaluators must not solicit information or submissions from potential or interested offerors.

6. The written proposal is the basis upon which responses are evaluated and scored. Once each evaluator receives their proposals, he/she will need to add their name to the cover (or inside Table of Contents) of each binder. All proposal documents/binders/flash-thumb drives will be collected at the Final RFP Committee Meeting.

7. Only the Scoring Sheets provided with the solicitation document will be used to record your scores and comments. Evaluators are allowed to make notes and/or flag pages of their proposal documents.

8. All raw scores must be assigned utilizing the scoring system provided in the RFP document, "RFP Evaluation and Selection Tool", section "Scoring Criteria and Procedure".

9. Each evaluator should **record the page or section number** from the response being scored where the primary response was found relating to the criterion. If the response does not address an evaluation criterion, evaluators should indicate on the score sheet "not addressed." The purpose of recording the place where the response was found is to assure consideration to the primary response and to help in the debriefing session (Final RFP Committee meeting) by assuring that all evaluators consider the same material in assigning scores.

10. Each evaluation criterion must be scored. Fractional values will not be accepted and any missing scores will be returned for scoring. Evaluators may request assistance in understanding evaluation criteria and responses only from the Procurement Manager, who alone, is authorized to seek additional technical help if needed.

Technical assistance, if needed, will be provided by non-voting technical advisors and will be uniformly disseminated to all evaluators simultaneously (if needed) by the Procurement Manager.

11. No attempt by Coalition personnel or others to influence an evaluator's scoring will be tolerated. If any attempt is made to do so, the evaluator must immediately report the incident to the Procurement Manager. If the Procurement Manager makes such an attempt, the evaluator must immediately report the incident to the Coalition C.E.O./Board Chairperson.

12. To avoid the possibility of protest, all appearances of impropriety must be avoided.

13. Following completion of the independent evaluations of the Proposal Bids/responses, the Procurement Manager will hold the Final RFP Committee Meeting for the purposes of assuring that information has not been overlooked in the scoring of responses, and to tabulate scores. Evaluators should work carefully to be as thorough as possible in order to help the Coalition secure a fair and open competitive procurement.

14. The Final RFP Committee Meeting will be held October 27, 2021, 11:00 am, at the Murray Brothers Caddyshack Restaurant (meeting room) at the World Golf Village, 455 S. Legacy Trail E106, St. Augustine, FL 32092.

Early Learning Coalition of North Florida, Inc.
Solicitation Number: REQUEST FOR PROPOSAL #ELCNF – 22/23 – 001
for the Delivery of School Readiness and Voluntary Prekindergarten Services:
Child Care Resource and Referral, Inclusion, Quality Support Services,
Eligibility and Enrollment, and Fiscal Administration

Bid Opening Witnessing and Recording

Proposer/Organization Name:
_____
_____

Opened by:
_____
_____

Proposer/Organization Name:
_____
_____

Opened by:
_____
_____

Proposer/Organization Name:
_____
_____

Opened by:
_____
_____

FATAL CRITERIA CHECKLIST

ELCNF – 22/23 – 001
RFP Number

_____
Proposer

Child Care Resource & Referral, Inclusion, Quality Support Services, Eligibility &
Enrollment, and Fiscal Administration
For
School Readiness and Voluntary Prekindergarten

_____   _____
Proposer Contact Person   Title

_____
Proposer Address

_____   _____   _____
Telephone   Fax   e-mail address

_____
Name of Proposer's Project Director (if known)

FATAL CRITERIA CHECKLIST	Proposer Check (√)	Evaluation Committee (√)
1. Did the Proposer submit the proposal in prescribed format: a) One (1) original, four (4) copies, and five (5) electronic copies of the proposal in Microsoft **WORD AND EXCEL formats** (other than for documents requiring signatures, etc.), and **"searchable"** on each of the five (5) flash/thumb drives (that accompany each of the hard copy proposals). **Flash/thumb drives will be checked DURING this meeting.** b) In tabbed sections the first being the Title Page and Request for Proposal Acknowledgment Form and the remaining sections corresponding to Sections 6.3 through 6.11. c) Pages must be numbered consecutively within each section. d) The budget proposal must be in a separate file/binder and electronically saved to a flash/thumb drive, but included in the same proposal package.		
2. Was the Proposal (including all accompanying forms requiring signature) signed by a duly authorized officer of the applying organization, and was proof of authorization included, if needed? (**Part of Exhibit 9, plus attachment if needed**)		
3. Does the Proposal include the signed Statement of No Involvement form? **(Exhibit 1)**		
4. Does the Proposal include the signed Acceptance of Contract Terms and Conditions indicating that the Proposer agrees to all Coalition requirements, terms and conditions in the RFP and the Coalition's Draft Primary Service Provider Contract? **(Exhibit 2)**		

