

**Bright from the Start: Georgia Department of Early Care and Learning  
2009-2010 Child Care Resource and Referral  
Request for Proposals  
March 11, 2009**

**RFP Questions**

**1. Will the meeting be Tuesday March 10 or Wednesday March 11?**

Answer: The Bidders Conference will be held on Wednesday, March 11, 2009 from 1-3 p.m.  
(RFP Reference - General Proposal Guidelines and Notices, #1, pg. 6)

**2. I am confused: is this only for child care administrative home providers? As I download the application RFP, the application requests the name of the home provider. I am a trainer for Bright from the Start; I do not have a daycare center...do I still qualify?**

Answer: Any agency or organization that has the capacity to provide community-based Child Care Resource and Referral services across one or more of the six regions **and** meets the other requirements as outlined in the RFP is welcome to submit a proposal.  
(RFP Reference - Eligibility Requirements, pg. 3)

**3. If we have questions, would you like us to submit them to you now so that they can be included in the Bidders Conference or would you like people to raise the questions there or submit them after (if not covered)?**

Answer: Questions regarding the RFP can be submitted prior to, during, or after the Bidders Conference but no later than March 18, 2009. Questions received prior to the Bidders Conference will be responded to in writing and included as a handout at the Bidders Conference. Questions and answers will also be posted on the Department's website after the Bidders Conference. (RFP Reference - General Proposal Guidelines and Notices, #17, pg. 8)

**4. On Section I (Proposal Cover Form #1) pertaining to the geographic area to be served: is that referring to rural or suburban classification?**

Answer: The term "geographic area" referred to in Section I of the Proposal Cover (Form #1), pertains to the region the Applicant proposes to serve. The map containing the service delivery regions and the list of each region with its associated counties are Attachment A of the RFP.  
(RFP Reference - Proposal Cover [Form #1], pg. 32)

**5. Exactly what are you asking for in the appendices section of the application/proposal?**

Answer: Specific information regarding each Appendix that needs to be submitted with the completed proposal can be found in the “*Proposal Instructions and Questions*” section (pp. 28-31) of the RFP.

**6. Do we have to attach resumes of our current staff in the 14 CCR&R regions in the RFP?**

Answer: The resumes of all staff proposed to work under this contract must be attached. Bright from the Start recognizes that successful Applicants may need to hire staff after Notice of Award. In these instances Applicants will be expected to comply with the guidelines as detailed in the “*Contract Requirements, Personnel, #1*” section (pg. 20) of the RFP.

**7. Do you know what “related fields” are defined as in terms of meeting the educational requirements of current/new CCR&R staff?**

Answer: Applicants should refer to the Professional Development Registry for specific guidance on “related fields” at: <https://www.training.decal.state.ga.us/bfts/includes/files/CareerLevels.pdf>. (RFP Reference - *Contract Requirements, Personnel, #1*, pg. 20)

**8. What is a birth to five certification?**

Answer: The Birth Through Five (B-5) certification prepares teachers and other early care and education professionals to work in varied settings with young children and their families from infancy through Kindergarten age, including children who are typically developing and those with disabilities. (RFP Reference - *Contract Requirements, Personnel, #1*, pg. 20)

**9. If I have a degree in child and family development and all of my experience in children with special needs, will I be qualified for inclusion?**

Answer:  
Refer to “*Contract Requirements, Personnel, #1*” section (pg. 20) of the RFP for specific staff qualification requirements. It is the responsibility of the Applicant to ensure that all staff members meet the minimum qualifications. (RFP Reference- *Contract Requirements, Personnel pg. 20*)

**10. Do bidders need to attach transcripts to the resumes of current staff to validate that they meet the educational requirements prescribed in the RFP?**

Answer: Applicants are not required to submit transcripts but are required to include resumes of the staff, who are proposed to work under this contract. It is the responsibility of the Applicant to ensure that the staff members, whose resumes are being submitted, meet the qualifications as detailed in the “*Contract Requirements, Personnel, #1*” section (pg. 20) of the RFP.

