



# ELCHC Board of Directors Meeting Agenda

Monday, April 15, 2024 at 3:00 pm

6302 E. Dr. Martin Luther King Jr. Blvd., Suite 100 Tampa, FL 33619

<https://us06web.zoom.us/j/89737118750?pwd=MEpNOFJhRXImVFdMV0RJTWs4SFNJQT09>

Meeting ID: 897 3711 8750

Passcode: 102839



## ELCHC Board of Directors Meeting Agenda Packet

Monday, April 15, 2024

### I. WELCOME & INTRODUCTIONS

A. Patel

- A. Roll call/Quorum
- B. Pledge of Allegiance

### II. PUBLIC COMMENT I

A. Patel

*Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.*

### III. CHAIRMAN'S REPORT

A. Patel

- A. Mission Moment
- B. Recognition of service to the ELCHC Board of Directors: Dr. Stephe Holmquist
- C. Committee Appointments
- D. Retreat

### IV. CONSENT AGENDA

A. Patel

*The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.*

- A. April 15, 2024 Board of Directors Meeting Agenda
- B. February 26, 2024 Board of Directors Draft Meeting Minutes - 4
- C. Allocation of funds for summer boost educational board game - 10
- D. Allocation of funds for professional mentoring - 24
- E. Allocation of funds for NECPA training - 37

### V. ACTION ITEM

A. Patel

- A. ELCHC Board of Directors-Secretary Seat Vacant - 39

### VI. COMMITTEE REPORTS

A. Patel

- A. Executive Committee - 40 A. Patel
- B. Governance Committee - 41 D. Fudge
- C. Finance Committee - 42 M. Zieziula
- D. Service Delivery and Efficiency Committee - 172 A. Jae
- E. Development Committee - 173 S. Robinson
- F. Legislative Committee - 174 A. Giery
- G. Provider Review Hearing Committee - 175 J. Jenkins

### VII. FINANCE REPORT

G. Meyer

- A. Financials Budget to Actual - 176

## VIII. CEO REPORT

F. Hicks

- A. ARPA Update - 179
- B. Legislative Update
- C. Children's Summit 2024 Update
- D. Teacher's Night Out (TNO)
- E. Provider Visits
- F. Year to Date Enrollment Report

## IX. Discussion

A. Patel

## X. ANNOUNCEMENTS

A. Patel

- A. Next, Day of Play will be held on May 18, 2024 at Emmanuel P Johnson Recreation Center
- B. Children's Summit 2024-Save the Date: September 12, 2024 - 182
- C. Next, Regular Board of Directors Meeting is scheduled for June 24, 2024.

## XI. PUBLIC COMMENT II

*Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.*

## XII. ADJOURNMENT

A. Patel



Monday, October 23, 2023, at 3:00 pm  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## MEETING ATTENDANCE

**Facilitator:** Chair Aakash Patel

### Board Members Present:

Dr. Daphne Fudge\*, Dr. Stephie Holmquist, Commissioner Gwen Myers\*, Dr. Shawn Robinson, Amanda Jae, Dr. Jodi Marshall\*, Stacie Ward\*, Dr. Jacquelyn Jenkins\*, Tracye Brown\*  
Dr. Larissa Baia\*, Dr. Lise Fox\*, Adam Giery\*, Gino Casanova\*, Dr. Daira Barakat Avila\*, Rebecca Bacon, Derek Zitko\*, Chantal Porte\*, and Beth Pasek\*

### Board Members Absent:

Allison Nguyen, Cynthia Chipp and Michelle Zieziula

### ELCHC Staff:

Dr. Fred Hicks, Nancy Will, Sabrina Ruiz\*, Gary Myers\*, Abigail Perez\*, Alison Fraga, Kelley Minney, and Kiyana Scott

### Other Attendees:

Frazier Carraway, Tonia Williams\*, Molly Grant\*, Jes Fowler\*, Carol Wick\*, and Dennis Hebert

*\*Indicates attendance via Zoom meeting platform.*

## CALL TO ORDER

### Quorum Verification

Noting a quorum had been established, Chair Aakash Patel called the meeting to order at 3:01 pm.

## PLEDGE OF ALLIGANCE

Chantal Porte lead the pledge of allegiance.

## PUBLIC COMMENT I

Mary Hancock, owner of Merry Go Round childcare centers. Ms. Hancock asked that the board of directors consider adding another representative to the board of directors for equal representation. She went on to share that there were more for-profit centers than faith-based, and home centers so that everyone has a seat at the table with their unique needs, and perspective it would best to have representatives from all different forms of early childhood education.

## CHAIRMAN'S REPORT

### A. Mission Moment

Chair Patel opened the floor for Gino Casanova to share with the committee as to why he wanted to serve on the board of directors. Mr. Casanova shared that he is the father of 2 young children and the importance of education, especially early education, is vital to the success not just of his children but that every child deserves a solid start on their education.



**B. Recognition of our newest Board of Director, Rebecca Bacon, Executive Director of The Children’s Board of Hillsborough County**

Chair Patel opened the floor for Mrs. Bacon to introduce herself. Ms. Bacon shared that she has been working in education for over 30 years and has raised 3 children in Hillsborough County that all went through the early learning program. Ms. Bacon shared that she has a passion for quality early learning and stated she was happy to be a member of the Board of Directors for early education.

**C. Committee Appointments**

Chair Patel asked that each of the committee chairs share a description of their committees. The following chairs shared a description of their committee as outline in the bylaws:

Dr. Jacquelyn Jenkins-Provider Review Hearing Committee

Amanda Jae-Service Delivery & Efficiency Committee

Dr. Stephie Holmquist-Governance Committee

Dr. Shawn Robinson-Development Committee

Adam Giery-Legislative Committee

Gary Myer, Chief Financial Officer spoke about the duties of a member of the Finance Committee on behalf of Chair Michelle Zieziula.

Chair Patel asked Rebecca Bacon which committee she would like to serve on, and Mrs. Bacon stated that she would like to hold off on joining one as she would like a little time to get settled into her role on the board before deciding.

Chair Patel asked Chantal Porte which committee she would like to serve on. Ms. Porte stated that she would be interested in serving on the Provider Review Committee.

Chair Patel appointed Stacie Ward to the Finance Committee.

Chair Patel appointed himself to the Legislative Committee.

Chair Patel appointed Amanda Jae to the Legislative Committee.

Chair Patel explained that anyone can attend any meeting as they are available and welcomed participation in all aspects of the board.

Chair Patel asked for a motion to approve Chantal Porte to the Provider Review Committee, Chair Patel to the Legislative Committee, Stacie Ward to the Finance Committee, and Amanda Jae to the Legislative Committee.

*Dr. Shawn Robinson made a motion to approve Chantal Porte to the Provider Review Committee, Chair Patel to the Legislative Committee, Stacie Ward to the Finance Committee and Amanda Jae to the Legislative Committee. Dr. Stephie Holmquist made a second. The motion carried unanimously.*

**D. Recognition of former Board of Director Members-Carl Harness, Lee Bowers, Melissa Raburn, and Kelley Parris**

Chair Patel recognized former Board Member, Carl Harness. Mr. Harness shared that one of the highlights of his time serving on the board was bringing Dr. Hicks onboard to lead the dedicated staff of the Early Learning Coalition of Hillsborough County (ELCHC). Mr. Harness stated it was a privilege to serve and that he really enjoyed his time on board and was just a phone call away should he be needed in the future.

Chair Patel asked if any other former board members were present to recognize them with their certificate of appreciation. Mrs. Bacon stated she would be able to hand Kelley Parris her certificate when she was available to meet in-person. Chair Patel thanked the other former members of the board for their service.

Chantel Porte asked if perhaps with her job duties and title if that might be conflict of interest. Ms. Porte shared her role with Hillsborough County. The Board Council, Frazier Carraway, Esq. recommended that Ms. Porte be moved onto a different committee.

Chair Patel asked for a motion to move Chantal Porte to the Service Delivery & Efficiency Committee from the Provider Review Hearing Committee. Amanda Jae made a motion to move Chantal Porte to the Service Delivery & Efficiency Committee. Dr. Daphne Fudge seconded the motion. The motion carried unanimously.

**E. Meeting Date Change-Board of Directors February 19, 2024, meeting moved to February 26, 2024 & Special meeting of the Board of Directors on December 11, 2023.**

Chair Patel announced the date change of the next Board of Directors meeting and shared that there would be a special meeting on December 11, 2023.

Chair Patel gave a brief update on the dates that Dr. Fred Hicks, CEO and members of the Legislative Committee will be in Tallahassee for the upcoming legislative session. Chair Patel shared that any board members interested in traveling to Tallahassee to represent the ELCHC were more than welcomed to join.

## CONSENT AGENDA

The following items were included under the Consent Agenda:

- A. June 26, 2023 Board of Directors Annual Meeting Agenda
- B. April 17, 2023 Board of Directors Regular Meeting Minutes

*Dr. Shawn Robinson made a motion to approve the Consent Agenda. Amanda Jae made a second. The motion carried unanimously.*

## ACTION ITEMS

**A. Reappointment of Adam Giery to the Board of Directors**

Chair Patel opened the floor to Dr. Stephanie Holmquist, Chair of the Governance Committee. Dr. Holmquist reported that the Governance Committee could not recommend more highly the reappointment of Adam Giery to the ELCHC Board of Directors.

*Dr. Stephanie Holmquist made the motion to reappoint Adam Giery to the ELCHC Board of Directors. Dr. Shawn Robinson made the second. The motion carried unanimously.*

**B. Approval of allocation of funds to the Children’s Forum for Early Childhood Educator INCENTIVE\$**

There was committee discussion to possibly hold off on vote until the December special meeting of the Board of Directors to have a representative from the Children’s Forum to give a breakdown as to where specifically these dollars would go. It was determined that from past allocations to the Children's Forum for Early Childhood Educator INCENTIVE\$ a motion could be made.

*Dr. Shawn Robinson made a motion of the approval of allocation of funds to the Children’s Forum for Early Childhood Educator INCENTIVE\$. Dr. Stephe Holmquist made a second. Dr. Larissa Baia abstained from the vote. The motion carried.*

**C. Approval to enter into a contract with the Children’s Board of Hillsborough County FY 23-24**

Dr. Hicks shared that this is match money from the Children's Board of Hillsborough County.

*Amanda Jae made a motion to approve to enter into a contract with the Children’s Board of Hillsborough County FY 23-24. Dr. Shawn Robinson made a second. Rebecca Bacon abstained from the vote. The motion carried.*

**D. Approval of the allocation of funds to Sharity Global-Board of Directors Retreat FY 23-24**

Dr. Hicks explained this allocation is for the Board of Directors retreat and this was an RFP that was open for 20-days as laid out in the agenda packet. Ms. Wick from Sharity Global was available for questions and she explained the details of what the allocation would cover and shared that she provided strategic planning for multiple coalitions throughout state.

*Adam Giery made a motion to approve the allocation of funds to Sharity Global-Board of Directors Retreat FY 23-24. Dr. Shawn Robinson made a second. The motion carried unanimously.*

**COMMITTEE REPORTS**

**A. EXECUTIVE**

Chair Patel reported that the Executive Committee met on October 16, 2023 to review and discuss the following items:

- Approval of the August 14, 2023 Executive Committee meeting minutes
- Approval of the October 23, 2023 Draft Board of Directors Agenda
- Committee Reports
- CEO Report
- Legislative Focus

## **B. Governance**

Dr. Stephe Holmquist Johnson, Committee Chair, stated the Governance Committee met on September 25, 2023, to review and discuss the following items:

- Recommendation of Adam Giery for reappointment to the Board of Directors
- CEO Evaluation results
- Provider Representation on the Board of Directors
- Provider Nominations (Timeline)
- CEO Report
- Next meeting of the Governance Committee will be held on January 29, 2024

## **C. SERVICE DELIVERY & EFFICIENCY**

Amanda Jae, Chair of the Service Delivery & Efficiency Committee, shared they met on September 14, 2023 to review and discuss the following items:

- Day of Play & Upcoming events for providers and/or families
- CEO Report

## **D. DEVELOPMENT**

Dr. Shawn Robinson, Chair of the Development Committee, shared that the Committee met on September 6, 2023 to review and discuss the following items:

- Resource Development Department Updates
- Education of Young Children Summit
- Host Committee Update

## **E. Finance**

Gary Meyer, Chief Financial Officer gave the committee report on behalf of Michelle Zieziula, Chair of the Finance Committee. Mr. Meyer reported the committee met on October 2, 2023 to review and discuss the Fiscal Year 2024 budget presented and also shared that the committee approved the following allocations:

- Approval of allocation of funds to contract with Saxon Gilmore & Carraway, P.A. for governance-related legal services
- Approval of allocation of funds to WebAuthor.com LLC
- Approval of allocation of funds to contract with Sharity Global for Board of Directors retreat and strategic plan formation
- Approval of allocation of funds to Protected Trust, LLC

## **FINANCE REPORT**

Gary Meyer, Chief Financial Officer shared that the ELCHC received an additional \$6.8 million to fund 14,300 children in total for the year, and the team is busy with assisting in the ARPA grant distribution. Mr. Meyer also shared that he has been forwarding RFP opportunities that are also noted on the website and will have many procurements completed in December for approval at the special meeting.



## CEO REPORT

Dr. Fred Hicks, CEO of ELCHC introduced Ms. Molly Grant from Association of Early Learning Coalitions of Florida (AELCFL) to present the Board of Directors with the three legislative items the AELCFL would be taking to the Florida state legislative session in the spring of 2024. Ms. Grant also stated they do not lobby but are subject matter experts. Ms. Grant shared the priorities that were included in the agenda packet for Board members to review so they could also speak to these priorities at the local level.

In the interest of time Dr. Hicks briefly reported on the following items that were outlined in his CEO report in the agenda packet:

- Legislative Coordination
  - Dr. Hicks shared that Ms. Grant hit all the priorities and that he would be traveling to Tallahassee in January and February while legislators were in session with Chair Patel and other members of the Legislative Committee.
- Provider Representative Election Live -Nominations
- \$33 Million Dollar ARPA Update
  - Dr. Hicks called attention to the outline in the agenda packet.
- Homeless Initiative
  - Dr. Hicks shared the ELCHC is coordinating with organizations that are experts in helping with the homeless population to use the \$1 million dollars given for this purpose.
- Improving Services to Children with Special Needs
  - Dr. Hicks emphasized that there were already processes in place in prioritizing children with special needs. For example, moving children up on the list; more classrooms that are ready to meet their needs as well as teacher trainings at all levels including the owners/directors of centers.
- Results of CEO Evaluation (DEL form)
  - Dr. Hicks called attention to the results of the CEO evaluation in the agenda packet.

## ADJOURNMENT

Citing the time, Chair Patel asked for a motion to adjourn the meeting.

*Amanda Jae made a motion to adjourn the meeting at 4:55 pm. Dr. Stephie Holmquist made a second motion to adjourn. The motion passed unanimously.*

Read and approved by: \_\_\_\_\_

*Dr. Stephie Holmquist, Secretary*

*Date*

<b>ISSUE:</b>	<b>Approval of allocation of funds for summer boost research and evaluation</b>
<b>FISCAL IMPACT:</b>	Not to exceed \$150,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning American Rescue Plan Act Discretionary Funding
<b>RECOMMENDED ACTION:</b>	Approval of allocation of funds to the University of South Florida (USF) not to exceed \$150,000

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**NARRATIVE:**

**Vendor Representative Present at Meeting:** Janet Reyes, Contracts and Grants Manager, Child & Family Studies, Behavioral and Community Sciences, University of South Florida.

**Product or Service:** We are partnering with the University of South Florida in support of summer boost research and evaluation. Together we will select schools and classrooms that will implement the two program variants (math and literacy) and develop parent surveys (attendance at attractions, open-ended impressions of program, recommendations for improvement, and child excitement to go to school).

USF will develop a computerized assessment battery of children’s language, literacy, math, and possibly science competencies and administer pretests during the first week of Summer Boost and post-tests during the last week. The group will be tested by time interaction on educational tests administered, and USF will predict learning gains from both attendance and student engagement ratings.

**Purpose:** The purpose of this initiative is to predict learning gains from the Summer Boost program.

**Contract Performance:** This is the first year contracting with USF on a research study of this nature, so we have no past contract performance to report.

**Outcome:** To provide data analysis on the Summer Boost program to demonstrate efficacy and to inform future programming.

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**Budget Impact:** This is a contract with a budget not to exceed \$150,000.

**Procurement:** The Division of Early Learning (DEL) has reviewed this draft contract and has confirmed that this procurement with a state university is exempt from competitive procurement. No RFP was issued for this work.

**RESEARCH AGREEMENT BETWEEN  
EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY  
AND  
UNIVERSITY OF SOUTH FLORIDA**

THIS RESEARCH AGREEMENT (“**Agreement**”) is entered into as of the date of last signature by Hillsborough County School Readiness Coalition, Inc. dba Early Learning Coalition of Hillsborough County, (“**Sponsor**” or “**COALITION**”), and The University of South Florida Board of Trustees, a public body corporate, for the University of South Florida, (“**University**” or “**CONTRACTOR**”), in support of the project entitled “Evaluation of the Early Learning Coalition of Hillsborough County’s Summer Boost Program” In consideration of their mutual promises and obligations, the parties agree as follows:

**I. PERIOD OF PERFORMANCE:** The period of performance under this Agreement begins April 1, 2024 and ends December 31, 2024. This period may be modified by mutual written agreement of the parties.

**II. WORK PLAN / PROJECT ADMINISTRATION:** The University will perform the project activities described in the appended Attachment 1, Scope of Work, in compliance with all applicable laws, regulations, and University policies. Jason Anthony (“**University Project Director**”) will direct the project for the University.

The representatives of the parties are:

For University:

University Project Director:  
Jason Anthony  
Professor  
Director-Rightpath Research & Innovation Center  
University of South Florida  
Department of Child and Family Studies  
13301 Bruce B Downs Blvd  
Tampa, FL 33612-3807  
813-974-6009  
[jasonanthony@usf.edu](mailto:jasonanthony@usf.edu)

Administrative contact:  
Lara Keene  
Sponsored Research Administrator  
University of South Florida  
Division of Sponsored Research  
3702 Spectrum Blvd, Suite 165  
Tampa, FL 33612-9445  
813-974-4570  
[Keenel@usf.edu](mailto:Keenel@usf.edu)

For Sponsor:

Sponsor Project Director:  
Dr. Fred Hicks

Early Learning Coalition of Hillsborough County  
6302 E. Dr. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619  
813-515-2340 extension 212  
[FHicks@elchc.org](mailto:FHicks@elchc.org)

Administrative contact:  
Gary Meyer  
Early Learning Coalition of Hillsborough County  
6302 E. Dr. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619  
813-515-2340 extension 220  
[aperez@elchc.org](mailto:aperez@elchc.org)

**III. COMPENSATION:** Sponsor will compensate the University on a Cost Reimbursable basis in an amount not to exceed \$150,000 for its conduct of the project. The budget is appended as Attachment 2. To receive payment, University will submit invoices signed by an authorized official of the University to Sponsor's Project Director, in the amount of \$75,000 (on May 15, 2024 and June 15, 2024). Sponsor will remit payment to "University of South Florida" within 30 days after receipt of each invoice and after final approval by a representative of COALITION to:

University of South Florida  
USF Business Payments-PS  
P.O. Box 737443  
Dallas, TX 75373-7443

University will return any unobligated balances remaining at the end of the period of performance to Sponsor.

**IV. INDEPENDENT CONTRACTOR/LIABILITY:** The relationship of the parties is that of mutually independent contractors. Neither party nor any of its officers, agents, and employees becomes by virtue of this Agreement an officer, agent, or employee of the other party. Each party assumes the risk of all liability arising from its respective activities under this Agreement and from the acts or omissions of its own officers, agents, and employees. University's liability is as described in section 768.28, Florida Statutes.

**V. PUBLICITY:** Neither party may use the name of the other party or its employees in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. Under the provisions of Florida Statute 1004.22, the University is required to make available upon request the title and description of a research project, the name of the researcher, and the amount and source of funding provided for the project.

**VI. CONFIDENTIALITY:** In the course of performing work under this Agreement, it may be necessary for either party to disclose to the other certain confidential/proprietary information or data. All such confidential information will be clearly marked or identified as confidential at the time of disclosure; if given orally, it will be reduced to writing, marked as confidential, and provided within 30 days.

Each party agrees to hold the other's confidential information in confidence from date of disclosure until

three years from the date it is either returned to the disclosing party or destroyed, at the option and request of the disclosing party. The parties will take reasonable precautions to avoid disclosure, publication, or dissemination of confidential information and will use confidential information only in connection with the project.

No obligation of confidentiality applies to any information that was already in the receiving party's possession prior to its receipt from the disclosing party; is or becomes publicly known or available through no breach of this Agreement by the receiving party; is acquired by the receiving party from a third party without notice or restrictions of confidentiality; is independently developed by or for the receiving party's personnel to whom the providing party's confidential information had not been disclosed; or is required to be disclosed by law or governmental regulation, in which case both parties will work together in order to comply with such requirement.

**VII. PUBLICATION:** Sponsor recognizes that under University policy the results of the project must be publishable and agrees that the University Project Director or University employees engaged in the project are permitted to present at symposia and professional meetings and to publish in journals, theses or dissertations, or otherwise of their own choosing, the data, methods, and results of the project.

**VIII. INTELLECTUAL PROPERTY:** The University Project Director will promptly disclose all intellectual property ("IP") generated during the course of this Agreement to University's Technology Transfer Office ("TTO") in accordance with USF Policy 0-300 on Inventions and Works, and the TTO will promptly disclose the IP to Sponsor.

University owns all IP conceived or made by the University Project Director or any other University employee. Sponsor owns all IP conceived or made by employees of Sponsor. University and Sponsor jointly own IP conceived or made by employees of University and Sponsor.

Any background IP and technologies of Sponsor, the University, the University Project Director, or any other University employee existing prior to the execution of this Agreement are their own separate property, respectively, and are not affected by this Agreement. Neither party acquires any claims to or rights in any background IP or technologies of the other by virtue of this Agreement.

**IX. GOVERNING LAW:** Florida law, without reference to choice of law rules, governs the enforcement, interpretation, and construction of this Agreement.

**X. DELEGATION OF AUTHORITY:** This Agreement is valid and enforceable only upon signature by persons authorized to bind Sponsor and by all persons required by Florida law or University policy in order to bind the University.

**XI. PROTECTION OF HUMAN SUBJECTS:** The University bears full responsibility for the proper and safe performance of research involving the use of human subjects under this Agreement. If human subjects are used, their rights and welfare will be protected under 45 CFR Part 46, "Protection of Human Subjects," and the University will send a copy of current IRB approval to Sponsor.

**XII. Insurance**

The CONTRACTOR and COALITION shall maintain insurance coverage consistent with their status and obligations hereunder. CONTRACTOR will maintain general liability coverage and automotive liability coverage with coverage limits including general liability at \$200,000 each person, \$300,000 each occurrence for each of these coverage types. The COALITION and CONTRACTOR shall be furnished proof of coverage of insurance upon request.

### **XIII. E-Verify**

1. The CONTRACTOR represents that it is enrolled in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

### **XIV. CONTRACTOR Information**

1. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION's duty to perform under the terms of this Agreement that the CONTRACTOR will be in compliance with all applicable laws and regulations of the state and federal government.

### **XV. Public Records Law Compliance, Access and Confidentiality**

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COALITION, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.
3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently

and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.

5. COALITION shall have the right, at its sole expense, to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### **XVI. Remedies**

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

#### **XVII. Nonperformance and Financial Remedies**

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

#### **XVIII. Representations and Warranties**

Neither party will make representations, warranties, or commitments binding the other without its prior consent. Neither party has authority to speak as a spokesperson for, or to act or represent themselves as an agent of the other.

#### **XIX. Debarment and Suspensions Disclosures**

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

#### **XX. Termination Clause**

1. **Termination due to lack of funds.** If funds to finance the Agreement become unavailable or if the state government withdraws or redirects funds upon which the Agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified



verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the Agreement to another program, thus causing lack of funds.

2. **Termination for convenience.** Either party by written notice to the other, may terminate the Agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITIONs interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the Agreement and COALITION shall compensate CONTRACTOR for such continued portion in accordance with this Agreement.
3. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
  - a. Stop work under the agreement on the date of and to the extent specified in the notice.
  - b. Complete performance of the work not terminated by COALITION, to the extent practicable.
  - c. Take such action as may be necessary, or as COALITION may reasonably specify, to protect and preserve any property related to the Agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
  - d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
  - e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

## **XXI. Force Majeure**

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

## **XXII. Equal Employment Opportunity**

The parties are and have been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with

Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

**XXIII. No Assignment**

Neither party may assign any of the rights, interests or obligations hereunder without the prior written consent of the other party.

**XXIV. Amendment**

Any change shall require a written amendment to this Agreement (an "Amendment"). Each Amendment shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Amendment will become effective upon the execution by both parties, and the Amendment will specify the period of time within which the parties must implement the changes. Both parties agree to act in good faith and promptly when considering an Amendment requested by the other party but neither party is obligated to execute an Amendment.

**XXV. Procurement of Recovered Materials**

This item is not applicable to this contract.

**XXVI. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3)."

**XXVII. Clean Air Act and the Federal Water Pollution Control Act**

This item is not applicable to this contract.

**XXVIII. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.
3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to the Division of Early Learning (DEL).

**XXIX. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)**

This item is not applicable to this contract.

**XXX. Reserved Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)**

This item is not applicable to this contract.

