

SCOPE OF WORK

A. General Statement

1. Contractual Obligation

Whereas this Purchase Order (PO) supports Florida’s grant award from the state’s application to the federal Department of Health and Human Services, Administration of Children and Families Preschool Development Grant – Birth through Five renewal (PDG-R).

This scope of work includes, incorporated by reference and set forth herein, the original funding opportunity (CFDA #: 93.434 - ESSA Preschool Development Grant Birth through Five, Award #: 90TP0068-03-00) and Florida’s Administration for Children and Families (ACF) approved application and any subsequent ACF-approved amendments to that application. This purchase order is entered without competition, pursuant to section 287.057(3)(e)12, Florida Statutes, on the basis that the Contractor is a state university or college, or is an independent, nonprofit university or college accredited by the Southern Association of Colleges and Schools.

2. Purpose

The purpose of this Purchase Order (PO) is to purchase services from the University of Florida (UF) Lastinger Center for Learning to continue to expand Florida’s early childhood communities of practice (COP) and technical assistance/coaching activities in support of Florida Department of Education, Division of Early Learning (FDOE, DEL) key goals and priorities. DEL identified priorities and/or critical areas of focus for early childhood program quality improvement to be addressed in COP sessions including, but not limited to, trauma-informed care, adult-child interaction, and strengthened teaching practices.

3. Project Description

Building on the COP work completed with the 2019 Preschool Development Grant, the Department of Education, Division of Early Learning (DOE, DEL) through the Florida Preschool Development Grant Birth through Five renewal (PDG-R) shall purchase services from the contractor to:

- 3.1. Continue certifying fifty (50) new coaches through an online, virtual coaching certification process.
- 3.2. Recertify fifty (50) current UF Lastinger Center-certified coaches utilizing a UF Lastinger Center recertification model.
- 3.3. Expand access to COPs for coaches, certified COP facilitators and select early learning program leaders as a tool to support key goals, such as improved adult/child interactions and strengthened teaching practices; initially to be provided by the UF Lastinger Center, with leadership transferring to local facilitators increasingly over time.
- 3.4. Implement expanded access to professional development to cultivate reflective practice and increase access to COPs to facilitate shared learning and practice.
- 3.5. Engage current COP facilitators already trained statewide through the DEL/Lastinger partnership and include virtual and other supports to further build capacity.

4. Authority and Funding

Funding for this PO comes from the PDG-R, Activity four (4) and was appropriated under Chapter 2021-036, Laws of Florida, Specific Appropriation 81. The State of Florida’s performance and obligation to pay under this PO is contingent upon federal appropriation.

5. Major Program Goals

This project is related to priorities, goals, and objectives as identified in the *Florida Early Childhood Strategic Plan*, under Priority 2: Improve Quality of Early Childhood Care and Education, which include:

- 5.1. Maximization of the impact of coaches’ time with early childhood educators;

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- 5.2. Maximization of reflective practice and shared learning experiences for coaches, COP facilitators and early learning program leaders;
- 5.3. Improved program quality;
- 5.4. Increased access to quality ECE services and support; and
- 5.5. Improved interactions among teachers and children.

6. Background

The Division of Early Learning contracted with the University of Florida Lastinger Center for Learning (UF Lastinger Center) in 2016-2017 to develop and implement technical assistance/coaching and COP as part of the implementation of a system of professional development to significantly improve the quality of child care, by increasing the knowledge and skills of early childhood professionals. In 2019, through the initial Preschool Development Grant (PDG B-5), DEL contracted again with the UF Lastinger Center to provide COP sessions to certified coaches and advanced training to certified COP facilitators. As a result of the success of these COP activities, the DEL seeks to expand the delivery of COP to again include certified coaches and expand to COP facilitators and early learning program leaders. This expansion shall allow certified coaches to improve their delivery of coaching services, COP facilitators to improve their facilitation skills and early learning program leaders to learn new skills to support their staffs, thereby providing increased support to early childhood educators and providers on critical topics such as trauma-informed care, improved adult-child interaction and other key goals and priorities defined by DEL. Also, in the PDG B-5 grant, Florida revised the coaching competencies that define the essential skills coaches need to know and be able to do. The competencies built on the work DEL completed with the UF Lastinger Center designing and implementing the nation's largest coaching certification. With PDG-R, Florida shall continue to increase the number of certified coaches, which shall be achieved through the new virtual certification process.

