

Answers noted in green. Thank you for your interest in RFP #2026-004.

7. CLARIFICATION REGARDING OBSERVATION SUBMISSION AND EDITING TIMELINES:

The RFQ appears to reference multiple timelines related to WELS submissions, edits, and scoring corrections.

For example:

(A) Page 5 – Deliverables states: “Complete any editing within 24 hours.”

(B) Page 5 – Performance Standards states: “Scoring discrepancies are addressed within 24 hours.”

(C) Page 16 – Section 4.3(4) states: “The Coalition is seeking to have all scores in WELS within 48 hours.”

ASK: Please clarify:

(1) The required timeline for initial WELS score entry/submission; **48 business hours/ 2 business days,**

Observers must enter and save all dimension scores and notes into the FDOE-approved vendor system within five (5) business days of conducting a classroom observation.

(2) The required timeline for edits or corrections; and **24 business hours/ 1 business day**

(3) Whether these timelines refer to calendar hours or business hours? **Business**

8. CLARIFICATION REGARDING NUMBER OF AWARDS:

Section 5 states that “Multiple quotes may be selected in order to best provide the goods requested and meet the goals outlined in the Scope of Work for this RFQ.”

ASK: Please clarify:

(1) Whether the Coalition intends to award a single vendor or multiple vendors; **Single is preferred**

(2) If multiple vendors, whether work may be divided geographically, by classroom type, or by provider assignment; and **only a single vendor unless capacity of the required assessments cannot be met**

(3) Whether there is a minimum or maximum number of observations anticipated per awarded vendor? **Only the single vendor, which was stated can have their own back-up support (I believe id in the RFP) to meet the required assessments estimated.**

9. CLARIFICATION REGARDING ESTIMATED VOLUME OF WORK:

Page 5 references “Up to Approximately 285 classroom observations.”

ASK: Please clarify - ONLY if multiple vendors are being assigned: **ONLY A SINGLE VENDOR, preferably**

- (1) Whether 285 observations is the anticipated annual total across all awarded vendors combined;
- (2) Whether that figure includes Infant, Toddler, and Pre-K observations collectively; and
- (3) Whether there is a minimum guaranteed volume of assignments?

10. CLARIFICATION REGARDING REQUIRED AVAILABILITY AND CAPACITY:

The Evaluation Criteria references “Availability of Resources (based on time requirement)” and “capacity to fulfill the request.”

ASK: Please clarify:

- (1) Whether there is a required minimum availability expectation; **all DEL required program Assessments must be met, approximately 285**
- (2) Whether respondents are expected to reserve specific calendar capacity; and **Respondents are expected to complete all DEL required VPK & SR Program Assessments after the award date of this RFP and by May 28, 2027, with a very few in June 2027.**

FL Rule requires VPK Programs to be observed with the CLASS tool for Program Assessment ONLY during VPK hours.

Each VPK Program creates their own calendars, and we must fit assessments in.

- (3) Whether the Coalition has projected monthly or seasonal observation volumes? **Approximately 30 per month between September 2026, and May 2027, with a few non-VPK sites done in August 2026, and a very few non-VPK in June 2027.**

11. CLARIFICATION REGARDING TRAVEL EXPECTATIONS AND REIMBURSEMENTS:

ASK: Please clarify:

- (1) Whether mileage reimbursement is expected to be built into pricing; or **Yes, ELCAC is not reimbursing travel expenses, travel would be built into the price bidding. The RFP is only for Alachua County.**
- (2) Whether the Coalition intends to reimburse for mileage and parking costs separately **No, ELCAC will not be reimbursed for these expenses.**

12. CLARIFICATION REGARDING INSURANCE REQUIREMENTS:

We were unable to locate specific insurance requirements within the RFP.

ASK: Would the Coalition please clarify whether awarded vendors/assessors are required to maintain:

- (1) General liability insurance, or
- (2) Professional liability insurance

1. General Liability Insurance

Minimum:

\$1,000,000 per occurrence

\$2,000,000 aggregate

Must include:

Contractual liability

Coverage for premises & operations

ELC of Alachua County listed as certificate holder

Additional insured endorsement (most contracts require this)

- Proof of insurance (COI) *after award but before contract execution*
- Insurance must remain active throughout the contract term
- DEL must be notified of cancellations or material changes (usually 30 days)

13. CLARIFICATION REGARDING INDEPENDENT CONTRACTOR vs. EMPLOYMENT CLASSIFICATION:

Several provisions appear to reference employment-related requirements, while other provisions contemplate corporate/vendor submissions.