**XXXI. Agreement**

This agreement constitutes the complete Agreement between the School Readiness Coalition of Hillsborough County, Inc. dba The Early Learning Coalition of Hillsborough County and CONTRACTOR. A waiver of a breach of any of the provisions of this Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This Agreement shall be binding upon the parties hereto and their respective representatives. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

*Signature page follows*

The parties indicate their acceptance of the terms of this Research Agreement, which includes Attachments 1 and 2, by the signatures below of their authorized officials.

**The University of South Florida Board of Trustees**

Reviewed by:

Signed By:

Jason Anthony, Ph.D.  
University Project Director

Stephanie Rios  
Director, Sponsored Research  
University of South Florida

Date: \_\_\_\_\_

**Hillsborough County School Readiness Coalition, Inc. dba Early Learning Coalition of Hillsborough County**

6302 E. Dr. Martin Luther King Jr Blvd, Suite 100, Tampa, FL 33619

By: \_\_\_\_\_

Signature of authorized official

Dr. Frederick Hicks  
Chief Executive Officer

Date: \_\_\_\_\_

## **ATTACHMENT 1 SCOPE OF WORK**

In collaboration CONTRACTOR AND COALITION will:

- Select schools and classrooms that will implement the two program variants
- Develop parent surveys (attendance at attractions, open-ended impressions of program, recommendations for improvement, extent children were excited to go to school)
- Develop attendance logs and student engagement logs for teachers to complete.

CONTRACTOR will:

- Develop computerized assessment battery of children’s language, literacy, math and possibly science competencies
- Individually administer pretests during the first week of Summer Boost
- Individually administer post-tests during the last week of Summer Boost
- Enter parent survey data and teacher survey data
- Perform data analysis including the following:
  - i. Test the group by time interaction on educational tests administered as pretests and post-tests
  - ii. predict learning gains from attendance
  - iii. predict learning gains from student engagement ratings
  - iv. qualitative summary of findings from parent survey
- Complete a final report that summarizes findings

**ATTACHMENT 2  
BUDGET AND BUDGET NARRATIVE**

Personnel: \$63,382  
Fringe Benefits: \$20,807  
Other Direct Costs: \$58,668  
Indirect Costs: \$7,143  
Total Costs: \$150,000

**Jason Anthony (0.20 FTE)** is the **Principal Investigator** and Accountable Officer for this project and is responsible for all project and research activities.

**Jacob Gray (0.25 FTE)** is an Assistant Professor and will assist with project, research, and evaluation activities. He will conduct all statistical analyses.

**TBN Project Manager (0.57 FTE)** will assist Drs. Anthony and Gray with project, research, and evaluation activities.

**TBN Information Tech Support (0.25 FTE)** will develop computerized assessments and surveys and provide technical assistance to the project staff.

**Janet Reyes (0.10 FTE)** is the **Contract and Grant Manager** for all programs. She will provide grant management, including budget development and administration, and she oversees the business administration and human resources staff. She will also provide accounting services, which include an ongoing review of all expenditures per university, state, and sponsor guidelines. She will assist in the preparation of the monthly accounting reports and projections.

**Dana Stanley (0.024 FTE)** will assist with all financial transactions including purchasing, travel, invoicing, etc.

**Sonya Jones (0.04 FTE)** is our Human Resources Coordinator and will assist with any hiring or human resource related needs.

**Fringe Benefits:** Following the University guidelines, new composite pooled fringe benefit rates for salaried personnel were calculated at 32.2% of budgeted salary for faculty and 39.5% for administrative and professional employees, and 52.7% for staff. These fringe benefits include social security, Medicare, health insurance, life insurance, workers' compensation, unemployment, and retirement.

**Expenses**

The following project-related expenses have been included:

Printing/Duplicating  
Travel: Local and National  
Incentives for teachers  
Incentives for Children  
Software to conduct analyses  
Supplies

Publication Costs

Portable computer monitors

Desktops/laptops and related peripherals needed for testing

**Administrative Costs**

We have calculated facilities and administrative costs at 5% of total direct costs as per Florida statute.

## ELCHC BOARD OF DIRECTORS REGULAR MEETING - April 15, 2024

### CONSENT AGENDA

### ITEM IV.D.

<b>ISSUE:</b>	<b>Approval of allocation of funds for professional mentoring</b>
<b>FISCAL IMPACT:</b>	Not to exceed \$106,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning American Rescue Plan Act Discretionary Funding
<b>RECOMMENDED ACTION:</b>	Approval of allocation of funds to the Friends of the Children – Tampa Bay not to exceed \$106,000

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#### **NARRATIVE:**

**Vendor Representative Present at Meeting:** Rich McClintock, Executive Director, Friends of the Children – Tampa Bay.

**Product or Service:** We are contracting to provide professional mentoring to children ages 4 to 6 who have been in the foster care system or have received multiple adverse childhood experiences. Friends of the Children – Tampa Bay partners with Hillsborough County Public School during the current fiscal year, July 1, 2023 to June 30, 2024. Mentors provide wraparound, one-to-one support for 12-16 hours each month as part of a unique long-term mentoring program. The mentors must create success plans with their mentee with input from the mentee and caring parent or adult family support member. The program includes data collection for children ages 4 to their graduation from high school.

Friends of the Children will establish long-term data reporting, support through mentoring, and consent to collect data regarding the impact of mentoring and early education experience on several milestones that include: (1) kindergarten readiness, (2) 3<sup>rd</sup> grade reading level, (3) number of mentoring sessions from age 4 to 3<sup>rd</sup> grade, (4) 8<sup>th</sup> grade reading level, (5) parent engagement hours for children ages 4 to 8<sup>th</sup> grade, (6) 10<sup>th</sup> grade GPA, and (7) graduation rates.

**Purpose:** The purpose of this initiative is to study the long-term effects of professional mentoring.

**Contract Performance:** This is the first year contracting with Friends of the Children, so we have no past contract performance to report.



**Outcome:** To provide quality professional mentoring and to study its long-term impacts through biannual data reports.

**Budget Impact:** This is a contract with a budget not to exceed \$106,000.

**Procurement:** The RFP was posted on the ELCHC website and MyFlorida Marketplace for 15 calendar days, per ELCHC policy. Two bidders responded. A three-person scoring team scored the two proposals, and Friends of the Children – Tampa Bay was the leading scorer.

Rater	<i>Entrust Staffing</i>	<i>Friends of the Children-Tampa Bay</i>
Rater #1	2.50	4.30
Rater #2	2.50	4.85
Rater #3	2.00	4.85
Total	7.00	14.00

# FR1ENDS of the CH1LDREN

Generational Change,  
One Child at a Time

**Tampa Bay**

Early Learning Coalition of Hillsborough County  
Long-Term Effects of Professional Mentoring Proposal

Cover Page

Friends of the Children—Tampa Bay  
Friends of the Children—Tampa Bay  
7028 W. Waters Ave. #214  
Tampa, FL 33634

Contact: Rick McClintock, Executive Director  
[mcclintock@friendstampabay.org](mailto:mcclintock@friendstampabay.org)

(813) 431-1058

Thank you for including Friends of the Children – Tampa Bay in your efforts to partner with a professional mentoring organization. We believe our program, our team and our capacity to gather and report information makes us an ideal partner for you. We are utilizing your Proposal Contents outline – Section VI of your RFP, found on page 6 – as the framework for this proposal. In doing so, we hope to provide you with a significant amount of information, but also acknowledge that a clarifying conversation (no questions were allowed prior to submission) will allow the two parties to structure the optimal relationship. Thank you again for your consideration.

### **Organizational Information**

*Bidder name:* Friends of the Children – Tampa Bay

*Address:* 7028 W. Waters Avenue, #214

Tampa, FL 33634-2292

*Contact:* Rick McClintock, Executive Director

*Email:* rmcclintock@friendstampabay.org

*Phone:* 813-431-1058

*Preferred method of contact:* email or phone call

*Indicate, if appropriate, if the firm is a small or Certified Minority Owned Business (CMOB include certificate with RFP):* N/A

*Name where you maintain office(s):* Because our work takes place across three counties – at home, at school, and in the communities in which the children live – Friends of the Children – Tampa Bay does not have centralized office space.

### **Scope of Work**

#### **Service Delivery and Objectives**

Friends of the Children – Tampa Bay respectfully requests an award to help us provide and sustain our long-term mentoring program for children, ages 4 to their high school graduation, who have been in the foster care system or have experienced multiple adverse childhood experiences. Our program is equipped with data collection and long-term data-reporting regarding the impact of mentoring and early education on the milestones outlined in the “Long-Term Effects of Professional Mentoring” Request for Proposal (RFP) during the Early Learning Coalition of Hillsborough County’s (ELCHC) current fiscal year (July 1, 2023 – June 30, 2024) through cohort tracking end. We would be happy to share this data, and particularly the data requested as part of the RFP with the ELCHC as part of a scope of services agreement.

## Overview

Friends of the Children – Tampa Bay (Friends-Tampa Bay) impacts generational change by empowering youth who are facing the greatest obstacles through relationships with professional mentors – 12+ years, no matter what. Friends-Tampa Bay, an independent chapter affiliated with the Friends of the Children national network, uses an evidence-based model proven by 30 years of success. We provide trauma-informed services to support youth in order to cultivate the resilience needed to overcome the challenges of intergenerational poverty, including multiple Adverse Childhood Experiences (ACEs) and involvement with or high risk of entry into foster care.

In alignment with Early Learning Coalition of Hillsborough County’s (ELCHC) scope of work, Friends–Tampa Bay partners with Hillsborough and Pinellas County Public Schools to identify children ages 4 to 6 for our program for whom short-term, single-programmatic fixes will not work. Once enrolled, youth are paired with a paid, professional mentor (called a Friend) through high school graduation. Friends provide wraparound, one-to-one support for youth and their families — in their schools, homes, and communities — for 12-16 hours each month, helping youth cultivate resilience and overcome barriers to success and well-being in school and life. We extend our services to caregivers of youth in our program, building trusting relationships, learning about each family’s strengths, and connecting them to concrete resources as they navigate complex systems, like education, child welfare, and healthcare systems.

We are dedicated to rigorous data collection and continual evaluation, and our program relies heavily on tracking youth progress on short-, intermediate-, and long-term goals in real-time to measure the program’s effectiveness. Youth, with the help of their Friend, set individualized, self-determined annual Road Map goals in five intermediate outcome areas. Progress in the intermediate outcome areas and prosocial skill development has been shown to significantly contribute to a child’s educational success. Friends also track their interactions with caregivers, focusing on connecting them to resources and empowering them to grow their ability to support and encourage their children to reach their goals and achieve success and well-being in school and life.

As such, Friends-Tampa Bay is uniquely positioned to fulfill ELCHC’s Scope of Work with ten years of historical long-term data reporting, provision of long-term mentoring for youth experiencing foster care and/or multiple ACEs, and the ability and willingness to collect and share data regarding the impact of mentoring and early education experience on the milestones included in its Request for Proposal.

## Population Served:

Friends–Tampa Bay was founded in 2014 in response to very high numbers of youth in foster care in our area. In 2022, Hillsborough and Pinellas counties had the highest numbers of youth in foster care in Florida. Our focus is to support youth in or at risk of entering foster care, and all youth we enroll navigate the intersecting challenges of abuse and neglect, poverty, complex trauma, and an accumulation of adverse childhood experiences (ACEs).

Friends-Tampa Bay has formal partnerships in place with schools in Pinellas and Hillsborough counties to identify and enroll 4- to 6-year-olds whose families are experiencing generational poverty and who have experienced or are deemed at highest risk of entry into the foster care system. We intentionally select children who are impacted by early trauma and environmental factors, such as homelessness, parental involvement in the criminal justice system, and/or abuse and neglect. Of those currently enrolled:

- 100% have had a report of abuse or neglect filed on their behalf.
- 88% have a parent who has been incarcerated.
- 52% have a parent with substance use disorder.
- 19% have a parent with a mental health diagnosis.
- 38% have been impacted by domestic violence.
- 53% face food insecurity.

Youth in our program also face generational cycles of systemic disadvantage. The majority (79%) of youth we serve identify as youth of color and, as a result, experience a multitude of systemic inequities—racial discrimination, segregation, underfunded schools, lack of access to services, and more.

We currently serve 58 youth in Hillsborough, Pinellas, and Pasco Counties, spanning from first to 11<sup>th</sup> grade, each of whom we will provide with 12+ years of professional mentoring in our program, including during ELCHC’s current fiscal year (July 1, 2023 – June 30, 2024) through cohort tracking end per ELCHC’s RFP.

## Our Model:

The Friends of the Children model is based upon research showing that a consistent relationship with a caring adult is the single most important factor in overcoming childhood adversity and ensuring long-term positive outcomes. Our model has six distinguishing elements:

1. We intentionally identify and serve youth facing the greatest risk factors for whom short-term fixes and single-programmatic approaches will not work.
2. We hire full-time, paid professional mentors with the skills and knowledge to work with youth who have experienced significant trauma; each spends 3-4 hours per week with each child.
3. We enroll youth as early as age 4 and commit to them for 12+ years.
4. We are involved in all facets of a child's life (school, home, and community) to address the underlying issues impacting a child's positive development.
5. We develop trusting relationships with caregivers, empowering them to address barriers, and partnering to promote their child's learning and development.
6. We are part of a national network with 30 years of evidence-based, proven results.

## Impact and Evaluation:

For over 30 years, Friends of the Children has incorporated a robust data collection and evaluation process to measure the program's effectiveness. Friends support children and caregivers in setting and achieving their own goals and record every interaction in our Efforts to Outcome (ETO) database. The data ensures efficiency, accountability for progress, and program fidelity. Data is reported in a scorecard platform monthly, quarterly, and annually, allowing Friends to adjust work in alignment with each youth's progress and needs.

Youth, with the support of their Friend, regularly create and work towards short-term, intermediate, and long-term goals to ensure progress towards grade-level benchmarks and high school completion. Friends also teach and model healthy prosocial behaviors, empowering youth to develop social-emotional skills, which we call our nine "Core Assets" (growth mindset, positive relationship building, finding your spark, problem-solving, self-determination, self-management, perseverance/grit, hope, and belonging). These important prosocial skills and behaviors help youth develop internal resources to heal trauma, buffer against future trauma, and lay the groundwork for creating a positive vision of their future.

Youth work with Friends to set and achieve annual "Road Map" goals in 5 intermediate outcome areas: 1) School Success (indicators include attending school, finishing homework, and staying focused in class); 2) Prosocial Development (indicators include practicing healthy ways to cope with stress and building positive relationships with peers and adults); 3) Making Good Choices (indicators include taking part in positive

extracurricular activities and avoiding risky behaviors); 4) Plans and Skills for the Future (indicators include making plans for special activities and identifying personal goals); and 5) Improved Health (indicators include getting regular exercise and choosing healthy foods).

Friends also connect regularly with caregivers, building trusting relationships and helping them connect to agencies providing concrete resources. Friends of the Children highly values the voices and input from the youth and families we serve, so we also distribute annual surveys to both youth and caregivers in the program to solicit direct feedback and inform our progress.

Friends - Tampa Bay is equipped to provide all data requested by ELCHC in its Request for Proposal, including existing releases of information from Hillsborough and Pinellas County School Districts in the schools where we serve youth, allowing us to continue to monitor progress of youth we serve throughout the Tampa Bay area, even as their living situations may shift in the Tampa Bay area throughout the 12+ years of our program.

#### Collaboration:

Friends of the Children prioritizes collaboration with other agencies that enable youth and families to overcome barriers to success. Our work with partners makes it possible for our youth to take full advantage of community offerings, become self-sufficient, and thrive. We also empower caregivers through regular contact and strategic partnerships to access resources including those for basic needs, navigate systems of support, and meet their own goals.

*Schools:* Our core partnerships are with and in schools. Friends—Tampa Bay has formal agreements with Hillsborough County and Pinellas public school districts. We work closely with school personnel to support children in their academic journeys. Friends work with administrative staff to access academic data, with teachers to advance school learning objectives, and with caregivers to increase their engagement in their child’s education. Friends center student and caregiver voices within schools by advocating for students’ needs, supporting them to build positive relationships with teachers and other school staff, and joining families in conferences and IEP meetings.

We have attached letters of support from our school contacts in Hillsborough County Public Schools (Foster Elementary) Pinellas County Schools (Lealman Avenue Elementary) illustrating their support for our program.

*Community Support:* To support caregivers, we partner with community organizations to create equitable access to resources and opportunities. A portion of our growing list of partners in the community includes Angels Against Abuse, Champions for Children, The Kind Mouse, Layla’s House, Suncoast Center, Tampa Bay Rays, YMCA, the Ryan Nece Foundation, and faith-based groups including Grow My Ministry and Ward Temple. Letters from certain of these organizations as well as certain of our funding partners are attached.

*Skill Building:* Electus Financial teaches our youth about finances and business and offers the opportunity to establish bank accounts and earn money. Frameworks provides Friends with a learning community and workshops on topics including social emotional learning, bullying, and mentor wellness.

## Key Personnel

We prioritize the hiring of individuals who come directly from the community, who bring both professional and lived experience to their work, and who are representative of the children and families they will serve.

Friends' full-time job is to support youth and their parents or caregivers. Friends are skilled professional mentors who specialize in guiding and encouraging young people through long-term relationships and family-focused support and advocacy. Friends are equipped with a wide range of teaching, counseling and advocacy skills and work closely with other professionals, including educators and mental health professionals, to ensure each child receives the services they need to thrive.

Each Friend works with eight to 10 youth, spending 3 to 4 hours every week with or on behalf of each child. They partner with teachers (spending at least two hours each week in the school with our elementary-age children), supporting children's education using research-based practices. Friends teach valuable life skills and healthy behaviors, and they create pathways to more choices and more opportunities. On average, Friends stay with the organization for five years. Several of our Friends nationally have been with us for more than 20 years with 4 of our local Friend Team having been here since our inception.

We have listed below a subset of our personnel who will be involved in service and delivery of this scope of work along with pertinent information:

Rick McClintock, Executive Director

- Joined 2021
- Responsibilities include oversight of Team, Fundraising and Strategic Planning
- Prior experience includes Sales and Sales Management positions with JP Morgan, US Bank, Fifth Third Bank, FIS (fka Certegy) and more.
- Education - Vanderbilt University

Byron Pressley, Program Director

- Joined 2014
- Responsible for management of Friends, and oversight of Community Program Partners
- Prior experience includes Investigative, Operational, Teaching and Managerial positions with Department of Children and Families, Department of Corrections, Mt. Pleasant Middle School and more.
- Education - Bethune-Cookman College



Ken Baker, Professional Mentor (“Friend”)

- Joined 2014
- Responsible for mentoring roster of high school-age boys.
- Prior experience includes Counseling, Licensing, Coaching and Administrative positions with Eckerd Youth Alternatives, Gold’s Gym, Vantage Solutions, Wachovia Insurance Service and more.
- Education - St. Leo University

Jerrese Turner, Professional Mentor (“Friend”)

- Joined 2023
- Responsible for mentoring roster of elementary-age girls
- Prior experience includes Teaching, Administrative and Caregiving positions with Orange County Public Schools, Nannies Who Care, Bethlehem School District, Right at Home and more.
- Education – The Richard Stockton College of New Jersey

### **Prior Related Work**

The Friends of the Children model is unique among mentoring organizations for the length and depth of its intensive mentoring services. We specialize in providing the highest level of intentional and relational service to families experiencing complex, intersecting trauma and a lack of resources.

Across the network, upon completion of our 12+ year program, thirty years of Friends of the Children data show the following long-term outcomes of program youth:

- 83% graduate from high school, though more than 60% have a parent who did not;
- 93% remain free from involvement with the juvenile justice system, though 50% have a parent impacted by the justice system;
- 98% wait until after their teen years to parent, though 85% were born to a teen parent; and
- 92% go on to enroll in post-secondary education, serve our country, or find employment.

Thirty years of third-party evaluation proves that our long-term, whole-family approach works and proves its positive impact.

*NIH Study:* Our impact has been validated through a longitudinal randomized control study funded by the National Institutes of Health. Early evidence shows that caregivers in our program had a more positive perception of their child’s behavior, a protective factor for maltreatment.

*Foster Care:* Early results from a preliminary study of our model found, compared to youth in foster care without a Friend, the youth we serve stay in foster care for less time (an average of six months), change placements less often, re-entered foster care less often, and achieved in school at higher rates than foster youth with similar risk profiles.

Further, across the network, young adults who experience involvement with the foster care system and who graduate from the program achieve our long-term programmatic outcomes at the same rate as all of our program participants – remarkable results considering the national statistics for youth transitioning out of foster care:

- 83% earn a high school diploma, while 55% without a Friend graduate high school.
- 92% enroll in post-secondary education, find employment, or enlist in the military after high school. Though young adults who have experienced foster care are just as likely as their peers to have college aspirations, only 32-45% have the opportunity to pursue higher education after high school.
- 93% remain free from involvement with the juvenile justice system, compared to 74% without a Friend.
- 98% wait to parent until after their teen years, while 74% without a Friend wait to parent until after their teen years.

We are also happy to report that all but two of our older cohort of youth – all of whom were enrolled while in the foster care system – now live in permanent home situations with parents, family members, or adoptive families.

### **Fee for Provided Services**

We propose to deliver our services to ELC and receive compensation based on a fee that reflects our direct programmatic costs.

- There remains room for discussion around which of the children we support could be funded by ELC, as we have Elementary- and High School-age mentees in Hillsborough, Pinellas and Pasco counties.
- In order to establish a baseline fee, we will consider our current cohort of 14 Elementary-age Children in Hillsborough County.
- As illustrated in the attached Exhibit 1, labeled “Program Budgeting for 14 Mentees”, our direct costs per year to deliver our mentoring services to this cohort of Children equals \$105,992.
- On a per child basis, this equates to an annual fee of **\$7,570.86**.
- We commit to maintaining this fee per child, and the number of children and length of term will determine the overall cost to ELC for a subscription to our services.

Your RFP indicated on page 2, section I. A, that you are seeking a contractor that will “provide professional mentoring to children . . . through cohort tracking end”. Our model is such that we make a 12+ year commitment to the children we mentor. Our Elementary-age mentees are in grades 2 – 4, such that, based on our 12+ year commitment, we will be mentoring some portion of the cohort through 2034.

- Exhibit 2, labeled “Sample Long-Term Projection for Funding”, is attached and illustrates the yearly and overall fee that we would collect from ELC for delivery of the proposed service through this cohort tracking end.
- **However**, we anticipate a clarifying discussion that utilizes our stated annual fee of \$7,570.86 per child and considers which of our mentees ELC wishes to fund and for what time period.
- Once we have clarified those two open items, we will be in position to execute an agreement that accurately reflects such key contract components as Effective Term, Due Date and Compensation & Payment.

It is important to note that our long-term mentoring services are provided to the youth and their families in our program – all from underserved communities – at no charge. Our budget revenues are comprised of special fundraising events; individual and corporate donations; and foundation, corporate, and government grants.

### **Contracted Services Agreement**

Friends of the Children – Tampa Bay looks forward to the clarifying conversation, such that we can finalize and enter into a standard ELCHC contract like that included as Exhibit A in its Request for Proposal.

# Friends of the Children-Tampa Bay & Early Learning Coalition Exhibit 1

## Program Budgeting for 14 Mentees

Figures Derived from 2024 Fiscal Year Budget

EXPENSES	Salaries	Elementary Age Pro-rated Cost (8 Mentees per Friend = 1.75)	
Average Friend Salary plus Bonus (5%)	\$45,476	\$ 79,583	
Benefits & Taxes	\$10,459	\$ 18,303	
Youth Activities		\$ 5,376	
Friend Activities		\$ 1,050	
Family Engagement		\$ 1,680	
<b>Total Annual Expenses per Elementary Cohort:</b>		<b>\$ 105,992</b>	

**Benefits & Taxes**

Benefits & Taxes total 23.9% of Salary & Bonus

**Youth Activities**

Youth activities (i.e. Snacks, outings) are budgeted at \$32/child/month

**Friend Activities**

Friends' activities with youth (i.e. Outings) are budgeted at \$50/Friend/month

**Family Engagement**

\$120 / Family / Year

**Total Annual Expenses:                   \$ 105,992.00**

**Proposed Fee per Child:                   \$    7,570.86**

<b>ISSUE:</b>	<b>Approval of allocation of funds for NECPA accreditation training</b>
<b>FISCAL IMPACT:</b>	Not to exceed \$63,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning American Rescue Plan Act (ARPA) Discretionary Funding
<b>RECOMMENDED ACTION:</b>	Approval of allocation of funds to National Early Childhood Program Accreditation Commission, Inc. (NECPA) not to exceed \$63,000

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**NARRATIVE:**

**Vendor Representative Present at Meeting:** Mortricia White, Owner, White Consultants on behalf of NECPA (National Early Childhood Program Accreditation).

**Product or Service:** We contracted with White Consultants on February 28, 2024 to coach two programs toward NECPA accreditation. As part of the process, the 18 staff of these programs are required to take two training courses, CCP (Certified Childcare Professional) Enrollment and 21<sup>st</sup> Century Language.

**Brief History:** Hillsborough County has a large population of programs that have yet to become accredited. This American Rescue Plan Act (ARPA) initiative is designed to coach programs to achieve accreditation status.

**Purpose:** Since we have ARPA funding, this is an ideal time to use available funding to help providers get accredited in order to increase provider quality and enable providers to benefit from 20% higher provider rates paid by the Division of Early Learning.

