



Request for Proposals (RFP) **Business Skills Training Services for Childcare Center** **Directors/Owners**

Questions and Answers

October 14, 2024

Question: Please clarify the subject “technology” under Scope of Work - Is that related to Computer technology;; workplace technology - all of the aforementioned?

Answer: The Technology subject in the scope was placed there in error as ELC Broward will provide those Technology and Cybersecurity trainings in collaboration with the awarded Vendor.

Question: Can you please verify the subjects that will be in the sessions?

Answer: The subjects include but are not limited to:

- Human Resource assistance and Employment Law (at least 5 hours, or one complete session, including but not limited to:
 - Hiring and interviewing
 - Probationary periods
 - Employee coaching/retention and motivation
 - Performance Management
 - Termination
 - Discrimination law, and how it applies to your business
 - Harassment
 - Wage and hour law
- Business Planning/Creation and updating of business plans
- Conflict Resolution
- Modern Marketing Instructions and Tools
- Finance and accounting essentials for childcare businesses

Question: Could you please clarify the subject “Modern Marketing and Tools” under the scope of work?

Answer: Modern marketing and tools means marketing that includes modern technology and platforms.

Question: For finance and accounting essentials, could that combine for one session with business planning?

Answer: Yes. The only requirement is that HR be at least 5 hours, or one complete session, and include the above-listed subjects. Any vendor can mix and match the other subject matters as they see fit.

Question: Could you please clarify the expected outcome “Six months post attendance, the level at which this workshop series had a positive impact on participants’ business practices”?

Answer: This would outline the level at which the workshops impact the participants and their business practices. It will outline to what degree the workshop series has assisted and been of aid.

Question: Would the information be collected by the vendor and submitted it back to the ELC?

Answer: Yes.

Question: On the website, where can the Exhibits A-C be found?

Answer: All documents are posted on the Procurement page of the ELC website.

Question: In framing the subject matter, are we supposed to also include the facilitator?

Answer: That information can be provided in question 3 of the application.

Question: For these four sessions, will they be once a month or all in one month?

Answer: That process will be discussed during the contract negotiation process.

Question: To clarify, we are giving you sessions and not the frequency.

Answer: Correct.

Question: When do the sessions have to be completed?

Answer: June 30, 2025

Question: Are CEUs required?

Answer: It is not required, but you can include whether they will be offered on question 6 of the application.

Question: Are budgets in there?

Answer: Per the RFP, the budget is not to exceed \$30,000.00 for January 1, 2025 – June 30, 2025

Question: Do you have a budget form with line items, or are we to supply it?

Answer: Each respondent is to include a fixed fee for each workshop in their proposal. Applicants should consider all costs associated with the provision of all workshops, and other program components when calculating the cost per workshop to be proposed in the Application.

Question: Is food to be included in the fee?

Answer: Each respondent is to include a fixed fee per workshop in their proposal. Applicants should consider all costs associated with the provision of all workshops, and other program components when calculating the cost per workshop to be proposed in the Application.

Question: Will we be responsible for recruitment?

Answer: Recruitment will be done in partnership with the successful vendor and the ELC.

Question: As part of our budget, will we need to include marketing materials or will ELC develop them?

Answer: Recruitment will be done in partnership with the successful vendor and the ELC. Marketing materials and development will not be a cost the successful vendor will need to incur on the budget for this.

Question: Will we be responsible for marketing materials or dissemination of said materials?

Answer: No.

Question: "Explain how you will support the participants to ensure continued interest, involvement, and attendance" does this mean how are we to ensure that the participants are going to attend the next session?

Answer: The question is asking the vendor to outline how the vendor will support the participants in attending additional sessions after their first session.

Question: For the marketing of each session and communication in between, will that come from the ELC? If we have a staff create emails or send follow-up calls, will that be from the ELC or the successful vendor?

Answer: Applicants should consider all costs associated with the provision of all workshops, and other program components when calculating the cost per workshop to be proposed in the Application.

Question: If we would like to send out information in between to the participants, would we be allowed to have ELCs list of contacts?

Answer: Yes.

Question: My understanding is that they sign up for the first session and can go to all four sessions. This is not anyone can attend any session, correct?

Answer: Our goal is to have repeat participants throughout the sessions, but it does not exclude participants from joining along the way, as long as there are seats available. The outcome is not to have all participants to attend all of the sessions, but we would like to see participants wanting to continue to attend the sessions because they are learning.

Question: The post attendance outcome referenced in the scope of work will occur outside of the contract period - 1/1/25 to 6/30/25. Should the cost of this data collection deliverable be incorporated in the fixed fee per session as stated in Section E or is there another provision for those costs?

Answer: All costs should be incorporated into the per workshop fixed fee.

Question: Please advise the format in which the budget should be submitted.

Answer: The format for the budget should be a fixed fee per workshop.