

Issue Date: March 10, 2010

**Solicitation Number: MAR SUM 10-01
REQUEST FOR PROPOSALS
FOR SUMMER PROGRAMS
FOR CHILDREN AGES
BIRTH TO 9 YEARS OLD
WITHIN
MARION COUNTY, FLORIDA**

***FUNDING IS INTENDED FOR PROGRAMS TO PROVIDE
SERVICES FOR ELIGIBLE CHILDREN NOT ALREADY
RECEIVING SERVICES THROUGH SCHOOL READINESS
OR VOLUNTARY PREKINDERGARTEN (VPK) FUNDS.***

For the period of time:

Planning Days June 7 – June 9, 2010

Program Days June 10, 2010 through July 8, 2010

Final Reporting Day July 9, 2010

IMPORTANT

**The deadline for receipt for a proposal by the
Early Learning Coalition of Marion County is:**

12:00 p.m. (Eastern Daylight Time)

March 31, 2010

**Proposals received after 12:00 PM will not be considered for funding and
will be returned without review.**



**EARLY LEARNING COALITION OF MARION COUNTY
3304 SE LAKE WEIR AVE, SUITE 2
OCALA, FLORIDA 34471
PHONE: (352) 369-2315
FAX: (352) 369-2475
E-MAIL: rfricks@elc-marion.org**

GENERAL INFORMATION:

The purpose of the Early Learning Coalition of Marion County (Coalition) is to provide quality and innovative early learning programs and services, including summer programs, to children ages birth to nine, with priority of services given to children birth to age five. *Funding is intended for programs to provide services for eligible children not already receiving services through school readiness or VPK funds.* Additionally, proposals received from local, non-profit organizations/agencies will receive preference. The Coalition supports the importance of preparing children to enter school ready to learn, supports the subsidy system as a method to enhance family economic self-sufficiency and recognizes the primacy of parents as their child's first teachers. As permitted by state and federal regulations, the Coalition supports after-school programs in order to sustain a family's employment.

The focus of this Request for Proposals (RFP) is to offer quality summer programs with an emphasis on increasing literacy skills and phonemic awareness skills of eligible children participating in the funded programs for eligible children as defined in 411.01 (6) F.S. entitled "Program Eligibility" which enhance cognitive, social and physical development of children.

Children eligible to participate in VPK during Summer 2010 are not eligible to participate in the programs funded through this RFP.

The proposal must demonstrate an understanding of early education needs and resources in Marion County, including but not limited to the needs of children at risk of abuse or neglect, the working poor, and low-income families. The Coalition will provide direction on the priority of services for the various populations. The proposal must demonstrate the ability to meet the needs of all families in a prompt, effective and non-discriminatory manner.

The proposal must also demonstrate an understanding of the Coalition's priorities and requirements and must show knowledge of the resources available for use in Marion County.

The Coalition reserves the right to request a best and final offer from any proposer to incorporate changes for clarification or regulatory compliance. The Coalition welcomes and encourages collaboration as either a single entity or a collaborative entity. However, in the case of collaboration, one principal entity must assume full contractual responsibility and must identify its partners, along with a description of the role each entity will perform. Additionally, the Coalition welcomes and encourages proposals that provide creative and innovative ideas on implementation of services.

All proposals must list costs on a line-item budget.

BACKGROUND INFORMATION

The Coalition is responsible for the development, implementation, and oversight of school readiness programs and VPK services. These programs include all publicly funded early education and care programs identified in Florida Statute 411.01 and 1002.53. The service area is Marion County and includes all eligible children that reside within the county.

GOVERNING LAW

Authority for school readiness and its related programs is provided in Sections 411.01, F.S., 435.03(1), F.S. 445.023, F.S., 445.032, F.S., 445.0178, F.S., 414.1585(1), F.S., 402.3145, F.S., 1002 F.S., Part A, Title IV of The Social Security Act, 45 CFR Part 98, 99 and 260, and Rule 65C-21, Florida Administrative Code (F.A.C.).

AVAILABLE FUNDING

For FY July 1, 2009 to June 30, 2010 the Coalition Board of Directors has allocated up to \$100,000 for several summer programs for eligible children during the time period of June 7, 2010 through July 9, 2010. As of the issue date of this RFP, a total of \$100,000 is currently available for summer programs. Funding for programs approved by the Coalition Board of Directors is contingent on **availability of funds**.

Proposals for programs may be awarded for up to **\$20,000** per program. A proposer may submit more than one proposal for programs at one or more locations in Marion County, providing each proposal does not exceed **\$20,000**.

PROCUREMENT

Proposals must identify third party or in-house procurement and must abide by Federal, State, and local procurement policies. Please refer to the Early Learning Coalition of Marion County, Inc. Procurement Policy for additional details.