**Outcome:** To help two programs become NECPA-accredited.

**Budget Impact:** This is a payment to the accreditation body of a \$62,964 invoice.



**Bill To :**

White Consultants  
1525 Creek Lane  
Raleigh, NC 27610  
United States

Invoice # :	INV-0000007580
Invoice Date :	03/20/2024
Due Date :	04/20/2024

Line Item	Quantity	Unit Price	Amount
CCP Enrollment	18.00	\$ 1,999.00	\$ 35,982.00
21st Century Language	18.00	\$ 1,499.00	\$ 26,982.00
<b>Total</b>			<b>\$ 62,964.00</b>

[Click here to pay online](#)

## ELCHC BOARD OF DIRECTORS REGULAR MEETING-April 15, 2024

**ACTION**

**ITEM. V.**

**ISSUE:** ELCHC BOARD OF DIRECTORS-Secretary Seat Vacant

---

**NARRATIVE:**

ELCHC Board of Directors-Secretary Seat Vacant

“Section 7. Secretary. The Secretary shall record or cause to be recorded, and shall keep or cause to be kept, at the principal business office or such other place as the Board of Directors may order, an electronic copy of minutes that include actions taken at all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given and the names of those present at Board meetings. The Secretary shall give, or cause to be given, notice of all the meetings of the Board of Directors required by the Bylaws or by law to be given, and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.”

ISSUE: Executive Committee Report

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**NARRATIVE:**

The Executive Committee met on April 8, 2024, to approve, review and discuss the following items:

- Approved the February 19, 2024 Executive Committee Draft Meeting Minutes
  - Approved the April 15, 2024, Draft Board of Directors Meeting Agenda
  - Committee Reports
    - Governance Committee
    - Finance Committee
    - Service Delivery & Efficiency Committee
    - Development Committee
    - Legislative Committee
    - Provider Review Committee
  - CEO Report
    - ARAP Update
    - Legislative Update
    - Children's Summit 2024 Update
    - Teacher's Night Out (TNO) 2024
    - Provider Visits
    - Year to Date Enrollment Report
  - Discussion Items
    - Polo and Name Tag
    - Polo for Retreat (Budget)
-



## ELCHC BOARD OF DIRECTORS REGULAR MEETING-April 15, 2024

Governance

ITEM VI.B.

ISSUE: Governance Committee Report

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NARRATIVE: The Governance Committee met on March 25, 2024, to review and discuss:

- Vacant Board of Director Seats
    - 4 Private Sector seats open
    - 2 of the 4 seats are Governor appointed
  - ELCHC Board of Directors Appointments
    - Annetee Eberhart appointed to the Provider Review Hearing Committee
  - CEO Report
  - The next regularly scheduled Governance Committee meeting will be on May 20, 2024.
-

## ELCHC BOARD OF DIRECTORS REGULAR MEETING– April 15,2024

Finance

ITEM IV.C.

ISSUE: Finance Committee Report

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NARRATIVE: The Finance Committee met on March 26, 2024, to review, discuss and approve:

- Allocation of funds for summer boost educational board game
- Allocation of funds for intergenerational reading through volunteers
- Draft MSL Audited Financials for the Fiscal Years ended June 30, 2023, and 2022
- CEO Report
- Next meeting of the Finance Committee is scheduled for June 3 , 2024 at 3:00 pm.

(Attachments 129)

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<b>ISSUE:</b>	<b>Approval of allocation of funds for summer boost educational board game</b>
<b>FISCAL IMPACT:</b>	\$75,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning American Rescue Plan Act (ARPA) Discretionary Grant funding
<b>RECOMMENDED ACTION:</b>	Approval of allocation of funds to Lakeshore Learning for summer boost educational board game

---

**NARRATIVE:**

**Vendor Representative Present at Meeting:** Erik Zupal, Regional Sales Manager, Lakeshore Learning.

**Product or Service:** We are procuring services to create an educational board game focusing on Kindergarten Readiness Skills. The game's content will be provided by our organization, ensuring it is tailored specifically to the needs and characteristics of children in our county.

Product Specifications: Develop a board game that targets essential Kindergarten Readiness Skills such as literacy, numeracy, social-emotional development, fine motor skills, and critical thinking.

- Utilize content provided by The Early Learning Coalition of Hillsborough County to ensure alignment with the unique educational priorities and characteristics of Hillsborough County.
  - Design an age-appropriate game suitable for children aged 4 to 6 years old, facilitating engagement and learning at pre-kindergarten and early kindergarten levels.
  - Create a collaborative learning experience that can be easily integrated into home and classroom settings, fostering interaction among children, parents, and educators.
  - Produce visually appealing game components that capture children's attention and enthusiasm for learning.
-

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**Brief History:** Research shows that games can make it easier to learn educational contents and develop cognitive skills. The U.S. Department of Education cites an American Journal of Play study published in 2022 that concluded that board games present opportunities for developing skills in a wide variety of domains of learning in young children. More broadly, they can promote “learning how to learn.” (Krishnan 2019, All Aboard Games n.d.)

**Contract Performance:** We have contracted with Lakeshore Learning for several years, and they continue to meet contract performance requirements.

**Outcome:** Contractor is responsible for producing a high-quality game free from defects within the agreed-upon delivery window.

**Budget Impact:** This is a contract with a budget not to exceed \$75,000. Bidder has submitted pricing for games at \$73.97 per unit. For 1,000 games, the cost would be \$73,970.

**Procurement:** This RFP was posted on our website and the MyFlorida Marketplace vendor bid system for 15 days per ELCHC policy. One bidder responded. A three-person scoring team scored the one response to ensure it met minimum score requirements. It exceeded minimum score requirements with a score of 13.40 points out of a maximum possible 15.00 points as noted below:

Rater	1 - Lakeshore
Rater #1	4.65
Rater #2	4.10
Rater #3	4.65
Total	13.40

# The Early Learning Coalition of Hillsborough County

## Request for Proposal for Summer Boost Educational Board Game



**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY

**POINTS OF CONTACT:**

Kyle Ferguson-Owens, Bid Analyst  
(800) 421-5354 ext. 2980  
biddept@lakeshorelearning.com

Erik Zubal, Regional Sales Manager  
(813) 460-1453  
ezubal@lakeshorelearning.com

March 13, 2024

Early Learning Coalition of Hillsborough County  
Attn: Gary Meyer, Chief Financial Officer  
6302 E. Dr. Martin Luther King, Jr. Boulevard  
Suite 100  
Tampa, FL 33619

**RE: Summer Boost Educational Board Game**

Dear Gary Meyer and Early Learning Coalition of Hillsborough County Staff,

Thank you for providing Lakeshore Learning Materials the opportunity to respond to the bid for Summer Boost Educational Board Game kit. Lakeshore is dedicated to creating innovative educational materials and furniture that spark young imaginations, instill a sense of wonder and foster a lifelong love of learning. With materials, furniture and environments for students of all ages, we help each individual reach developmental milestones and achieve education goals—while still having fun!

We look forward to partnering with the Coalition in support of this initiative. We are versed in many early childhood curriculums and offer thousands of products across many content areas to address a broad range of instructional needs. Our instructional materials are created by teachers to specifically address identified pedagogical needs in the classroom with the express purpose of improving student learning. The hands-on materials are designed to enrich classroom instruction and act as a supplement to core curriculums.

Our deep-rooted commitment to enhancing early childhood education through meticulously crafted materials makes us a fitting partner for Early Learning Coalition of Hillsborough County's laudable mission. We are eager to embark on this collaborative journey and are confident that, together, we can make a transformative impact on young learners, setting them on a path of curiosity, growth, and achievement.

Should you have any questions, please feel free to contact Erik Zubal at (813) 460-1453 or [ezubal@lakeshorelearning.com](mailto:ezubal@lakeshorelearning.com).

Thank you in advance for giving Lakeshore Learning Materials the opportunity to serve you. We look forward to doing business with you!

Sincerely,



Kyle Ferguson-Owens  
Bid Analyst  
Lakeshore Learning Materials

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## ORGANIZATIONAL INFORMATION

- a. Bidder Name:** Lakeshore Learning Materials, LLC
- b. Address:** 2695 East Dominguez Street  
Carson, CA 90895
- c. Email:** biddept@lakeshorelearning.com
- d. Phone:** (800) 421-5354
- e. Contact Preference:** Email or by Phone
- f. DBE Certified:** While we are not officially certified as a Minority-Owned, Woman-Owned, Veteran-Owned, or Disabled-Owned Business Enterprise, our roots as a company founded by a woman drive our commitment to equal opportunities and diversity.
- g. Offices:**
  - Lakeshore Learning Materials Headquarters  
2695 East Dominguez Street  
Carson, CA 90895
  - Lakeshore Learning Store (Tampa, FL)  
4501 W. Kennedy Blvd.  
Tampa, FL 33609-2013
  - Lakeshore Learning Store (Fern Park, FL)  
335 E. State Road 436  
Fern Park, FL 32730-2782

### BRIEF HISTORY

Like many great enterprises, Lakeshore started with one person taking a chance. In 1954, an Omaha homemaker named Ethelyn decided to pack up her family and move to California to open a toy store. The move was a bit unconventional for a woman in 1950s America—but entrepreneurs don't typically follow the status quo. Initially, Ethelyn focused on selling toys to parents, but before long, local schools started calling her for art materials and other classroom supplies. Ethelyn listened to her customers. Sensing an untapped market, she sold the store and started Lakeshore Learning Materials.

Eventually, Ethelyn's sons, Charles and Michael, joined the business—expanding operations and turning Lakeshore into a million-dollar company within just a few years. When Ethelyn retired in 1971, Michael assumed the duties of CEO, while Charles became the Vice President in charge of merchandise and buying. Today, Michael's sons, Bo and Josh, are an integral part of the business as well—having worked their way up from summer jobs in the warehouse to President/CEO and Chief Product Officer, respectively.

Two generations later, Lakeshore continues to offer the best products and service around—and we're still expanding! In addition to our growing network of over 60 retail stores, we offer multiple mail-order catalogs to meet the needs of parents, teachers and children worldwide. Plus, our full-service website offers instantaneous access to our catalogs as well as free activity ideas, classroom designs for infants through 8th grade and much more.



## **DIRECT MANUFACTURER**

With Lakeshore, you're working with a single point of contact from start to finish. As the direct manufacturer of Lakeshore products, we develop a vast majority of the items featured in our catalogs, in our retail stores and on our website. We are not restricted from sales, territories or dealer authorizations. In addition, our products are backed by our ironclad guarantee: If you are unhappy with any item for any reason, return it to us for a full refund or exchange.

We maintain strict control of manufacturing specifications and processes. The fully staffed office near our overseas factories ensures top-quality, virgin raw materials are used. Plus, our in-house mechanical/process engineers regularly inspect and consult with the factories, ensuring manufacturing processes operate effectively, producing consistent, high-quality furniture pieces. In-house inspectors also conduct strict and thorough factory inspections on all orders following manufacturing—before furniture units are shipped and stocked at Lakeshore distribution centers.



## **QUALITY ASSURANCE**

Lakeshore Learning Materials has established a prestigious reputation over its 70-year tenure, dedicated to providing high-quality, developmentally appropriate materials tailored for educators and young learners. Our commitment to excellence is demonstrated through our rigorous product development process, which involves over 100 hours of detailed testing, ensuring that each item from our catalogs, retail stores, and website upholds the highest standards of educational value, safety, and quality.

Further affirming our dedication, Lakeshore guarantees that all supplied materials, particularly for Classroom Literacy Kits, will be free from defects, damage, or discrepancies. We assure the quality and suitability of all materials for their intended educational purposes, allowing teachers and students to engage with our products confidently.

In the event any merchandise is found defective or damaged upon delivery, Lakeshore assumes full responsibility. We ensure prompt and cost-free replacement or repair, including the retrieval of any compromised items. This level of service is part of our unconditional guarantee, which empowers our customers to return or exchange any product for a refund or replacement, solidifying our promise of customer satisfaction.

Our warranty extends throughout the product's lifespan under the ownership and use of Early Learning Coalition of Hillsborough County, highlighting our unwavering support and commitment to the integrity and educational efficacy of our Classroom Literacy Kits. With Lakeshore, educational institutions can anticipate a partnership that consistently prioritizes the educational experience and welfare of children.

## **Focus on Safety**

At Lakeshore, children's safety is our highest priority—and we know it's the top concern of our customers. That's why we want to provide you with detailed information about Lakeshore's testing and certification process, including the rigorous steps we take to ensure our products are safe.

Not only are we in full compliance with all the current U.S. safety regulations, but we also have our own in-house Product Regulatory & Compliance Team, which tests and inspects every item we carry with even more rigorous standards than those required by law. Every item we sell must meet or exceed all government safety requirements, or we don't carry it.

First, we ensure that all the materials that go into each new product are safe. (For example, materials in all children's products must be phthalate-compliant



and must also meet strict standards for lead content.) Once we confirm that the materials we're using are safe, we conduct exhaustive "use and abuse" testing to make sure each product will remain safe through years of everyday use. And after a product passes our rigorous testing, it is then tested and certified by a third-party testing laboratory. Finally, we continue to monitor the safety of our products through periodic testing, both internally and by third-party labs, to ensure that our suppliers maintain the high level of integrity we demand of our materials.



### Designed by Educators

All of our exclusive products are designed by credentialed educators with years of real-world classroom experience. As subject-matter experts, they intentionally design Lakeshore products to meet content and performance standards at appropriate ages and abilities. In addition, our product developers utilize the latest research to ensure products remain relevant in a continuously evolving educational environment. Finally, they are involved in every stage of product development as well as the creation of ancillary materials to support implementation.

### In-House Engineering

Our product developers are supported by a dedicated team of in-house engineers who ensure the quality and integrity of our designs. They use 3-D printing technology to oversee our designs and maintain strict control over the quality and durability of each product. In addition, just as we source the highest-quality raw materials for our furniture, we only use virgin materials and composites in our manipulatives—avoiding regrind material that can compromise a product's integrity.

### Transparency in Manufacturing

Once a design is finalized, we maintain close supervision over the entire manufacturing process. Our manufacturing experts—who possess degrees in mechanical engineering, chemical engineering, process engineering and other related fields—spend all of their time at our production sites. They closely monitor the manufacturing processes and the materials being used to ensure the highest-quality products for our customers. Having our own experts on hand allows us to manufacture our products without the use of third parties.

Our commitment to responsible and ethical business practices extends to everything we do—including our social and community responsibilities. Lakeshore has a strict no-tolerance policy for human rights violations, child labor or other labor law violations; we have a fully staffed Hong Kong office set up for the sole purpose of enforcing that policy and ensuring the highest health and safety standards are met by our vendors. If manufacturing issues arise, we take corrective action by providing additional training and development. Our engineers work closely with the factory's owners and engineers—reinforcing Lean and Six Sigma Manufacturing processes and overseeing the entire production process from start to finish.



### OUR APPROACH TO PRODUCT DEVELOPMENT

At Lakeshore, we develop our products based on recognized, evidence-based best practices. Designed to meet grade-level expectations and to support the achievement of key developmental milestones, Lakeshore products are created by expert educators with years of classroom experience. All products are developed with intentionality and designed to focus on and support principles and practices identified in current research; each product is evaluated for its alignment with the available research as well as for its practical functions in the classroom or other learning space.

In addition to independent laboratory testing, Lakeshore products are both teacher-tested and child-tested to ensure appropriateness, durability and safety. From development to manufacturing, we maintain strict oversight to ensure the quality of our products.

## SOLE SOURCE JUSTIFICATION

Lakeshore develops and manufactures the vast majority of the items featured in our catalogs, retail stores and website. As a direct manufacturer, we are not restricted from sales, territories, or Dealer Authorizations.

Among the wide range of educational products offered by Lakeshore, there are over a thousand outstanding and innovative items for which we are the sole-source vendor. These exclusive materials are easily identified by the prefix in their item number. Any items you see with the following prefixes are sole-source items that you simply won't find anywhere other than Lakeshore:

**AA AB AX AZ CN DD DG EE FF GG HH JC JJ KC KT LA LC  
LCW LDA LK LL LM PP PX RA RE RJ RR RS TT VX WE WF YB**



We certify that we are the manufacturer of and are authorized to sell and install all Lakeshore Learning Materials products and furniture lines.

Thank you in advance for giving Lakeshore Learning Materials the opportunity to serve you. We look forward to doing business with you!



## SCOPE OF WORK

### a. Description of how you intend to deliver the services and accomplish the objectives outlined herein.

Lakeshore Learning Materials is a full-service partner who can provide materials, customized solutions, classroom furniture, design services, delivery services, installation services, professional development services, and more! We have been developing innovative products since 1988. We have a 70-year legacy of providing exclusive and innovative products, services and resources to educators, and our legacy has allowed for a deep understanding of, and empathy toward the unique challenges and needs of the educational community.

Lakeshore's work is grounded in established research on brain development and effective practice when working with young children. We create materials supporting learning and exploration through play in a variety of domains. We specialize in the design and manufacturing of educational resources that support the growth and development of the whole child.



### **BOARD GAME DEVELOPEMENT**

Lakeshore offers educators thousands of resources, supplemental materials, and professional development services that are designed to engage students, meet standards, and help reach desired outcomes. All our products are carefully designed to help students reach content and performance standards at the appropriate age and ability.

We have experience personalizing game boards to incorporate geographical details and landmarks that children and families may recognize as being part of and/or unique to their community. Our staff of talented artists have the ability to either modify existing artwork we've already designed (such as a beachfront or mountain range) to resemble a specific area and can include regional details like a specific type of restaurant or school building(s) if the game board is set up like a community scene. We also ensure that the people represented on our game boards are diverse and inclusive. Our artists can also include specific branding or logos provided by the ELC to the game board itself, package labeling, and question/activity cards.

In addition to providing proofreading services, our editorial team will also evaluate the copy sent to us as part of this project and can offer suggestions on changes that might be necessary to clarify meaning or understanding. When developing materials to support learning at home, we strive to ensure that family members who may have a variety of reading levels and abilities can access the information as clearly as possible.

Many of the personalized games we've completed have involved a school-to-home connection. That can include the game being incorporated into classroom activities and small groups, the game being introduced at family events with modeling on how to use at home, and being sent home with included instructions on how to use for maximum impact.

We have firsthand experience witnessing the power of providing young children and families with materials that are relevant to their daily lives. When we design personalized instructional materials, we work hand-in-hand with our customers to make sure we're capturing the essence of what will be most compelling to the educators,

### **ORDER PROCEDURE**

When Lakeshore receives a purchase order from Early Learning Coalition of Hillsborough County, your dedicated Lakeshore Sales Support Specialist, Tamara Washington, will contact the Coalition to coordinate the logistics of the delivery.



## **DELIVERY OF GOODS**

Lakeshore ships millions of boxes each year—with truckload after truckload leaving our warehouses every day. We contract with the nation’s leading trucking companies to deliver tens of thousands of truckloads of materials to different regions across the country—and that number is growing.

Current Standard Delivery Time from our Distribution Center in Southern California is based on availability ARO; global supply chain restrictions could impact timing in some instances.

## **ORDER TRACKING**

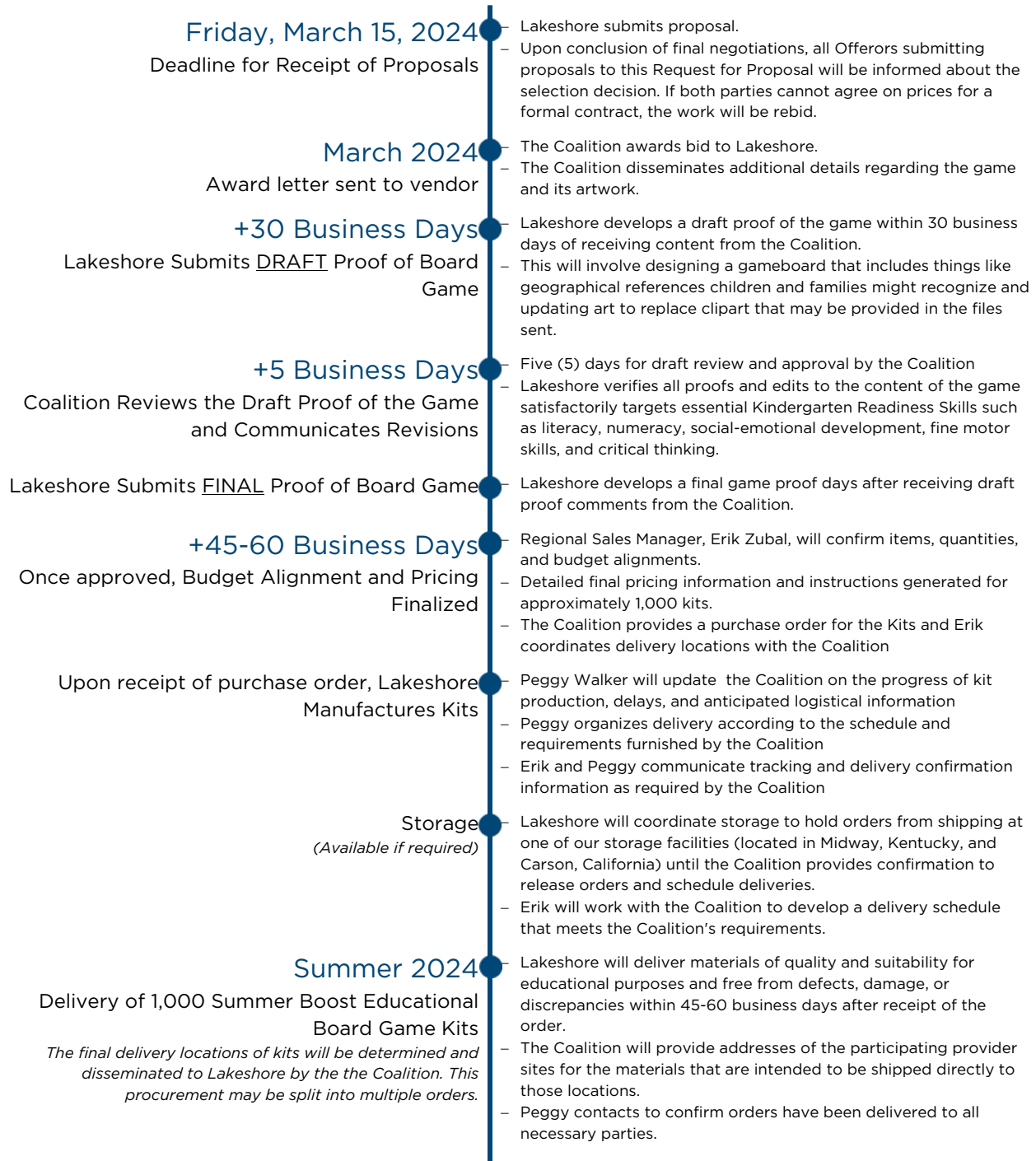
Our dedicated staff is ready to assist your organization through the entirety of this contract. Once an order is received, it is manually entered, verified, and reviewed for adherence to our contractual agreement before being released. After being sent electronically to our Warehouse Management System, a workflow specialist sends the order into the automated lines of our distribution center. This maximizes efficiency for the thousands of orders we process each day. Your Regional Sales Manager, Erik Zubal will work closely with Early Learning Coalition of Hillsborough County and will be the main point of contact when you need to track an order. Erik will be able to find out when the order shipped and an estimated delivery date. You can reach Erik by phone at (561) 597-6653, by fax at (310) 537-7990 or by e-mail at [modonnell@lakeshorelearning.com](mailto:modonnell@lakeshorelearning.com).

## **INVOICE PROCEDURE**

During the time your order reaches our warehouse to prepare for shipping, our Accounting Department prepares your invoice to be mailed when your order ships complete. We can accommodate requests for individual locations to receive invoices when they are both the “bill to” and “ship to” address. Our options for electronic billing will be contingent on your specific needs and software requirements. We are currently involved in electronic invoicing projects with several entities and agencies. If you would like to explore this option with Lakeshore, we will be pleased to have our Information Technology Manager speak with you regarding your specific needs and requirements to determine if our system will be compatible with yours.

## PROPOSED TIMELINE

Our project schedule will coincide with Early Learning Coalition of Hillsborough County's. Lakeshore is flexible and can alter the schedule below per the Coalition's instructions. All scheduling for purchases and delivery will be fully coordinated by Erik Zubal and Peggy Walker, in collaboration with the Coalition:





## DEDICATED STAFF

### **b. Biography or resume of key personnel involved in service delivery.**

Lakeshore is prepared to partner with the Early Learning Coalition of Hillsborough County for Summer Boost Educational Board Game. Lakeshore has a dedicated team ready to assist the Coalition through the entirety of this contract. Erik Zubal will serve as the main point of contact. If awarded, Erik will confirm all post award requirements and provide a timeframe for delivery of goods and guarantee that each provider receives exactly what they need in time to meet their deadlines. If an item is no longer available or has been modified, Erik can work with each provider to recommend product substitutions. In addition, Erik will be available for any product demonstrations or training that are needed by the Coalition Staff or its providers.



#### **Erik Zubal, Regional Sales Manager & Primary Point of Contact**

Erik Zubal is designated as Lakeshore's main point of contact. Entrusted with overseeing Lakeshore's work output, Erik commits to being available within 24 hours' notice. Whether it's attending meetings, answering phone calls, or addressing specific queries, Erik will be prompt and responsive.

Erik is based in Tampa, Florida and his responsibilities include personally servicing customers in his respective areas of Florida to ensure that each customer's needs are met and that they receive superior service and quality educational materials. You can reach Erik by phone at (813) 460-1453, by fax at (310) 537-7990 or by e-mail at ezubal@lakeshorelearning.com.

Regional Sales Manager Erik Zubal will be available for any product demonstrations or training that are needed by Early Learning Coalition of Hillsborough County personnel. Training can be provided in person, by phone, or via the Internet. If you choose to train via the Internet, we can set up a webinar allowing your personnel to call in and log in to view the training.