5.	Does the Proposal include the signed Statement of Assurances? **(Exhibit 3**)		
6.	Does the Proposal include an original signed and dated Proposer's Representations? **(Exhibit 3.5)**		
7.	Does the Proposal include the signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts? **(Exhibit 4)**		
8.	Does the Proposal include an original signed and dated Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statute, on Public Entity Crimes? **(Exhibit 5)**		
9.	Does the Proposal include an original signed and dated Discrimination Statement? **(Exhibit 6)**		
10.	Does the Proposal include an original signed and date Certification Regarding Lobbying Form? **(Exhibit 7)**		
11.	Does the Proposal include a completed original, signed and dated, Certification Regarding Drug-Free Workplace? **(Exhibit 8)**		
12.	Does the Proposal include the original signed and dated Request for Proposal Acknowledgement Form? (**Exhibit 9**)		
13.	Does the Proposal include an original signed and dated Non-Collusive Affidavit? **(Exhibit 10)**		
	Exhibit 11 – (THIS Fatal Criteria List)		
14.	Did the Proposer submit a timely Notice of Intent to Submit a Proposal in accordance with the Calendar of Events for this solicitation? (**Exhibit 12**)		

Other Cost Accumulators (OCA) Working Definitions

OF INTEREST TO

The Office of Early Learning (OEL, the Office), Early Learning Coalitions (ELCs, coalitions) and other direct subrecipients of OEL implementing federal and state early learning programs, such as the School Readiness (SR) Program, the Voluntary Prekindergarten Education (VPK) Program, Outreach, Awareness and Monitoring Initiative (OAMI) services, the Preschool Development Grant (PDG), COVID-19 Disaster Relief funding, Help Me Grow Florida Network (HMG) services, and the Home Instruction Program for Preschool Youngsters (HIPPY).

SUMMARY

This program guidance provides the definitions for Other Cost Accumulators (OCAs) used to track expenditures from state and federal funds. OCAs are financial data elements established at the state level in the state's accounting system, Florida Accounting and Information Resource (FLAIR), in order to track items of cost within state and federal grants and funding streams. This document also serves as a resource to identify areas where items of costs from similar functions/activities may appropriately be shared or directly charged as an allowable expenditure to specific OCAs. Attachments include working definitions for SR/VPK/OAMI (Attachment A), PDG (Attachment B), and COVID-19 Disaster Relief OCA Working Definitions (Attachment C), HMG (Attachment D), HIPPY (Attachment E), Inactive OCAs which are retained for refunds as needed (Attachment F), and OCA Short and Long Titles (Attachment G).

AUTHORITY

Code of Federal Regulations –

2 CFR §200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

45 CFR § 98.54, Public Welfare, Child Care and Development Fund, Administrative Costs, Restrictions on Use

45 CFR § 98.70, Public Welfare, Child Care and Development Fund, Reporting Requirements

Florida Statutes –

§ 1001.213, Office of Early Learning

§ 1002.71, VPK, Funding: Financial and Attendance Reporting

§ 1002.89, School Readiness Program; Funding

Reference to any laws, rules and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

BACKGROUND

Florida law states OEL is "responsible for the prudent use of all public and private funds" for the SR Program throughout the state and must also safeguard "the effective use of federal, state, and local resources to achieve the highest practicable level of school readiness for the children…" [§1002.82(2)(c), Florida Statutes (F.S.)]. Each OCA is a code used to track expenditures and monitor awards of early education grant program funds, ensuring OEL credits all expenditures of federal and state funds to the appropriate funding sources and benefitting programs.

To help ensure the costs associated with a particular program are expended in the benefit of that program, each coalition is required to submit a cost allocation plan to OEL that demonstrates how an early learning coalition charges each program for direct costs and also how it determines and allocates shared costs to all programs, both state and federally funded programs.

2 CFR § 200.405, Cost Principles, provides, in part, the requirements for allocable costs, as follows:

A cost is allocable to a particular federal award or cost objective if the goods or services involved are chargeable or assignable to that federal award or cost objective in accordance with the relative benefits received. This standard is met if the cost:

- Is incurred specifically for the federal award;
- Benefits both the federal award and other work of the non-federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the non-federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.

GUIDANCE

In order to properly classify expenditures for federal reporting purposes under 45 CFR § 98.70 and for day-to-day operations of a coalition and subrecipients, it is necessary to utilize a cost accounting system to maintain the collection of costs in an organized and systematic manner. To ensure consistency for federal reporting, ELCs and subrecipients must use these OCA working definitions, as applicable, for early learning programs.

This requirement also applies to subrecipients (i.e., material service organizations, subrecipients or other entities the ELCs contract with to administer or manage the grant programs as part of an ELC's service delivery system). OEL is committed to ensuring current instructions are made available to ELCs and other subcontractors on a timely basis.

All ELCs and their related subcontractors are required to keep cost reporting by OCA current with the most recent release of this program guidance for tracking expenditures to the correct funding source.