PAYMENT METHODOLOGY

Contracts awarded under this RFP will be administered under a **cost reimbursement** method of payment. Successful proposers may request an advance of up to a maximum of 50% of program expenses anticipated to be incurred from June 7, 2010 through June 30, 2010 based on the total contract price to be distributed on June 7, 2010, with prior Board authorization and satisfactory program implementation. Satisfactory program implementation will be based on certification from the proposer of a variety of items, including, but not limited to:

- Number of children enrolled in the program(s) and ages of children
- Hours of the program(s)
- Verification of the activities of the program(s) as outlined in the successful proposal

- Verification of completion of pre-test assessment on all children participating in the program

Request for above funds must be received by the Coalition no later than June 2, 2010.

Section 216.181 (12) F.S. limits advances to other governmental entities and not-for-profit corporations.

Providers will be required to submit separate revenue and expenditure data for June 7, 2010 through June 30, 2010 (Attachment D-1) and July 1, 2010 through July 9, 2010 (Attachment D-2) no later than July 21, 2010, by **line item**. Only items identified in the proposed budget will be allowable unless agreed to in advance by the Coalition. The report shall include all sources of revenue used in the delivery of contract services, all costs, including administrative, and all other indirect costs, as well as direct program costs.

DEFINITIONS

Definitions of terms are available in a separate document. Proposers may receive a copy of this information from the Early Learning Coalition of Marion County, Inc. office.

IMPLEMENTATION PLAN

The RFP response must include details on implementing the program, to include, but not limited to:

- Serving economically disadvantaged children, serving minority children, including children from families that are receiving temporary cash assistance and meet Federal work requirements; children under kindergarten age who are at risk of abuse, neglect, or exploitation; children at risk of welfare dependency; children of participants in the welfare transition program; children of migrant farm workers; children of teen parents, children of working families whose family income does not exceed 150% of the Federal poverty level; children with special needs; and children at risk of future school failure
- Assurances that children eligible for the 2010 Summer VPK program will not receive services through this RFP.
- Pre and post-testing instruments to be utilized. These assessment instruments must clearly identify literacy skills of children being tested.
- Goals of the program(s)
- Location of the program(s)
- Partners involved in implementation of the program(s)

ADMINISTRATION OF THE CONTRACT

SCOPE OF SERVICES

Proposals are being sought for summer programs for children residing and/or receiving services in Marion County, Florida ages birth to nine for the four week period from June 9, 2010 through July 9, 2010. A three-day period for planning purposes should be held from June 7, 2010 through June 9, 2010. The summer program should operate from June 10, 2010 through July 8, 2010. A one-day “close out” period on July 9, 2010 is included in this funding cycle.

Programs should operate at least four days a week, but must operate for a minimum of 20 hours a week (excluding the July 4th holiday). Proposals should include this information.

The scope of services should include the number of children to be served, ages of children to be served, and cost per child for the program. Summer programs must include academic instruction on a daily basis with an emphasis on increasing literacy skills and phonemic awareness skills, together with activities to enhance social, emotional, and physical development of children participating in the program.

A pre and post-test must be administered to each child participating in the program to measure the effectiveness of the program.

Programs must be structured and include a variety of academic activities to address each component.

Proposals must include:

- Daily schedule of activities
- Name and publisher of curriculum or academic guidance tool utilized for program
- Outline of parent involvement activities
- Sample of lesson plans prepared including activities that address the above academic requirements

Proposals should be specific with the contents of the academic instruction, for example age appropriate literacy activities will be included in daily activities for a minimum of one hour.

Proposals should be specific with the contents of the academic instruction, for example age appropriate literacy activities will be included in daily activities for a minimum of one hour.

The Coalition will not consider or approve funding for any week-long “summer activity camp” programs.

Proposals must also include a parent component in the program(s). Parents are the child’s first teacher and involving them in the daily activities of the child will allow the

parent to not only be more effective with his/her parenting skills, but also include the parent in the activities of the child thereby increasing the child's self-esteem and acceptance by having the parent involved in the child's life on a daily basis.

Programs in outlying areas of the county will receive priority, specifically in those areas of the county that have received lower Kindergarten Readiness rates during the past two years.

The Coalition encourages proposals from faith-based communities.

RFP PROCESS

All proposals must be received by 12:00 p.m. (Eastern Daylight Time), on March 31, 2010.

Questions are to be submitted to:

Roseann Fricks, Executive Director
Early Learning Coalition of Marion County
3304 SE Lake Weir Ave, Suite 2
Ocala, FL 34471
rfricks@elc-marion.org
FAX: 352-369-2475

The Coalition will provide a written response to all inquiries, clarifications, or questions to all proposers at the contact information provided by proposer.

The Early Learning Coalition of Marion County, Inc. bears no responsibility for any delays, or resulting impacts, associated with a prospective proposer's receipt of this information. **INFORMATION WILL NOT BE AVAILABLE BY PHONE.** Any information received through oral communication shall not be binding and should not be relied upon by any prospective proposer.