B. Terms and Definitions

1. **Certified Coach** – An individual who has completed coaching certification through the University of Florida Lastinger Center for Learning and is employed by an early learning coalition to provide coaching and technical assistance support to early learning programs.
2. **Change Management Theory** – Approaches to prepare, support and help individuals, teams, and organizations in making organizational changes.
3. **Community of Practice (COP)** – For the purposes of this PO, a community of practice is a group of certified coaches, COP facilitators or early learning program leaders who meet regularly for discussion, reflective practice and support on specific topics, with the guidance of a certified COP facilitator, for the purpose of improving their support to early learning programs.
4. **Certified COP Facilitator** – A person who has completed community of practice facilitator training through the University of Florida Lastinger Center for Learning.
5. **DEL Contract Manager** – A person designated by the DEL to be responsible for enforcing the performance of PO terms and conditions. The Contract Manager is the primary point of contact through which all contracting information flows between DEL and the Contractor.
6. **DEL Project Manager** – Person designated to be the programmatic point of contact at DEL for the Contractor and responsible for managing DEL responsibilities under this PO.
7. **Division of Early Learning (DEL)** – The lead agency for PDG-R funding and the governmental entity responsible for oversight and administration of early learning programs in Florida consisting of, but not limited to, the SR Program (child care subsidies), CCR&R Program, the VPK Program.
8. **Early Childhood Educator (ECE)** - Individuals who care for and promote the learning, development, and well-being of children birth through age five (5) in all early childhood education

settings while meeting the qualifications of the profession and having mastery of its specialized knowledge, skills, and competencies.

9. **Early Learning Coalition (ELC)** – part of a system of statutorily created local not-for-profit entities in Florida, which implement early learning programs at the local level including, but not limited to the School Readiness (SR) Program, the Child Care Resource & Referral (CCR&R) Program, and the Voluntary Prekindergarten (VPK) Program.
10. **Early Learning Program Leader** – For the purposes of this PO, an individual that fills the role of director, assistant director, curriculum specialist, or other leadership role in an early learning program, selected for participation in the COPs by their local ELC.
11. **Face-to-face training** – Training provided by an individual to an individual or in-person group in a specified location or locations.
12. **Flamingo Early Learning (formerly Early Learning Florida)** - Developed in partnership with the Florida Division of Early Learning and the University of Florida Lastinger Center, Flamingo Early Learning is a statewide, online professional learning system designed to support the development of early childhood professionals’ knowledge and skills in effectively educating and caring for young children.
13. **Lastinger Online Coaching Certification Program** - Training that builds the technical assistance and coaching skills of quality improvement professionals to best support quality improvements in early learning programs. This virtual training includes a certification of skills through review of submitted technical assistance/coaching practice video.
14. **Online/web-based training** – Training provided by an individual to a group, delivered via an online or web-based system, in varied formats including but not limited to Zoom, Microsoft TEAMS, PowerPoint and webinar.
15. **Participants** – Certified coaches, COP facilitators or early learning program leaders who participate in a community of practice or online/virtual coaching certification or recertification.
16. **Principles of adult learning** – Training theories that are based on how adults gain knowledge and change practice, to include content that is practical, problem-centered, builds on experiences, provides opportunities to integrate new knowledge with existing knowledge and experience, allows for choice and self-direction, presents information in different ways, and provides opportunities for discussion and problem solving.
17. **Principles of Reflective Practice** - The process of reflecting on actions, experiences and thoughts in order continuously learn and improve one’s work and practices, cultivated through coaching sessions.
18. **Professional Development** – A continuum of continuing education opportunities available for early childhood educators and other practitioners serving children birth to age five (5) designed to increase and strengthen the knowledge, skills, practices, and dispositions needed for early learning programs.
19. **Technical Assistance Coaches (TA Coaches)** – Individuals who the ELCs identify to provide coaching to early learning practitioners. The Contractor shall certify as Early Childhood Technical Assistance Coaches those individuals who successfully complete a certification process provided by the Contractor that includes a rigorous evaluation of early childhood coaching practice.
20. **Trauma-Informed Care** – Trauma-informed care (TIC) is an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. It emphasizes physical, psychological, and emotional safety for both consumers and providers, and helps survivors rebuild a sense of control and empowerment.