ASK: Please clarify:

- (1) Whether awarded respondents will be treated as independent contractors/vendors rather than employees of the Coalition; **Independent contractors, however, Background screening and maintaining CLASS Observer certifications for birth to 5 years old are a requirement.**
- (2) Whether respondents are responsible for their own **taxes**, insurance, and benefits; and **Yes, respondents are responsible for their own insurance and benefits. Unsure of Taxes!**
- (3) Whether any employment onboarding requirements referenced in the RFQ are intended solely as compliance conditions for contractor personnel?

Specifically, can the contractor select the staff to conduct observations or does each individual have to be approved by the Coalition? **The contracting Company may select assessors, but they must submit background screening and current CLASS Observer certifications for the age level they are completing assessments of.**

Follow up of 1099 Independent Contractor tax implications:

A 1099 contractor must pay self-employment tax, which covers Social Security and Medicare:

- **15.3% total**
 - **12.4% Social Security**
 - **2.9% Medicare**

IRS Authority: IRC §6012; IRS Publication 505 (Tax Withholding & Estimated Tax)

Because no employer withholds taxes, 1099 contractors must:

- Calculate their own income tax
- Pay it directly to the IRS
- Track deductible business expenses to reduce taxable income

14. CLARIFICATION REGARDING REQUIRED CERTIFICATIONS AND EDUCATION AT TIME OF SUBMISSION AND ONGOING BASIS:

ASK: Please clarify:

- (1) Whether all CLASS certifications must already be active at the time of submission; **Yes, for the initial CLASS observer(s) to be approved by the RFP. If subsequent observers are added by the single vendor company, then these documents must be submitted 30 days prior to observations.**
- (2) Whether the Coalition will grant TEACHSTONE training or recertification slots available to the Coalition to be used by vendor; **Yes, ELCAC will grant spots certifications when DEL has them available. (These dates are not known too far in advance and fill quickly.)**
- (3) Whether copies of certification documentation must be included with the proposal; **That would be best.**
- (4) Process and timeframe for submitting certification/recertification certificates to Coalition; **Upon this RFP, then never expiring, and 20 to 30 days prior to observations.**
- (5) Whether a degree in any field of education or psychology would meet the education requirements, as long as the assessor is certified in CLASS and has experience in childhood settings. **That should be fine, but we must follow what is in the RFP.**

15. CLARIFICATION REGARDING WELS ACCESS AND RESPONSIBILITIES:

The RFQ references submission of scores and documentation into WELS.

ASK: Please clarify:

- (1) Whether awarded vendors will be provided Coalition/WELS access credentials; **Yes, ELCAC will give the selected vendor WELS access.**
- (2) Whether vendors must already possess WELS access; and **No, ELCAC will add them to WELS staff.**
- (3) Whether there are specific formatting or reporting requirements for cycle notes and observation or booklets uploads? **All ELCs must follow the DEL Rules for these CLASS Observation Reports.**

Recent DEL Guidance 5/22/2026:

For 2026-2027, in alignment with the guidance provided on January 28, 2026, included below, early learning coalitions may continue using the current 4-Cycle Entry and Direct Entry options to enter program assessment scores and summary notes in WELS.

Please contact QualityPerformance@del.fldoe.org or VPKCLASS@del.fldoe.org with questions.

6M-8.621 Program Assessment Requirements for the Voluntary Prekindergarten (VPK) Education Program.

(c) Observers must enter and save all dimension scores and notes into the FDOE-approved vendor system **within five (5) business days** of conducting a classroom observation.

Program Assessment Requirements Handbook, Form DEL-SR 740

Recording Observations in the DEL-defined System:

- All scores and notes must be entered into the DEL-defined **system within 5 business days (excluding federally recognized holidays)** of conducting the final classroom observation required for generating a composite score.

ELCAC will gather specific guidance from DEL to share with the selected vendor.