Proposals must be delivered to the following:

EARLY LEARNING COALITION OF MARION COUNTY
3304 SE Lake Weir Ave, Suite 2
OCALA, FL 34471

All proposals must be received by the date and hour specified above and will NOT be accepted after the 12:00 p.m. (Eastern Daylight Time) deadline on the due date. Proposals submitted must include one original and four copies. Any modifications to the original proposal must be received prior to the due date and time. The proposal should be marked to indicate the package contains a proposal submitted in response to, **"Solicitation Number: MAR SUM 10-01. REQUEST FOR PROPOSALS FOR SUMMER PROGRAMS FOR CHILDREN AGES BIRTH TO 9 YEARS OLD WITHIN MARION COUNTY, FLORIDA"**

Late proposals will not be considered as responsive to the RFP and will be returned to the sender by the Coalition. The Coalition will retain one copy for use in the event of a dispute.

No proposals will be accepted via facsimile or electronic submission.

The opening time of the proposals received will be posted on the Coalition website www.elc-marion.org. Proposals that are not completed will be returned to the proposer.

Issuance of this RFP is coordinated by:
Roseann Fricks, Executive Director
Early Learning Coalition of Marion County
3304 SE Lake Weir Ave, Suite 2
Ocala, FL 34471

Acceptable proposals must conform to the conditions and specifications contained in this RFP, Early Learning Coalition of Marion County approved School Readiness Plan, and all state and federal regulations. It is the proposer's responsibility to be familiar with these documents during the proposal development. Certified Minority Business Enterprises are encouraged to participate. All potential bidders are strongly encouraged to participate.

GENERAL INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL

PROPOSAL SUBMITTAL INSTRUCTIONS

1. Four (4) copies and one (1) original which must contain original signatures *of the proposer's Executive Director/Chief Executive Officer AND Chair of the Board of Directors*, where applicable, are to be submitted. All copies must be included, must be legible, and must be typed to be considered responsive.
2. Proposals must be on 8½ by 11-inch white paper, double-spaced numbered pages with tabbed sections. Emphasis should be placed on addressing all the requirements of this RFP in a clear and concise manner. The *Narrative Response Section* for a program will be limited to 20 typed pages with no less than 12 (twelve) point font for each component.
3. All items listed on **Attachment B** and all forms in the following section must be completed/included without alteration for the proposal to be responsive. If any forms are not completed/included in the proposal as submitted, the proposal will be deemed non-responsive and will not be rated and/or ranked for approval. The proposal will be returned to the proposer and will not be considered for funding.
4. The information requested in *Required Information*, the following section, must be submitted as specified and should be included as attachments to your proposal.

5. The Coalition reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of the Coalition. A minor irregularity is defined as a variation from the request for proposal terms and conditions which does not affect the price of the proposal, or give the prospective proposer an advantage or benefit not enjoyed by other prospective proposers, or does not adversely affect the interest of the Coalition. At its option, the Coalition may correct minor irregularities but is under no obligation to do so whatsoever.

REQUIRED INFORMATION- Proposal Format

All respondents to this RFP are responsible for:

- 1. Proposal Response Form Cover Sheet- Attachment A**
- 2. Response Checklist- Attachment B**
- 3. Narrative Response to the Introduction:**

The proposal must provide, in the narrative section, information, and appropriate methodology that adequately demonstrates an understanding of the purpose of and need for the project as presented in the RFP. An understanding of the children and families served in summer academic programs, an understanding of the early education and care delivery system and the need for services in Marion County should be covered.

- 4. Statement of Component(s)**

The proposer must provide a description of their methodology and work plan, which meets the requirements as stipulated in the RFP. This description must include, at a minimum the following:

- a.** Definition of terms including contract terms and program or service specific terms.
- b.** A general description of the services to be performed under the contract including scope of services and a description of the major goals of the program component(s), clearly identifying the focus on increasing literacy skills of children participating in the program.
- c.** A general description of clients to be served including the estimated size(s) of the client population(s) and any specific limitations that may affect or limit the number of clients to be served, the amount of services available to individual clients and the monetary value of the contract.
- d.** Hours per day of the program and number of days per week; The Coalition mandates the programs to be operational at least four (4) days a week (Monday through Thursday), for a minimum of twenty hours.

5. Implementation Plan

Refer to Page 4 and demonstrate how services will be provided.

6. Description of Organizational Capacity

The proposer must provide the following attachments or the application will not be considered:

1. A functional organizational chart, indicating how the project staff fit into the total agency, and how each member of the project staff relates to the other.
2. The organizational chart should include the percentage of time any current staff member will dedicate to the proposed summer program.
3. A synopsis of the proposer's corporate qualifications, indicating their abilities to manage and complete the proposed project.
4. Documentation verifying staff qualifications including background checks on staff. Statement indicating background checks will be completed before program begins on staff that do not have a current background check.
5. Evaluations of projects similar to the one proposed in the RFP (previous experience is desired but not required).
6. The proposing organization's:
 - Federal Tax Identification Number
 - Florida Tax Identification Number (if applicable)
 - Unemployment Compensation Account Number
 - Worker's Compensation Insurance Policy Number
7. Three references that demonstrate satisfactory performance of similar functions.