C. Manner of Service Provision

1. Project Plan

- 1.1. Within fourteen (14) business days of Purchase Order issue date, the Contractor shall submit to the DEL Contract and Project Managers a detailed draft Project Plan that clearly establishes:
 - 1.1.1 Roles and responsibilities related to this PO.
 - 1.1.2 Project goals, objectives, and deliverables.
 - 1.1.3 Selection process for participants in the Early Learning Program Leader COPs.
 - 1.1.4 Detailed Organizational Chart for the Contractor.
 - 1.1.5 If applicable, provide draft consultant subcontracts to the DEL Project and Contract Managers for DEL review and approval prior to subcontract execution.
- 1.2. DEL will review and provide approval/disapproval and any recommended changes following receipt of the Project Plan within ten (10) business days.
- 1.3. Within fourteen (14) business days following receipt of DEL comments, the Contractor shall submit a final Project Plan, and if applicable, all executed subcontracts, incorporating any changes requested by DEL.
- 1.4. The final DEL approved Project Plan shall be incorporated by reference and set forth herein. The Contractor is responsible for implementation of project tasks listed in the approved Project Plan per the specifications set forth in the plan until superseded by a newer approved version.

2. Online Coaching Certification Program

- 2.1. The Contractor shall continue delivering modules five through ten of the Lastinger Online Coaching Certification Program (Virtual) to a maximum of fifty (40) and minimum of forty (40) DEL-designated participants that teaches participants to:
 - 2.1.1 Deliver one-on-one technical assistance coaching sessions.
 - 2.1.2 Implement coaching conversations guided by a data display that documents teaching and learning.
 - 2.1.3 Support implementation of best practices in early childhood programs.
 - 2.1.4 Support the improvement of teacher-child interactions in the classroom setting as measured by the CLASS.
- 2.2. Deliver online content that includes:
 - 2.2.1 Principles of Adult Learning practices.
 - 2.2.2 Change Management Theory.
 - 2.2.3 Modeling and reinforcement of effective communication skills.
 - 2.2.4 Principles of Reflective Practice and questioning strategies to promote practitioner reflection that shall support content application.
- 2.3. Ensure coach training provides opportunities to practice and refine coaching skills with peers in the training setting.
- 2.4. Provide participants ongoing feedback and coaching on how to enhance coaching skills.
- 2.5. Deliver the Lastinger Online Coaching Certification Program virtually through the Lastinger Flamingo Learning Platform through the Early Learning Florida platform.

3. Recertification of Lastinger Certified Coaches

- 3.1. The Contractor shall recertify a maximum of fifty (50) and minimum of twenty-five (25) current Lastinger certified coaches utilizing the Lastinger Center coaching recertification model. The recertification model must, at a minimum, include the following:
 - 3.1.1 Confirmation of completion of a calibration session to provide current trends and research regarding early childhood technical assistance and coaching.

