



**Invitation to Negotiate for Classroom Materials, Supplies and Services for Infant,
Toddler, Pre-K, and School-Age Programs
ITN Number: ITN-2024-01**

**Santa Rosa County School Readiness Coalition, Inc.,
dba Early Learning Coalition of Santa Rosa County
6479 Caroline Street, Suite A
Milton, FL 32570
www.elcsantarosa.org**

1. INTRODUCTION

The Early Learning Coalition of Santa Rosa County (“Coalition”), a Florida not-for-profit organization dedicated to quality early care and education in Santa Rosa County - Florida, is issuing this Invitation to Negotiate (ITN) for Contractors to purchase Educational and Classroom Resource Materials, Furniture and Equipment, Curriculum and Professional Development Resources, and Consumable Supplies. This ITN seeks qualified Contractors who can provide said goods and/or services according to the specifications provided in ITN.

Respondents will be competing against each other for selection to provide the commodities and/or services as more fully described in the ITN submission and scopes of the ITN. Upon receipt of all the proposals, the Coalition will review and make a decision based on the evaluation criteria set forth in this ITN. Any Contractor interested in providing the commodities and/or services requested in this ITN must respond to this ITN. Certified Minority Business Enterprises are encouraged to participate in any solicitation conferences that are scheduled.

The complete bid can be found on our website <http://www.elcsantarosa.org/procurement>. All questions must be sent via email to Angel Diaz at diaz@elcsantarosa.org.

Please identify “ITN 2024-01” in the subject line. All questions will be responded to via email and additionally will be posted on our website.

2. ANTICIPATED PROJECT SCHEDULE

ITN Issued: **December 22, 2023**

Deadline for Requests for Clarifications: **January 4, 2024**

Deadline for Responses for Clarifications: **January 11, 2024**

Proposals Due: Monday, January 22, 2024, by 5:00 p.m., Central Standard Time



3. BACKGROUND

The Early Learning Coalition of Santa Rosa County (Coalition) was established legislatively in 1999 and is mandated by the Florida Legislature Chapter 1002.84 of Florida Statutes, to provide early learning programs to children and families in Santa Rosa County, which include the School Readiness Program and Voluntary Pre-kindergarten Program. These programs must be developmentally appropriate and research-based, involve parents as their child's first teacher, serve as preventive measures for children at risk of future school failure, enhance the educational readiness of eligible children, and support family education. The Coalition has two locations and serves approximately 2,100 children per year. The Coalition has a staff of 16 and maintains a budget of more than \$14,000,000.00 annually. The Coalition's primary goal is to provide quality early care and voluntary pre-kindergarten education services that prepare children to be "school ready" upon entry into kindergarten.

4. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

5. CONE OF SILENCE

All parties to this ITN shall be bound by a "Cone of Silence" surrounding solicitations and prohibitions against ex-parte communications. During the Cone of Silence, respondents to this ITN or persons acting on their behalf may not contact any of the following regarding this ITN except as indicated during the period of clarification: Coalition Board Members, Coalition Staff, Coalition Selection Committee or ELC contracted child-care providers. All contact/questions should be directed to the Contract person identified in Sections 2 and/or 7. The period of the Cone of Silence will begin on the date of the issuance of the ITN and will end seventy-two (72) business hours after the posting of the award notice. Any person, entity, or other organization that violates this provision may be disqualified from responding to this ITN.

6. MULTIPLE AWARDS

Recognizing that no one Contractor, Agency, Vendor, or Publisher may be equipped to supply all the materials to be covered by this proposal, it is anticipated that contracts will be entered into with a number of Contractors, some specializing in particular types of materials and/or particular services. The Coalition's Board of Directors, in its sole discretion, may elect not to award a Contract to any Respondent under this ITN.

7. SUBMISSIONS

The Coalition is a not-for-profit corporation in the State of Florida and is seeking to purchase Educational and Classroom Resource Materials, Furniture and Equipment, Curriculum and Professional Development



Resources, and Consumable Supplies., and/or other items as outlined in Attachment A. The Contractor shall be responsible for preparing an effective, clear, and concise proposal. The Coalition requests a proposal for products and services based on the specifications described in this section, “Attachment A” and the “General Scope of Services.” The Contractor shall not be limited to the requested items in the required segments. In addition to items required in the General Scope of Services and Attachment A, the following must be submitted :

- A cover letter introducing the company and the individual(s) who will be the primary contact person(s), along with telephone number and email address. A description of the contractor’s organization and staff(s) qualifications is required.
- Company’s address, telephone number, fax number and website address should also be included.
- Federal Tax I.D. #
- Original signature in blue of the designated individual officially authorized to act as the contractual agent for the organization.