16. CLARIFICATION REGARDING TRAINING OBLIGATIONS:

Section 2.2 references conducting two annual 2-hour training sessions for ELCAC staff.

ASK: Please clarify:

- (1) Whether these trainings are included within the quoted assessment pricing; or **The Vendor may add/specify pricing for training.**
- (2) Whether they should be priced separately; and **Yes, price separately.**
- (3) Approximately how many participants are anticipated for each session? **ELCAC Staff would be between 2 and 4, for Provider Meetings, if we held those, would be between 25-50.**

17. CLARIFICATION REGARDING "Devices and Related Docking Stations/Peripherals"

Section 4.3(2) requests: “A full description, including detailed features and functions, of any devices and related docking stations/peripherals that are needed.”

ASK: Because this RFQ appears to concern CLASS assessment services rather than technology procurement, would the Coalition please clarify:

- (1) Whether respondents are expected to provide hardware/equipment; and **??? If the selected vendor has their own devices for reporting, that should be fine. If the vendor needs a portable device, they may indicate requirements in the RFP.**
- (2) What devices or peripherals the Coalition is referring to in this section, if any; or if this was a scribe's error?

18. CLARIFICATION REGARDING PROPOSAL FORMAT AND ORGANIZATION:

ASK: Please clarify whether there is:

- (1) A preferred proposal format, **???**
- (2) Page limitation, **???**
- (3) Required tab structure, **???**
- (4) Required labeling convention, or **???**
- (5) Required order for attachments and supporting documents? **???**

The only requirement is that all attachments be completed and filed with your response.

19. CLARIFICATION REGARDING MINORITY BUSINESS ENTERPRISE SCORING:

The Evaluation Criteria allocates five (5) points for “Certified Minority Business.”

ASK: Please clarify:

- (1) Whether certification through the State of Florida is required; **???**
- (2) Whether local or federal certifications are acceptable; or **???**
- (3) What documentation must be included to receive those evaluation points? **???**

To become a Florida minority-certified business, your company must be at least 51% owned, controlled, and managed by a minority individual, and you must apply through the Florida Office of Supplier Diversity (OSD).

Eligibility Requirements

To qualify for Florida Minority Business Enterprise (MBE) certification:

- **Ownership:** At least 51% of the business must be owned by one or more individuals who identify as a member of a recognized minority group, such as African American, Hispanic, Asian American, Native American, or other qualifying ethnic backgrounds

- **Control and Management:** The minority owner(s) must control daily operations, make independent decisions regarding policy and finances, and hold any required professional licenses in their name
- **Business Type:** The business must be a **for-profit enterprise** registered with the Florida Department of State and physically based in Florida
- **Size Standards:** Generally, the business must have a net worth under \$5 million and employ 200 or fewer full-time permanent employees.
- **Residency:** The qualifying owner(s) must be Florida residents

Application Process

1. **Register as a Vendor:** Create an account on the **MyFloridaMarketPlace (MFMP) Vendor Information Portal** and indicate that you are seeking minority business certification
2. **Select Certification Type:** Choose the appropriate designation (minority-owned, woman-owned, or veteran-owned) in your MFMP profile
3. **Gather Documentation:** Prepare documents verifying ownership, control, business structure, licenses, and financial information. Ensure all documents are current and clearly demonstrate eligibility
4. **Submit Application:** Submit your completed application and supporting documents to the **Office of Supplier Diversity**. This can be done via mail or email
5. **Review and Approval:** The OSD reviews applications, typically within 15 business days, and may request additional information. Once approved, your business is officially certified and added to the state's certified vendor directory

20. TERMINOLOGY INCONCISTENCY - RFP vs. RFQ

The document repeatedly alternates between:

(A) RFQ ("Request for Quote" / "Request for Qualifications")

(B) RFP ("Request for Proposal")

Examples:

- "REQUEST FOR QUOTE" on cover page
- "Request for Qualifications" in Section 1.3
- "RFP Evaluation Criteria" on page 20

This matters because:

- RFQs generally focus primarily on qualifications and pricing.
- RFPs generally allow broader negotiated evaluation criteria and subjective scoring.

ASK: Please clarify if you are seeking an overall proposal (including qualifications, scope and quote) or only a quote for services as described in the document? ???

It was a typo please utilize this document as a RFP as we are seeking proposals