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- 3.1.1.1 The calibration session should include best practice updates, as well as knowledge checks on how to implement coaching conversations that are guided by a data display that documents teaching and learning.
 - 3.1.1.2 The calibration session shall provide current trends and research regarding early childhood technical assistance and coaching.
 - 3.2. Fidelity checks of the technical assistance coaching recertification, including the submission of a one-on-one technical assistance coaching session video with educator/teacher.
 - 3.3. Notification to certified coaches of expiration period for current certification, including a grace period. For example, the notice may state, "If certification has not been renewed by the recorded expiration date, the certification status shall be changed to "inactive" for a period of six months. During this time frame the coach may revert to an "active" status by submitting the required documentation in this notice and completing the Recertification process."
 - 3.4. Include an audit process
 - 3.4.1 At the time of recertification, the Contractor shall need to determine if the certified coaches are required to submit a recertification application and verification of maintenance of prerequisite(s). However, it is the responsibility of the certified coach to retain all documented proof of obtained continuing coaching education credits for verification of maintenance. Examples of documented proof would include certificate copies, letters of attendance, pre-approved course transcripts, client coaching hour logs, etc.
 - 3.4.2 This audit shall be conducted throughout the recertification process. If audited, the certified coach shall be required to provide documented proof of all continuing coaching education credits to the Contractor within thirty (30) days of the audit.
 - 3.4.3 The Contractor shall review all audited paperwork for validity. If all paperwork is complete, the certified coach shall be notified that the certification credential is valid until the next recertification due date. If valid and documented proof is not provided within thirty (30) days, certification status is changed to "inactive" and the coach shall have six (6) months to complete the recertification process by providing the required documentation. After that deadline, the status shall be changed to "invalid".

4. COP Advanced Training

The Contractor shall deliver COP training to current certified COP facilitators that provides advanced knowledge and skills to:

- 4.1. Design COP cohorts and sessions that include community-based participants.
- 4.2. Provide additional content in adult learning practices and implementation of community of practice protocols.
- 4.3. Provide opportunities to practice and refine communities of practice implementation with peers in the training setting and receive feedback and coaching on how to enhance community of practice implementation tools.

5. Contractor COP Advanced Training Expectations

- 5.1. Training shall be conducted via a virtual platform with the necessary capacity and interaction options.
- 5.2. Training shall be facilitated by Contractor-certified COP Facilitator trainers.
- 5.3. Training shall be delivered using adult learning principles.
- 5.4. The maximum class size for Communities of Practice Advanced Training is 20 participants. The minimum class size is 8 participants unless waived in writing by the DEL Project Manager at its sole discretion. The goal is to fill the session.
- 5.5. Trainings shall not exceed four (4) COP Advanced Training sessions per week.

- 5.6. If a trainer is unavailable to conduct any portion of the training activities listed herein at a time that has been submitted to and approved by DEL. DEL reserves the right to reschedule the trainer to complete the training activities at another time agreeable to DEL.

6. Facilitation of COP sessions for Certified Coaches

- 6.1 The Contractor shall provide a minimum of four (4) virtual COP sessions for a maximum of twenty (20) certified coaches and shall provide the following for each session:
 - 6.1.1 Session goals.
 - 6.1.2 Session agenda.
 - 6.1.3 Session evaluations.
 - 6.1.4 Facilitation methods/protocols/activities.
 - 6.1.5 Participant handouts for sessions (if applicable).
 - 6.1.6 Approved attendance documentation.
- 6.2 The COP sessions shall have a maximum group size of twenty (20) participants and a minimum group size of eight (8) participants. The Contractor may submit a written request for approval from the DEL Project Manager to waive the minimum group size. The goal is to fill the sessions.
- 6.3 Sessions shall not exceed two (2) hours in length.
- 6.4 While DEL shall collaborate with the Contractor to develop session schedules that best meet the needs and capabilities of both Parties, DEL shall have sole discretion to settle scheduling conflicts.

7. Facilitation of COP sessions for COP Facilitators

- 7.1 The Contractor shall provide four (4) virtual COP sessions for a maximum of twenty (20) certified COP facilitators and shall provide the following for each session:
 - 7.1.1 Session goals.
 - 7.1.2 Session agenda.
 - 7.1.3 Session evaluations.
 - 7.1.4 Facilitation methods/protocols/activities.
 - 7.1.5 Participant handouts for sessions (if applicable).
 - 7.1.6 Approved attendance documentation.
- 7.2 The COP sessions shall have a maximum group size of 20 participants and a minimum group size of eight (8) participants. The Contractor may submit a written request for approval from the DEL Project Manager to waive the minimum group size. The goal is to fill the sessions.
- 7.3 Sessions shall not exceed two (2) hours in length.
- 7.4 While DEL shall collaborate with the Contractor to develop session schedules that best meet the needs and capabilities of both Parties, DEL shall have sole discretion to settle scheduling conflicts.