FEDERAL GUIDANCE - ADMINISTRATIVE AND PROGRAM SUPPORT SERVICE OCA GUIDANCE

The child care provisions of the Code of Federal Regulations, 45 CFR § 98.54(b), provide and state that the following services should not be considered administrative costs. Please note the appropriate program support services (non-direct) OCA has been identified for each of these non-administrative services. For each OCA listed below, Attachment A provides expanded definitions with detailed examples of allowable expenditures in these categories.

Types of Services (not administrative costs) and Appropriate OCA Code(s)

- Eligibility determination and redetermination: 97BDE
- Preparation and participation in judicial hearings: 97BBD
- Child Care Placement: 97BBD
- Recruitment, licensing, inspection, reviews, and supervision of child care placements: 97BBD
- Rate setting: 97BBD
- Resource and referral services: 97QI4
- Training of child care staff: 97QTA or 97QPD
- Establishment and maintenance of computerized child care information systems 97SYS or VPSYS/VPSYI

The appropriate OCA assignment for quality services expenditures will be determined by the nature of the service. For example, the definitions for 97QTA (Targeted Technical Assistance for Providers) and 97QPD (Professional Development) will distinguish these objectives and their related expenditures.

Also note expenditures related to general business operations (Occupancy - rent, utilities, property insurance, and other business related expenses such as land-line phones, office supplies) in support of quality activities are to be charged to the following OCAs: 97QI4 for CCR&R activities, 97QIN for inclusion activities, 97INT for infant and toddler activities, and 97QOO for all other allowable quality activities according to the documented benefit of these activities. General business operations costs may not be allocated to the remaining quality OCAs.

STATE GUIDANCE - ENROLLMENT IN EARLY LEARNING PROGRAMS

Individual Enrollments

Voluntary Prekindergarten (VPK) Education Program

VPENR (Charged 100 percent to VPK) – VPK enrollment includes enrolling and reenrolling children, maintaining and distributing provider profiles, registering providers, and determining eligibility of providers. Coalitions will be required to maintain general ledger accounts documenting such expenditures. OEL reimbursements to a coalition will be for total costs in this category, combined with total costs for VPK Administration (VPADM), VPK Monitoring (VPMON), and VPK administrative child care information system (VPSYS) cannot exceed 4 percent of the total amount a coalition expends for VPK Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD).

School Readiness Program

97BDE (Charged 100 percent to SR) – Expenditures related to the process of determining the eligibility of a particular person for child care services. This also includes expenditures related to developing and operating a certificate program. Expenditures related to a child being determined not eligible for SR are allowable for this OCA.

97BBD (Charged 100 percent to SR) – Expenditures related to the placement of the child should be captured under

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

OEL includes the expenditures of both OCAs 97BDE and 97BBD in the 22% combined administrative, quality and non-direct services expenditure restrictions.

Enrollment Round-Ups

Coalitions may choose to conduct annual or periodic enrollment round-ups for VPK and SR. Key points to follow when planning and coordinating these round-ups –

- When conducting VPK-only round-ups and interviews, VPK expenditures cannot be charged to SR. Examples of allowable costs would be advertising, supplies, data entry, time spent on VPK forms, and the overall costs of the event.
- In the conducting VPK-only round-up activity, the following costs may be charged to SR; all other costs must be charged to VPK –
  - costs associated with the time spent with families providing information related to resource and referral including, but not limited to materials relating to quality and the selection of quality care, and;
  - any costs for materials provided to the family with such information.
- The ELC may conduct round-ups that include enrollment and information for both VPK and SR Programs. Round-up activities encompassing both programs could more appropriately be referred to as Early Learning Round-Ups, and the cost of such events should properly be shared between the programs, based on the benefit received by each program. Such costs, which should be shared, include advertising, supplies, data entry, staff time, and other costs necessary to plan and conduct the event.

The ELC should ensure that any allocation of cost for the VPK Round-Up and Early Learning Round-Up is consistent with federal requirements and direct and/or shared costs are properly and accurately recorded within each program area.

Quality Expenditures for Early Learning Programs

The definitions of quality OCAs and the activities allowable under each are included in Attachment A. Generally, quality activities funded by the SR Program may benefit all the children in the State of Florida and are not limited to the SR children, with the exception of SR Gold Seal Quality Care expenditures, which are specific to SR children in care at Gold Seal Providers. Note: Gold Seal expenditures up to the provider's private pay (OCA 97GSD) are considered direct services at the local level and quality services at the state level.

The ELC should ensure any direct charge or allocation of costs to the Quality OCAs is consistent with federal requirements that the programs receiving the costs are receiving the commensurate benefit.

Cost Allocation Considerations

Cost allocation considerations have been added to several expanded OCA definitions. This information is provided below and is applicable to all SR and VPK OCAs and related expenditures.

Salaries and benefits shall be allocated in accordance with their Personnel Activity Reports (PARs) allocation based on direct staff hours (direct charge when possible; allocate shared activities based on the percentages of direct staff hours per PAR for each program).