Upon receipt of all proposals, the Coalition will review and make decisions based on the scores from the evaluation criteria process. Any Contractor that obtains evaluation points totaling 70 points or more will be eligible to receive a contract with the Coalition, but the Board of Directors reserves the right to deny all contracts. Selected Contractor(s) will be required to enter into an agreement with the Coalition to guarantee the product/service specifications, prices quoted, and value-added services described, as well as to ensure adherence to all applicable state and/or federal laws. The Coalition may increase or decrease its estimated investments in any amount based on the needs of the Coalition and funding appropriations made by the legislature.

IMPORTANT: All responses to this must be in writing and should be sent as follows:

- One copy of the ITN by email to: diaz@elcsantarosa.org.
- One signed original and three (3) copies of the ITN must be mailed or delivered to:
Early Learning Coalition of Santa Rosa County
Attention: Angel Diaz, ITN #2024-01
6479 Caroline Street, Suite A
Milton, FL 32570

Respondents who submit an ITN by mail should allow sufficient mail handling time to ensure timely delivery of the proposal to the Coalition office.

The deadline for email and hard copies of the ITN is Monday, January 22, 2024, 5:00 p.m., Central Standard Time.

No proposals will be accepted after the submission deadline. Faxed bid submissions will not be accepted. Questions and/or comments may be addressed by contacting Angel Diaz, Specialist for Early Education Programs, by email at diaz@elcsantarosa.org. Telephone inquiries will not be accepted.

All materials submitted in response to the solicitation document will become the property of the Coalition and will be returned only at the Coalition’s option and at the expense of the contractor submitting the



proposal. One copy of a submitted proposal will be retained for official files and becomes public record. Any material that a contractor considers confidential but does not meet the disclosure exemption requirements of the Florida Sunshine Law should not be included in the contractor's proposal as it may be made available to the public.

8. GENERAL SCOPE OF SERVICES REQUIRED

For the acquisition of educational and classroom materials, furniture, equipment, curriculum/professional development, and supplies, and/or other items as outlined in Attachment A, a general scope of services is required. The estimated purchase total for years 1, 2, and 3 may fluctuate from \$35,000.00 to \$2,000,000.00 per year.

The following information is required:

- A. Product Information:
- B. A comprehensive list of products and/or services that meet the requirements of the categories listed in "Attachment A" which may include quotes for all or a portion of the categories. The list may be a hard-copy and included as an attachment to the ITN or the responder may include a link to an online comprehensive list. Whether hard-copy or online, all proposals must clearly designate the category(ies) for which the products and/or trainings apply. Each list must be itemized and include, but not be limited to, a product name, product/item number, retail price, discounted price, or percentage discount, and if applicable, a designation for each product and/or service that can only be purchased through the responding company (sole source). Prices should include any discounts offered.
- C. Quality of Materials: Responders should include evidence to support durability, longevity and good quality of products/materials listed in ITN.
- D. Value Added Benefits: A detailed summary of value-added products and/or services including but not limited to customer service, shipping costs/discounts, ability to drop ship materials, rush order delivery discounts, provider conference and training support, special events support (such as community events, provider appreciation events, etc.) and any other value-added enhancements available.
- E. Experience: A description of previous experience providing quality resources, materials and/or services including three customer references whose project is similar to this proposal.
- F. Online Ordering Portal: A plan for online ordering through a vendor portal.
- G. Storage, Delivery and Documentation: A plan stating that all items purchased as a result of a contract maybe stored at the contractor's facility at no cost to the Coalition or the delivery destination; and, the contractor will accurately document and invoice every shipment; and, that items may be delivered to a number of destinations in Santa Rosa County on or before June 30, 2024, without the costs of shipping fees charged to the Coalition or to the delivery destination.
- H. Other Fees: A proposed fee schedule, including any incidental or hourly fees or services within the scope of normal business practices.
- I. Insurance: Evidence of the Contractor's General Liability Insurance
- J. Vendor Requirements: Responder must include a statement that they have read and will comply with the Coalition's purchasing and contracting requirements which can be accessed here: <https://www.elcsantarosa.org/vendor-po-requirements>