8. Facilitation of COP sessions for Early Learning Program Leaders

- 8.1. The Contractor shall provide four (4) virtual COP sessions for two (2) cohorts with a maximum of twenty (20) early learning program leaders and shall provide the following for each session:
 - 8.1.1 Session goals.
 - 8.1.2 Session agenda.
 - 8.1.3 Session evaluations.
 - 8.1.4 Facilitation methods/protocols/activities.
 - 8.1.5 Participant handouts for sessions (if applicable).
 - 8.1.6 Approved attendance documentation.
- 8.2. The COP sessions shall have a maximum group size of twenty (20) participants and a minimum group size of eight (8) participants. The Contractor may submit a written request for

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approval from the DEL Project Manager to waive the minimum group size. The goal is to fill the sessions.

- 8.3. Sessions shall not exceed two (2) hours in length.
- 8.4. While DEL shall collaborate with the Contractor to develop session schedules that best meet the needs and capabilities of both Parties, DEL shall have sole discretion to settle scheduling conflicts.

9. Contractor COP session expectations

The Contractor shall meet the following expectations for delivery of COP sessions:

- 9.1. The COP sessions shall address topics relevant to DEL's key goals/priorities as specified in Section A.2 General Statement.
- 9.2. Deliver the COP sessions via a virtual platform with the necessary capacity and interaction options to complete the sessions successfully.
- 9.3. Delivered using adult learning principles.
- 9.4. Delivered consistently from one session to another according to recognized and approved COP facilitation methods/activities/protocols.
- 9.5. Facilitated by certified COP facilitators who have completed COP facilitation training provided by UF Lastinger Center and with early childhood and coaching content knowledge.
- 9.6. Provide to the DEL Project Manager a list of Contractor-certified facilitators with resumes and certification documents for inclusion in the approved plan. The Contractor may add additional trainers with DEL approval and provide the resumes and certification documents accordingly.
- 9.7. Demonstrate that participants gain the skills, knowledge, and abilities to improve coaching practices.
- 9.8. Respond to questions and answers from participants.

10. Contractor responsibilities

- 10.1. For all COP sessions, coaching certification and recertification sessions and Advanced COP training sessions conducted under this PO, the Contractor shall:
 - 10.1.1 Provide an easily accessible and efficient registration process.
 - 10.1.2 Make a staff member available to assist with troubleshooting and logistical support in the event of technical difficulties during the sessions.
 - 10.1.3 Design COP and COP advanced training sessions around DEL key goals/priorities.
 - 10.1.4 Provide guidance to specific ELCs.
 - 10.1.5 Contact the DEL Project Manager a minimum of ten (10) calendar days prior to each session to verify dates, times, the session topic, and to exchange any other necessary information related to the session.
 - 10.1.6 Coordinate with the DEL Project Manager to establish session dates and times.
 - 10.1.7 Submit completed DEL-approved attendance documentation for each session to the DEL Contract Manager with the invoice for the associated sessions. The documentation shall enable DEL to confirm session delivery, the capacity of the session and provide a record of attendees for later contact, if needed.
 - 10.1.8 Maintain a master list of COP Advanced Training and coaching certification and recertification completers, to be submitted to DEL upon request.
 - 10.1.9 Provide materials to participants for each session (if applicable) and provide a copy of each type of material to the DEL project manager for review and approval, prior to use or dissemination.
 - 10.1.10 Present all sessions and all documentation for sessions in English.