**11. Will the grant allow for current CCR&R staff to be grandfathered in?**

Answer: All staff will be required to meet the qualifications as detailed in the RFP. Refer to *Contract Requirements, Personnel #1, pg. 20*, for specifics regarding these requirements.

**12. Will support staff be required to have a bachelor's level degree?**

Answer: Applicants are responsible for ensuring that support staff members have the qualifications appropriate for the position. (*RFP Reference- Contract Requirements, Personnel #1, pg. 20*)

**13. Does Bright from the Start mean the LOM instead of the 40-hour director training?**

Answer: Bright from the Start is not referring to the Licensure Orientation Meetings (LOM). CCR&Rs are responsible for providing the 40-hour director training. Bright from the Start provides the LOMs. (*RFP Reference – Measurable Goals, Training, #4, pg. 17*)

**14. How often do we produce the newsletters? Will the newsletters remain quarterly?**

Answer: Newsletters are expected to be produced at least once per quarter. (*RFP Reference - Measurable Goals, Consumer Education and Outreach, #2, pg. 17*)

**15. Do they have to be combined or can they be separate newsletters?**

Answer: Newsletters do not need to be combined. A newsletter for families and a separate newsletter for providers may be proposed. (*RFP Reference - Measurable Goals, Consumer Education and Outreach, #2, pg. 17*)

**16. Will on-going training flyers need to be approved by BFTS every time?**

Answer: All publications and materials funded through this contract must receive initial approval from Bright from the Start. On-going flyers and publications do not require additional approval as long as the changes are basic such as event dates, training calendar, etc. Any major changes must receive prior approval from Bright from the Start prior to duplication and distribution. (*RFP Reference – Measurable Goals, Marketing & Promotion, #1, pg. 18*)

**17. Will Bright from the Start develop a template for our use?**

Answer: Bright from the Start will provide newsletter templates. (*RFP Reference - Measurable Goals, Marketing & Promotion, #1, pg. 18*)

**18. Are we expected to get the total 3% increase and the anticipated expirations accredited/reaccredited in the contract year?**

Answer: At the end of the contract year, the total number of accreditation/reaccreditations is expected to be equal to or greater than the targets as identified in Table 1, pg. 14 “Measurable Goals, Technical Assistance, #1. (*RFP Reference - Measurable Goals, Technical Assistance, #1, pp. 14-15*)

**19. Is the number of providers listed in the chart in addition to the 3% increase/expiration?**

Answer: The providers listed in the chart represent the number of potential candidates, per region, who may be eligible to receive accreditation technical assistance. (*RFP Reference - Measurable Goals, Technical Assistance, #1, pp. 14-15*)

**20. Will the CCR&R Inclusion Coordinator develop the pre/post test?**

Answer: Pre/post test development will be a joint effort and done in partnership between the CCR&R Inclusion Coordinator and Bright from the Start as part of the “Start-Up Planning” to develop the system for inclusion services within each region. (*RFP Reference - Measurable Goals, Technical Assistance, #3, pg. 15*)

**21. Shouldn’t/Could the completed Assessment Observation Instrument count as the measurable goal, since that is the activity assigned and the role as defined by the Council for Professional Recognition?**

Answer: Bright from the Start will not count Completion of the Assessment Observation Instrument as the measurable goal. One of the key focus areas of this RFP is quality improvement, which includes increasing the number of qualified early childhood professionals within Georgia. Bright from the Start is seeking proposals that demonstrate an innovative approach to meeting all measurable outcomes identified in the RFP. (*RFP Reference - Measurable Goals, Technical Assistance, #4, pg. 16*)

**22. The website for the Georgia Early Care and Education Professional Development System is listed incorrectly.**

Answer: The correct website address is [www.training.decal.state.ga.us](http://www.training.decal.state.ga.us). (*RFP Reference - Introduction, pg. 2*)