Other costs should be direct charged or allocated in accordance with an approved cost allocation plan, if the allocated cost is appropriate to the OCA to which the cost is being charged. See Office of Early Learning Cost Allocation Plan Guidance for further instructions.

A cost is allocable to a particular OCA if the costs of goods or services involved are chargeable or assignable to such OCA in accordance with relative benefits received. For example, a telephone may be used by a staff member to provide both administrative and eligibility services for the coalition. The employee's time working in these areas of responsibility (administration and eligibility services) will determine the allocation of the cost of this equipment.

ELCs will be expected to adhere to cost allocation instructions related to the expanded definitions. The instructions align with the cost allocation guidance.

Cost Item: Executive Level Staff

OCAs Allowed for Allocation

Administrative and Program Support (non-direct) OCAs with the exception of 97BDE.

Comments

Retain source documentation to support a direct and tangible benefit to the activities allowed by the applicable OCA definition.

Cost Item: General Business Operations (includes occupancy)

OCAs Allowed for Allocation

Administrative, Program Support (non-direct) and Quality: 97QOO, 97QI4, 97QIN and 97INT

Comments

Retain source documentation to support a direct and tangible benefit to the activities allowed by the applicable OCA definition.

Cost Item: Salary and benefits for Direct Charge FTEs

OCAs Allowed for Allocation

Administrative OCAs, Non-Direct and Quality.

Comments

Retain source documentation to support a direct and tangible benefit to the activities allowed by the applicable OCA definition.

Reminders
Each coalition and its subrecipient(s), along with other direct subrecipients of OEL, should review the illustrative examples provided here and charge expenses according to its related program OCA working definitions in the attachments of this guidance. The following are additional reminders:

- Enhanced OCA definitions are provided to clarify restrictions on types of costs allowed based on input/instructions provided to the office by federal/state funding agencies and oversight bodies.

- All entities that participate in the early education program service delivery system and that are subject to federal/state cost allocation requirements must follow this guidance. All cost reporting/allocation calculations will comply with these OCA working definitions, as provided by OEL.
- In no circumstances will cost allocation plan disclosures override the OCA working definitions in Attachments of this guidance.
- Do not charge costs (whether directly or indirectly in a cost pool) to an OCA unless the ELC's cost item/category is shown here as allowable for that specific OCA. If a cost pool approach is used to allocate expense, each expense charged to the OCA in the cost pool must be allowable as shown in the working definitions within this guidance.

EFFECTIVE DATE
Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms. These procedures will be effective as of the date of this guidance listed below.

HISTORY
This guidance replaces the prior version identified as OEL-AG-0001-09 (July 11, 2011), OEL-FG-0001-13 (February 1, 2013) and OEL-FG-0007 (May 5, 2014). Reissued November 26, 2014. Revised and Reissued June 2016; effective July 1, 2016. Revised and reissued October 2017. Revised and reissued July 1, 2018. Revised and reissued effective April 28, 2021.

REPLACEMENT OF FORMER POLICY
This program guidance replaces Accountability Program Integrity Technical Assistance Paper # 2011-01 adopted by the Office of Early Learning on February 17, 2011. Revised – May 1, 2014. Reissued November 26, 2014. Revised June 2016; effective July 1, 2016; Revised July 1, 2021. OEL Program Guidance 240.07 - Enrollment and Quality Expenditures is rescinded and incorporated within this program guidance effective June 1, 2021.

OEL Program Guidance 240.07 - Enrollment and Quality Expenditures is rescinded and incorporated within this program guidance effective April 28, 2021.

ATTACHMENTS
Attachment A – SR/VPK/OAMI OCA Working Definitions
Attachment B – PDG OCA Working Definitions
Attachment C – COVID-19 Disaster Relief OCA Working Definitions
Attachment D – Help Me Grow (HMG) Florida Network OCA Working Definitions
Attachment E – Home Instruction Program for Preschool Youngsters (HIPPY) OCA Working Definitions
Attachment F – Inactive OCA Working Definitions
Attachment G – OCA Short and Long Titles

If you have questions, contact OEL.Questions@oel.myflorida.com.

Other Cost Accumulators (OCA) Working Definitions

for School Readiness (SR) and

Voluntary Prekindergarten (VPK)

Pages 1-4 ONLY of the 76 page document.

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Note: For the 2021-2022 fiscal year, OAMI funds separate from VPK will not be awarded, and OCAs VPLCM, VPLPI, and VPLTR are considered VPK administrative costs.

Note: For the 2021-2022 fiscal year, OAMI funds separate from VPK will not be awarded, and OCAs VPLCM, VPLPI, and VPLTR are considered VPK administrative costs. OCAs VPAVP, VPMNI, and VPSYI are inactive for the 2021-2022 fiscal year.