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- 10.1.11 Provide evaluations to participants at the conclusion of each session. Collect and retain the completed originals, and provide to DEL, at minimum, a summary of evaluation comments and/or feedback from training and COP participants.
- 10.1.12 Coordinate with the DEL Project Manager within seven (7) calendar days following the first session to discuss and agree upon any needed adjustments identified during the session.
- 10.1.13 Ensure facilitators log into the COP facilitation or training platforms at least fifteen (15) minutes prior to the start of each session to greet participants and ensure the platform is prepared properly to conduct a successful COP session.
- 10.1.14 Prepare COP Advanced Training participants to assume responsibilities to continue facilitation of COPs at the end of the contract period. The DEL Project Manager shall collaborate with Contractor, ELCs and the participants to identify individuals who are willing to assume this role.
- 10.1.15 Be available at a minimum from Monday through Thursday from 8:00 AM ET to 5:00 PM ET and Friday from 8:00 AM ET to 4:00 PM ET, except for days that the University of Florida is officially closed, or unless otherwise specified.
- 10.2. If a facilitator is unavailable to conduct any portion of the session(s) listed herein at a time that the Contractor has submitted to and received approval from DEL, DEL reserves the right to reschedule the facilitator to complete the session(s) at another time or to schedule another facilitator to conduct the session(s) at DEL and the Contractor's mutual discretion. DEL will not pay for partially completed sessions. DEL shall make payment when the Contractor reschedules and completes the session(s).
- 10.3. If the Contractor must reschedule any session the Contractor must attempt to reschedule staff to a date and time DEL approves.
- 10.4. If registered participants do not attend a scheduled session, the Contractor is not required to provide make-up sessions, but DEL shall make every effort to place the participants in another scheduled session.
- 10.5. The Contractor is responsible for providing its own equipment (this includes laptops, virtual platforms, tablets, etc.) for conducting sessions.

11. Contractor communication responsibilities

- 11.1. Ensure ongoing communication with the DEL Project Manager related to scheduling of all sessions under this PO.
- 11.2. Periodically communicate with the DEL Project Manager as circumstances dictate to discuss successes, improvements, barriers encountered during sessions, and to review logistical or other issues and questions as the DEL Project Manager or the Contractor determines necessary.
- 11.3. Report to the DEL Project Manager issues that are of concern to the stakeholders. Work with the DEL Project Manager to develop answers and report to the stakeholders.
- 11.4. Provide the DEL Project Manager templates, examples and other resources the Contractor has used for COP session implementation to stakeholders.

12. DEL responsibilities

The DEL Project Manager shall:

- 12.1. Communicate with the ELCs to help identify potential participants and refer them to the registration process.
- 12.2. Monitor all sessions the Contractor provides pursuant to the PO.
- 12.3. Coordinate regularly scheduled meetings with the Contractor to discuss planning, monitoring and session delivery.

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- 12.4. Coordinate with the Contractor within seven (7) calendar days following the first training session of each type to discuss and make any needed adjustments identified during the session.
- 12.5. Notify participants of upcoming sessions at least 30 calendar days prior to the event.
- 12.6. Contact ELCs and other stakeholders as needed to identify communication needs around services the Contractor provides through this PO.
- 12.7. Publicize written guidance through appropriate DEL and partner communication channels.
- 12.8. Conduct periodic calls with the Contractor's project manager and project team members to review and monitor session implementation, logistical concerns and all services delivered under the PO.

D. Deliverables

Deliverables and evidence of completion of work shall be provided to the DEL in accordance with the following table(s): **Table 1: January 1, 2022-June 30, 2022 – Activities and Deliverables, Table 2: July 1, 2022-December 31, 2022 Activities and Deliverables**

E. Method of Payment

1. This is a fixed-price Purchase Order

The Purchase Order price is all-inclusive and DEL shall not compensate or reimburse the Contractor any other amounts related to Purchase Order performance over and above the contracted rate per deliverable, such as travel expenses, license fees, taxes, miscellaneous expenses, overhead, etc. DEL shall pay the Contractor in arrears the price agreed to for each Purchase Order payment milestone identified in the Contractor's budget, minus any amounts due to DEL for financial consequences. Before submitting an invoice, the Contractor shall deduct financial consequences or liquidated damages due. DEL's Contract Manager shall notify the Contractor of DEL's intent to deduct financial consequences based on the applicable Purchase Order provision and the amount of the intended deduction. DEL's failure to notify the Contractor for any financial consequences shall not relieve the Contractor from such obligations. DEL shall not guarantee unit quantities and the Contractor shall only receive payment for documented services the Contract Manager delivers.