#### **Jonathan Dills, Regional Vice President – Southeast Region**

Jonathan has 12 years of experience at Lakeshore. He is responsible for managing 10 Regional Sales Managers and Directors in the Southeast region of the United States. He ensures that all customers in his area are receiving the best possible service. He also has a direct role in servicing the top clients in the area. You can reach Jonathan by phone at (205) 908-3782, by fax at (310) 537-7990 or by e-mail at jdills@lakeshorelearning.com.

#### **Tamara Washington, Sales Support Specialist**

Tamara acts as a liaison between Lakeshore and the customer to ensure open lines of communication so the customer's expectations are met and exceeded. His responsibilities include personal account service, management of large deliveries and orders that require special handling, general sales support and special events. You can reach Tamara by phone at (800) 421-5354, ext. 2387, by fax at (310) 537-7990 or by e-mail at twashington@lakeshorelearning.com.



#### **Tony Chaidez, Regional Sales Manager**

Tony has been with Lakeshore for 8 years and is based in Coral Springs, Florida. Tony's responsibilities include personally servicing customers in his respective areas of Florida to ensure that each customer's needs are met and that they receive superior service and quality educational materials. You can reach Tony by phone at (305) 619-4852, by fax at (310) 537-7990 or by e-mail at tchaidez@lakeshorelearning.com.

## **MaryAnn O'Donnell, Regional Sales Manager**

MaryAnn is based in West Palm Beach, Florida. MaryAnn's responsibilities include personally servicing customers in her respective areas of Florida to ensure that each customer's needs are met and that they receive superior service and quality educational materials. You can reach MaryAnn by phone at (561) 597-6653, by fax at (310) 537-7990 or by e-mail at [modonnell@lakeshorelearning.com](mailto:modonnell@lakeshorelearning.com).

## **Keith Fine, Regional Sales Manager**

Keith has been with Lakeshore for over 1 year and is based in Jacksonville, Florida. Keith's responsibilities include personally servicing customers in his respective areas of Florida to ensure that each customer's needs are met and that they receive superior service and quality educational materials. You can reach Keith by phone at (904) 417-5280, by fax at (310) 537-7990 or by e-mail at [kfine@lakeshorelearning.com](mailto:kfine@lakeshorelearning.com).

## **Fernando Triana, Sales Service Representative**

Fernando manages deliveries and installation projects in Florida. He has participated in numerous installation projects and classroom set-ups. Upon request, he is available for on-site support and unscheduled site meetings related to installation. You can reach Fernando by phone at (561) 213-2153, by fax at (310) 537-7990, or by email at [ftriana@lakeshorelearning.com](mailto:ftriana@lakeshorelearning.com).

## **Kevin Murphy, Sales Service Representative**

Kevin manages deliveries and installation projects in Florida. He has participated in numerous installation projects and classroom set-ups. Upon request, he is available for on-site support and unscheduled site meetings related to installation. You can reach Kevin by phone at (727) 543-1211, by fax at (310) 537-7990, or by email at [kmurphy@lakeshorelearning.com](mailto:kmurphy@lakeshorelearning.com).

## **Local Retail Support**

Early Learning Coalition of Hillsborough County can also take advantage of our retail store located in Tampa and Fern Park, Florida. Our store managers and team of store associates are available to provide a seamless shopping experience! Simply provide account #88304 at the register to receive contract pricing. Lakeshore is also willing to make this retail store space available to Early Learning Coalition of Hillsborough County for special events.

### **Lakeshore Learning Store (Tampa, FL)**

4501 W. Kennedy Blvd.  
Tampa, FL 33609-2013  
Phone: (813) 207-0468  
Fax: (813) 207-0387  
Store Hours: Monday-Friday 10:00 am-8:00 pm; Saturday 10:00 am-7:00 pm; Sunday 11:00 am-5:00 pm

### **Lakeshore Learning Store (Fern Park, FL)**

335 E. State Road 436  
Fern Park, FL 32730-2782  
Phone: (407) 260-5531  
Fax: (407) 260-5166  
Store Hours: Monday-Friday 10:00 am-8:00 pm; Saturday 10:00 am-7:00 pm; Sunday 11:00 am-5:00 pm



In addition, Lakeshore's Bid Department is also available to ensure the completion of this project. Director of Bids and Contracts Jennifer Doran, Bid Operations Manager Rafael Muro, Bid Manager Eunice Peterson, and Bid Analyst Kyle Ferguson-Owens will ensure that Lakeshore adheres to all contractual agreements and commitments, assist with renewals, and answer any questions regarding the contract. Our Bid Team is available via e-mail at [biddept@lakeshorelearning.com](mailto:biddept@lakeshorelearning.com) or by phone at (800) 421-5354.

## PROBLEM ESCALATION

Lakeshore does not anticipate any problems will arise from servicing of this contract. However, we have a dedicated team assigned to servicing the Coalition; therefore, we are confident that if in fact a problem occurs, Lakeshore has the ability to resolving any issues that may arise with local staff and nationwide support. If you ever encounter an issue with any services, you can contact your Regional Vice President, Jonathan Dills directly at (205) 908-3782, or by e-mail at [jdills@lakeshorelearning.com](mailto:jdills@lakeshorelearning.com).

In addition, Lakeshore's Vice President of Sales Operations Mike Duong is available to address any bid or contract related issues requiring escalation. You may reach Mike at (800) 421-5354 ext. 2392, or by e-mail at [mduong@lakeshorelearning.com](mailto:mduong@lakeshorelearning.com).



## CUSTOMER SERVICE

We can't say it enough: Customer satisfaction is our number-one priority. As such, our multifaceted Customer Service representatives go out of their way to provide a peak experience for every customer.

### Customer Service Center:

Address: 2695 E. Dominguez St., Carson, CA 90895  
Phone: (800) 428-4414  
Fax: (310) 537-4261  
Email: [lakeshore@lakeshorelearning.com](mailto:lakeshore@lakeshorelearning.com)  
Hours of Operation: Monday–Friday, 6:00 a.m.–6:00 p.m., PST

To this day, Lakeshore has maintained the same strict standards that first made us successful! Lakeshore always has a comparative advantage over competing companies, in that we are both manufacturer and provider. This allows us to tackle customer service concerns at the source—from prototype development to factory floor to distribution and delivery.

Lakeshore's Project Managers and Sales Support Specialists are in constant communication with their customers and continuously gauge their satisfaction through calls, emails, and in-person visits. Erik Zubal and Tamara Washington will follow up with the Coalition on a regular basis to make sure all your needs are met and he will be available for all questions or concerns. will spearhead the efforts to incorporate the requests, feedback, and input from all relevant parties ensuring that collaboration is achieved from day one.



## EXPERIENCE

### c. List of prior related work.

Lakeshore has extensive experience working with school districts, early childhood programs (both public and private) and government agencies. Below are a few examples of the types of large orders that we skillfully and conscientiously handle on a regular basis.

**Agenda for Children** - Based in New Orleans, Louisiana, Agenda for Children selected Lakeshore as their partner to provide educational kits and teacher training to support the transformation of outdoor spaces into vibrant learning and exploration areas across multiple early childhood centers. We worked hand in hand with their leadership team to customize the materials they needed, and also supported the project with a customized, easy-to-use website that made the ordering process as seamless as possible.

**Early Learning Coalition of Flagler & Volusia Counties** ELC of Flagler & Volusia Counties collaborated with providers to develop an electronic procurement (ePro) solution, with the Regional Sales Manager and in-house ePro team working directly with ELC on its creation. This ePro service brought immense value to ELC by offering convenience: it centralized administrative details like invoices, order tracking, and receipts, making them readily available to stakeholders. Additionally, it provided easy self-service administration, individualized budget allocations, multilevel approval processes, and a paperless system. Providers could directly place orders based on set budgets, and stakeholders had instant access to all transaction details, streamlining the procurement process and enhancing operational efficiency. This integration of the ePro system underscores ELC's commitment to leveraging advanced technology for organizational excellence and improved stakeholder experience.

**Early Learning Coalition of Palm Beach County.** ELC of Palm Beach, Florida, teamed up with Lakeshore to tackle educational challenges amplified by the pandemic. Together, we focused on areas such as family engagement, pandemic recovery, and social-emotional learning. Through our customized education kits and adaptive furniture, from Heavy-Duty to Flex-Space, the learning environment at ELC was significantly enhanced, aligning with ELC's mission of providing contemporary, holistic learning experiences for the youngest pupils. This collaboration underscores our reputation as innovators in delivering impactful educational solutions to the community.

**Early Learning Coalition of Pasco and Hernando Counties.** ELC partnered with Lakeshore to provide support, so children enter school with a readiness to learn. ELC was not looking for quick fixes, but sustainable and durable solutions to address the havoc wrought by the pandemic. To that end, Lakeshore provided furniture and learning materials to transform outdoor spaces into vibrant learning and exploration areas across 50+ early childhood centers. These materials included Dramatic, Water, Block, and Active Play manipulatives and furniture; sports equipment and trikes; and furniture from our Kids Colors, Flex-Space, Flex-Space Jr., Heavy-Duty, Natural and Outdoor lines. Most importantly, ELC collaborated with Lakeshore's Custom Solution division and developed customized learning kits addressing the following: Mental Health, Social-Emotional Materials, Inclusive and Diversity Classroom Materials, Calming Materials, Inclusion Aids and Gross Motor Items, and Specialized Sensory Processing Materials-- all to battle against developmental delays due to learning loss.

**Governor's Office of Early Childhood/Kentucky Department of Education** - Based in Frankfort, Kentucky, the governor's office reached out to Lakeshore to provide area-specific custom classroom solutions for the entire state. Lakeshore delivered and installed 2,200 programs statewide—all on schedule, and with a total value of more than \$10 million. Each custom classroom solution was designed to meet the specific needs of its intended program and contained a combination of furniture, carpets, and manipulatives. All 2,200 programs were delivered successfully and on time, with no drop shipments.

**Los Angeles Unified School District** - Based in Los Angeles, California, the district's Early Childhood and Special Education Department partnered with Lakeshore's Custom Learning Solutions division to develop and deliver more than 24,000 custom backpack kits to support its distance learning goals. Lakeshore also offered

customized Professional Development for the dozens of curriculum coaches and teachers involved in the project to ensure each educational professional was comfortable using the resources with fidelity.

**Mississippi Department of Human Services** - Based in Jackson, Mississippi, the Department of Human Services reached out to Lakeshore for support with the state's summer learning programs. Specifically, we collaborated in the development of customized STEAM Project-Based Learning Kits and Hand-On Materials Kits for K-Gr. 2 and Gr. 3-5. The kits and materials were customized to meet specific program objectives and provided educators and students alike with a variety of opportunities to explore the subject matter in ways that encouraged research, discussion and creative presentations. The kits were also supported by professional development so that trainers had the background information they needed to support instruction and implement the activities in thousands of classrooms.



## COST PROPOSAL

- d. **Proposed fee for providing services, including details of how fee amount was derived (number of hours, hourly rate, cost of materials, etc.). Your fee should be inclusive of administrative and travel expenses and not require direct reimbursement of these expenses.**

### PRICING

Lakeshore always has a comparative advantage over competing companies, in that we are both manufacturer and provider. Because Lakeshore is a direct manufacturer, we have full control over the entire products selection, cost control and supply, and hence, we are offering the best price possible for the products in our bid response. Our pricing is all inclusive of customized resource packages, facilitation time, administration, travel, and demonstration of materials (in-person).

The price per board is **\$73.97 (all inclusive cost)**. The costs below illustrate the cost associated with each component of creating this Game Board.

#### Components

Game Board .....	\$15.00
100 Game Cards .....	\$30.21
Game Instruction Guide.....	\$1.20
1 Soft Foam Game Die (1-5/8").....	\$2.08
3 Plastic Game Pawn .....	\$1.29

#### Packaging and Labor

Ziplocks .....	\$1.20
Custom Label .....	\$1.00
Labor .....	\$6.99

#### Art and Editorial

Set-up and Card Design.....	\$15.00
Editing and Proofing.....	\$0.00

#### Services

Handling .....	\$0.00
Shipping & Delivery.....	\$0.00
Administration .....	\$0.00
Travel.....	\$0.00
Demonstration .....	\$0.00
Custom ePro Website .....	\$0.00





## AGREEMENT TO COALITION STANDARD CONTRACT

### e. Agreement that you will enter into a standard ELCHC contract (see Exhibit A).

Lakeshore will happily enter a contract attached to the solicitation as Exhibit A; however, we hope that the Coalition will consider the following redlines to section H of the agreement:

*4. Any kits, kits components, or any other art or materials provided by CONTRACTOR shall not be considered a work for hire. CONTRACTOR shall remain the sole and exclusive owner to the concepts, materials, images, components, kits and any other material, spoken or electronic transmission provided to COALITION. Additionally, COALITION acknowledges and agrees that, as between COALITION and CONTRACTOR and subject to the rights and licenses granted herein, CONTRACTOR is, and at all times shall remain, the sole and exclusive owner of all right, title and interest, throughout the world (including all intellectual property and other proprietary rights), in and to all CONTRACTOR's copyright material and the other intellectual property, such as copyrights, logos, trade names and trademarks belonging to CONTRACTOR (collectively "Contractor's Intellectual Property"), and to any copies of the Intellectual Property, whether made by or on behalf of COALITION or CONTRACTOR.*

*5. CONTRACTOR grants to COALITION, its successors and assigns, a worldwide, non-exclusive and non-transferrable license to manufacture, have manufactured, print, reproduce, display, package, advertise, market, distribute, have distributed, and create a Gameboard, including question cards, using Contractor's Intellectual Property. Adaptations may be made with prior written approval by Contractor.*

*6. CONTRACTOR acknowledges and agrees that COALITION is, and at all times shall remain, the sole and exclusive owner of all right, title and interest, throughout the world (including all intellectual property and other proprietary rights), in and to all COALITION's copyright material and the other intellectual property, such as copyrights, logos, trade names and trademarks belonging to COALITION prior to entering this Agreement collectively "Coalition Intellectual Property"). For avoidance of doubt, Coalition Intellectual Property is not any information, materials, visuals, art, etc. that includes or incorporates Contractor's Intellectual Property.*

**For the Coalition's analysis, attached is a redlined copy of the agreement for your review.**

**EXHIBIT A**



**Hillsborough County School Readiness Coalition, Inc.**

**D/B/A**

**Early Learning Coalition of Hillsborough County**

**Contracting With**

**{insert Contractor name}**

**For**

**{insert Goods or Services}**

THIS AGREEMENT is made and entered into as of {insert date}, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and {insert vendor name} with offices at {insert Vendor address} ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

#### **A. Effective Term**

The term of this Contract shall commence on {insert commencement date} or the date on which the Contract has been signed by the last party required to sign it, whichever is later ("Effective Date"), and shall conclude on {insert end date} ("Term").

#### **B. Purpose**

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

#### **C. Scope of Work**

The CONTRACTOR will provide the following:

COALITION hereby retains the services of CONTRACTOR for {insert goods or services} in accordance with the Proposal submitted by the CONTRACTOR to the COALITION on {insert proposal date} (the "Proposal"), a copy of which is attached hereto as Exhibit A and the terms of which are expressly incorporated herein by reference. {insert Scope of Work details as needed}.

#### **D. Due Date**

The CONTRACTOR agrees to be available and shall finish services by {insert end date}.

#### **E. Compensation & Payment**

1. The total price for all the work set forth in the Agreement shall not exceed {insert price}.
2. When both parties have signed this AGREEMENT, and after CONTRACTOR has delivered goods or services, the COALITION agrees to make a payment upon receipt of a properly payable invoice which has been approved by COALITION management. {insert payment schedule; Florida Statute does not allow for prepayment of goods or services} All goods and/or services are subject to final approval by a representative of COALITION prior to payment.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

#### **F. Indemnification**

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits, judgment, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the COALITION.

## **G. Insurance and Risk Mitigation**

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

1. Commercial General Liability
  - a. Each Occurrence \$1,000,000
  - b. Personal Injury \$1,000,000
  - c. General Aggregate \$3,000,000
  - d. Products & Completed Operations \$3,000,000
  - e. Damage to Rented Premises \$1,000,000
2. Automobile Liability
  - a. Combined Single Limit \$1,000,000
3. Worker's Compensation & Employers' Liability (E.L.)
  - a. E.L. Each Accident \$1,000,000
  - b. E.L. Disease-Each Employee \$1,000,000
  - c. E.L. Disease-Policy Limit \$1,000,000
4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

## **H. Proprietary and Confidential Information**

1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or

subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.

2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.
3. An item will not be considered confidential information of the COALITION if it is:
  - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
  - b. Obtained from a third party not subject to a duty of confidentiality.
4. Any kits, kits components, or any other art or materials provided by CONTRACTOR shall not be considered a work for hire. CONTRACTOR shall remain the sole and exclusive owner to the concepts, materials, images, components, kits and any other material, spoken or electronic transmission provided to COALITION. Additionally, COALITION acknowledges and agrees that, as between COALITION and CONTRACTOR and subject to the rights and licenses granted herein, CONTRACTOR is, and at all times shall remain, the sole and exclusive owner of all right, title and interest, throughout the world (including all intellectual property and other proprietary rights), in and to all CONTRACTOR's copyright material and the other intellectual property, such as copyrights, logos, trade names and trademarks belonging to CONTRACTOR (collectively "Contractor's Intellectual Property"), and to any copies of the Intellectual Property, whether made by or on behalf of COALITION or CONTRACTOR.
5. CONTRACTOR grants to COALITION, its successors and assigns, a worldwide, non-exclusive and non-transferrable license to manufacture, have manufactured, print, reproduce, display, package, advertise, market, distribute, have distributed, and create a Gameboard, including question cards, using Contractor's Intellectual Property. Adaptations may be made with prior written approval by Contractor.
6. CONTRACTOR acknowledges and agrees that COALITION is, and at all times shall remain, the sole and exclusive owner of all right, title and interest, throughout the world (including all intellectual property and other proprietary rights), in and to all COALITION's copyright material and the other intellectual property, such as copyrights, logos, trade names and trademarks belonging to COALITION prior to entering this Agreement collectively "Coalition Intellectual Property"). For avoidance of doubt, Coalition Intellectual Property is not any information, materials, visuals, art, etc. that includes or incorporates Contractor's Intellectual Property.

## I. E-Verify

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the "Edit Company Profile" screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

## J. CONTRACTOR Information

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-employment, income or any other taxes relating to payments under this agreement including those of any employees.
2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION's duty to perform under the terms of this Agreement that the CONTRACTOR

will be in compliance with all applicable laws and regulations of the state and federal government.

#### **K. Public Records Law Compliance, Access and Confidentiality**

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.
3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### **L. Remedies**

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

#### **M. Nonperformance and Financial Remedies**

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The

foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

#### **N. Representations and Warranties**

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

#### **O. Debarment and Suspensions Disclosures**

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

#### **P. Termination Clause**

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITIONs expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITIONs interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
  - a. Stop work under the agreement on the date of and to the extent specified in the notice.



- b. Complete performance of the work not terminated by COALITION.
- c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
- d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
- e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

#### **Q. Force Majeure**

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

#### **R. Equal Employment Opportunity**

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

#### **S. No Assignment**

**Neither this AGREEMENT** nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

#### **T. Change Orders**

**Any change** in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but

neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

#### **U. Procurement of Recovered Materials**

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.
  - a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
  - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
  - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:
  - a. Are not reasonably available in a reasonable period of time;
  - b. Fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
  - c. Are only available at an unreasonable price.

Paragraph 2. of this clause shall apply to items purchased under this agreement where:

1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

#### **V. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection

with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3).”

#### **W. Clean Air Act and the Federal Water Pollution Control Act**

##### 1. Clean Air Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

##### 2. Federal Water Pollution Control Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

#### **X. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)**

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.
3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to DEL.

#### **Y. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)**

When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-

Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
3. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination.
4. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules, and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) I, 3, 5, 6 and 7.

**Z. Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)**

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

**AA. Agreement**

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

**IN WITNESS WHEREOF**, the parties hereto have signed this AGREEMENT as of the date first set forth above.

---

**CONTRACTOR**

{insert name}  
{Insert title}  
{Insert Vendor Name}

---

Date

---

**COALITION**

{insert name}  
{Insert title}  
Hillsborough County School Readiness  
Coalition, Inc. d/b/a Early Learning Coalition of  
Hillsborough County

---

Date



## EQUAL OPPORTUNITY EMPLOYMENT

Lakeshore is an equal opportunity/affirmative action employer committed to providing a work environment free from discrimination based upon race, color, religion, gender, national origin, ancestry, age, sexual orientation, gender identity, marital status, military status, mental or physical disability, legally protected medical condition, pregnancy and related medical conditions, or any other basis protected by applicable law. This policy applies to all areas of employment including, for example, recruitment, hiring, training, promotion, compensation and benefits.

## DRUG-FREE WORKPLACE CERTIFICATION

Lakeshore Learning Materials intends to help provide a safe and drug-free work environment for our employees and customers. With this goal in mind, we have established the following drug-free workplace policy.

Lakeshore explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Lakeshore or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from Lakeshore or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Lakeshore's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from Lakeshore or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Lakeshore's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of Lakeshore or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

All employees are made aware of our Drug-Free Workplace policy. Any employee found to be in violation of the policy will be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.



Kyle Ferguson-Owens  
Bid Analyst

March 13, 2024

Date



## DUN & BRADSTREET INFORMATION

**Federal Employer Identification Number: 94-1525814\***

\*A Federal Employer ID Number (FEIN) identifies a business entity. This number is also referred to as a Federal Tax ID Number

**D-U-N-S Number: 028797546\***

\*The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet.

## LAKESHORE'S SAM.GOV INFORMATION

**Lakeshore Learning Materials, LLC** ● Active Registration

Unique Entity ID:  
**QMR2KX8DS581**

Doing Business As:  
**(blank)**

Purpose of Registration:  
**All Awards**

*Expiration Date*

**Apr 9, 2024**

CAGE/NCAGE:  
**0RJY0**

Physical Address:  
**2695 E Dominguez St  
Carson, CA 90895-1000 USA**

## LAKESHORE'S E-VERIFY INFORMATION

Lakeshore's Federal Work Authorization User Identification number is 113495. The Date of Authorization is 4/11/2008.



<u>Employer</u>	<u>Doing Business As</u>	<u>Account Status</u>	<u>Date Enrolled</u>	<u>Date Terminated</u>	<u>Workforce Size</u>	<u>Number of Hiring Sites</u>	<u>Hiring Site Locations (by state)</u>
Lakeshore Learning Materials, LLC		Open	09/09/2019		2,500 to 4,999	1	WI

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with columns for PRODUCER (Marsh & McLennan Agency LLC), CONTACT NAME (Bradley Warren), INSURED (Lakeshore Learning Materials, LLC), and INSURER(S) AFFORDING COVERAGE (Hartford Fire Insurance Company, Sentry Casualty Company).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Hired Auto Physical Damage:
Limit - \$50,000
Comprehensive Ded - \$500
Collision Ded - \$1,000
(See Attached Descriptions)

CERTIFICATE HOLDER CANCELLATION

Table with two columns: CERTIFICATE HOLDER (Early Learning Coalition of Hillsborough County) and CANCELLATION (SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE signature).

## DESCRIPTIONS (Continued from Page 1)

Early Learning Coalition of Hillsborough County included as Additional Insured with respects to General Liability per the attached endorsement.

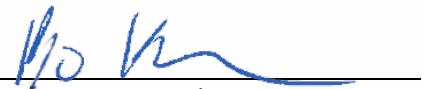
**SECRETARY'S CERTIFICATE**

The undersigned, David Bo Kaplan, being the duly appointed and acting Secretary of Lakeshore Learning Materials, LLC, a California Limited Liability Company (the "Company"), does hereby certify that the resolution set forth below is a true and complete copy of a resolution duly adopted by the Board of Managers of the Company by unanimous written consent on January 6, 2023; and that said resolution has not been amended or repealed and is still in full force and effect:

THEREFORE, BE IT RESOLVED that

Tyler Domski, be, and he hereby is, appointed and designated as Vice President of Business Process and Contracts, Mike Duong, be, and he hereby is, appointed and designated as Vice President of Sales Operations, Jennifer Doran, be, and she hereby is, appointed and designated as Director - Bid & Contracts, Rafael Muro, be, and he hereby is, appointed and designated as Bid Operations Manager, Eunice Peterson, be, and she hereby is, appointed and designated Bid Manager, Mariel Briones, be, and she hereby is, appointed and designated as Bid Administration Manager, and Luke Creamer, be, and he hereby is, appointed and designated as Bid Analyst, and Johanna Lopez, be, and she hereby is, appointed and designated as Bid Analyst, Kyle Ferguson-Owens, be, and she hereby is, appointed and designated as Bid Analyst, and Christopher Kingston, be, and he hereby is, appointed and designated as Bid Analyst, and Lizbeth Borja, be, and she hereby is, appointed and designated as Bid Analyst, and Jason Shamburg, be, and he hereby is, appointed and designated as Bid Analyst, all with full power and authority to act in the name and on behalf of the Company in all negotiations, concerns and transactions with third parties, their employees or agents in connection with bidding, which actions shall include but not be limited to the execution of, and affixation of the corporate seal to, all bids, papers, documents, affidavits, bond, sureties, purchase orders and notices issued pursuant to the provisions of any such bid or contract, with each and every such act to be conclusive evidence of their authority therefore and the Company's ratification, approval, confirmation and acceptance thereof as valid and binding upon the Company.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Company this 13th day of March, 2024.