7. Contract Budget and Rate Justification

Budget – Prepare and submit a detailed **line-item** budget for the proposed services using the sample form as a guideline. A separate budget will need to be prepared for each program, if more than one program is being submitted by the proposer. Additionally, the proposal must include two line item budgets -- one line-item budget for the time frame of June 7, 2010 through June 30, 2010 and one line-item budget for the time frame July 1, 2010 through July 9, 2010. Include complete calculations for each line-item and a thorough budget narrative explaining, where necessary, and defining all planned costs. The Coalition will be reviewing each cost for necessity, reasonableness, and its justification. Parent fees may not be charged.

The Coalition will not fund costs for:

Food (including snack items, meals, and/or drinks)

Field trips (including entrance fees, transportation costs, guest speaker fees)

Travel (including mileage above \$.445 per mile, mileage or any other costs for out-of-town travel, including hotel costs, meal allowance, parking costs, tolls or any other cost incurred relevant to out-of-town [beyond Marion County] travel)

8. Budget for Administration Costs

Budget for non-direct services will include contract administration costs as well as payment for activities other than direct service payments (slots). The proposer must submit separate **line-item** budgets for its Non-Direct Services costs, which must be accompanied by clear and concise budget narratives describing the need for the cost elements.

9. Required Proposals Certification

a. Statement of No Involvement (Attachment E)

The proposal must include a signed statement certifying that no member of his or her organization nor any person having interest in this organization has been awarded a contract by the Early Learning Coalition of Marion County on a non-competitive basis to:

- Develop this solicitation;
- Perform a feasibility study concerning the scope of work contained in this solicitation; or
- Develop a program similar to what is contained in this solicitation.

b. Sworn Statement Pursuant to Section 287.13393 (a), Florida Statutes, on Public Entity Crimes (Attachment F)

This form must be signed and sworn to in the presence of a notary public or other official authorized to administer oaths.

c. Certification Regarding Lobbying (Attachment G)

The Proposal must include a signed Certification Regarding Lobbying, submission of which is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

d. Certification Regarding Drug-Free Workplace (Attachment H)

The Proposal must include a signed Certification Regarding Drug-Free Workplace pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F.

e. Certification Regarding Debarment, Suspension and Other Responsibility Matters (Attachment I)

The Proposal must include a signed Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions in accordance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

f. Discrimination Statement (Attachment J)

The Proposal must include a signed Certification of Civil Rights Requirements.

10. OTHER REQUIRED INFORMATION

a. Governing Body – The proposer shall furnish the names, addresses, and occupations of all current officers and members of the governing body. If any member is an employee or officer of the Coalition or any other Early Learning Coalition, he/she shall be so identified.

b. Notice to Contractor - The Coalition shall consider the employment by any contractor of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this contract.

c. Bonding, if applicable, and Certificates of Insurance - The Coalition expects the successful proposer to obtain and maintain appropriate bonding and certificates of insurance. The proposer needs to attach proof of bonding and certificates of insurance that they currently hold.

d. Statement of ADA Compliance - At this point, the accessibility survey will not be required; however a statement that assures the Coalition that all facilities will be ADA compliant is necessary. If a contract is awarded, at that time the Americans with Disabilities Act (ADA) accessibility survey will be required.

e. Statement of Public Entity Crime Information: Per Section 287.133(2)(2), F.S.

When a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, he/she

may not submit a bid on a contract to provide any goods or services to a public entity, and may not be awarded or perform work as a contractor, supplier, subcontractor, or a consultant under a contract with a public entity, and may not transact business with any public entity in excess of threshold amount provided in Section 287.017, F.S. for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

TECHNICAL PROVISIONS

A response to this RFP **does not** commit the Coalition to award a contract or to pay any costs incurred in the preparation of a response. The Coalition reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirety this RFP. The Coalition also reserves the right to conduct a pre-award survey of any agency or organization requesting funding.

Material misrepresentation in the Request for Proposal response shall result in the rejection of the proposal, even after ranking, and may result in termination of the contract.

The Coalition reserves the right to:

- Negotiate an increase or decrease in the contract awarded based on funds available and/or if it is in the best interest of the Coalition. In such cases, no additional solicitations or proposals are necessary.
- After the proposals have been ranked, the Coalition reserves the right to request a best and final offer from any bidder to incorporate changes which will support a better understanding of the regulations, or which the regulatory changes may require.
- The Coalition reserves the right to terminate the contract if the contractor fails to perform as agreed.

Proposers shall not, under penalty of law, offer or exchange any gratuities, favors or anything of monetary value to or with any Board member, employee or consultant of the Coalition for the purpose of or having the effect of influencing favorable disposition toward their own proposal submitted hereunder.

Proposers shall not engage in any activity with respect to this RFP or any other(s) that will restrict or eliminate competition. This does not preclude joint ventures or subcontracting. Each proposal submitted must be an original work product of the proposer(s). The copying, paraphrasing or otherwise using of substantial portions of the work product of others and submitted hereunder as original work of the proposer is not permitted. Violation of this provision may cause a proposal to be rejected.