2. Invoice Requirements

- 2.1 Invoices for the deliverables, detailed in Section D. Deliverables Table, shall be remitted to the DEL Contract Manager at the address below.
- 2.2 Invoices shall include, at a minimum: the invoice number, invoice date, Purchase Order number, deliverable reference number and description, remit address, current invoice amount, cumulative amount invoiced to date and a certifying signature. Payment shall be made in accordance with ss. 215.422, F.S. and 287.0585, F.S.

3. Evidence of Completion

- 3.1 The Contractor must submit all requests for compensation for services or expenses in detail sufficient for a pre-audit and post-audit.
- 3.2 The Contractor shall provide, with the invoice, the evidence of completion documentation specified in section E. Method of Payment, subsection 3, Evidence of Completion associated with the goods and/or services provided during the invoice period as described in the invoice.

4. Financial Consequences Triggers

- 4.1 Financial consequences shall be assessed for PO non-compliance or non-performance in accordance with DEL Terms and Conditions Section 7 Performance Deficiency and Financial Consequences. The table below describes the financial consequences triggers.
- 4.2 Prior to submitting an invoice, the Contractor shall deduct financial consequences due. The DEL Contract Manager shall notify the Contractor of DEL's intent to deduct financial consequences pursuant to the applicable PO provision. Failure by DEL to notify the Contractor for any financial consequences shall not relieve the Contractor from such obligations. Quantities

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of units are not guaranteed, and DEL shall only pay the Contractor for documented services delivered and approved by the Contract Manager.

4.3 Financial Consequences Triggers Tables

5. **Effective Date**

This agreement shall be effective on January 1, 2022 or on the date the purchase order is issued, whichever is later.

6. **Ending Date**

The agreement shall end on December 31, 2022 unless the purchase order is terminated earlier or extended.

7. **Order of Precedence in the Event of Conflict in Terms**

If there is any conflict in the provisions set forth herein, the conflict shall be resolved in the following order of priority (highest to lowest):

7.1. Scope of Work.

7.2. DEL Terms and Conditions.

7.3. Purchase Order Terms and Conditions.

F. Special Provisions

1. **Monitoring Requirements**

The Contractor shall make programmatic and fiscal records available to the DEL Contract Manager and other state staff or Contractor staff during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m., except for official state-recognized holidays, as necessary to provide evidence of satisfactory Contractor performance, record keeping, reporting, and accountability. The Contractor shall provide staff and technical assistance to DEL staff or Contractor staff for successful monitoring during the duration of this PO at no additional cost.

2. **Contractor Correspondence Format**

The Contractor shall deliver all products in formats acceptable to DEL and all correspondence using the software standards of DEL that include Adobe PDF and 2007 or later versions of Microsoft Word, Excel, PowerPoint.

3. **Performance Bond**

A performance bond from the Contractor is not required.

4. **PDG-R Public Announcements, Press Releases, Sponsorships**

DEL Terms and Conditions – Special Conditions, section 21. Public Announcements, Press Releases, Sponsorships is amended to add:

4.1 As required by U.S. Department of Health and Human Services (HHS) appropriations acts, all HHS recipients must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds. Recipients are required to state (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

4.2 For each publication that results from HHS grant-supported activities, recipients must include an acknowledgment of grant support, such as the following suggested language: “The project described was supported by the Preschool Development Grant Birth through Five Initiative (PDG B-5) Grant Number 90TP0068-03-00 from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.”

4.3 Recipients also must include a disclaimer stating the following: “Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Child Care, the Administration for Children and Families, or the U.S. Department of Health and Human Services.”