Other Cost Accumulators (OCA) Short and Long Titles

SCHOOL READINESS

OCA	SHORT TITLE	LONG TITLE
89J00	SR SFTYNET	SCHOOL READINESS SAFETY NET
89JTR	TRANS COST	SAFETY NET TRANSPORTATION COSTS
97ADV	SR ADV PAY	SCHOOL READINESS ADVANCE PAYMENT
97ARA	ARRA CCDF	ARRA CCDF DISCRETIONARY
97BBA	SR ADMIN	SCHOOL READINESS ADMINISTRATION
97BBD	SR NON-DIR	SCHOOL READINESS NON-DIRECT SERVICES
97BDE	ELIG DETRM	ELIGIBILITY DETERMINATION
97CCT	COMNG TGTR	COALITION COMING TOGETHER FUNDS
97CF0	DSABL MIGR	DISABLED & MIGRANT- NO INCOME GUIDELINES GR
97CSI	CON SLOT I	CONTRACTED SLOTS INFANT AND TODDLER
97CSQ	CON SLOT Q	CONTRACTED SLOTS QUALITY
97CSS	CON SLOT S	CONTRACT SLOTS
97FIR	FRAUD PREV	SCHOOL READINESS FRAUD PREVENTION
97GNW	SR WT NOWK	SCHOOL READINESS WAGES NOT WORKING
97GSD	SR GOLD	SCHOOL READINESS GOLD SEAL
97G00	SR WT WORK	SCHOOL READINESS WAGES WORKING
97HIP	HIPPY	HOME INSTRUCTION PROG FOR PRESCHOOL YOUNGS
97IAS	EL AST INT	EARLY LEARNING ASSESSMENT INFANT AND TODDLER
97ICR	EL CUR INT	EARLY LEARNING CURRICULUM INFANT AND TODDLER
97ICS	CH SCR INT	CHILD SCREENING DEV AND HEALTH – INT & TOD
97IGS	GOLD INT	GOLD SEAL INFANT AND TODDLER
97INT	SR INF TOD	SCHOOL READINESS INFANTS & TODDLERS
97LC0	LCL UNRSTR	LOCAL COALITION STATE UNRESTRICTED
97LCA	100% ADMIN	100% UNRESTRICTED GR ADMIN COSTS
97LCD	100% N DIR	100% UNRESTRICTED GR NON-DIRECT SERVICES
97LCE	LCL ELIGIB	LOCAL COALITION OPTION FOR ELIGIBILITY EXP

SCHOOL READINESS

OCA	SHORT TITLE	LONG TITLE
97LQI	LQI DIFF	LOCAL QUALITY INITIATIVE PROVIDER DIFFERENTIAL
97LQQ	LQID-Q	LOCAL QUALITY INCENTIVE DIFFERNTIALS – QUALITY
97P00	SR WK POOR	SCHOOL READINESS WORKING POOR
97QAS	EL ASSEST	EARLY LEARNING ASSESSMENT
97QI4	SR QI/AR&R	SCHOOL READINESS QUALITY IMIPROVE/ADMIN R &R
97QIN	SR QUALIMP	SR QUALITY IMPROVEMENT
97QVP	QUAL PRE K	QUALITY - PRE-K
97Q00	SR QUALITY	SCHOOL READINESS QUALITY
97QCR	EL CURR	EARLY LEARNING CURRICULUM
97QCS	CH SCREEN	CHILD SCREENING DEVELOPMENT AND HEALTH
97QHS	HLTH SAFE	HEALTH AND SAFETY
97QST	EL STD TR	EARLY LEARNING STANDARDS - TRAINING PROVIDERS
97QTA	TA PROV	TARGETED ASSISTANCE TO PROVIDERS
97QPD	PROF DEV	PROFESSIONAL DEVELOPMENT
97QPT	PARENT TR	PARENTAL TRAINING AND INVOLVEMENT
97RSP	SR RESPITE	SCHOOL READINESS RESPITE
97R00	SR AT RISK	SCHOOL READINESS AT RISK
97SYS	SR INF SYS	SCHOOL READINESS STATEWIDE INFORMATION SYSTEM
97TNW	SR TRANSIT	SCHOOL READINESS TRANSITIONAL NOT WORKING
SPCRQ	SPECNEEDSQ	SPECIAL NEEDS QUALITY
SRMAT	SR MATCH P	SR MATCH PROGRAM – CHILD CARE PAYMENTS
SRPAS	SR ASSESS	SR PROGRAM ASSESSMENTS
SRRCN	SR RECON	SR ATTENDANCE & PAYMENT RECONCILIATIONS
SRREG	SR REG FEE	SR PROVIDER REGISTRATION FEES

VOLUNTARY PREKINDERGARTEN

OCA	SHORT TITLE	LONG TITLE
VPADM	VP ADMIN	VOL PREK ADMINISTRATION
VPENR	VP ENROLL	VOL PREK ENROLLMENT
VPKSD	VPK RND UP	VOL PREK SCHOOL DISTRICT ROUND UP
VPMON	VP MONITOR	VOL PREK MONITORING