Potential respondents of the RFP are expected to be familiar with Florida School Readiness requirements, and other applicable laws, its regulations and appropriate directives governing the program. All applicants selected for an award are expected to understand and comply with all applicable requirements in conducting services under the agreement awarded.

CONTRACTOR COMPETENCY

The Coalition will offer the necessary training to contractor(s) on the documents and operating procedures that are specific or unique to the school readiness care system within certain limitations. It is a requirement that contractors have the professional experience, prior training, and applicable professional judgment within their staff/organization to perform/accomplish the proposed goals, objectives, and activities submitted in accordance with this RFP. As administrative staffing and funding are limited for subcontractor training and technical assistance, subcontractors with prior experience with documented performance will be an added plus for the proposer.

TYPE OF CONTRACT/COMPENSATION METHODOLOGY

The Coalition reserves the right to negotiate a contract with successful proposers for the delivery of services as required under an agreement.

Documentation to substantiate costs must be provided by the organization for review by the Coalition. Only items identified in the proposed budget will be allowable. Cost shifts of less than 10% of the total administrative/service budget may be made without additional Coalition approval. Revisions to the budget must be submitted and approved by the Coalition prior to implementation.

Based on the financial audit, any funds not utilized in the provision of eligible services must be returned to the Coalition or used in a method approved by the Coalition.

THIRD PARTY CONTRACTING

Contractors will be required to assume full responsibility for all services. Third party contracting for services described in this proposal shall be permitted only when previously approved by the Early Learning Coalition of Marion County.

CONFLICT OF INTEREST STATEMENT

No member may take part in discussion or vote (except to answer questions at Board of Directors and Committee meetings) if they represent an organization whether as an employee, officer or director that receives compensation or

business for services rendered to the organization or have direct or consulting agreement, including those through family or business ties, as stated in Section 112.3143, Florida Statutes. This Conflict of Interest Policy that is expressed shall apply to all other transactions wherein a director has a private or business interest which conflicts or may conflict with the best interest of the corporation. It is the duty of all directors to report all possible or apparent conflicts to the Chairperson and to refrain from taking any corporate action with regard thereto.

The Coalition and its staff are bound by the Conflict of Interest statement above. If a proposer is, or should be aware of any potential conflict of interest, disclosure must be a part of the Certifications attached to this proposal.

PROPOSAL EVALUATION CRITERIA

1. Proposal Evaluation Committee

A team will review and rate each proposal utilizing a Proposal Evaluation Form, which is included as an attachment to this document. Upon conclusion of this rating process, the Coalition may award contract(s) to successful proposers. It is the proposer's responsibility to present accurate, concise, adequate, and qualitative documentation in each area to be rated in the RFP, so that the raters can make effective appraisals. The criteria by which the responses to the RFP will be evaluated are included in the RFP as **Attachment C**.

2. Proposal Evaluation Form

A proposal evaluation checklist is included in the RFP as **Attachment B**.

3. Proposal Rating Sheet

The proposal rating sheet is included in the RFP as **Attachment C**.

NOTIFICATION OF FUNDING

Proposers will be notified by letter if their proposal has not been approved for funding. Proposers submitting approved proposals will be informed of the funding level and projected time to finalize the contract first by telephone, if possible. Written notice of approval will be mailed within two (2) business days after the proposal is accepted by the Coalition Board. If no written notice of protest is filed within *three (3)* working days of receipt of the notification letter, the intended contract award becomes final.

PROTEST PROCESS

According to the Protest Policy of the Coalition, appeals/protests by the proposer shall be made to the Chair or Board Vice Chair of the Early Learning Coalition of Marion County. The protest must be submitted in writing within three (3) calendar days of notification of intent not to fund. The Executive Committee shall review the protest and must submit to the submitting organization in writing a recommendation to clarify or resolve the appeal. The decision of the Executive Committee is final.

If the grievance is based upon discrimination due to race, sex, religion, age, etc., the grievance procedures of the Coalition shall apply.

RECORDS RETENTION

If a contract is awarded, all records pertinent to the agreement including financial, participant, statistical, audit and property, and supporting documentation shall be retained for a period of five (5) years from the date of final payment of the agreement or until all audits are complete and findings on all claims have been finally resolved, whichever is the longer period of time. The Coalition, State and Federal monitors/auditors shall have access to these records for inspection, monitoring or auditing purposes.

Attachments

| | |
|--------------------------|---|
| Attachment A | Proposal Response Cover Sheet |
| Attachment B | Response Checklist Form |
| Attachment C | Proposal Rating Sheet |
| Attachment(s) D-1 D-2 | Sample Budget Worksheets |
| Attachment E | Statement of No Involvement |
| Attachment F | Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes |
| Attachment G | Certification Regarding Lobbying |
| Attachment H | Drug-Free Workplace Requirement Certification |
| Attachment I | Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transaction |
| Attachment J | Discrimination Statement |

**ATTACHMENT A
PROPOSAL COVER SHEET**

Solicitation Number: MAR SUM 10-01

**REQUEST FOR PROPOSALS
FOR
SUMMER PROGRAMS
FOR
CHILDREN AGES
BIRTH TO 9 YEARS OLD
WITHIN
MARION COUNTY, FLORIDA**

**For the period of time:
Planning Days June 7 – June 9, 2010
Program Days June 10, 2010 through July 8, 2010
Final Reporting Day July 9, 2010**

Prospective Offeror's Name

Submitted to the
Early Learning Coalition of Marion County, Inc.