Bo Kaplan  
Secretary



# Lakeshore®

## Warranty Information

Lakeshore offers a lifetime warranty on premium-quality classroom furniture.



<b>Premium-Quality Classroom Furniture</b>	<b>Lifetime Warranty</b>
<b>Premium-Quality Classroom Tables &amp; Desks</b>	<b>Lifetime Warranty</b>
<b>Premium-Quality Classroom Chairs</b>	<b>Lifetime Warranty</b>
<b>Premium-Quality Classroom Cots</b>	<b>Lifetime Warranty</b>
Classroom Carpets	10 Years
Write & Wipe Mobile Tables & Desks	5 Years
Outdoor Furniture	5 Years
Trikes	5 Years
Cribs	5 Years
All other items in catalog (unless otherwise noted)	1 Year

## Guarantee

We unconditionally guarantee every item we offer. If you are unhappy with any item for any reason, simply return it to us for a full refund or exchange. Your satisfaction is our top priority! If you ever have questions or concerns, contact Customer Service at (800) 428-4414 or e-mail [lakeshore@lakeshorelearning.com](mailto:lakeshore@lakeshorelearning.com).

# Visit Our Stores!

For maps to store locations, visit [LakeshoreLearning.com](http://LakeshoreLearning.com)

## Arizona

**Paradise Valley**  
(Phoenix Area)  
4727 E. Bell Rd.  
(602) 482-7900

**Phoenix**  
4819 E. Ray Rd.  
(480) 940-7700

## California

**Carson** & outlet  
2695 E. Dominguez St.  
(310) 537-4778

**Fountain Valley**  
18679 Brookhurst St.  
(714) 963-8255

**Laguna Hills**  
23501 Avenida de la Carlota  
(949) 462-9353

**Los Angeles**  
2323 S. Sepulveda Blvd.  
(310) 893-1150

**Murrieta**  
24420 Village Walk Pl.  
(951) 461-1352

**Northridge**  
17072 Devonshire St.  
(818) 366-4105

**Pasadena**  
3848 E. Foothill Blvd.  
(626) 356-3848

**Roseville**  
1850 Douglas Blvd.  
(916) 774-4304

**San Bernardino**  
898 E. Harriman Pl.  
(909) 890-1222

**San Diego**  
7510 Hazard Center Dr.  
(619) 297-8494

**San Jose**  
1099 S. Bascom Ave.  
(408) 998-0794

**San Leandro** & outlet  
1144 Montague Ave.  
(510) 483-9750

**San Marcos**  
702 Center Dr.  
(760) 504-0292

**Upland**  
125 N. Mountain Ave.  
(909) 985-9945

## California cont'd

**Ventura**  
4300 E. Main St.  
(805) 289-1550

**Walnut Creek**  
1929 Mt. Diablo Blvd.  
(925) 944-1495

## Colorado

**Littleton**  
8680A Park Meadows  
Center Dr.  
(303) 768-8484

## Florida

**Davie**  
5795 S. University Dr.  
(954) 284-0411

**Fern Park**  
335 E. State Rd. 436  
(407) 260-5531

**Tampa**  
4501 W. Kennedy Blvd.  
(813) 207-0468

## Georgia

**East Cobb**  
(Marietta Area)  
4287 Roswell Rd.  
(770) 578-3100

## Idaho

**Boise**  
417 N. Milwaukee St.  
(208) 377-1855

## Illinois

**Chicago**  
2255 W. 95th St.  
(773) 233-9210

**Orland Park**  
15780 S. La Grange Rd.  
(708) 403-6300

**Palatine**  
1403 N. Rand Rd.  
(847) 705-5052

## Indiana

**Indianapolis**  
1300 E. 86th St.  
(317) 574-0304

## Kansas

**Merriam**  
5670 Antioch Rd.  
(913) 432-3998

## Maryland

**Towson** & outlet  
1620 E. Joppa Rd.  
(410) 296-5888

## Massachusetts

**Newton**  
230 Needham St.  
(617) 969-1171

**Saugus**  
352E Broadway  
(781) 233-3770

## Michigan

**Sterling Heights**  
12210 Hall Rd.  
(586) 803-1435

## Minnesota

**Maplewood**  
1721 Beam Ave.  
(651) 777-0650

**St. Louis Park**  
5699 W. 16th St.  
(952) 541-0991

## Nebraska

**Omaha**  
12005 W. Center Rd.  
(402) 334-4466

## Nevada

**Henderson**  
1243 W. Warm  
Springs Rd.  
(702) 396-2890

## New Jersey

**Cherry Hill**  
2020 Marlton Pike West  
(856) 910-0888

**East Brunswick**  
269 State Route 18  
(732) 967-8585

**Hackensack**  
449 Essex St.  
(201) 441-9214

## New Mexico

**Albuquerque**  
6646 Indian School Rd. NE  
(505) 884-4866

## New York

**New Hyde Park**  
2079 Hillside Ave.  
(516) 616-9360

**Scarsdale**  
969A Central Park Ave.  
(914) 472-1820

## North Carolina

**Matthews**  
10005 E. Independence Blvd.  
(704) 849-2370

## Ohio

**Cleveland**  
(Beachwood Area)  
27500 Chagrin Blvd.  
(216) 378-9488

**Columbus**  
2148 Polaris Pkwy.  
(614) 846-1710

## Oklahoma

**Oklahoma City**  
6300 N. May Ave.  
(405) 858-8778

## Oregon

**Lake Oswego**  
16901 SW 65th Ave.  
(503) 620-9888

## Pennsylvania

**King of Prussia**  
340 W. DeKalb Pike  
(610) 354-0551

## Rhode Island

**Cranston**  
1400 Oaklawn Ave.  
(401) 463-8800

## Tennessee

**Nashville**  
21 White Bridge Rd.  
(615) 747-6630

## Texas

**Austin**  
9828 Great Hills Trail  
(512) 241-2885

**Dallas**  
14060 N. Dallas Pkwy.  
(972) 934-8866

**Friendswood**  
19032 Gulf Fwy.  
(281) 461-6263

**Houston**  
2405 Post Oak Blvd.  
(713) 355-1893

**McAllen**  
1316 E. Expressway 83  
(956) 618-0225

**San Antonio**  
327 NW Loop 410  
(210) 340-0504

**The Woodlands**  
Portofino Shopping Center  
19075 Interstate 45 South  
(936) 271-3585

## Utah

**Salt Lake City**  
5480 S. 900 East  
(801) 268-2224

## Virginia

**Alexandria**  
7009A Manchester Blvd.  
(703) 719-0202

## Washington

**Bellevue**  
3924 Factoria Square Mall SE  
(425) 462-8076

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# **EARLY LEARNING**

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COALITION OF HILLSBOROUGH COUNTY

## REQUEST FOR PROPOSAL

### Summer Boost Educational Board Game

February 29, 2024 to March 15, 2024

Inquiries and proposals should be directed to:

Gary Meyer  
Chief Financial Officer

Early Learning Coalition of Hillsborough County  
6302 E. Dr. Martin Luther King, Jr. Blvd.  
Suite 100  
Tampa, FL 33619  
gmeyer@elchc.org

## I. GENERAL INFORMATION

- A. Purpose.** This request for proposal (RFP) is for the Early Learning Coalition of Hillsborough County (“ELCHC” or “Coalition”) to identify and contract experienced game developers to create an educational board game focusing on Kindergarten Readiness Skills. The game's content will be provided by our organization, ensuring it is tailored specifically to the needs and characteristics of children in our county.
- B. Who May Respond.** Any U.S. based organization or independent contractor providing the specific services described above.
- C. Instructions on Proposal Submission.**
- 1. Closing Submission Date.** Proposals must be submitted via email no later than 5:00 pm EST on March 15, 2024.
  - 2. Inquiries.** Inquiries concerning this RFP should be emailed to:  
Gary Meyer  
Chief Financial Officer  
[gmeyer@elchc.org](mailto:gmeyer@elchc.org)
  - 3. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Early Learning Coalition of Hillsborough County (the “Coalition”),

It is the responsibility of the Offeror to ensure that the proposal is received via email by the Coalition by the date and time specified above. Late proposals will not be considered.

To ensure a fair review and selection process, personnel submitting proposals are specifically requested not to make other contacts with Coalition staff or members of the Board of Directors regarding this proposal during the proposal's timeline. Failure to comply with this request will result in disqualification of the proposal.

- 4. Right to Reject.** The Coalition reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

**5. Minority-Owned Businesses.** Efforts will be made by the Coalition to utilize woman, minority and/or service-disabled veteran owned businesses.

**6. Notification of Award.** It is expected that a decision selection will be made in March 2024. Upon conclusion of final negotiations, all Offerors submitting proposals to this Request for Proposal will be informed about the selection decision. If both parties cannot agree on prices for a formal contract, the work will be rebid.

**II. DESCRIPTION OF ENTITY.** The Early Learning Coalition of Hillsborough County (ELCHC) was created in response to the School Readiness Act (s. 411.01, Florida Statutes (FS)) in 2000 and is dedicated to ensuring quality early care and education for children in Hillsborough County. The Coalition is a nonprofit corporation which has been determined to be exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The project included in this RFP will be funded 100% from federal funds, with disclosure to comply with Public Law (P.L.) 103-333, s. 508.

**Mission:** The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators, and the community.

**FAST FACTS:**

- Current number of staff: 150
- 2022-2023 Operating Budget: \$234,482,081
- Current number of board of directors: 24
- Approximately 1,200 child care providers in Hillsborough County
- 2022-2023 School Readiness children served: 12,579
- 2022-2023 Voluntary Pre-Kindergarten (VPK) children served: 11,579
- Website to learn more: [www.elchc.org](http://www.elchc.org)

**III. SCOPE OF SERVICES NEEDED**

The Early Learning Coalition Hillsborough County is seeking an organization or independent contractor who can provide:

1. **Product Specifications:** Develop a board game that targets essential Kindergarten Readiness Skills such as literacy, numeracy, social-emotional development, fine motor skills, and critical thinking.
  - Utilize content provided by The Early Learning Coalition of Hillsborough County to ensure alignment with the unique educational priorities and characteristics of Hillsborough County.
  - Design an age-appropriate game suitable for children aged 4 to 6 years old, facilitating engagement and learning at pre-kindergarten and early kindergarten levels.
  - Create a collaborative learning experience that can be easily integrated into home and classroom settings, fostering interaction among children, parents, and educators.
  - Produce visually appealing game components that capture children's attention and enthusiasm for learning.
2. **Delivery:** Specify the delivery schedule, including estimated delivery times and costs for materials as a complete set.
3. **Pricing:** Provide a detailed pricing proposal, including itemized costs for each component and any associated fees (e.g., shipping, handling).
4. **Sole Source Justification:** The provider must provide a justification for their sole source status, detailing the uniqueness and unavailability of these materials from other sources if provider is a sole source for these materials.

### **ELCHC Responsibility:**

The ELCHC will provide the content for the board game as well as any marketing content specific to the ELCHC and its partners that will appear on the game board. The Early Learning Coalition of Hillsborough County (ELCHC) is committed to ensuring a smooth and efficient process for the delivery of educational materials to participants.

As the educational institution responsible for coordinating this initiative, ELCHC understands the importance of a seamless and organized delivery process. Therefore, we will supply the necessary and accurate delivery address to the selected provider, ensuring that the materials reach our office without any unnecessary delays or complications.

ELCHC takes this step to alleviate any potential logistical challenges and to enhance the overall experience for both participants and the provider. By providing the

delivery address and contact phone number, we aim to streamline the process and minimize any potential confusion or errors in the delivery of educational materials.

### **Responders to the RFP:**

Responders to the RFP will ensure the delivery of up to 1,000 complete board games designed by criteria mentioned above.

1. **Tight Development Timeline:**

Responder must be able to develop a draft proof of the game within 30 days of receiving content from the ELCHC and a final game 15 days after receiving draft proof comments from the ELCHC.

2. **Shipping:**

- Clearly outline the logistics and procedures for shipping materials directly to ELCHC.
- Specify the expected delivery timeline, shipping methods, and any associated costs.
- Detail the communication process to ensure participants are informed and can track their deliveries.

3. **Quality Assurance:**

- Assure the quality and suitability of all provided materials for educational purposes.
- Guarantee that materials are free from defects, damage, or discrepancies at the time of delivery.

4. **Pricing:**

- Submit a clear and comprehensive pricing proposal, including itemized costs for each component and any associated fees (e.g., shipping, handling).
- Ensure transparency in pricing and any potential additional charges.

5. **Delivery Schedule:**

- Specify the estimated delivery times for the materials, both collectively and for individual shipments.
- Provide a clear schedule for delivering all components as outlined in the RFP.

6. **Sole Source Justification:**

- Provide a justification for their sole source status, detailing the uniqueness and unavailability of these materials from other sources if provider is a sole source for these materials.

#### IV. CONTRACT ETHICS

1. No employee of the Coalition who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Coalition employee, Board of Director, or for any Coalition employee, or Board of Director to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

- V. **PROPOSAL SUBMISSION.** Proposals received after the deadline will not be accepted. It is neither Coalition's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Coalition reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Early Learning Coalition of Hillsborough County.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

- VI. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall at a minimum include the following:

**1. Organizational information**

- a. Bidder name
- b. Address
- c. Email
- d. Phone, and preferred method of contact
- e. Indicate, if appropriate, if the firm is a small or Certified Minority Business Enterprise (CMBE include certificate with RFP)
- f. Name where you maintain office(s)

**2. Detailed Scope of Work Items:**

- a. Description of how you intend to deliver the services and accomplish the objectives outlined herein.

- b. Biography or resume of key personnel involved in service delivery.
- c. List and samples of prior related work.
- d. Proposed fee for providing services, including details of how fee amount was derived (number of hours, hourly rate, cost of materials, etc.). Your fee should be inclusive of administrative and travel expenses and not require direct reimbursement of these expenses.
- e. Agreement that you will enter into a standard ELCHC contract (see Exhibit A).

**VII. RFP Timeline**

RFP Issue Date:	February 29, 2024
Deadline to submit questions	March 8, 2024 to <a href="mailto:gmeyer@elchc.org">gmeyer@elchc.org</a> . Please title subject "RFP: Summer Boost Educational Board Game"  Questions will be answered by March 12, 2023
Proposal Due Date	March 15, 2024 by 5:00 PM (EST)
Evaluation Period Begins	March 16, 2024
Award and Contract Execution	March, 2024.

**VIII. RFQ SCORING.** Proposals will be scored based on the following attributes and weights:

Attribute	Weight
Proven experience providing easy to use, high quality educational materials	40%
Ability to demonstrate exceptional response time and satisfaction guaranteed	30%
Ability to show value along with cost	15%
Ease of ordering platform	10%
Certified Minority Owned Business	5%

EXHIBIT A



Hillsborough County School Readiness Coalition, Inc.

D/B/A

Early Learning Coalition of Hillsborough County

Contracting With

{insert Contractor name}

For

{insert Goods or Services}



THIS AGREEMENT is made and entered into as of {insert date}, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and {insert vendor name} with offices at {insert Vendor address} ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

#### **A. Effective Term**

The term of this Contract shall commence on {insert commencement date} or the date on which the Contract has been signed by the last party required to sign it, whichever is later ("Effective Date"), and shall conclude on {insert end date} ("Term").

#### **B. Purpose**

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

#### **C. Scope of Work**

The CONTRACTOR will provide the following:

COALITION hereby retains the services of CONTRACTOR for {insert goods or services} in accordance with the Proposal submitted by the CONTRACTOR to the COALITION on {insert proposal date} (the "Proposal"), a copy of which is attached hereto as Exhibit A and the terms of which are expressly incorporated herein by reference. {insert Scope of Work details as needed}.

#### **D. Due Date**

The CONTRACTOR agrees to be available and shall finish services by {insert end date}.

#### **E. Compensation & Payment**

1. The total price for all the work set forth in the Agreement shall not exceed {insert price}.
2. When both parties have signed this AGREEMENT, and after CONTRACTOR has delivered goods or services, the COALITION agrees to make a payment upon receipt of a properly payable invoice which has been approved by COALITION management. {insert payment schedule; Florida Statute does not allow for prepayment of goods or services} All goods and/or services are subject to final approval by a representative of COALITION prior to payment.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

#### **F. Indemnification**

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits, judgment, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the COALITION.

**G. Insurance and Risk Mitigation**

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

- 1. Commercial General Liability
  - a. Each Occurrence \$1,000,000
  - b. Personal Injury \$1,000,000
  - c. General Aggregate \$3,000,000
  - d. Products & Completed Operations \$3,000,000
  - e. Damage to Rented Premises \$1,000,000
- 2. Automobile Liability
  - a. Combined Single Limit \$1,000,000
- 3. Worker's Compensation & Employers' Liability (E.L.)
  - a. E.L. Each Accident \$1,000,000
  - b. E.L. Disease-Each Employee \$1,000,000
  - c. E.L. Disease-Policy Limit \$1,000,000
- 4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

**H. Proprietary and Confidential Information**

- 1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or

- subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.
2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.
  3. An item will not be considered confidential information of the COALITION if it is:
    - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
    - b. Obtained from a third party not subject to a duty of confidentiality.
  4. The CONTRACTOR agrees that any computer programs, software, documentation, copyrightable work, discoveries, improvements, or other deliverables (hereinafter "Work") developed by the CONTRACTOR solely, or with others, resulting from the performance of CONTRACTOR's responsibilities and obligations pursuant to this Agreement are property of the COALITION. If for any reason the Work would not be considered a work made for hire under applicable law, for the consideration included herein, CONTRACTOR does hereby sell, assign, and transfer to the COALITION its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. CONTRACTOR agrees to provide whatever assistance is necessary for the CONTRACTOR to preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

#### **I. E-Verify**

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the "Edit Company Profile" screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

#### **J. CONTRACTOR Information**

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-employment, income or any other taxes relating to payments under this agreement including those of any employees.
2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION's duty to perform under the terms of this Agreement that the CONTRACTOR

will be in compliance with all applicable laws and regulations of the state and federal government.

#### **K. Public Records Law Compliance, Access and Confidentiality**

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.
3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### **L. Remedies**

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

#### **M. Nonperformance and Financial Remedies**

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The

foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

#### **N. Representations and Warranties**

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

#### **O. Debarment and Suspensions Disclosures**

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

#### **P. Termination Clause**

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITIONs expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITIONs interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
  - a. Stop work under the agreement on the date of and to the extent specified in the notice.

- b. Complete performance of the work not terminated by COALITION.
- c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
- d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
- e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

#### **Q. Force Majeure**

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

#### **R. Equal Employment Opportunity**

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

#### **S. No Assignment**

**Neither this AGREEMENT** nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

#### **T. Change Orders**

**Any change** in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but

neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

#### **U. Procurement of Recovered Materials**

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.
  - a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
  - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
  - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:
  - a. Are not reasonably available in a reasonable period of time;
  - b. Fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
  - c. Are only available at an unreasonable price.

Paragraph 2. of this clause shall apply to items purchased under this agreement where:

1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

#### **V. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection

with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3).”

#### **W. Clean Air Act and the Federal Water Pollution Control Act**

##### **1. Clean Air Act**

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

##### **2. Federal Water Pollution Control Act**

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

#### **X. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)**

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal  
I or l ee C Appen ix Contr ct rovi ion or on e er l Entity Contracts Under Federal Awards.
2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.
3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to DEL.

#### **Y. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)**

When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-Bacon



Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
3. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination.
4. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules, and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) 1, 3, 5, 6 and 7.

**Z. Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)**

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with the Equal Opportunity Clause Appendix Contract Provision or on Federal Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

**AA. Agreement**

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

IN WITNESS WHEREOF, the parties hereto have signed this AGREEMENT as of the date first set forth above.

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**CONTRACTOR**

{insert name}

{Insert title}

{Insert Vendor Name}

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Date

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**COALITION**

{insert name}

{Insert title}

Hillsborough County School Readiness  
Coalition, Inc. d/b/a Early Learning Coalition of  
Hillsborough County

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Date

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<b>ISSUE:</b>	<b>Approval of allocation of funds for intergenerational reading through volunteers</b>
<b>FISCAL IMPACT:</b>	\$75,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning American Rescue Plan Act (ARPA) Discretionary Grant funding
<b>RECOMMENDED ACTION:</b>	Approval of allocation of funds to Seniors in Service for intergenerational reading through volunteers

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**NARRATIVE:**

**Vendor Representative Present at Meeting:** Robin Ingles, Chief Executive Officer.

**Product or Service:** We are procuring 34 volunteers to routinely read in Pre-Kindergarten and Kindergarten classrooms with age-appropriate literacy to serve as intergenerational connections for children and their reading gains. Contractor must show extensive history providing volunteers services. The ELCHC is willing to ensure that contractor receives funding to cover costs for volunteer stipends. These services reading to children will occur during the period March 15, 2024 to June 30, 2024.

**Brief History:** Research shows that children that are read to more often have improved language and listening skills, experience stronger emotional connections to their loved ones, and gain a lifelong love of reading. According to a recently published study reported by PBS, reading to very young children is linked to decreased levels of aggression, hyperactivity, and attention difficulties.

**Contract Performance:** This is the first year contracting with Seniors in Service, so we have no past contract performance to report.

**Outcome:** We project this project to benefit 408 children or more. Volunteers are culturally relevant, from the same neighborhoods as those they serve; children and parents know they understand what life is like for them. Volunteers offer consistency from a caring adult that all kids need to succeed. They read aloud to children to promote a love for reading and offer mentoring using research-based

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tools to proactively help children overcome adversity in productive ways. Children read aloud to assist with pronunciation and word identification.

**Evaluation:** This evaluation measures the impact of seniors reading to children ages 2 to 5 in an intergenerational. This evaluation assesses the effectiveness of the program and identifies areas for improvement. Plan components include:

- Program Goals and Objectives: Improving children's reading & language skills, fostering social connections, and enhancing seniors' well-being.
  - Key Metrics and Indicators: Metrics include: Children's language development (vocabulary, comprehension), Seniors' sense of purpose and well-being, Frequency and duration of interactions between seniors and children, Children's enthusiasm for reading, and Improved social interactions among participants.
  - Data Collection Tools: These might include surveys, interviews, & observations. An identified standardized test is not approved for this evaluation. Baseline Data Collection Pre/post baseline data for the above will occur to ensure that data gives informed feedback regarding the impact. This will involve assessing the children's reading skills and the seniors' well-being.
  - Program Implementation: Upon contract signing, the intergenerational reading program will launch where we will track participation rates, session frequency, and any program modifications.
  - Ongoing Data Collection: The contract will define the frequency of participant surveys, observations, and assessments of children's language development. Data Analysis Analyze the collected data to measure the impact of the program. Statistical methods and qualitative analysis will identify trends and correlations. A comparison of the post-program data to the baseline data to assess changes.
  - Report Findings: Once the data is gathered, ELCHC will compile the results of our data analysis into a comprehensive report. It will include both quantitative and qualitative findings, along with significant observations and observable trends. ELCHC will present the impact on children's language and reading development and seniors' well-being.
  - Interpretation and Recommendations: Data findings will permit ELCHC to draw conclusions about the program's effectiveness. ELCHC will identify strengths and weaknesses of the program based on the evaluation results. ELCHC will provide recommendations for program improvement as necessary.
  - Disseminate Results: ELCHC will share the evaluation report with stakeholders, including program organizers, seniors, parents, and the wider
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community. ELCHC will communicate the impact of the intergenerational reading program and its implications for future initiatives.

- **Improvement:** ELCHC’s evaluation findings will help to make necessary adjustments to the program and continue monitoring its impact over time. This iterative process will help ensure the program achieves its intended goals effectively. The above evaluation will provide valuable insights into the impact of seniors reading to children in an intergenerational setting, helping to refine and improve the program for the benefit of all participants.

**Budget Impact:** This is a contract with a budget not to exceed \$75,000. This budget is based on 8,925 hours of service at \$8.41 per hour (\$4.00 for volunteer stipend, \$4.41 for program management costs including Level II criminal history background checks, program staff costs, training, supplies, and postage).

**Procurement:** This RFP was posted on our website and the MyFlorida Marketplace vendor bid system for 15 days per ELCHC policy. One bidder responded. A three-person scoring team scored the one response to ensure it met minimum score requirements. It exceeded minimum score requirements with a score of 13.5 points out of a maximum possible 15.0 points as noted below:

Rater	1 - Seniors in Service
Rater #1	4.3
Rater #2	4.2
Rater #3	5.0
	<u>13.5</u>

## 1. Organizational information

**Bidder name:** Robin Ingles (Seniors in Service of Tampa Bay, Inc.)

**Address:** 1306 W Sligh Ave, Tampa FL 33604

**Email:** ringles@seniorsinservice.org

**Phone (& preferred method of contact):** 813-368-6746 (phone or email)

**Is firm is a small or Certified Minority Business Enterprise?** No. We are a 501(c)(3).

**Name where you maintain office(s):** Seniors in Service. Our main office is in Hillsborough at address above. (We also maintain a satellite office in Pinellas at the Sunshine Center.)

## 2. Detailed Scope of Work Items:

### Description of how you intend to deliver the services and accomplish the objectives outlined herein.

During the grant period of March 15 to June 30, 2024 we will engage dedicated, trained, aged 55+ volunteers to routinely read in Hillsborough Pre-Kindergarten and Kindergarten classrooms. All children in each class will benefit from age-appropriate literacy activities and intergenerational connections that recent research and our years of experience show are key in promoting reading gains. We will use best practices from our 40 years of success in providing volunteer services through our existing Classroom Grandparent program. Our program goals directly align with ELCHC's goals to improve children's reading & language skills, foster social connections, and enhance seniors' well-being.

