



RFP # ELCNWF OK 2021-04

Early Childhood Books

Frequently Asked Questions

October 14, 2021

1. Can you provide the approximate number of bundles needed?

We anticipate servicing up to 250 classrooms and 100 child care centers under this solicitation. Please base bulk pricing on this amount.

2. How many titles does the Coalition intend to have in each bundle?

Estimation of 15-20 titles per bundle. Vendors should provide bundle suggestions as no specific titles are required.

3. Is this one large distribution or multiple?

The Coalition intends to have multiple distributions to providers throughout our seven county service area based on provider type.

4. Will an electronic link to vendor catalog suffice?

Yes, the Coalition will accept an online vendor catalog via link

5. Are there any delivery windows?

No, however, all items should be delivered prior to September 30, 2022

6. Please confirm that this RFP is ONLY for early childhood books.

Yes, this RFP only includes books and other items submitted will not be considered

7. Drop ship items: Can you provide clarification on inside delivery?

Items delivered to the providers directly through drop shipping shall be required to be delivered inside the facility (i.e. not on the doorstep of the provider for them to move items). Please include any information on how you plan to accomplish this.

8. Will tracking numbers be sufficient for packing slip information?

Yes, as long as the document shows each item being delivered for our staff to check in the items

9. Are USB and hard copies required?

Yes, one USB and one original hard copy is required for this proposal

10. Will you accept a scanned notarized copy or must the signatures be original?

We will accept a scanned copy and/or Adobe signature

11. Do you have a number or range of bundles needed by age grouping?

The Coalition intends to have this information after selection and award. The RFP is for estimation only. Please include a price for age ranges Infant, Toddler and Pre-K

12. Will these need to be drop shipped to multiple locations or shipped to one location?

The Coalition intends for all items to be directly shipped to providers due to limited Coalition

PHONE: (850) 747-5400

FAX: (850) 747-5450

TOLL FREE: 1-866-277-9077

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storage space. Vendors who are unable to meet this requirement may not be considered.

13. Do you have a preference for a vendor who can supply books from a variety of publishers as opposed to a single publisher?

The Coalition is open to contracting with any vendor that can fit the requirements of the RFP and is advantageous to the overall mission of this project. There is not particular preference to single source versus multiple publishers.

14. Are references required for the bid?

No, the RFP does not require references to be submitted, however, any proposer wishing to submit references for additional documentation are welcome to do so.

15. For Exhibits 2 and 3, which are for your team's use only, do you want us to add our vendor name to the top of the forms, or leave entirely blank when we re-submit them with the bid response?

Please leave these sections blank.

16. Can you please clarify if the 10-page, double spaced lines, response limit only applies to the narrative responses to "a,b,c,d, and 3" or does it include any of the required attachments (e.g.....budget, budget narrative, necessary expanded pricing pages)?

The page requirement only applies to the narrative response of the proposal and does not include the additional required forms.

17. Are there any requirements as far as whether the books must be hard or soft cover?

No, there is no requirement for textures of the units.

18. Is there a title list in mind?

No, please submit sample collections for consideration. The Coalition intends to work with the awarded vendor(s) after award to meet the specific needs of the providers.

19. Can we email you a bid?

No, proposals must be sealed and submitted to our physical location at:

4636 HWY 90
Suite M
Marianna, FL 32446

20. What is the amount paid for last year's Early Childhood Books proposer/s?

This project is funded through a federal disaster grant award that the Coalition has not previously had. There are no prior contracts for this activity.

21. Who are you current Early Childhood Books proposer/s?

Please see answer to question 10.

22. Is there a policy of mandatory rotation?

Not at present.

23. Is there a local preference?

No.



- 24. How long have you been working with the current Early Childhood Books Proposer/s?**
Please see answer to question 10.
- 25. Is the vendor fee included in the \$350,000?**
The Coalition does not intend to pay for any vendor fees.
- 26. What is the selection criterion for submitted responses?**
Please refer to the RFP, page 21-23 for selection criteria
- 27. What are your three (3) top priorities?**
Price, availability of materials and drop ship capability
- 28. Why are you sourcing RFP from proposers?**
The Coalition has decided to use the RFP process for this project to allow flexibility from multiple proposers in product and due to the amount anticipated to award in accordance with our procurement policy
- 29. Who is on the selection committee?**
Coalition staff: Quality Director, Administrative Director and Communication and Community Relations Director
- 30. Who will rank the proposers, staff or the selection committee?**
Selection committee as outlined in question #19