Offeror Contact Information:

Name, title, phone number and address of person who can respond to inquiries regarding the proposal; and,
Name of project director

ATTACHMENT B

EARLY LEARNING COALITION OF MARION COUNTY, INC.
REQUEST FOR PROPOSALS –
Planning Days June 7 – June 9, 2010
Program Days June 10, 2010 through July 8, 2010
Final Reporting Day July 9, 2010

Response Checklist Form

Proposer:

The checklist below is a list of mandatory items that will be kept with the Request for Proposals. Please initial each item to show that the application is complete and accurate. An application should not be submitted unless all items have been verified and initialed. N/A may be used where not applicable applies to your answer. Each component must have a separate budget package. Indicate in the bracket {____} by each item the page number of the proposal on which the information can be found.

- _____ 1. Proposal Response Cover Form (Attachment A) {____}
- _____ 2. Response Checklist (Attachment B) {____}
- _____ 3. Narrative Response to the Introduction {____}
- _____ 4. Statement of Component(s) {____}
- _____ 5. Implementation Plan {____}
- _____ 6. Description of Organizational Capacity {____}
_____ If Governmental Entity, *check here*
- _____ 7. Contract Budget and Rate Justification
 - _____ Line-item Budget {____}
 - _____ Administrative Budget {____}
 - _____ Direct Services Budget {____}
- _____ 8. Required Proposers Certification
 - _____ Statement of No Involvement {____}
 - _____ Certification Regarding Lobbying,
Suspension & Other Responsibility Matters {____}
 - _____ Certification Regarding Debarment {____}
 - _____ Certification Regarding Drug-Free Workplace {____}
 - _____ Equal Employment Opportunity (EEO) Certification {____}
- _____ 9. Other Required Information
 - _____ Governing Body {____}
 - _____ Statement of ADA Compliance {____}
 - _____ Statement of Public Entity Crime Information {____}
 - _____ Bonding and Certificates of Insurance {____}

ATTACHMENT C
EARLY LEARNING COALITION OF MARION COUNTY
2010 Summer Program Proposal Rating Form

Date of review: _____

Proposer: _____

Reviewer: _____

Coalition staff have received all responses to the RFP. Only responses received on or before the deadline are being evaluated.

1. **Response Checklist:**

Proposal is being submitted by a
Governmental Entity

____ Yes ____ No

Does the proposal include the proposer's
Federal Tax Identification Number?

____ Yes ____ No ____ N/A

Does the proposal include the proposer's
Unemployment Compensation Account
Number?

____ Yes ____ No ____ N/A

If no, the RFP cannot be considered as complete and responsive. Do not continue
the evaluation.

Is the proposal from a local, non-profit
organizations/agency?

____ Yes ____ No

Are all required documents included?

____ Yes ____ No

If no, the RFP cannot be considered as complete and responsive. Do not continue
the evaluation.

Technical Requirements Point Scoring

The scale to be used during the evaluation process runs from zero (0) to five (5). The responses will be scored as follows:

- 0 - No value: the proposer ignores or will not meet the requirement.
- 1 - Poor: the proposer responds with only a “yes”, to a statement for which greater detail is required by the context; or the response is somewhat detailed, but is missing much significant information; or most of the detail provided is irrelevant to the RFP statement. If the statement is meant to obtain specific information then the overall impression of the response is altogether unfavorable.
- 2 - Marginal: The proposer provides a reasonably good response to the statement, but is deficient in significant information; or response is detailed, but not entirely relevant to the RFP statement in question. If the statement is meant to obtain specific information then the overall impression of the response is somewhat unfavorable.
- 3 - Acceptable: the response is complete and addresses all significant information; it is detailed and relevant to the RFP statement. If the statement is meant to obtain specific information then the overall impression of the response is acceptable.
- 5 - Superior: the proposer’s response goes well beyond the expectations of the RFP statement; the additional information is detailed, creative, relevant to the statement, and reflects a very high level of proposer skill and/or commitment. If the statement is meant to obtain specific information, then the overall impression of the response is favorable.