During the grant period we will engage at least 34 volunteers to serve in 34 Pre-K and Kindergarten classrooms. With an estimated average of 12 children in each class, at least 408 children will benefit. We will utilize best practices from our existing Classroom Grandparents program, including: 1) Focus on early learning to promote reading on grade level by 3<sup>rd</sup> grade: *Before 3rd grade students learn to read; after 3rd grade they read to learn*; 2) Services are provided IN THE CLASSROOM. Kids don't miss class or feel singled out; 3) Volunteers are culturally relevant, from the same neighborhoods as those they serve; children and parents know they understand what life is like for them; 4) Volunteers serve 5-30 hours/WEEK, offering consistency from a caring adult that all kids need to succeed; 5) Volunteers get Level-II background-checks and trainings led by experts in Literacy strategies, Classroom Management, Learning Styles, Trauma-informed Teaching and more; 6) Research-based emotional intelligence activities help kids with Adverse Childhood Experiences build resilience; 7) We engage/retain skilled volunteers with ongoing recognition/appreciation activities and a small stipend for those who income-qualify; 8) Senior-aged volunteers stay active & purposeful, improving their health and well-being; 9) Teachers get support from another caring, dedicated adult; 10) Ongoing collaborations with community partners leverage resources to maximize impact.

Activities guided by the classroom teachers will include: Volunteers reading aloud to children to promote a love for reading; Children reading aloud to assist with pronunciation, word identification, other literacy goals; Teaching alphabet, numbers, and fundamental development skills needed for promotion to the next grade; Playing games to develop knowledge of letters, sounds, and words. Volunteers also offer mentoring using research-based tools to proactively help children overcome adversity in productive ways.

## Seniors in Service of Tampa Bay – ELCHC Intergenerational Reading Through Volunteers

Collaborations leverage resources that are vital to maximizing program impact.

- Collaboration with our volunteer tutors is key. We don't merely manage volunteers; we actively engage them with ongoing training and recognition.
- Decades of collaboration with Hillsborough schools facilitate student participation/assessment, volunteer monitoring, data collection.
- Frameworks, a local nonprofit recognized for Emotional IQ expertise, provides our volunteers with training and tools that they in turn use to help students succeed.
- Partnership with myON, the digital reading platform available to all Hillsborough students helps children learn to LOVE reading.
- We actively participate in groups like Hillsborough Campaign for Grade Level Reading.

We will also collaborate with ELCHC to evaluate the impact of seniors reading to children in an intergenerational setting, helping to refine and improve the program for the benefit of all participants. Our program staff will recruit, screen, train and place highly qualified volunteers; Collaborate with teachers and school staff; Track volunteer hours/activities through Volunteer Logs; Track # children served & interim progress through school visits & teacher feedback/assessments; Monitor proposed vs. actual project expenses; and Make adjustments as needed. In addition, ELCHC will track data such as participation and session frequency and implement a research-based evaluation of our service, communicating results with us to identify what works and lessons learned. Both Seniors in Service and ELCHC will share impact with our community to position Hillsborough as a model for other regions grappling with similar needs and demographic trends.

### **Biography or resume of key personnel involved in service delivery.**

CEO Robin Ingles: Initially lured as a volunteer, Robin's passion for our mission led her to join our staff in 2015 as Director of Marketing/Development. Appointed CEO by our Board of Directors in 2019, she brings 25+ years in Finance, Marketing, Sales, Operations. With a B.S. in Accounting, Robin applied her expertise as Controller of Tampa Bay Lightning, President of a 22-unit auto repair franchisor, and launched her own ad agency. Selling her business led her to the nonprofit world. Over the past 9 years she's developed insight into all aspects of our organization, including federal, state, county, city contracts/grants & restricted/unrestricted funds. Robin provides leadership and oversight for all our programs, focusing on outcomes to maximize impact and fiscal quality control required for financial reporting, general accounting, grant accounting, accounts payable/receivable, payroll, general ledger. She works with external auditors to ensure accurate, timely year-end closing/reporting.

Director of Programs Lorena Mielke: Brings a B.A. in International Studies; Minor in Business Administration and extensive prior experience in public speaking, data analysis, motivating teamwork, aptitude for addressing cultural & linguistic competence, and a passion for service. Hired as a Classroom Grandparent Program Coordinator in 2017, she was promoted in 2020 to Education Programs Manager and, in 2021 to Director of Programs, responsible for successful delivery of all our programs. Bilingual in Spanish, she trains/mentors program staff and provides daily support through inclusive and purposeful leadership. She oversees volunteer engagement, work plans, budgets, tracking of performance/fiscal measures for accountability, corrective actions, and overall programs success.

Compliance Manager Pam Danwing brings a B.A. in Psychology & minor in Gerontology. Bilingual in Spanish, she joined our organization in 2019, successfully serving as a Classroom Grandparent Program Assistant and tackling new challenges as Program Coordinator during the pandemic.

## Seniors in Service of Tampa Bay – ELCHC Intergenerational Reading Through Volunteers

Since 2022 she's served as our Compliance Manager, responsible for providing management/oversight for required records and documentation related to our Education Programs, including: Volunteer intake documents, annual documents, background checks, site & volunteer satisfaction surveys, safety and accessibility checks; Participant records in compliance with funder requirements; Proper records/documentation (paper/electronic), data integrity, & milestones in accordance with agency, contract, funding, & program requirements; Records for performance reports and audits; Adherence to legal & company policies & procedures.

### **List of prior related work.**

#### Prior experience providing volunteer services:

Our mission is to provide solutions to community challenges by engaging volunteers aged 55+. Founded in 1984 as a 501(c)3 Florida nonprofit, we engage volunteers to help underserved children, seniors, caregivers, veterans, and families. Volunteers benefit by staying active and purposeful. Each year we serve 8,000 individuals, engaging 1500+ volunteers in collaboration with 150+ partners. During 40 years of service, we have provided 5,000,000+ hours of assistance with fair market value over \$131,600,000. Independent audits show over 94% of each dollar goes to services. In 2023 we received Points of Light Service Enterprise Certification, recognizing our organization as being in the top 11% of nonprofits nationwide in strategic volunteer management to increase return on volunteer investment for maximum impact.

#### Prior experience providing volunteers to read to children:

For 40 years, we have engaged dedicated, highly-trained volunteer tutors and mentors to help children learn to love reading. Since 1984 we have been the local sponsor for the AmeriCorps Foster Grandparent Program, a nationally-recognized, evidence-based program that engages volunteers aged 55+ to provide caring and experienced tutors and mentors to help disadvantaged children build literacy skills.

Volunteers receive training from Hillsborough County Public School's Literacy Coordinator in the Science of Reading using the same approach that all teachers in the district use as their literacy curriculum. Volunteers also receive training in Emotional Intelligence from Frameworks, going over classroom management, self-management, re-direction and research-based methods to proactively help underserved children overcome adversity in productive ways.

Volunteers offer impoverished minority children the same opportunity to succeed that others have through activities such as: Volunteers reading to children; Students reading aloud to assist with pronunciation, word identification, other literacy goals; Teaching alphabet, math, numbers skills and fundamental development skills needed for promotion to the next grade; Playing games to develop knowledge of letters, sounds, and words. Every year independent teacher assessments show that 98% of the children we serve improve literacy and emotional intelligence needed to succeed in school and in life.

#### Client reviews and testimonials:

1. Letter of Support from Hillsborough County Public Schools Superintendent Van Ayers dated September 2023 - please see last page attached.
2. Feedback from school Principals: As part of their due diligence, Hillsborough County Public Schools Director of Research contacted every single school where we engage volunteers



## Seniors in Service of Tampa Bay – ELCHC Intergenerational Reading Through Volunteers

through our Foster Grandparent Program. The response: ALL expressed strong desire to continue our partnership.

### 3. A parent's praise for her child's Classroom Grandparent:

Christopher was a struggling student who received tutoring from volunteer Sandra Jackson. Christopher's mom wrote this thank you to express how much "Grandma" Jackson helped her son: *"I am a mother concerned about my son's education and not being able to help him due to language barriers made me very frustrated. This program has been a blessing for us. Keep up the great work for the community. To all the volunteers, thank you very much for your noble work, you are the guiding light of tomorrow's professionals. I would like to especially thank Grandma Sandra Jackson since she has been very helpful so that my son Christopher can improve his reading and increase his vocabulary. He was even recognized as a terrific kid of the month."*

### 4. A child's testimonial:

Keith received literacy tutoring on a weekly basis at the North Tampa Children's Board Family Resource Center. His tutor Mr. Jackson was known for creating games out of the curriculum provided, such as rhyming games, word association, spell-out-loud, and more. This helped Keith stay engaged and learn in a fun way. After 4 months of weekly tutoring, Keith jumped from a reading level of DRA 20 to 30 – a jump normally made in approximately 9 months. At the beginning of the 2021/2022 school year, Keith was learning sight words, and in six months he was reading and enjoying fiction chapter books. Keith has a simple explanation for why he likes to read: *"Mr. Jackson makes reading fun!"*

### 5. Educators praise our Classroom Grandparents:

*"Grandma Linda is an integral part of the smooth running of my kindergarten classroom. The kids in my classroom gravitate to her nurturing personality and are assured that she is always there to give help and support. She ensures that all the kids are safe, fed and given academic support. Many feel that she is their real grandma. I cannot imagine not having her in my classroom as my children and I would be at a great loss. I remember a particular autistic child who responded to no one but grandma's soothing tones when he had his meltdowns. She would take the time to calm and reassure him that he would be okay. She is endeared to his family to this day."* -Ms. Murray, Robles Elementary

*"Ms. P, as we affectionately call her, is a vital part of helping our students feel cared for and confident in themselves so they may learn new skills that are necessary for their academic success. Ms. P works daily with small groups of students in various grades to ensure their understanding of key skills being taught in the classroom. Without Ms. Perkins' help with sight words, math fact practice, and comprehension skills checks, our students would not be as successful as they are."* -Ms. Hambrick, Sullivan Partnership School

*"Granny B" as the kids call her, is such an asset to our school family. The students' faces light up when she comes into the classroom. They love giving her hugs. She has extreme patience working with our 5 and 6 year olds. She has made an impact by helping students who are below level in reading with their letters and sounds. She also assists with students who need extra support with counting. She even assists with shoe tying, as that seems to be a theme in Kindergarten! A major impact she has had is reading books with students on their level because they might not have someone to read with at home. We love her."*

## Seniors in Service of Tampa Bay – ELCHC Intergenerational Reading Through Volunteers

-Ms. Palmeri, Frost Elementary

*“Grandma Manning has completely changed my classroom for the better. Throughout the school year, she has been so helpful, present, and giving to all my students. They benefit so much from having Grandma Manning listen, teach, and care for them... She can help the students who need extra attention, specifically with their sight words and reading.”*

- Giselle Cruz, Kindergarten Teacher Oak Grove Elementary

*“The enthusiasm, wisdom and love that classroom grandparents show our children are irreplaceable. We hope to continue working with [you] for years to come.”*

-Oak Grove Principal Pamela Wilkins

6. Our volunteers receive prestigious community awards:

2023 City of St. Petersburg Senior Hall of Fame Award to classroom volunteer Barbara Burnett

2021 Juvenile Welfare Board KidsFirst Award to classroom volunteer Ernest Cross

2021 Senior Connection Center Salt & Pepper Award to classroom volunteer Lillie Nichols

7. Data from independent teacher evaluations for the 2022-23 school year demonstrate impact:

- We served 90 preschool children; all 90 (100%) showed gains in School Readiness.
- We provided academic tutoring for 438 students in grades K-3; 98% showed improved Literacy.
- We mentored 301 students in grades K-3; 99% showed improved social-emotional skills.

### **Proposed fee for providing services, including details of how fee amount was derived**

(number of hours, hourly rate, cost of materials, etc.). Your fee should be inclusive of administrative and travel expenses and not require direct reimbursement of these expenses.

Our proposed Fee for Services: \$75,000 or \$8.41 per hour of volunteer service. This is a great value considering that as of March 2024, the average base rate for a reading tutor in Tampa is \$19.34 per hour! [<https://www.care.com/cost/reading-tutors/tampa-fl>]

#### Budget Assumptions:

Grant Period March 15-June 30, 2024 (15 weeks)

Projected # children served = 408

Projected # volunteers = 34

Projected total hours of service = 8925 (assumes each volunteer averages 17.5 hours/week.)

#### **Proposed Fee for Services = \$75,000 (8925 hours x \$8.41 per hour) which includes:**

- **Volunteer Expenses (\$4/hour stipend)**
- **Program Management Fee (Level II criminal history background checks, program staff costs, training, supplies, and postage) @ \$4.41/hour**

#### **Agreement that you will enter into a standard ELCHC contract (see Exhibit A).**

I agree that I will enter into a standard ELCHC contract on behalf of Seniors in Service of Tampa Bay, Inc. as shown in Exhibit A.



# **EARLY LEARNING**

COALITION OF HILLSBOROUGH COUNTY

## **REQUEST FOR PROPOSAL Intergenerational Reading through Volunteers**

**February 29, 2024 to March 15, 2024**

**Inquiries and proposals should be directed to:**

**Gary Meyer  
Chief Financial Officer**

**Early Learning Coalition of Hillsborough County  
6302 E. Dr. Martin Luther King, Jr. Blvd.  
Suite 100  
Tampa, FL 33619  
gmeyer@elchc.org**

## I. GENERAL INFORMATION

- A. **Purpose.** This request for proposal (RFP) is for the Early Learning Coalition of Hillsborough County (“ELCHC” or “Coalition”) to identify and contract with a single or multiple organization(s) or independent contractors that can provide up to 150 to 300 volunteers to routinely read in Pre-Kindergarten and Kindergarten classrooms with age-appropriate literacy to serve as intergenerational connections for children and their reading gains. Qualified entities must show extensive history providing volunteers services. The ELCHC is willing to ensure that qualified entities receive funding to cover costs for volunteer stipends. These services reading to children will occur during the period March 15, 2024 to June 30, 2024.
- B. **Who May Respond.** Any U.S. based organization or independent contractor providing services reading to children to promote early literacy.
- C. **Instructions on Proposal Submission.**
1. **Closing Submission Date.** Proposals must be submitted via email no later than 5:00 pm EST on March 15, 2024.
  2. **Inquiries.** Inquiries concerning this RFP should be emailed to:  
Gary Meyer  
Chief Financial Officer  
gmeyer@elchc.org
  3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Early Learning Coalition of Hillsborough County (the “Coalition”),

It is the responsibility of the Offeror to ensure that the proposal is received via email by the Coalition by the date and time specified above. Late proposals will not be considered.

To ensure a fair review and selection process, personnel submitting proposals are specifically requested not to make other contacts with Coalition staff or members of the Board of Directors regarding this proposal during the proposal’s timeline. Failure to comply with this request will result in disqualification of the proposal.

**4. Right to Reject.** The Coalition reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

**5. Minority-Owned Businesses.** Efforts will be made by the Coalition to utilize woman, minority and/or service-disabled veteran owned businesses.

**6. Notification of Award.** It is expected that a decision selection will be made in March, 2024. Upon conclusion of final negotiations, all Offerors submitting proposals to this Request for Proposal will be informed about the selection decision. If both parties cannot agree on prices for a formal contract, the work will be rebid.

**II. DESCRIPTION OF ENTITY.** The Early Learning Coalition of Hillsborough County (ELCHC) was created in response to the School Readiness Act (s. 411.01, Florida Statutes (FS)) in 2000 and is dedicated to ensuring quality early care and education for children in Hillsborough County. The Coalition is a nonprofit corporation which has been determined to be exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The project included in this RFP will be funded 100% from federal funds, with disclosure to comply with Public Law (P.L.) 103-333, s. 508.

**Mission:** The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators, and the community.

**FAST FACTS:**

- Current number of staff: 150
- 2022-2023 Operating Budget: \$234,482,081
- Current number of board of directors: 24
- Approximately 1,200 child care providers in Hillsborough County
- 2022-2023 School Readiness children served: 12,579
- 2022-2023 Voluntary Pre Kindergarten (VPK) children served: 11,579
- Website to learn more: [www.elchc.org](http://www.elchc.org)

### III. SCOPE OF SERVICES NEEDED

The Early Learning Coalition Hillsborough County is seeking a single or multiple organization(s) or independent contractor(s) who can provide services reading to children to promote early literacy.

#### **Responders to the RFP must provide:**

Up to 150 to 300 volunteers to routinely read in Pre-Kindergarten and Kindergarten classrooms with age-appropriate literacy to serve as intergenerational connections for children and their reading gains. Qualified entities must show extensive history providing volunteers services. The ELCHC is willing to ensure that qualified entities receive funding to cover costs for volunteer stipends. These services reading to children will occur during the period March 15, 2024 to June 30, 2024.

Budget is not to exceed \$75,000.

#### **COALITION will provide:**

A research-based evaluation of this service as described in Exhibit B. Exhibit B is provided for informational purposes only and is not within the scope of this RFP.

### IV. CONTRACT ETHICS

1. No employee of the Coalition who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Coalition employee, Board of Director, or for any Coalition employee, or Board of Director to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

- V. **PROPOSAL SUBMISSION.** Proposals received after the deadline will not be accepted. It is neither Coalition's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Coalition reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Early Learning Coalition of Hillsborough County.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

**VI. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall at a minimum include the following:

**1. Organizational information**

- a. Bidder name
- b. Address
- c. Email
- d. Phone, and preferred method of contact
- e. Indicate, if appropriate, if the firm is a small or Certified Minority Business Enterprise (CMBE include certificate with RFP)
- f. Name where you maintain office(s)

**2. Detailed Scope of Work Items:**

- a. Description of how you intend to deliver the services and accomplish the objectives outlined herein.
- b. Biography or resume of key personnel involved in service delivery.
- c. List of prior related work.
- d. Proposed fee for providing services, including details of how fee amount was derived (number of hours, hourly rate, cost of materials, etc.). Your fee should be inclusive of administrative and travel expenses and not require direct reimbursement of these expenses.
- e. Agreement that you will enter into a standard ELCHC contract (see Exhibit A).

**VII. RFP TIMELINE.**

RFP Issue Date:	February 29, 2024
Deadline to submit questions	March 8, 2024 to <a href="mailto:gmeyer@elchc.org">gmeyer@elchc.org</a> . Please title subject "RFP: Summer Boost Educational Board Game"  Questions will be answered by March 12, 2023
Proposal Due Date	March 15, 2024 by 5:00 PM (EST)

Evaluation Period Begins	March 16, 2024
Award and Contract Execution	March, 2024.

VIII. **RFP SCORING.** Proposals will be scored based on the following attributes and weights:

Attribute	Weight
List of 5 to 7 client reviews	40%
Prior experience providing volunteer services	25%
Prior experience providing volunteers to 'read' to children	15%
Cost/value	15%
Certified Minority-owned business or 501(c)(3)	5%



EXHIBIT A



Hillsborough County School Readiness Coalition, Inc.

D/B/A

Early Learning Coalition of Hillsborough County

Contracting With

{insert Contractor name}

For

{insert Goods or Services}

THIS AGREEMENT is made and entered into as of {insert date}, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and {insert vendor name} with offices at {insert Vendor address} ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

#### **A. Effective Term**

The term of this Contract shall commence on {insert commencement date} or the date on which the Contract has been signed by the last party required to sign it, whichever is later ("Effective Date"), and shall conclude on {insert end date} ("Term").

#### **B. Purpose**

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

#### **C. Scope of Work**

The CONTRACTOR will provide the following:

COALITION hereby retains the services of CONTRACTOR for {insert goods or services} in accordance with the Proposal submitted by the CONTRACTOR to the COALITION on {insert proposal date} (the "Proposal"), a copy of which is attached hereto as Exhibit A and the terms of which are expressly incorporated herein by reference. {insert Scope of Work details as needed}.

#### **D. Due Date**

The CONTRACTOR agrees to be available and shall finish services by {insert end date}.

#### **E. Compensation & Payment**

1. The total price for all the work set forth in the Agreement shall not exceed {insert price}.
2. When both parties have signed this AGREEMENT, and after CONTRACTOR has delivered goods or services, the COALITION agrees to make a payment upon receipt of a properly payable invoice which has been approved by COALITION management. {insert payment schedule; Florida Statute does not allow for prepayment of goods or services} All goods and/or services are subject to final approval by a representative of COALITION prior to payment.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

#### **F. Indemnification**

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits, judgment, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the COALITION.

### **G. Insurance and Risk Mitigation**

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

1. Commercial General Liability
  - a. Each Occurrence \$1,000,000
  - b. Personal Injury \$1,000,000
  - c. General Aggregate \$3,000,000
  - d. Products & Completed Operations \$3,000,000
  - e. Damage to Rented Premises \$1,000,000
2. Automobile Liability
  - a. Combined Single Limit \$1,000,000
3. Worker's Compensation & Employers' Liability (E.L.)
  - a. E.L. Each Accident \$1,000,000
  - b. E.L. Disease-Each Employee \$1,000,000
  - c. E.L. Disease-Policy Limit \$1,000,000
4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

### **H. Proprietary and Confidential Information**

1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or

subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.

2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.
3. An item will not be considered confidential information of the COALITION if it is:
  - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
  - b. Obtained from a third party not subject to a duty of confidentiality.
4. The CONTRACTOR agrees that any computer programs, software, documentation, copyrightable work, discoveries, improvements, or other deliverables (hereinafter "Work") developed by the CONTRACTOR solely, or with others, resulting from the performance of CONTRACTOR's responsibilities and obligations pursuant to this Agreement are property of the COALITION. If for any reason the Work would not be considered a work made for hire under applicable law, for the consideration included herein, CONTRACTOR does hereby sell, assign, and transfer to the COALITION its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. CONTRACTOR agrees to provide whatever assistance is necessary for the CONTRACTOR to preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

#### **I. E-Verify**

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the "Edit Company Profile" screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

#### **J. CONTRACTOR Information**

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-employment, income or any other taxes relating to payments under this agreement including those of any employees.

2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION's duty to perform under the terms of this Agreement that the CONTRACTOR will be in compliance with all applicable laws and regulations of the state and federal government.

#### **K. Public Records Law Compliance, Access and Confidentiality**

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.
3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### **L. Remedies**

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

#### **M. Nonperformance and Financial Remedies**

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

#### **N. Representations and Warranties**

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

#### **O. Debarment and Suspensions Disclosures**

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

#### **P. Termination Clause**

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITIONs expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITIONs interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:

- a. Stop work under the agreement on the date of and to the extent specified in the notice.
- b. Complete performance of the work not terminated by COALITION.
- c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
- d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
- e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

#### **Q. Force Majeure**

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

#### **R. Equal Employment Opportunity**

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

#### **S. No Assignment**

**Neither this AGREEMENT** nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

#### **T. Change Orders**

**Any change** in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify

the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

#### **U. Procurement of Recovered Materials**

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.
  - a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
  - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
  - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:
  - a. Are not reasonably available in a reasonable period of time;
  - b. Fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
  - c. Are only available at an unreasonable price.

Paragraph 2. of this clause shall apply to items purchased under this agreement where:

1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

#### **V. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required



certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3)."

## **W. Clean Air Act and the Federal Water Pollution Control Act**

### **1. Clean Air Act**

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

### **2. Federal Water Pollution Control Act**

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

## **X. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal law or state law. See Appendix C, Contract Violation or Non-Compliance Entity Contracts Under Federal Awards.

2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.

3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to DEL.

**Y. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)**

When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
3. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination.
4. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules, and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) I, 3, 5, 6 and 7.

**Z. Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)**

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with the ELC or the ELC Appendix Contract Provision or the ELC Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

**AA. Agreement**

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this

AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

IN WITNESS WHEREOF, the parties hereto have signed this AGREEMENT as of the date first set forth above.

---

**CONTRACTOR**  
{insert name}  
{Insert title}  
{Insert Vendor Name}

---

Date

---

**COALITION**  
{insert name}  
{Insert title}  
Hillsborough County School Readiness  
Coalition, Inc. d/b/a Early Learning Coalition of  
Hillsborough County

---

Date

## EXHIBIT B

### **Intergenerational Benefits of Reading to Children by Seniors: A Compelling Investment in Literacy**

Intergenerational programs that encourage seniors and the elderly to read to children have gained increasing recognition for their myriad benefits. These programs facilitate the bonding between different generations while simultaneously contributing to the cognitive, emotional, and social development of children. The below delves into the intergenerational advantages of reading to children by seniors and the elderly, backed by empirical evidence from recent academic sources.

First and foremost, numerous studies have demonstrated the cognitive benefits of intergenerational reading. Research published in the Cambridge Journal of Education (2023) by George Koutsouris et al. highlights how the Silver Stories program, conducted during the Covid-19 pandemic, assessed the educational outcomes of children involved in intergenerational reading activities. Their findings revealed improvements in vocabulary, language skills, and reading comprehension among participating children. Moreover, studies cited in the National Center for Biotechnology Information (NCBI) articles show that intergenerational reading fosters enhanced cognitive stimulation, which is particularly crucial for the cognitive development of young minds.

Second, intergenerational reading programs promote emotional bonding between seniors and children, addressing the social isolation often experienced by older adults. As outlined in the NCBI articles, these interactions boost seniors' emotional well-being by providing them with a sense of purpose and social connection. In return, children benefit from the nurturing environment provided by their elderly counterparts, which fosters emotional intelligence and empathy. This intergenerational bonding can have long-lasting positive effects on the mental health and emotional development of both seniors and children.