VOLUNTARY PREKINDERGARTEN

OCA	SHORT TITLE	LONG TITLE
VPPRP	VP PREPAY	VOL PREK PREPAYMENT
VPPRS	VP PROGRAM	VOL PREK PROGRAM SERVICES
VPPRV	VP ADVPROG	VOL PREK ADVANCE PROGRAM SERVICES
VPSYS	VP INF SYST	VOL PREK STATEWIDE INFO SYSTEM

VOLUNTARY PREKINDERGARTEN OUTREACH, AWARENESS, AND MONITORING INITIATIVE

OCA	SHORT TITLE	LONG TITLE
VPLCM	VP LOC C/M	VOL PREK LOCAL CURRICULA AND MATERIALS
VPLPI	VP LOC P/I	VOL PREK LOCAL PLANNING AND IMPLEMENTATION
VPLTR	VP LOV TR	VOL PREK LOCAL TRAINING
VPMNI	VP MON IMP	VOL PREK MONITORING IMPROVEMENT
VPSYI	VPK OA INF SYS	VPK OAMI STATEWIDE INFO SYSTEM

PRESCHOOL DEVELOPMENT GRANT

OCA	SHORT TITLE	LONG TITLE
PDGPT	PDGPT	Preschool Development Grant – Provider Training
PDGIT	PDGIT	Preschool Development Grant – Technology Supports
PDGAD	PDGAD	Preschool Development Grant – Administration
PDGST	PDGST	Preschool Development Grant – Provider Training
R0010	NEEDSASMT	NEEDS ASSESSMENT
R0200	STRAPALN	STRATEGIC PLAN
R0301	CSRPD	CROSS SECTOR REFERRAL PD
R0304	SPE CONSUL	SINGLE POINT ENTRY CONSULANT
R0306	PPCARES	PROVIDER PROFILE ENHANC CARES
R0308	2GENCONSUL	2GEN CONSULTANT
R0309	FAMILYNA	FAMILY NEEDS ASSESSMENT
R0310	CHILD H&S	CHILD CARE HEALTH AND SAFTEY PSA'S
R0313	HV RES	HOME VISITING RESOURCES
R0314	HV PD	HOME VISITING PROFESSIONAL DEVELOPMENT
R0315	HV ELC	HOME VISITING ELC TRAINING
R0316	ONLINEDIG	ONLINE DIGITAL SUPPORTS FOR FAMILIES
R0317	STREAMLINE	WORKGROUP ON STREAMLINING

PRESCHOOL DEVELOPMENT GRANT

OCA	SHORT TITLE	LONG TITLE
R0318	NAVIGATORF	AUTISM NAVIGATOR FAMILY SUPPORTS
R0319	FLHEALTHY	FL HEALTHY KIDS
R0320	SCREENING	SCREENING WORKGROUP
R0321	TRACKINGEI	TRACKING EARLY INTEVENTION
R0322	FAMMOBILE	FAMILY MOBILE APP
R0401	PDINVENT	PD INVENTORY
R0402	PDREGS CAT	PD REGISTRY ENHACEM JOINT CATALOG
R0403	PGREGS CC	PD REGISTRY ENHANCM CORE COMPS
R0404	CORECOMPS	CORE COMPS CAREER PAYWAY UPDATE
R0405	CARFLANTL	CAREER PLANNING TOOL
R0406	PYRTRNING	PYRAMID MODEL TRAINING
R0407	PYRAMID	PYRAMID MODEL TOOL
R0408	T2KRESC	T2K RESOURCES
R0409	T2KSMC	T2K SOCIAL MEDIA CAMPAIGN
R0409	T2KSMC	T2K SOCIAL MEDIA CAMPAIGN
R0410	T2KRLS	T2K REGIONAL LEADERSHIP SUMMITS
R0412	T2KTRANSL	T2K TRANSLATION SERVICES
R0413	T2KJIS	T2K JOINT INCLUSIONS SUMMIT
R0415	EMERGLIT	EMERGENCY LITERACY
R0416	10COMPCH	10 COMPONENTS COACHING HOURS
R0417	10COMPTRN	10 COMPONENTS TRAINING
R0418	10COMPINT	10 COMPONENTS INTELLECTUAL PROPERTY
R0419	10C TOOL	10 COMPS OF QUALITY TOOL
R0420	ZTOTHREE	ZERO TO THREE
R0421	NAVIGATORP	AUTISM NAVIGATOR PROVIDER SUPPORTS
R0422	CURRICULA	CIRRICULA TRAINING FOR PROVIDERS
R0423	COP	COPS
R0425	COACHBP	COACHING BEST PRACTICES
R0427	TIC ENDORS	TIC DIRECTOR ENDORSEMENT
R0428	SCHOLARSHP	SCHOLARSHIPS
R0430	SCHOLARMH	SCHOLARSHIPS MH

