

FAMILY ENGAGEMENT KITS – VENDOR FAQs

<https://elcpolk.org/wp-content/uploads/2023/09/ELCPOLK-FY2023-07-Family-Engagement-Kits.pdf>

1. When are the kits due to be delivered to sites? Do they all have to be delivered by October 31, 2023?
 - a. We would like Infant/Toddler and Preschool kits delivered in “batches” to providers. We will send the selected vendor a list of providers and quantity for each kit type.
 - i. Batch 1 is due October 31, 2023.
 1. Approximately 2,000 Infant/toddler kits
 2. Approximately 2,700 preschool kits
 - ii. Batch 2 is due by December 31, 2023.
 1. Approximately 2,000 Infant/toddler kits
 2. Approximately 2,700 preschool kits
 - iii. Batch 3 is due by February 28, 2024.
 1. Approximately 2,000 Infant/toddler kits
 2. Approximately 2,700 preschool kits
 - iv. Batch 4 is due by May 1, 2024.
 1. Approximately 6,000 VPK kits
2. Can the ELC be pre-billed for the kits?
 - a. The kits will be shipped to providers in four batches (see above). The selected vendor may invoice ELC for each batch.
3. Will kits be shipped directly to providers or to ELC?
 - a. The Infant/Toddler and Preschool kits will be shipped directly to providers. Addresses will be provided to the vendor. The VPK kits will be sent to providers and to the ELC office.
4. Is there a specific preference for the kit container (i.e.: clear tub/bin or backpack)?
 - a. There is no preference, but this should be specified in the proposal. The contents of each kit should be held in one container.
5. Is there a specific number of items requested per kit or is it most important that the kits stay at the specified price point?
 - a. There is no specific number of items, but the value of the items included at the \$150.00 price point will be considered as proposals are reviewed.
6. Are there specific types of items to include in each kit (i.e.: book, a puppet, activity & manipulative)?
 - a. Items that are included should promote kindergarten readiness skills such as social/emotional development, problem solving, and critical thinking skills for children ages birth – 5 years of age. Materials may include toys, games, books, music, etc.

7. Does the Infant/Toddler kit need to be broken down by age group or development area or can it be a single kit?
 - a. There should be a combined Infant/Toddler kit.
8. If the Infant/Toddler kits should be one kit, is there a specific number of items per age group?
 - a. No, there is not a specific number of items per age group.
9. Is there a specific topic of focus for each kit (i.e.: literacy, math, music/movement, Social Emotional etc.)?
 - a. No, there is not a specific topic of focus.
10. Is it necessary for the vendor to have materials that cater to all listed age groups?
 - a. Yes, materials for the stated age groups must be included.
11. Can the proposal be submitted electronically?
 - a. Yes, electronic proposals are accepted.
12. What quantities are required for each age group?
 - a. 6,000 Infant/Toddler Family Engagement Kit
(for families of infants, toddlers, and two-year-olds)
 - b. 8,000 Preschool Family Engagement Kit
(for families of children ages three to five years old)
 - c. 6,000 VPK Family Engagement Kit
(for families of four- and five-year-old children)
13. Can family instructions and guides be delivered electronically, or must it be a print version included in the kit?
 - a. The instructions must be in print form and included in each individual kit. If possible, instructions should be in both English and Spanish.
14. Is training required for families?
 - a. There is no training required.