Furthermore, the benefits of intergenerational reading extend beyond the emotional and cognitive domains. Seniors and the elderly who engage in these programs often experience improved overall health and well-being. The ElderCare Home Health website emphasizes that such activities enhance seniors' physical and mental health, reducing the risk of depression and cognitive decline. Investors should take note of these holistic health benefits as they have the potential to reduce healthcare costs and improve the quality of life for older adults (Eldercare Home Health Inc, 2023).

In terms of societal advantages, intergenerational reading programs contribute to a stronger sense of community and social cohesion. Femia et al., 2008 underscores how these programs promote positive attitudes towards aging and bridge the generation gap. As investors seek opportunities to make a positive societal impact, supporting initiatives that bring generations together and reduce ageism is a compelling avenue.

Thus, investing in intergenerational reading programs that involve seniors and the elderly reading to children is not only a socially responsible endeavor but also one that offers substantial benefits. Empirical evidence supports the cognitive, emotional, and health advantages of these programs, making them a promising avenue for investors looking to promote intergenerational connections and enhance the well-being of both seniors and children. ELCHC intends to utilize one time funding to spark a nexus between seniors and early literacy toward improving reading in Hillsborough County.

## **Program Evaluation**

This evaluation measures the impact of seniors reading to children ages 2 to 5 in an intergenerational. This evaluation assesses the effectiveness of the program and identifies areas for improvement. Plan components include:

### **Program Goals and Objectives**

Improving children's reading & language skills, fostering social connections, and enhancing seniors' well-being.

### **Key Metrics and Indicators**

Metrics include:

- Children's language development (vocabulary, comprehension)
- Seniors' sense of purpose and well-being
- Frequency and duration of interactions between seniors and children
- Children's enthusiasm for reading
- Improved social interactions among participants.

### **Data Collection Tools**

These might include surveys, interviews, & observations. An identified standardized test is not approved for this evaluation.

### **Baseline Data Collection**

Pre/post baseline data for the above will occur to ensure that data gives informed feedback regarding the impact. This will involve assessing the children's reading skills and the seniors' well-being.

### **Program Implementation**

Upon contract signing, the intergenerational reading program will launch where we will track participation rates, session frequency, and any program modifications.

### **Ongoing Data Collection**

The contract will define the frequency of participant surveys, observations, and assessments of children's language development.

## **Data Analysis**

Analyze the collected data to measure the impact of the program. Statistical methods and qualitative analysis will identify trends and correlations. A comparison of the post-program data to the baseline data to assess changes.

## **Report Findings**

Once the data is gathered, ELCHC will compile the results of our data analysis into a comprehensive report. It will include both quantitative and qualitative findings, along with significant observations and observable trends. ELCHC will present the impact on children's language and reading development and seniors' well-being.

## **Interpretation and Recommendations**

Data findings will permit ELCHC to draw conclusions about the program's effectiveness. ELCHC will identify strengths and weaknesses of the program based on the evaluation results. ELCHC will provide recommendations for program improvement as necessary.

## **Disseminate Results**

ELCHC will share the evaluation report with stakeholders, including program organizers, seniors, parents, and the wider community. ELCHC will communicate the impact of the intergenerational reading program and its implications for future initiatives.

## **Improvement**

ELCHC's evaluation findings will help to make necessary adjustments to the program and continue monitoring its impact over time. This iterative process will help ensure the program achieves its intended goals effectively.

The above evaluation will provide valuable insights into the impact of seniors reading to children in an intergenerational setting, helping to refine and improve the program for the benefit of all participants.

## Parent Satisfaction with Literacy Program Survey

*Please rate the following statements on a scale from 1 to 5, with 1 being "Strongly Disagree" and 5 being "Strongly Agree."*

1. The intergenerational reading program has improved my child's interest in reading.
  - 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
2. The literacy program has enhanced my child's vocabulary and language skills.
  - 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
3. The program's activities are engaging and age-appropriate for my child.
  - 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
4. I feel that my child is developing a stronger bond with their grandparents or older family members through this program.
  - 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
5. The program effectively encourages my child to express themselves through storytelling and reading activities.
  - 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
6. I find the program's schedule and duration to be convenient for my family's needs.



- 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
7. The program provides a variety of reading materials suitable for my child's age group.
- 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
8. The program facilitators are knowledgeable and supportive in promoting literacy among children.
- 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
9. I feel that my child's reading and comprehension skills have improved since participating in this program.
- 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
10. The literacy program encourages my child's creativity and imagination.
- 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)
  - 4 (Agree)
  - 5 (Strongly Agree)
11. I would recommend this intergenerational reading program to other parents with children aged 2 to 5 years old.
- 1 (Strongly Disagree)
  - 2 (Disagree)
  - 3 (Neutral)

- 4 (Agree)
- 5 (Strongly Agree)

12. Is there any additional feedback or comments you would like to share about your experience with our literacy program? (Open-ended)

## References

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- Femia, E. E., Zarit, S. H., Blair, C., Jarrott, S. E., & Bruno, K. (2008). Intergenerational preschool experiences and the young child: Potential benefits to development. *Early Childhood Research Quarterly*, 23(2), 272–287. <https://doi.org/10.1016/j.ecresq.2007.05.001>
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- Morita, K., & Kobayashi, M. (2013). Interactive programs with preschool children bring smiles and conversation to older adults: time-sampling study. *BMC Geriatrics*, 13, 111. <https://doi.org/10.1186/1471-2318-13-111>

**HILLSBOROUGH COUNTY SCHOOL  
READINESS COALITION, INC.  
(d/b/a Early Learning Coalition of  
Hillsborough County, Inc.)**

**FINANCIAL STATEMENTS**

**Years Ended June 30, 2023 and 2022**

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Hillsborough County [6/30/23]  
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**C O N T E N T S**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

### **Opinion**

We have audited the accompanying statements of financial position of The Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County (the "Coalition") as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Coalition as of June 30, 2023, and 2022, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Coalition and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Coalition's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Coalition's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Coalition's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

**Supplementary Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance is presented for purposes of additional analysis, as required by Title 2 *U.S. Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and Chapter 10.650, *Rules of the Auditor General*, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March \_\_, 2024 on our consideration of the Coalition’s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Coalition’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coalition’s internal control over financial reporting and compliance.

Certified Public Accountants

Tampa, Florida  
March \_\_, 2024



**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF FINANCIAL POSITION**

**June 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
CURRENT ASSETS		
Cash	\$ 13,693,886	\$ 6,142,235
Grants receivable	4,221,387	8,596,497
	<u>17,915,273</u>	14,738,732
TOTAL CURRENT ASSETS		
	2,312,929	-
RIGHT-OF-USE LEASE ASSETS		
DEPOSITS	63,643	63,643
	<u>20,291,845</u>	<u>14,802,375</u>
TOTAL ASSETS		
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES		
Accounts and provider payables and accrued expenses	\$ 12,757,214	\$ 9,823,616
Current portion of right-of-use lease obligations	467,608	-
Deferred revenue	65,842	61,374
Due to School District of Hillsborough County	61,250	49,000
	<u>13,351,914</u>	9,933,990
TOTAL CURRENT LIABILITIES		
RIGHT-OF-USE LEASE OBLIGATIONS	1,921,434	-
	<u>15,273,348</u>	9,933,990
TOTAL LIABILITIES		
NET ASSETS	5,018,497	4,868,385
	<u>20,291,845</u>	<u>14,802,375</u>
TOTAL LIABILITIES AND NET ASSETS		

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF ACTIVITIES**

**Years Ended June 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
REVENUES AND SUPPORT		
Program support:		
Federal and state grant revenue - general	\$ 117,200,113	\$ 93,063,032
Federal and state grant revenue - ARPA and CRSSA	119,247,226	35,265,100
Local gifts and grant revenue and other	<u>2,340,326</u>	<u>2,473,141</u>
TOTAL REVENUES AND SUPPORT	<b>238,787,665</b>	130,801,273
EXPENSES		
Program services:		
School Readiness	197,376,751	99,447,310
Voluntary Pre-K	34,036,629	24,635,994
Other programs	<u>2,218,273</u>	<u>2,202,076</u>
TOTAL PROGRAM SERVICES	<b>233,631,653</b>	126,285,380
Supporting services:		
Management and general	<u>5,005,900</u>	<u>3,750,027</u>
TOTAL EXPENSES	<u><b>238,637,553</b></u>	<u>130,035,407</u>
CHANGE IN NET ASSETS	<b>150,112</b>	765,866
NET ASSETS WITHOUT DONOR RESTRICTIONS, BEGINNING OF YEAR	<u>4,868,385</u>	<u>4,102,519</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS, END OF YEAR	<u><b>\$ 5,018,497</b></u>	<u><b>\$ 4,868,385</b></u>

The accompanying notes are an integral part of the financial statements.

*Draft for Discussion Purposes Only*

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF FUNCTIONAL EXPENSES**

**Year Ended June 30, 2023**

	Program Services			Total	Support Services	2023
	School Readiness	Voluntary Pre-K	Other Programs		Management and General	
Salaries and related taxes	\$ 6,011,558	\$ 293,856	\$ 155,226	\$ 6,460,640	2,306,924	\$ 8,767,564
Fringe benefits	1,918,365	86,378	34,094	2,038,837	786,091	2,824,928
TOTAL SALARIES AND RELATED EXPENSES	<u>7,929,923</u>	<u>380,234</u>	<u>189,320</u>	<u>8,499,477</u>	<u>3,093,015</u>	<u>11,592,492</u>
Payments to providers	183,855,817	33,327,885	1,730,881	218,914,583	4,500	218,919,083
Office supplies and equipment	2,132,683	166,735	133,526	2,432,944	326,880	2,759,824
Contractual services	1,684,638	150,898	129,864	1,965,400	621,688	2,587,088
Payments to subrecipients	1,119,970	-	-	1,119,970	-	1,119,970
Rent, utilities, and other occupancy cost	437,022	4,517	-	441,539	467,376	908,915
Accounting and auditing	61	-	-	61	166,349	166,410
Insurance	-	-	-	-	100,920	100,920
Maintenance contracts	61,333	-	-	61,333	34,298	95,631
Staff training and development	45,072	-	17,221	62,293	24,423	86,716
Postage and shipping	24,676	-	847	25,523	54,182	79,705
Printing and copying	53,965	-	2,171	56,136	19,916	76,052
Travel	26,100	6,360	4,852	37,312	25,871	63,183
Telephone and communication	-	-	-	-	36,751	36,751
Dues and memberships	5,000	-	2,276	7,276	28,357	35,633
Other	491	-	7,315	7,806	905	8,711
Bank charges	-	-	-	-	469	469
TOTAL EXPENSES	<u>\$ 197,376,751</u>	<u>\$ 34,036,629</u>	<u>\$ 2,218,273</u>	<u>\$ 233,631,653</u>	<u>\$ 5,005,900</u>	<u>\$ 238,637,553</u>

The accompanying notes are an integral part of the financial statements.

*Draft for Discussion Purposes Only*

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF FUNCTIONAL EXPENSES (Continued)**

**Year Ended June 30, 2022**

	Program Services			Total	Support Services	2022
	School Readiness	Voluntary Pre-K	Other Programs		Management and General	
Salaries and related taxes	\$ 5,548,615	\$ 224,718	\$ 28,543	\$ 5,801,876	1,758,636	\$ 7,560,512
Fringe benefits	1,265,259	69,396	5,743	1,340,398	753,912	2,094,310
TOTAL SALARIES AND RELATED EXPENSES	6,813,874	294,114	34,286	7,142,274	2,512,548	9,654,822
Payments to providers	88,449,251	24,193,333	1,853,792	114,496,376	-	114,496,376
Contractual services	1,340,596	121,322	62,830	1,524,748	488,103	2,012,851
Office supplies and equipment	1,232,715	150	196,453	1,429,318	266,215	1,695,533
Payments to subrecipients	1,144,875	-	-	1,144,875	-	1,144,875
Rent, utilities, and other occupancy cost	363,993	23,715	11	387,719	126,968	514,687
Staff training and development	22,238	-	49,404	71,642	66,738	138,380
Accounting and auditing	-	-	-	-	101,072	101,072
Insurance	-	-	7	7	82,499	82,506
Printing and copying	19,644	-	2,058	21,702	16,236	37,938
Travel	18,927	3,356	302	22,585	12,497	35,082
Dues and memberships	6,095	-	181	6,276	23,462	29,738
Maintenance contracts	14,000	-	-	14,000	13,506	27,506
Postage and shipping	21,102	4	-	21,106	4,908	26,014
Telephone and communication	-	-	-	-	25,633	25,633
Bank charges	-	-	-	-	6,878	6,878
Other	-	-	2,752	2,752	2,764	5,516
TOTAL EXPENSES	<u>\$ 99,447,310</u>	<u>\$ 24,635,994</u>	<u>\$ 2,202,076</u>	<u>\$ 126,285,380</u>	<u>\$ 3,750,027</u>	<u>\$ 130,035,407</u>

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**  
**d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF CASH FLOWS**

**Years Ended June 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
OPERATING ACTIVITIES		
Cash received from:		
Grant income	\$ 240,826,917	\$ 125,069,793
Other income	<u>2,340,326</u>	<u>2,473,141</u>
	TOTAL CASH RECEIVED	127,542,934
	243,167,243	
Cash paid for:		
Program services	230,685,805	125,136,415
Administrative expenses	<u>4,929,787</u>	<u>3,750,027</u>
	TOTAL CASH PAID	128,886,442
	235,615,592	
	NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>(1,343,508)</u>
		7,551,651
	NET CHANGE IN CASH	(1,343,508)
		7,551,651
CASH - BEGINNING OF YEAR	<u>6,142,235</u>	<u>7,485,743</u>
CASH - END OF YEAR	<u>\$ 13,693,886</u>	<u>\$ 6,142,235</u>

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF CASH FLOWS (Continued)**

**Years Ended June 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Change in net assets	\$ 150,112	\$ 765,866
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Non-cash portion of rent on right-of-use operating leases	76,113	-
Increase (decrease) in grants receivable	4,375,110	(3,319,713)
Increase (decrease) in deposits	-	(299)
Increase in accounts payable and accrued expenses	2,933,598	1,161,514
Increase in deferred revenue	4,468	61,374
Increase (decrease) in due to School District of Hillsborough County	<u>12,250</u>	<u>(12,250)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>\$ 7,551,651</u>	<u>\$ (1,343,508)</u>

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**NOTES TO FINANCIAL STATEMENTS**

**Years Ended June 30, 2023 and 2022**

**NOTE 1 - NATURE OF ORGANIZATION**

Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County, Inc. (the “Coalition”) is a not-for-profit corporation organized under the laws of the state of Florida. The Coalition’s role is to develop and administer a comprehensive school readiness program and Voluntary Pre-Kindergarten (“VPK”) delivery system that prepares children to succeed in school and in life. This is an ongoing process that involves building on existing services, working in cooperation with other programs for young children, and coordinating and integrating program funding to achieve efficiency and effectiveness. The Coalition provides these services primarily through recurring funding through Florida’s Division of Early Learning (“DEL”).

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES**

**Basis of Accounting**

These financial statements, which are presented on the accrual basis of accounting, have been prepared to focus on the Coalition as a whole and to present revenue, expenses, and net assets based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

Net Assets without Donor Restrictions – Net assets not subject to donor-imposed restrictions.

Net Assets with Donor Restrictions – Net assets which are subject to donor-imposed stipulations that may or will be met by actions of the Coalition and/or the passage of time. At June 30, 2023 and 2022, there were no net assets with donor restrictions.

Revenue is reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Federal, state, and local grants are considered exchange transactions and are recorded as unrestricted revenue when earned.

Contributions received with donor-imposed restrictions that are met in the same year as received are reported as revenue of net assets without donor restrictions. Contributions are recognized when the donor makes a promise to give to the Coalition, that is, in substance, unconditional.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES**  
*(Continued)*

**Grants Receivable**

Grants receivable are recognized at the net amount that management expects to be collected based on established collection history and primarily represent amounts for services provided and reimbursable expenses requested from the DEL as of June 30, 2023 and 2022.

**Property and Equipment**

The Coalition capitalizes all eligible assets acquired in excess of \$5,000 for property and equipment. Property and equipment are carried at cost for purchased assets and at fair value at date of donation for donated assets. The Coalition has no items recorded that met the capitalization requirement at June 30, 2023 and 2022.

**Revenue Recognition**

The Coalition receives substantially all of its grant revenue from federal and state agencies. Grant revenue is recognized up to the maximum amount provided in the Coalition's contracts, to the extent the performance obligations are satisfied or conditions on grants classified as nonreciprocal are met. Audits of these grants may result in disallowed costs, which may result in a liability to the Coalition. In the opinion of management, disallowed costs, if any, would not be material to the financial statements.

**Functional Allocation of Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs are directly attributed to the specific program or supporting service, and other costs have been allocated. Salaries are allocated based on actual time spent and other expenses are allocated based on direct usage or management's estimates of the benefit derived by each activity.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes**

The Coalition is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state income taxes under similar provisions of the Florida Income Tax Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements. The Coalition is subject to the accounting standards on accounting for uncertainty in income taxes. Management does not believe it has taken any tax positions that are subject to a significant degree of uncertainty.



**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES**  
*(Continued)*

**New Accounting Pronouncements**

On January 1, 2022, the Coalition adopted Accounting Standards Update 2016-02, *Leases* (“ASC 842”), that requires all non-cancellable leases greater with terms longer than 12 months to be recognized on the statement of financial position (see Note 4). The Coalition utilized the modified retrospective approach to record the leased assets and liabilities as of July 1, 2022. There was no impact on previously reported net assets as a result of this adoption.

**Reclassifications**

Certain amounts in the 2022 financial statements have been reclassified to conform to the 2023 presentation. Such reclassifications had no effect on the previously reported changes in net assets.

**NOTE 3 - LIQUIDITY ANALYSIS**

The table below represents financial assets available to meet cash needs for general expenditures within one year at June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Cash	<b>\$13,693,886</b>	\$ 6,142,235
Grants receivable	<b>4,221,387</b>	8,596,497
	<u><b>\$17,915,273</b></u>	<u>\$14,738,732</u>

As part of a cash and liquidity management policy, the Coalition structures its financial assets to be available as its general expenditures, liabilities, and other obligations become due.

**NOTE 4 - RIGHT-OF-USE OPERATING LEASES**

Effective July 1, 2022, all non-cancellable leases with terms greater than 12 months are recorded as both right-of-use lease assets and lease obligations based upon the present value of the lease payments. The Coalition has elected to exclude any payments associated with a lease agreement that are for services other than the rental of the specific leased asset.

The Coalition leases its office space under an operating lease, as amended, that is set to expire in January 2028. The weighted average term of the Coalition’s operating leases was 4.6 years and weighted average discount rate was 2.70%.

**NOTE 4 - RIGHT-OF-USE LEASES (Continued)**

Amounts reflected in the financial statements are as follows:

<b>Right-of-Use Operating Lease Assets:</b>	
Asset recognized as of July 1, 2022	\$ 2,787,434
Additions during 2023	-
Less non-cash portion of amount charged to lease expense	(76,113)
Less other amounts charged to lease expense	<u>(398,392)</u>
Right-of-use lease assets, net as of June 30, 2023	<u>\$ 2,312,929</u>
 <b>Right-of-Use Operating Lease Obligations:</b>	
Obligations recognized as of July 1, 2022	\$ 2,787,434
Additions during 2023	-
Plus amount charged amount charged to lease expense	64,418
Less amount paid during 2023	<u>(462,810)</u>
Obligations recognized as of June 30, 2023	2,389,042
Less: current portion	<u>(467,608)</u>
Long-term portion	<u>\$ 1,921,434</u>

The following schedule outlines the approximate undiscounted cash outflows for rent due under the operating leases as of June 30, 2023:

Year Ending June 30,	Amount
2024	\$ 526,000
2025	542,000
2026	559,000
2027	575,000
2028	<u>344,000</u>
Total minimum operating lease payments	2,546,000
Less amount representing interest	<u>(157,000)</u>
Right-of-use operating lease obligations	<u>\$ 2,389,000</u>

**Lease Expense**

Total rent and other occupancy cost \$515,000 during the year ended June 30, 2022. The following summarizes total rent and other occupancy cost for the year ended June 30, 2023:

Total lease expense and rent	\$ 908,915
Less other rents under short-term and insignificant rental arrangements	<u>(369,992)</u>
Total lease expense under right-of-use operating leases	<u>\$ 538,923</u>

Cash paid for leases and other occupancy costs during the year ended June 30, 2023 and 2022 was approximately \$833,000 and \$515,000, respectively

**NOTE 5 - RELATED PARTIES**

Certain members of the Board of Directors are mandated in the State of Florida School Readiness Act. This includes (a) a district superintendent of schools (or permanent designee) from the School District of Hillsborough County (“SDHC”), (b) the Executive Director of the Children’s Board of Hillsborough County (“CBHC”), (c) the Hillsborough County Board of County Commissioners (“BOCC”) county commissioner, and (d) the agency head of the BOCC Child Care Licensing Agency.

Approximately \$1,054,000 and \$1,341,000 was paid by the Coalition for services provided by the SDHC and the BOCC for the years ended June 30, 2023 and 2022, respectively. Payments to the BOCC are for compliance with Hillsborough County’s local childcare licensing ordinance. In addition, the Coalition received matching funds from the BOCC, which are designated to be used only for the school readiness and VPK programs, of approximately \$457,000 and \$516,000 for the years ended June 30, 2023 and 2022, respectively.

The Coalition received funding from the CBHC for the local match in the school readiness program of approximately \$745,000 and \$733,000 for the years ended June 30, 2023 and 2022, respectively.

**NOTE 6 - DEFERRED COMPENSATION PLAN**

The Coalition sponsors a 401(k) Deferred Compensation Plan (the “Plan”) and makes both Employer Safe Harbor and Employer Profit Sharing Contributions to the Plan.

The Employer Safe Harbor portion of the Plan provides that the employer matches 100% on the first 4% contributed by the employee. Vesting is simultaneous with the contribution. Employees are allowed to contribute on a pre-tax basis, not to exceed amounts dictated by U.S. Treasury regulations.

The Employer Profit Sharing portion of the Plan provides that the Coalition contribute 6% of an employee’s salary for the years ended June 30, 2023 and 2022. Vesting is 100% after six years of employment with the Coalition, with a 20% increase in vesting for each year of employment after the second year of employment.

**NOTE 7 - CONCENTRATIONS AND GOVERNMENT SUPPORT**

The Coalition receives a substantial amount of support from federal, state, and local government agencies. Governmental funding for programs is subject to statutory and regulatory changes, administrative rulings, interpretations of policy, intermediary determinations, and governmental funding restrictions. A reduction in the level of future support from the federal, state or local governmental agencies could have a substantial effect on the Coalition’s programs and activities.

**NOTE 8 - COMMITMENTS AND CONTINGENCIES**

**Credit Risk**

Financial instruments which potentially subject the Coalition to concentrations of credit risk principally consist of cash in financial institutions in excess of Federal Deposit Insurance Corporation limits and grants receivable.

Concentrations of credit risk with respect to private pay accounts receivable is somewhat mitigated by the number of private pay patients. Credit risk with respect to grants receivables is mitigated by the taxing authority of the governmental entities funding the program.

**Compliance**

The Coalition may be subject to audit examination by funding sources to determine compliance with grant conditions. In the event that expenditures would be disallowed, repayment could be required. Management believes the Coalition is in compliance with the terms of its grant agreements.

**NOTE 9 - SUBSEQUENT EVENT**

The Coalition has evaluated events and transactions for potential recognition or disclosure in the financial statements through March \_\_\_\_, 2024, which is the date the financial statements were available to be issued.

**Draft for Discussion Purposes Only**

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND  
STATE FINANCIAL ASSISTANCE**

Year Ended June 30, 2023

Federal Agency/State Agency/Pass-Through Grantor/ Program Title	Grant Period	Federal AL #	Contract #	Federal Expenditures	Transferred to Subrecipient
<b>FEDERAL AWARDS</b>					
<b>U.S. Department of Health and Human Services:</b>					
<b>Child Care Development Fund (CCDF) Cluster:</b>					
<i>Passed through State of Florida Division of Early Learning</i>					
Child Care Development Block Grant	7/1/22-6/30/23	93.575	EL253	\$ 165,333,333	\$ 1,587,791
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	7/1/22-6/30/23	93.596	EL253	22,724,099	-
<b>Total Child Care Development Fund (CCDF) Cluster</b>				<u>188,057,432</u>	<u>1,587,791</u>
<i>Passed through State of Florida Division of Early Learning</i>					
Preschool Development Grant	7/1/22-6/30/23	93.434	EL253	295,333	-
Temporary Assistance for Needy Families	7/1/22-6/30/23	93.558	EL253	17,715,633	-
Social Services Block Grant	7/1/22-6/30/23	93.667	EL253	49,530	-
<b>Total Expenditures of Federal Awards</b>				<u>206,117,928</u>	<u>1,587,791</u>
	<b>Grant Period</b>	<b>State CSFA #</b>	<b>Contract #</b>	<b>State Expenditures</b>	<b>Transferred to Subrecipient</b>
<b>STATE FINANCIAL ASSISTANCE</b>					
<b>State of Florida Division of Early Learning</b>					
Voluntary Pre-K	7/1/22-6/30/23	48.108	EL253	30,654,716	174,967
<b>Florida General Unrestricted Fund</b>					
VPK Additional Funds for \$15 Minimum Wage*	7/1/22-6/30/23		SGU	302,053	-
<b>Total VPK Funding</b>				<u>30,956,769</u>	<u>174,967</u>
<b>State of Florida Office of Early Learning</b>					
Education Stabilization Fund -VPK Coordinated Screening	7/1/22-6/30/23	84.425D	EL253	166,735	-
<b>Total Expenditures of State Financial Assistance</b>				<u>31,123,504</u>	<u>174,967</u>
	<b>Grant Period</b>	<b>Federal AL #</b>	<b>Contract #</b>	<b>Local Expenditures</b>	<b>Transferred to Subrecipient</b>
<b>STATE MATCHING AND LOCAL FUNDS</b>					
<b>State of Florida Division of Early Learning</b>					
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	7/1/22-6/30/23	93.596	EL253	1,304,582	-
<b>Florida General Unrestricted Fund</b>					
School Readiness Special Needs Funds**	7/1/22-6/30/23		SGU	87,352	-
<b>Total State Matching and Local Funds</b>				<u>1,391,934</u>	<u>-</u>
<b>Total Federal Awards, State Financial Assistance, and Local Funds</b>				<u>\$ 238,633,366</u>	<u>\$ 1,762,758</u>

\* Funding received from Florida's General Fund in connection with Voluntary Pre-K (OCA VNCAF)

\*\* Funding received from Florida's General Fund in connection with CCDF Cluster (OCA 97CFO)

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND  
STATE FINANCIAL ASSISTANCE**

**Year Ended June 30, 2023**

**(1) General:**

The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance include the grant activity of the Coalition and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), Chapter 10.650, *Rules of the Auditor General*, and the Rules of the Executive Office of the Governor of the State of Florida. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in, the preparation of the basic financial statements.