Attachment A

Please submit a comprehensive price list of products and/or services **OR** a link to an online listing that will address the specific needs of each of the categories listed below. Responders may submit quotes for all the categories or a portion of the categories. All proposals must clearly designate the category(ies) for which the products and/or trainings apply. Each list must be itemized and include, but not be limited to, a product name, product/item number, retail price, discounted price or percentage discount, and a designation for each product and/or service that can only be purchased through your company (sole source).

- Active Play
- After-school & Summer Learning
- Arts and Crafts
- Blocks and Manipulatives
- Books
- Classroom Furniture
- Classroom Supplies
- Curriculum & Related Training
- Daily Care Equipment
- Dramatic Play
- Engineering
- Games
- Health, Safety & Sanitation
- Independent Play
- Infant & Toddlers
- Language & Literacy
- Math
- Music & Movement
- Outdoor Furniture
- Puzzles
- Ride-on Toys
- Sand & Water
- Science & Discovery
- Sensory Exploration
- Shelving & Storage
- Social & Emotional
- Social Studies
- Special Needs/Inclusion/Adaptive Learning
- Teacher Resources
- Technology

Goals are as follows:

GOAL 1: Contractor will provide educational materials, supplies, equipment and/or other resources to early learning providers to strengthen classroom environments. Contractor will provide materials that address categories as identified above for children from birth to 13.

GOAL 2: Contractor will provide furnishings where learning through developmentally appropriate safe play can occur in both an indoor and outdoor learning environment for children from birth to 13.

GOAL 3: Contractor will provide research-based curriculum resources to early learning providers to maximize effective classroom instruction. Contractor will provide professional development training and resources to child care providers.

9. EVALUATION PROCESS AND CRITERIA

The Coalition shall evaluate each response that is properly submitted.

Evaluation Criteria is as follows:

Description of Criteria	Points
1. Product Information	0-20
2. Quality of Materials	0-15
3. Value-Added Benefits	0-10
4. Experience	0-15
5. Online Ordering Portal	0-20
6. Storage, Delivery and Documentation	0-5
7. Other Fees	0-5
8. Insurance	0-5
Maximum Points	100
Points Required for Consideration	70

The Coalition acknowledges that selecting best value Contractors primarily requires a balanced combination of (1) reasonable rates, and (2) strong experience and demonstrated expertise in providing Commodities and/or services. The Coalition reserves the right to consider such other relevant factors as it deems appropriate in order to select the best value Contractor(s) for the Commodities and/or services. The Coalition may or may not seek additional information from Respondents prior to making a selection.

This ITN does not commit the Coalition to select any Contractor, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. The Coalition reserves the right to accept or reject any or all submittals received, cancel, or modify the ITN in part or in its entirety, or change the ITN guidelines, when it is in the best interests of the Coalition to do so.

10. AWARD PROCESS

Award(s) will be made to one or more qualified Contractor(s), based on their ability to provide the services and commodities as specified in General Scope of Services, Attachment A, Proposal Submission Requirements, the Contractor(s) experience in providing the requested items, and the quality of any previous services and commodities provided as determined from the proposals.

The Coalition reserves the right to review all items listed on any price invoice to evaluate components that include, but are not limited to, product quality, durability, and developmental age-appropriateness.

The Coalition reserves the right to reject any or all proposals, to waive any informality of proposals, and to accept in whole, or in part, each proposal as may be deemed in the best interest of the Coalition

11. AWARD PERIOD

Once the proposal awards have been approved and announced, one or more contracts shall be signed by the Coalition for a period of one (1) year with the Contractor(s) of choice with an option of 2 one-year



annual renewals. Price quotes must be guaranteed for the first year; however, costs may be re-negotiated each fiscal year during the period of December 1 – December 31. If no price adjustments are submitted to the Coalition by the Contractor during that time period for subsequent years covered by this request, the current quote shall apply for the following fiscal year. Price increases submitted by the Contractor during the designated negotiation period that exceed 10% over the previous year's pricing may be cause for immediate termination of the contract. The contract(s) will be effective when approved by the Coalition Board of Directors.