PRESCHOOL DEVELOPMENT GRANT

OCA	SHORT TITLE	LONG TITLE
R0431	MH REFLECT	MH REFLECTIVE SUPERVISION
R0432	MH ENDORSE	MH ENDORSEMENT INFASTRUCUTRE
R0433	BPIECE	BPIECE AUTOMATION
R0435	PDTF	PD TASK FORCE
R0439	COACHINV	COACHING INVENTORY
R0442	TPOTTPIT	TPOT/TPITOS
R0443	MHGRNT	MH GRANTS
R0444	CENRESPOS	CENTRAL REPOSITORY
R0445	CORCOMPDIR	FL CORE COMP FOR EARLY CARE & EDUC DIR.
R0446	INCLUSIVEP	INCLUSION PRACTICES - COURSE REBUILD
R0514	DIFFMON	DIFFERENTIAL MONITORING SYSTEM
R0515	COQ STUDY	COST OF QUALITY STUDY
R0516	COSTQC	COST OF QUALITY CALCULATOR
R0518	EQUITYREG	EQUITY TRAINING REGION
R0519	EQUITYLH	EQUITY TRAINING TALLAHASSEE
R0520	EQUITYCH	EQUITY COACHES
R0600	INTEGRATIO	ECDS/SLDS INTEGRATION
R0601	SUNPORTAL	SUNSHINE PORTAL
R0605	PPE	PROGRAM PERFORMANCE
RO302	T2KRS	JOINT REFERRAL SUMMIT
RO426	COACHHREC	COACHING RECERTIFICATION
RO429	MH CONSULT	MH STATEWIDE INASTRUCUTRE SUDY
ROC6B	COMMSPEC	COMMUNICATIONS SPECIALISTS
ROCO1	PROJMGR	PROJECT MANAGER
ROCOO	CONMGR	CONTRACT MANAGERS

HELP ME GROW

OCA	SHORT TITLE	LONG TITLE
97HMA	HMG ADMIN	HMG ADMINISTRATIVE
97HMD	HMG DIRECT	HMG PROGRAM ACTIVITIES (DIRECT SERVICES)
97HMI	HMG INF SY	HMG INFORMATION SYSTEMS
97HMM	HMG MATCH	HMG LOCAL MATCH ACTIVITIES

HELP ME GROW

OCA	SHORT TITLE	LONG TITLE
97HMS	HMG NON-DI	HMG SUPPORT ACTIVITIES (NON-DIRECT SERVICES)
97HMV	FDDC ADV	HMG ADVANCE

RIVIERA BEACH PROJECT

OCA	SHORT TITLE	LONG TITLE
97RIV	RIV BEACH	RIVIERA BEACH PROJECT

FOR OEL GRANT ACCOUNTING USE ONLY

DEPARTMENT OF CHILDREN AND FAMILIES (DCF) OCAS

OCA	SHORT TITLE	LONG TITLE
52SSR	DCF SSRC	DCF SSRC DATA PROCESSING TRANSFERS
64CCI	INFO SYS	CC-LICENSE INFORMATION SYSTEMS
BSHC0	BUDGET SER	BUDGET SERVICES ADMIN-HC
CCA00	MGT COMP	CC-LICENSE MANAGE AND COMPLIANCE
CCI00	INFO SYS	CC-LICENSE INFORMATION SYSTEMS ACTIVITIES
CCLGL	CC LEGAL	CHILD CARE LEGAL SERVICES
CCLIS	CC LIC SER	CHILD CARE LICENSING INFORMATION SYSTEM
CCPDG	PDG PROJ	PRESCHOOL DEVELOPMENT GRANT PROJECT
CCS20	TRNGLICENS	TRAINING AND LICENSING
CCS55	INSPECTIO	CC-INSPECTION & COMPLIANCE INVESTIGATION
CCT55	TRAINING	CC - QUALITY TRAINING
I4000	QUAL ASSUR	CC-LICENSE QUALITY ASSURANCE
INDAJ	CC LIC IND	CC LICENSING PRIOR YR INDIRECT ADJUSTMENTS
INDDP	CCLIC IND	CC LICENSING PRIOR YR INDIRECT ADJUST DP
INDSW	CC LICIND	CC LICENSING PRIOR YR INDIRECT ADJUST SWCAP
ITDTS	DCFDESKTOP	DCF STATEWIDE DESKTOP SUPPORT
INDTU	PY IND ADJ	PRIOR YEAR INDIRECT ADJUST - MANUAL COMPONENT AD
ITCCS	DCF CALL C	DCF CALL CENTER
ITMDD	DCF IT CEL	DCF IT CELL
XXXBT	INFO SYS	LICENSE INFORMATION SYSTEMS

OEL OPERATING OCAS

OCA	SHORT TITLE	LONG TITLE
ELDSP	ELDSP	EARLY LEARNING DATA SYSTEMS POOL
ELDSR	SR SYS DEV	SCHOOL READINESS SYSTEMS DEVELOPMENT
ELDVP	VPK SYS DEV	VPK SYSTEMS DEVELOPMENT
SRPSR	SRPARTCOST	SCH READ PARTNERSHIP COSTS

6.11 PROPOSAL CROSS REFERENCE TABLE

In order to assist in the development of a responsive Proposal, and to facilitate Proposal evaluation by the Coalition, the Proposer is **REQUIRED** to provide a table, **in the following format**, which is in correct outline order of the RFP and cross references the contents of their Proposal with the contents of the RFP. The Cross Reference Table must have the first two rows of the sample below (the "headers") repeated on the top of each page.