SCORING CRITERIA FOR SECTION 2:

2. General Information (page 2)

| | Points | | | | | Page |
|---|--------|---|---|---|---|------|
| | 0 | 1 | 2 | 3 | 5 | |
| Does the proposer demonstrate an understanding of early education needs? | | | | | | |
| Does the proposer demonstrate an understanding of early education resources in Marion County? | | | | | | |
| Does the proposer demonstrate the ability to meet the needs of all families in a prompt, effective and non-discriminatory manner? | | | | | | |
| Does the proposer demonstrate an understanding of the Coalition's priorities? | | | | | | |
| Does the proposal demonstrate that children served through this program are not currently receiving services through school readiness or VPK funding and are not eligible to participate in VPK? | | | | | | |
| Does the proposal include collaborative relationships? | | | | | | |
| Does the proposer list costs by individual components, including a line-item budget? | | | | | | |
| Does the proposal include the number of hours per day for the program? | | | | | | |
| Does the proposal include the total number of children to be served? Preference will be given to programs serving children ages birth to five years old. | | | | | | |
| Does the proposal indicate the program will be in an outlying area of the county? Page 6 indicates these programs, specifically in areas of the county that have received lower Kindergarten Readiness Rates during the past two years. | | | | | | |

Max. section points: 50 **TOTAL POINTS FOR SECTION:** _____

Comments: _____

SCORING CRITERIA FOR SECTION 3:

3. Implementation Plan (page 4)

| | Points | | | | | Page |
|--|--------|---|---|---|---|------|
| | 0 | 1 | 2 | 3 | 5 | |
| Does the proposer demonstrate the ability to provide services June 7 through July 9, 2010? | | | | | | |
| Does the proposer demonstrate the ability to maintain services through the contracting period? | | | | | | |
| Does the implementation plan demonstrate methods for eligibility determination of children to be served? | | | | | | |
| Does the implementation plan specify the pre and post-testing instruments to be utilized and clearly identify how literacy skills will be measured? | | | | | | |
| Does the implementation plan list the location of the program? | | | | | | |
| Is the location of the program in an outlying area of the County, or in an area of the County that received a low Kindergarten Readiness Rate during the past two years? | | | | | | |
| Does the implementation plan list the partners involved in the implementation of the program? | | | | | | |
| Does the implementation plan include the following: <ul style="list-style-type: none"> • Daily schedule of activities • Name and publisher of curriculum or academic guidance tool utilized for program • Outline of parent involvement activities • Sample of lesson plans prepared including activities that address the above academic requirements | | | | | | |

Max. section points: 40 **TOTAL POINTS FOR SECTION:** _____

Comments: _____

SCORING CRITERIA FOR SECTION 4:

4. Contract Budget and Rate Justification (page 9)

| | Points | | | | | Page |
|---|--------|---|---|---|---|------|
| | 0 | 1 | 2 | 3 | 5 | |
| Does the proposal include a detailed line-item budget for the proposed program? | | | | | | |
| Is the proposed line-item budget accurate? | | | | | | |
| Is the proposed line-item budget realistic, necessary & justified? | | | | | | |
| Is the cost per child realistic and justified based on number of days and hours per day of the program? | | | | | | |
| Does the budget include the length of the program each day and the number of children to be served? | | | | | | |

Max. section points: 25 TOTAL POINTS FOR SECTION: _____

Comments: _____

SCORING CRITERIA FOR SECTION 5:

| | Points | | | | | Page |
|--|--------|---|---|---|---|------|
| | 0 | 1 | 2 | 3 | 5 | |
| Does the proposal demonstrate familiarity with the Florida School Readiness requirements, including applicable laws, its regulations and appropriate directives governing the program? | | | | | | |

Max. section points: 5 TOTAL POINTS FOR SECTION: _____

Comments: _____

| Concluding Comments | Yes | No |
|---|-----|----|
| If program cannot be funded at level requested by proposer, would you recommend partial funding of the program? If yes, provide details of the amount/level of funding you would recommend and why you would recommend funding at that amount/level. | | |

Comments: _____

TOTAL POSSIBLE POINTS: **120**

Proposal score: _____

Reviewer's signature: _____

ATTACHMENT D-1
SAMPLE BUDGET WORKSHEET

See Excel Worksheet

ATTACHMENT D-2
SAMPLE PROJECT BUDGET SALARY DETAIL WORKSHEET

See Excel Worksheet

ATTACHMENT E

Statement of No Involvement

I, _____, as an authorized representative of _____, certify that no member of this firm nor any person having interest in this firm has been awarded a contract by the Early Learning Coalition of Marion County, Inc. on a noncompetitive basis to:

1. develop this solicitation;
2. perform a feasibility study concerning the scope of work contained in this solicitation; or
3. develop a program similar to what is contained in this solicitation.

Authorized Representative

Date

ATTACHMENT F

SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by _____
for _____ whose
business address is _____

and its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: NA.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
3. I understand the "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state

or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally known _____ Or produced identification _____

Notary Public - State of _____

My commission expires _____

(Printed typed or stamped)

ATTACHMENT G

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file that required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization

Name of Certifying Official

Signature

Date

*Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

ATTACHMENT H

DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F, I _____ the undersigned, in representation of _____, attest and certify that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notifying the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

8. Notwithstanding, it is not required to provide the workplace address under the grant. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific grant including street address, city, county, state, and zip code:

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Signature

(Typed Name and Title)

I, _____, certify that I am the _____ of _____;

(Position title and organization)

and that such signing is within the scope of my powers.