**23. State-accepted training is not currently available on the Georgia Early Care and Education Professional Development System’s training calendar.**

Answer: If the Georgia Early Care and Education Professional Development System’s training calendar is modified during the contract period so that state-accepted trainings can be listed, it is the expectation that any state-accepted training offered by the CCR&R will be included in the training calendar listing. Bright from the Start will provide guidance if the system is modified. (*RFP Reference - Introduction, pg. 2*)

- 24. CPR and First Aid Training clarification is needed as to whether BFTS is or is not accepting health care professionals as stated in RFP; prior conversations were that it was to come from AHA or ARC certified instructors and that verification of trainings should be in the form of a card, not a certificate.**

Answer: BFTS expects all individuals who deliver CPR and First Aid Training to be certified instructors. These individuals may be health care professionals, American Heart Association (AHA) or the American Red Cross (ARC) instructors. A certificate or card validating successful completion and passing of the course may be in the form of a certificate or card. (*RFP Reference - Description of Community-Based Child Care Resource and Referral Services, #1, Training (c), pg. 10*)

- 25. RFP gives examples of having a minimum of one year of experience working in the child care field as (ex: classroom teacher, administrator, family day care home provider, trainer, technical assistance consultant, etc.). This, however, is inconsistent with the definition for Training Approval where there are three years required, one year direct and two years indirect. Indirect experience would include trainer, technical assistance consultant, and we have eliminated “etc.” out of the definition.**

Answer: The qualifications identified in the RFP, “Contract Requirements, Personnel” #1, pg. 20, are the minimum required standards. Trainers must be certified through the Professional Development System. There is no requirement in the RFP for ALL proposed CCR&R staff to become Trainers or to meet the requirements to become Trainers. (*RFP Reference - Contract Requirements, Personnel #1, pg. 20*)

- 26. The information regarding state-accepted training is requested as part of the proposal; please clarify why the list of proposed staff members who deliver state-accepted training is requested.**

Answer: Both state-approved and state-accepted training meet the regulatory requirements for early care and education professionals. Therefore, information about the proposed staff members’ capacity to deliver each type of training is requested. (*RFP Reference - Proposal Instructions and Questions, #12, pg. 30*)

- 27. Do the required attachments (resumes, audit report, etc.) also need to be included on the CDs that are submitted with the hard copies?**

Answer: Yes. The CD should include all documents submitted as part of the proposal, including all attachments. (*RFP Reference - General Proposal Guidelines and Notices, #8, pg. 7*)

- 28. In the past, the term “real estate appraiser” was very broad – real estate agents was one source allowed – can you please confirm who can and cannot provide this information?**

Answer: Bright from the Start will accept rent justification from a variety of sources, including but not limited to, real estate appraisers, real estate agents, and market rate rent comps for the specific area. All rent justification information must be current and is subject to verification. (RFP Reference - Proposal Instructions and Questions, #17, pg. 31)

- 29. Since many job descriptions may be changed (or be created) to fit the new educational/experience requirements as well as to fit the changes to the system – can the job descriptions that are submitted be draft versions? Administrative Homes within a college/university have a procedure for routing job descriptions that will not be possible with the quick-turn around on the RFP.**

Answer: Job descriptions, at a minimum, must meet Bright from the Start requirements as defined in the RFP; “Contract Requirements, Personnel #1, pg. 20. Applicants may clearly notate on the job description(s) that further internal organizational vetting is necessary. (RFP Reference - Contract Requirements, Personnel #1, pg. 20)

- 30. Is there a page limit to question #1, “Describe how the CCR&R will provide services including base of operation and specifically, how services will be provided throughout the entire region” in the Proposal Instructions and Questions section?**

Answer: Applicants are allowed two pages to respond to this question. (RFP Reference - Proposal Instructions and Questions, #1, pg. 28)