Indirect cost rate is dictated by federal and state contract terms. The 10-percent de minimis indirect cost rate, as allowed under the Uniform Guidance, is not in effect nor is it available under these contracts.

**(2) Other State Financial Assistance Received:**

The Coalition received funding from the DEL and the Florida General Unrestricted Fund that was not subject to Section 215.97, Florida Statutes, as follows:

<b>Florida’s Office of Early Learning</b>	<b>Contract Number</b>	<b>Current Year Expenditure</b>
<b>A. Matching Funds for Federal Programs:</b>		
State Matching Funds - 93.596 School Readiness CCDF Mandatory and Matching	EL253	<u>\$ 1,304,582</u>
<b>B. Florida General Unrestricted Fund</b>		
School Readiness Special Needs Funds	SGU	<u>\$ 87,352</u>

**(3) Reconciliation to Statewide School Readiness Data and Reporting System:**

The Coalition performs reconciliations of its financial reports to the Statewide School Readiness Data and Reporting System in a timely and satisfactory manner.



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County (the “Coalition”), which comprise the statement of financial position as of June 30, 2023 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March \_\_\_\_, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Coalition’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Coalition’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Coalition’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Coalition’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of the tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Coalition’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coalition’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants

Tampa, Florida  
March \_\_\_\_, 2024





**INDEPENDENT AUDITOR’S MANAGEMENT LETTER**

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

**Report on the Financial Statements**

We have audited the financial statements of The Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County (the “Coalition”) as of and for the year ended June 30, 2023, and have issued our report thereon dated March \_\_\_\_, 2024.

**Auditor’s Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; Title 2 *U.S. Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.650, *Rules of the Auditor General*.

**Other Reporting Requirements**

We have issued our Independent Auditor’s Report on Internal Control over Financial Reporting and Compliance and on Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, Independent Auditor’s Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance in Accordance with the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated March \_\_\_\_, 2024, should be considered in conjunction with this management letter.

**Additional Matters**

Section 10.654(1)(e), *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements or state project amounts that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

***Draft for Discussion Purposes Only***

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Board of Directors, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

Certified Public Accountants

Tampa, Florida  
March \_\_, 2024



Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE AND CHAPTER 10.650, RULES OF THE AUDITOR GENERAL**

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

**Report on Compliance for Each Major Federal Program and State Project**

**Opinion on Each Major Federal Program**

We have audited The Hillsborough County School Readiness Coalition, Inc.'s d/b/a Early Learning Coalition of Hillsborough County (the "Coalition") compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget ("OMB") Compliance Supplement, and the requirements described in the Department of Financial Services' State Projects Compliance Supplement, that could have a direct and material effect on each of its major federal programs and state projects for the year ended June 30, 2023. The Coalition's major federal programs and state projects are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Coalition complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended June 30, 2023.

**Basis for Opinion on Each Major Federal Program and State Project**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Chapter 10.650, *Rules of the Auditor General*. Our responsibilities under those standards and the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Coalition and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Coalition's compliance with the compliance requirements referred to above.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Coalition's federal programs and state projects.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Coalition's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.650, *Rules of the Auditor General* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Coalition's compliance with the requirements of each major federal program and state project as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Coalition's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Coalition's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Coalition's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*. Accordingly, this report is not suitable for any other purpose.

Certified Public Accountants

Tampa, Florida  
March \_\_, 2024

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Year Ended June 30, 2023**

**Section I - Summary of Independent Auditor's Results**

***Financial Statements***

Type of Auditor's Report Issued:

**Unmodified Opinion**

Internal control over financial reporting:

- |   |         |                   |
|---|---------|-------------------|
| • Material weakness(es) identified?                   | ___ Yes | _X_ No            |
| • Significant deficiency(ies) identified?             | ___ Yes | _X_ None reported |
| Noncompliance material to financial statements noted? | ___ Yes | _X_ No            |

***Federal Awards***

Internal control over major programs:

- |   |         |                   |
|---|---------|-------------------|
| • Material weakness(es) identified?       | ___ Yes | _X_ No            |
| • Significant deficiency(ies) identified? | ___ Yes | _X_ None reported |

Type of report issued on compliance for major federal program:

**Unmodified**

Any audit findings disclosed that are required to be reported in accordance with Section 200.516 of the Uniform Guidance?

\_\_\_ Yes      \_X\_ No

Identification of Major Federal Programs:

**Federal Assistance**

**Listing Numbers**

**Name of Federal Program or Cluster**

93.575 and 93.596

Child Care Development Fund Cluster

Dollar threshold used to distinguish between Type A and Type B programs:

\$3,000,000

Auditee qualified as low-risk auditee?

\_X\_ Yes      \_\_\_ No

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)**

**Year Ended June 30, 2023**

**Section I - Summary of Independent Auditor's Results (Continued)**

***State Financial Assistance***

Internal control over major project:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified?  Yes  None reported

Type of report issued on compliance for major state project: **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with *Rules of the Auditor General*, Chapter 10.656?  Yes  No

Identification of Major State Project:

**CSFA Number**

**Name of State Project**

48.108

Voluntary Pre-Kindergarten Education Program

Dollar threshold used to distinguish between Type A and Type B projects: \$933,705

The Florida Office of Early Learning's grant terms require auditors to test and report on whether the Coalition's monthly reconciliation of its financial records to the statewide School Readiness Data and Reporting System was completed in an accurate and timely manner. Based on our testing, we confirm that the Coalition completed the required monthly reconciliations in a timely and satisfactory manner.

**Section II - Findings Related to the Financial Statement Audit, as Required to be Reported in accordance with *Government Auditing Standards***

None reported.

**Section III - Findings and Questioned Costs for Federal Awards and State Financial Assistance Reported in accordance with the Uniform Guidance and *Rules of the Auditor General*, Chapter 10.650**

None reported.

**HILLSBOROUGH COUNTY SCHOOL  
READINESS COALITION, INC.  
(d/b/a Early Learning Coalition of  
Hillsborough County, Inc.)**

**COMMUNICATIONS WITH THE  
BOARD OF DIRECTORS**

**Year Ended June 30, 2023**

*Draft for Discussion Purposes Only*





March \_\_\_, 2024

Board of Directors  
Early Learning Coalition of  
Hillsborough County, Inc.  
Tampa, Florida

To the Board of Directors:

Professional standards require us to advise you of the following matters relating to our recently completed audit of **Early Learning Coalition of Hillsborough County, Inc.** (the "Coalition"). The matters discussed herein are those that we have noted as of March \_\_\_, 2024, and we have not updated our procedures regarding these matters since that date to the current date.

#### OUR RESPONSIBILITY UNDER GENERALLY ACCEPTED AUDITING STANDARDS

As stated in our engagement letter, our responsibility, as prescribed by professional standards under *Government Auditing Standards* and the Uniform Guidance, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. An audit, in accordance with auditing standards generally accepted in the United States of America, does not provide absolute assurance or guarantee the accuracy of the financial statements and is subject to the inherent risk that errors or fraud, if they exist, have not been detected. Professional standards also require that we obtain a sufficient understanding of the Coalition's internal control to plan the audit. However, such understanding is required for the purpose of determining our audit procedures and not to provide any assurance concerning internal control.

In addition, our expertise for this engagement is limited to accounting and auditing matters, rather than operational or legal matters. Accordingly, our procedures focus on areas that normally are subject to internal controls relevant to financial reporting. Further, an audit conducted in accordance with auditing standards generally accepted in the United States of America does not include rendering an opinion or any form of assurance on an entity's compliance with laws and regulations.

#### SIGNIFICANT AUDIT FINDINGS

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting. Except for the adoption of Accounting Standards Codification ("ASC") No 842, *Leases* ("ASC 842"), the application of existing policies was not changed during the year ended June 30, 2023. We noted no transactions entered into by the Coalition during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The allowance for doubtful accounts and valuation of receivables is estimated based upon past experience of the Coalition, an assessment of the age of accounts, and general economic trends and conditions. We evaluated the key factors and assumptions used to develop management's estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are related parties and concentrations of public support.

#### DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

The difficulty in performing the audit was due to the additional testing and obtaining sufficient coverage due to the issues with the Single Statewide Information System and related required reconciliation.

#### CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no uncorrected and unposted journal entries. The only audit adjustment was for the adoption of ASC 842 which resulted in the recognition of additional non-cash expense of approximately \$76,000 due to the straight-line impact of future expense.

#### DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Coalition's financial statements or the audit report. We are pleased to report that no such disagreements arose during the course of the audit.

#### MANAGEMENT REPRESENTATIONS

We have requested, and have received, certain representations from management that are included in the management representation letter dated March \_\_, 2024.

#### MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Board of Directors  
Early Learning Coalition of  
Hillsborough County, Inc.  
March \_\_, 2024  
Page 3

SIGNIFICANT ISSUES DISCUSSED OR SUBJECT TO CORRESPONDENCE WITH MANAGEMENT

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Coalition's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

INDEPENDENCE

We hereby confirm that as of March \_\_, 2024, we are independent accountants within the meaning of the independence standards developed by the American Institute of Certified Public Accountants.

Services provided by MSL, P.A. during the year ended June 30, 2023, consist of the annual audit of the financial statements, annual audit of defined contribution plan, and preparation of the Form 990, and correspondence to the Internal Revenue Service to request waivers of certain penalties.

OTHER MATTERS

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

\*\*\*\*\*

This letter is solely for the internal use of the Board of Directors and management of Early Learning Coalition of Hillsborough County, Inc. and should not be distributed to any other persons or be used for any other purpose.

Very truly yours,

ISSUE: Service Delivery & Efficiency Committee Report

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NARRATIVE: The Service Delivery & Efficiency Committee met on April 4, 2024, to review and discuss:

- Upcoming Events for Providers and the Community
- Program Initiatives and Education (PIE) Update
- CEO Report
- The next meeting of the Service Delivery & Efficiency Committee is scheduled for June 6, 2024.

## ELCHC BOARD OF DIRECTORS REGULAR MEETING–April 15, 2024

Development

ITEM VI.E.

ISSUE: Development Committee Report

---

NARRATIVE: The Development Committee on March 25, 2024, to review and discuss:

- Education of Young Children Summit
  - Venue
- The next meeting of the Development Committee will be held on May 6, 2024, at 2:00 pm.

ELCHC BOARD OF DIRECTORS REGULAR MEETING-April 15, 2024

COMMITTEE REPORTS

VI.F.

**ISSUE:** Legislative Committee Report

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**NARRATIVE:**

The Legislative Committee did not meet during this last meeting cycle.

ISSUE: Provider Review Hearing Committee Report

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NARRATIVE: The Provider Review Hearing Committee does not have a hearing scheduled at this time.

- Precious Pearls vs ELCHC has been postponed with no future date scheduled.

## ELCHC BOARD OF DIRECTORS MEETING – April 15, 2024

### FINANCIAL REPORT

ITEM VII.

**ISSUE:** Financial Report

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**NARRATIVE:**

Attached are the FY 2024 Financials through February 29, 2024, Budget to Actual.

Gary Meyer, Chief Financial Officer, will report.

(1 Attachment)





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual  
February 29, 2024

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
<b>Program Revenue</b>								
School Readiness	49,475,744	52,253,584	(2,777,840)	-5.3%	74,731,128	80,438,248	(5,707,120)	-7.1%
School Readiness Match - DEL	894,633	968,054	(73,421)	-7.6%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders:								
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%
Hillsborough County BOCC	113,770	276,000	(162,230)	-58.8%	276,000	276,000	-	0.0%
Metro Ministries (Children's Board)	19,656	23,938	(4,282)	-17.9%	70,718	75,000	(4,282)	-5.7%
City of Tampa	83,151	124,756	(41,605)	-33.3%	124,756	150,000	(25,244)	-16.8%
United Way (Quality Initiative)	48,292	35,000	13,292	38.0%	63,292	50,000	13,292	26.6%
School Readiness - Local Funders	967,213	1,160,464	(193,251)	-16.7%	1,237,111	1,251,770	101.2%	0.0%
<b>Total School Readiness Revenue</b>	<b>51,337,590</b>	<b>54,382,101</b>	<b>(3,044,511)</b>	<b>-5.6%</b>	<b>77,094,472</b>	<b>82,941,788</b>	<b>107.6%</b>	<b>0.0%</b>
Other Local Funders:								
Conn Foundation	20,229	6,853	13,376	195.2%	24,376	58,000	(33,624)	-58.0%
Spurlino Foundation	40,000	50,000	(10,000)	-20.0%	40,000	50,000	(10,000)	-20.0%
SR Program Income (IECP memberships)	10,680	20,818	(10,138)	-48.7%	19,862	30,000	(10,138)	-33.8%
HELN (Hillsborough Early Learning Network)	5,632	5,632	-	0.0%	5,632	37,000	(31,368)	-84.8%
ELFL (Early Learning Florida)	21,250	21,250	-	0.0%	21,250	100,000	(78,750)	-78.8%
Lastinger Project	133,333	133,333	-	0.0%	200,000	200,000	-	0.0%
Misc. Donations	77,744	21,908	55,836	254.9%	89,342	273,000	(183,658)	-67.3%
Other Local Funders	308,869	259,794	49,074	18.9%	400,462	748,000	(347,538)	-46.5%
<b>Total School Readiness Revenue and Local Revenue</b>	<b>51,646,458</b>	<b>54,641,896</b>	<b>(2,995,437)</b>	<b>-5.5%</b>	<b>77,494,934</b>	<b>83,689,788</b>	<b>(6,194,854)</b>	<b>-7.4%</b>

<b>Program Expenses</b>								
School Readiness								
Direct Services	41,067,559	43,230,725	2,163,165	5.0%	60,914,787	65,729,468	(4,814,681)	-7.3%
School Readiness Match - DEL	894,633	968,054	73,421	7.6%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders	935,814	1,271,394	335,580	26.4%	1,233,755	1,201,770	31,985	2.7%
General Contributions and Gifts	308,869	259,794	(49,074)	-18.9%	400,462	475,000	(74,538)	-15.7%
<b>Total Direct Services</b>	<b>43,206,875</b>	<b>45,729,966</b>	<b>2,523,092</b>	<b>5.5%</b>	<b>63,675,237</b>	<b>68,658,008</b>	<b>(4,982,771)</b>	<b>-7.3%</b>
Personnel	6,685,985	6,720,225	34,240	0.5%	10,273,653	11,255,381	(981,728)	-8.7%
Staff Development	20,712	60,725	40,012	65.9%	75,737	80,749	(5,012)	-6.2%
Professional Services	428,884	574,072	145,189	25.3%	854,676	791,150	63,526	8.0%
Occupancy	421,285	368,927	(52,358)	-14.2%	605,748	553,390	52,358	9.5%
Postage, Freight and Delivery	3,451	35,696	32,245	90.3%	21,574	53,685	(32,110)	-59.8%
Rentals	4,424	4,959	535	10.8%	6,903	7,439	(535)	-7.2%
Supplies	30,501	72,489	41,988	57.9%	99,820	174,308	(74,488)	-42.7%
Communications	24,685	24,795	110	0.4%	37,082	37,193	(110)	-0.3%
Insurance	25,936	62,919	36,983	58.8%	57,449	94,433	(36,983)	-39.2%
Tangible Personal Property	6,683	101,980	95,297	93.4%	218,458	170,570	47,888	28.1%
Quality	101,360	450,333	348,973	77.5%	443,114	777,700	(334,586)	-43.0%
Travel	29,365	23,657	(5,708)	-24.1%	67,561	59,793	7,768	13.0%
Other Operating	177,475	176,769	(706)	-0.4%	247,003	184,990	62,013	33.5%
Other Operating Expenses	1,274,760	1,957,322	682,562	34.9%	2,735,126	2,985,399	(250,274)	-8.4%
ELCHC Operating	7,960,745	8,677,547	716,802	8.3%	13,008,779	14,240,780	(1,232,001)	-8.7%
ECC	44,128	50,000	5,872	11.7%	69,128	71,500	(2,372)	-3.3%
Inclusion Cost	122,500	122,500	-	0.0%	245,000	245,000	-	0.0%
Scholarships and Other	37,920	61,882	23,962	38.7%	496,790	474,500	22,290	4.7%
<b>Total School Readiness &amp; Other Expenses</b>	<b>51,372,168</b>	<b>54,641,896</b>	<b>3,269,728</b>	<b>6.0%</b>	<b>77,494,934</b>	<b>83,689,788</b>	<b>(6,194,854)</b>	<b>-7.4%</b>

<b>SR Change in Net Assets</b>	<b>274,291</b>	<b>-</b>	<b>(274,291)</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
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GOALS									
< 5.00 %	School Readiness - Admin	3.0%	3.9%	-0.8%	-21.9%	3.7%	3.9%	-0.1%	-3.8%
> 4.00 %	School Readiness - Quality	7.0%	7.1%	-0.1%	-0.9%	8.1%	7.9%	0.2%	2.3%
< 22.00 %	School Readiness - Non-Direct	17.6%	18.7%	-1.1%	-5.8%	19.7%	19.3%	0.4%	2.3%
> 78.00 %	School Readiness - Direct	82.4%	81.3%	1.1%	1.3%	80.3%	80.7%	-0.4%	-0.5%



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual  
February 29, 2024

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
<b>VPK Revenue</b>								
Voluntary Pre-Kindergarten	20,489,394	22,592,885	(2,103,491)	-9.3%	30,854,640	35,882,846	(5,028,206)	-14.0%
<b>Total VPK Revenue</b>	<b>20,489,394</b>	<b>22,592,885</b>	<b>(2,103,491)</b>	<b>-9.3%</b>	<b>30,854,640</b>	<b>35,882,846</b>	<b>(5,028,206)</b>	<b>-14.0%</b>
<b>Voluntary Pre-Kindergarten</b>								
Direct Services	19,717,232	21,611,640	1,894,407	8.8%	29,388,972	34,210,805	(4,821,833)	-14.1%
Personnel	567,280	825,471	258,191	31.3%	1,068,594	1,381,574	(312,980)	-22.7%
Staff Development	2,892	14,775	11,884	80.4%	11,242	28,126	(16,884)	-60.0%
Professional Services	102,494	53,805	(48,689)	-90.5%	214,025	137,162	76,863	56.0%
Occupancy	36,044	28,406	(7,637)	-26.9%	50,247	42,610	7,637	17.9%
Postage, Freight and Delivery	276	4,887	4,611	94.3%	3,570	8,316	(4,746)	-57.1%
Rentals	370	374	4	1.0%	558	561	(4)	-0.7%
Supplies	1,438	4,595	3,157	68.7%	2,535	5,692	(3,157)	-55.5%
Communications	2,263	1,872	(392)	-20.9%	3,199	2,807	392	14.0%
Insurance	3,338	15,730	12,392	78.8%	11,216	23,608	(12,392)	-52.5%
Tangible Personal Property	582	8,186	7,605	92.9%	18,140	11,930	6,210	52.1%
Quality	185	-	(185)	100.0%	1,485	1,300	185	14.3%
Travel	9,945	4,209	(5,735)	-136.3%	12,243	6,507	5,735	88.1%
Other Operating	20,244	18,935	(1,309)	-6.9%	68,615	21,848	46,767	214.1%
Other Operating Expenses	180,070	155,775	(24,295)	-15.6%	397,075	290,467	106,608	36.7%
ELCHC Operating	747,350	981,245	233,896	23.8%	1,465,668	1,672,041	(206,373)	-12.3%
<b>Total Voluntary Pre-Kindergarten</b>	<b>20,464,582</b>	<b>22,592,885</b>	<b>2,575,217</b>	<b>11%</b>	<b>30,854,640</b>	<b>35,882,846</b>	<b>(5,028,206)</b>	<b>-14%</b>
<b>VPK Change in Net Assets</b>	<b>24,812</b>	<b>-</b>	<b>(24,812)</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>GOALS</b>								
< 4.00 % VPK - Admin	2.9%	3.3%	-0.4%	-11.8%	3.7%	3.8%	-0.1%	0.0%
<b>ARPA Revenue</b>								
ARPA Revenue	12,744,316	21,590,218	(8,845,902)	-41.0%	33,952,814	3,811,953	30,140,861	790.7%
<b>Total ARPA Revenue</b>	<b>12,744,316</b>	<b>21,590,218</b>	<b>(8,845,902)</b>	<b>-41.0%</b>	<b>33,952,814</b>	<b>3,811,953</b>	<b>30,140,861</b>	<b>790.7%</b>
<b>American Rescue Plan Act (ARPA)</b>								
Direct Services	10,160,897	7,482,406	(2,678,491)	-35.8%	19,886,211	2,533,322	17,352,888	685.0%
ELCHC Operating	2,583,420	14,107,812	11,524,392	81.7%	14,066,604	1,278,631	12,787,972	1000.1%
<b>Total American Rescue Plan Act (ARPA)</b>	<b>12,744,316</b>	<b>21,590,218</b>	<b>8,845,902</b>	<b>41%</b>	<b>33,952,814</b>	<b>3,811,953</b>	<b>30,140,861</b>	<b>791%</b>
<b>ARPA Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Revenue</b>	<b>84,880,168</b>	<b>98,824,999</b>	<b>(13,944,830)</b>	<b>-14.1%</b>	<b>142,302,389</b>	<b>123,384,587</b>	<b>18,917,802</b>	<b>15.3%</b>
<b>Total Expenses</b>	<b>84,581,066</b>	<b>98,824,999</b>	<b>(14,243,932)</b>	<b>-14.4%</b>	<b>142,302,389</b>	<b>123,384,587</b>	<b>18,917,802</b>	<b>15.3%</b>
<b>Change in Net Assets</b>	<b>299,102</b>	<b>-</b>	<b>299,102</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

ISSUE: CEO Report

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NARRATIVE: CEO Report

- ARPA Update
- Legislative Update
- Children's Summit 2024 Update
- Teacher's Night Out (TNO)
- Provider Visits
- Year-to-Date-Enrollment Report

(2 attachments)

# CEO REPORT

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ARPA Updates



Legislative Update



Children's Summit 2024 Update



Teacher's Night Out (TNO)



Provider Site Visits



Year to Date Enrollment Report



# Year-to-Date Enrollment Report

## School Readiness (SR) & Voluntary Prekindergarten (VPK)



**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY



Total SR Children Enrolled YTD	<b>18,511 *</b>
# of Unique Abilities Children Enrolled	<b>56</b>
Total # of SR Contracted Providers with SR Enrollments	<b>713</b>
% of SR Providers with Enrollments	<b>88.7%</b>

\* Unduplicated cumulative number.

Last Updated: 4/5/2024



Total VPK Children Enrolled YTD	<b>10,607</b>
Total VPK SIS Children YTD	<b>12</b>
Total # of VPK Contracted Providers with Enrollments	<b>450</b>
% of VPK Providers with Enrollments	<b>98.3%</b>

Last Updated: 4/5/2024



Last Updated: 4/5/2024

### VPK FAST PM Benchmark Tracking

**Currently in PM2**  
Last Updated: 3/7/2024

	YR 22-23	YR 23-24
<b>Performance Measure 1</b>		
<b>Completed</b>	<b>9,605</b>	<b>9,311</b>
Intervention	<b>15.2%</b>	<b>15.7%</b>
Urgent Intervention	<b>10.2%</b>	<b>11.2%</b>
<b>Performance Measure 2</b>		
<b>In Progress Now</b>	<b>9,354</b>	<b>9,278</b>
Intervention	<b>10.0%</b>	<b>1.4%</b>
Urgent Intervention	<b>6.2%</b>	<b>7.5%</b>
<b>Performance Measure 3</b>		
-	<b>9,464</b>	<b>N/A</b>
Intervention	<b>7.5%</b>	<b>N/A</b>
Urgent Intervention	<b>5.6%</b>	<b>N/A</b>



**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY



Presents  
Education of Young  
**Children Summit**

# Redefining Childcare

## The Puzzle Approach

Join us for an eye-opening event on the importance of early education in our community! Discover why child care is more than just daycare, as we delve into key components like access, quality, and educational experiences. You are the vital missing piece in this puzzle of community support.

## Save the Date

and be part of this  
empowering conversation!

**The Portico**

SEPTEMBER 12, 2024 | 12 PM - 1:30 PM  
1001 N. FLORIDA AVE., TAMPA, FL 33602