RFP			PROPOSAL			
Page	Section/ Paragraph	Subject	Binder Title/ Tab #	Page	Section/ Paragraph	Subject
57	6.1.A.	Title Page	1/A	n/a	6.1.A.	Title Page
57, 79	6.2 (Exhibit 9)	RFP Acknowledgement Form	1/B	1	6.2 (Exhibit 9)	RFP Acknowledgement Form
58, 82-83	6.3 (Exhibit 11)	Fatal Criteria Checklist	1/C	1	6.3 (Exhibit 11)	Fatal Criteria Checklist
16	3.1	General Statement of Services to Be Provided	1/D	1-3	6.4	Response to Need and Purpose
18	3.4.1	Major program goals	2/A	1-5	6.5.A.1	Program Goal 1
18	3.4.2	Major program goals	2/B	5-8	6.5.A.1	Program Goal 2
19-20	3.7	Program eligibility	2/C	10-12 97-107 163-167	6.4 6.5.E.3 6.5. E. 28	Priority of Services, Eligibility Criteria
20	3.8.1.1.1.	CCR&R	2D	25-30 79-94	6.4 6.5.E.1	Role and Importance of CCRR

SECTION 7: PROPOSAL EVALUATION CRITERIA AND RATING TOOL

7.1 EVALUATION CRITERIA AND RFP SCORING METHODOLOGY

A Proposal Review Committee will be convened by the Coalition's C.E.O. to assess each Proposer's response. Each member of the Proposal Review Committee will assess Proposals using the RFP Rating Tool in **Appendix B**.

The RFP rating tool contains evaluation criteria and indicators to assess the degree to which the Proposer's response meets the criteria. The criteria have weighted values relative to their importance. The evaluation will consider the Proposer's plans to develop innovative strategies and creatively use and allocate resources. Each Proposal will be awarded a total point value by each committee member.

The Coalition anticipates entering into a Contract with one (1) successful Proposer, however, it specifically reserves all of its rights in accordance with **Section 2.8**.

Early Learning Coalition of North Florida, Inc.

Questions and Answers – First Round
Regarding:
REQUEST FOR PROPOSAL #ELCNF – 22/23 – 001
for the Delivery of
School Readiness and Voluntary Prekindergarten Services:
Child Care Resource and Referral, Inclusion, Quality Support Services,
Eligibility and Enrollment, and Fiscal Administration

Question #	Question	Answer
1	Page 55 Section 4.5 Financial Viability Number 2. b. says, "The most recent audit is defined as the audit performed during the most recent calendar or fiscal year and must cover the Proposer's prior fiscal year end financial statements." **Question:** Our most recent year is not closed out and the audit will likely not be completed prior to the RFP due date. In this case may we submit our most recent audit which is for 2019/2020?	Yes, you may submit your most recent audit for 2019/2020 if you have not received your completed audit for 2020/2021 in time to include it in your proposal to be received by the deadline.
2	Page 55 Section 4.5 Financial Viability Number 3 says, "All Proposers must demonstrate fiscal solvency, pursuant to three financial viability tests utilized by the Coalition based on the most recent audited financial statements, with an unqualified/unmodified opinion. 55" Page 66, Section 6.9 H. says, "All proposers must demonstrate fiscal solvency, in accordance with the three financial viability tests, described in **Section 4.5.2**, utilized by the Coalition based on the most recent audited financial statements, with an unqualified/unmodified opinion for Proposers." **Question:** Our most recent year is not closed out and the audit will likely not be completed prior to the RFP due date. In this case may we use our most recent audit which is for 2019/2020?	Yes, you may submit your most recent audit for 2019/2020 if you have not received your completed audit for 2020/2021 in time to include it in your proposal to be received by the deadline.

| 3 | Starting on page 26 of the RFP, it goes from 3.8.1.8 - to Reporting to 3.1.1.9 - Inclusion. This continues as 3.1.1.10 and so forth through page 36. It then goes back to 3.8.1.16 – Management Information Systems.

Question: We were wondering if this was a typo. If so, when responding to the RFP, should we use the numbers that are currently listed in the RFP (i.e. 3.1.1.9 - Inclusion) or should we label them differently? | Thank you for catching this error, and we do apologize for this inconvenience. An error occurred while converting the Word document to a pdf for uploading.   A corrected pdf has been uploaded to our ELC website.

As for an answer to your question, please continue to use the section reference numbers beginning with "3.8" throughout pages 26-36 (instead of "3.1" that appeared in the previous version in error). |