Executed on: _____201_____

ATTACHMENT I

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

PRIMARY COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT J

DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination

(a) In General.--

- (1) Federal financial assistance.—For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibitions of discrimination regarding participation, benefits, and employment.—No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.—Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) Prohibition on discrimination on basis of participant status.—No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.—Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT D-1
EARLY LEARNING COALITION OF MARION COUNTY
SAMPLE BUDGET WORKSHEET
for the period June 7 - June 30, 2010

PROPOSER: _____

| EXPENDITURE | June 7 - June 9, 2010 | June 10 - June 30, 2010 | DIRECT PROGRAM SERVICES | NON-DIRECT ADMINISTRATIVE SERVICES | TOTAL PROGRAM COST | OTHER FUNDING | TOTAL FUNDING REQUESTED |
|---|--------------------------|----------------------------|----------------------------|--|-----------------------|---------------|----------------------------|
| | PROGRAM PLANNING | PROGRAM OPERATION | | | | | |
| 1 Salaries | | | | | \$0 | | \$0 |
| 2 Fringe Benefits | | | | | \$0 | | \$0 |
| 3 Staff Travel | | | | | \$0 | | \$0 |
| 4 Staff Training | | | | | \$0 | | \$0 |
| 5 Staff Related Expenses | | | | | \$0 | | \$0 |
| 6 Supplies - Office, Other | | | | | \$0 | | \$0 |
| 7 Advertising/Printing | | | | | \$0 | | \$0 |
| 8 Postage | | | | | \$0 | | \$0 |
| 9 Telephone | | | | | \$0 | | \$0 |
| 10 Insurance - Fire, Liability, Vehicle | | | | | \$0 | | \$0 |
| 11 Occupancy - Rent/Lease/Mortgage | | | | | \$0 | | \$0 |
| 12 Utilities | | | | | \$0 | | \$0 |
| 13 Equipment | | | | | \$0 | | \$0 |
| 14 Maintenance - Building/Equipment | | | | | \$0 | | \$0 |
| 15 Program Supplies | | | | | \$0 | | \$0 |
| 16 Professional Fees (Audit/Legal) | | | | | \$0 | | \$0 |
| 17 Consultants/Professional Fees | | | | | \$0 | | \$0 |
| 18 Other - Please specify | | | | | \$0 | | \$0 |
| 19 Other - Please specify | | | | | \$0 | | \$0 |
| 20 Other - Please specify | | | | | \$0 | | \$0 |
| 21 Other - Please specify | | | | | \$0 | | \$0 |
| 22 Other - Please specify | | | | | \$0 | | \$0 |
| 23 Other - Please specify | | | | | \$0 | | \$0 |
| TOTAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

ATTACHMENT D-2
EARLY LEARNING COALITION OF MARION COUNTY
SAMPLE BUDGET WORKSHEET
for the period July 1 - July 9, 2010

PROPOSER: _____

| EXPENDITURE | July 1 - July 8, 2010 | July 9, 2010 | DIRECT PROGRAM SERVICES | NON-DIRECT ADMINISTRATIVE SERVICES | TOTAL PROGRAM COST | OTHER FUNDING | TOTAL FUNDING REQUESTED |
|---|-----------------------|-------------------------|-------------------------|------------------------------------|--------------------|---------------|-------------------------|
| | PROGRAM OPERATION | PROGRAM FINAL REPORTING | | | | | |
| 1 Salaries | | | | | \$0 | | \$0 |
| 2 Fringe Benefits | | | | | \$0 | | \$0 |
| 3 Staff Travel | | | | | \$0 | | \$0 |
| 4 Staff Training | | | | | \$0 | | \$0 |
| 5 Staff Related Expenses | | | | | \$0 | | \$0 |
| 6 Supplies - Office, Other | | | | | \$0 | | \$0 |
| 7 Advertising/Printing | | | | | \$0 | | \$0 |
| 8 Postage | | | | | \$0 | | \$0 |
| 9 Telephone | | | | | \$0 | | \$0 |
| 10 Insurance - Fire, Liability, Vehicle | | | | | \$0 | | \$0 |
| 11 Occupancy - Rent/Lease/Mortgage | | | | | \$0 | | \$0 |
| 12 Utilities | | | | | \$0 | | \$0 |
| 13 Equipment | | | | | \$0 | | \$0 |
| 14 Maintenance - Building/Equipment | | | | | \$0 | | \$0 |
| 15 Program Supplies | | | | | \$0 | | \$0 |
| 16 Professional Fees (Audit/Legal) | | | | | \$0 | | \$0 |
| 17 Consultants/Professional Fees | | | | | \$0 | | \$0 |
| 18 Other - Please specify | | | | | \$0 | | \$0 |
| 19 Other - Please specify | | | | | \$0 | | \$0 |
| 20 Other - Please specify | | | | | \$0 | | \$0 |
| 21 Other - Please specify | | | | | \$0 | | \$0 |
| 22 Other - Please specify | | | | | \$0 | | \$0 |
| 23 Other - Please specify | | | | | \$0 | | \$0 |
| TOTAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |