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

RFP Questions & Answers #2
March 18, 2009

**Note: The Notice of Intent to Award (NOIA) date has changed. The new date is May 12, 2009. *(RFP Reference – Schedule of Events)*

1. **Will the employees of the current/existing R&R's be available for hire?**

    Answer: Hiring of current/existing CCR&R employees is at the sole discretion of the Applicant. Employment candidates must meet the qualifications as stated in *Contract Requirements, Personnel #1, pg. 20* section of the RFP.

2. **Are resources available, such as data, NACCRRAware software, and marketing materials?**

    Answer: Applicants can refer to the Bright from the Start website at www.decal.ga.gov to obtain some data. It is the sole responsibility of the successful Applicant to procure NACCRRAware within 10 days of contract award. Bright from the Start will provide templates for the CCR&R to use to produce the quarterly newsletter.

3. **How should we budget for mini-grant funds? Should we use the 10% number to budget for mini-grant funds or are mini-grant funds applicable to all programs that request technical assistance and are in compliance?** *(RFP Reference - Description of Community-Based Child Care Resource and Referral Services, #1, Technical Assistance (b), pg. 9)*

    Answer: Applicants do not have to include mini-grants in their budget. Mini-grant funds are not included as part of the grant award amount. Bright from the Start will provide mini-grant funds separately.

4. **Is the free training that CCR&Rs have to offer only for child care programs requesting technical assistance or is this for ALL programs within the region? If it is available to all programs, are the programs required to use the free training or do some programs meet this requirement independently?** *(RFP Reference - Description of Community-Based Child Care Resource and Referral Services, #1 , Training (b), pg. 10)*

    Answer: The free training should be made available to all providers/programs within the region. Training should be provided twice per month at various locations throughout the region to ensure access to all providers/programs. The providers/programs are not required to use the free training.

5. **When offering TA, what is the amount of hours needed per program (formula recommendation) or is it based on need?** *(RFP Reference - Description of Community-Based Child Care Resource and Referral Services, #1, Technical Assistance, pp. 9-10)*

   Answer: The provision of technical assistance should be based on need and available resources.

6. **Will home-based staff receive the $50 cell phone reimbursement?** *(RFP Reference - Budget Categories and Definitions, pp. 25-26)*

   Answer: All costs included in the proposal should be necessary, reasonable, and required to carry out program functions.

7. **What if the Administrative Home has moved to a four-day, 10-hour work schedule?** *(RFP Reference - Contract Requirements, Operational #7, pg. 22)*

   Answer: It is the responsibility of the Administrative Home to ensure that, at a minimum, CCR&R services are available and provided during the time periods stated in the *Contract Requirements, Operational #7, pg. 22* section of the RFP. In order to meet this requirement, the Administrative Home may need to adjust the schedules of the employee proposed to work under this Bright from the Start contract.

8. **How would we answer box "G" on the Proposal Cover Form?** *(RFP Reference - Proposal Cover [Form #1], pg. 32)*

   Answer: Applicant should insert the name of the region they are proposing to serve and the county in which the CCR&R office is located. The map outlining the service delivery regions and the list of counties included in each region are Attachment A of the RFP.

9. **As a result of the new consolidated regions, the service area for some technical colleges will cross regions. Is this an issue? Can the physical agent be in DeKalb and the Administrative Home be in Newton?**

   Answer: The RFP does not stipulate that the Administrative Home must be in the same region as the R&R. Applicants must be able to demonstrate how, regardless of the Administrative Home's location, the proposed region will be served.

10. **In cases where a merger is in progress but will not be effective until the end of the current contract year (June 30, 2009), which organization should submit the proposal? How will Bright from the Start know if they are past performers?** *(RFP References - General Proposal Guidelines and Notices, #5, pg. 6 and Proposal Instructions and Questions, #13, pg. 30)*

    Answer: It is the decision of the Applicant to determine which of the merging organizations should submit the proposal. Whichever organization chooses to submit the proposal must include all requested information as outlined in the RFP including its 2009 fiscal year operating budget. It is up to the discretion of the Applicant to reference past performance in the proposal.

11. Is NAEYC the only accreditation accepted by Bright from the Start?

Answer: Bright from the Start accepts accreditation from the following: National Association for the Education of Young Children (NAEYC), www.naeyc.org/accreditation/intro.asp; National After School Association (NAA), www.naaweb.org/accreditation.htm, issued by the Council on Accreditation; the National Association for Family Child Care , www.nafcc.org; and/or other comparable national accrediting organizations.

12. What process should a Provider follow when applying for a mini-grant when the accrediting entity does not offer scholarships? *(RFP Reference - Measurable Goals, #2, pg. 15)*

Answer: Prior to requesting mini-grant funds, the Provider must submit documented proof that the accrediting entity does not offer scholarships.

13. What's considered indirect cost? *(RFP Reference - Budget Categories and Definitions, Items Not Funded, pg. 27)*

Answer: Refer to pg. 27, *"Budget Categories and Definitions, Items Not Funded,"* of the RFP for the definition of indirect charges.

14. Should Applicants provide the current structure or the proposed structure? *(RFP Reference - Proposal Instructions and Questions, #11, pg. 30)*

Answer: The personnel structure should reflect what the Applicant will have in place, effective July 1, 2009, in the region(s) the Applicant proposes to serve.

15. How does one become a member of NACCRRA?

Answer: Refer to the National Association of Child Care Resource and Referral Agencies (NACCRRA) website http://www.naccrra.org for information on membership.

16. What do the bulleted items at the top of page 29, #4 pertain to? *(RFP Reference - Proposal Instructions and Questions, #4, pg. 29)*

Answer: The bulleted items on page. 29 of the RFP *(Proposal Instructions and Questions)* directly relate to the information in Item #4, which immediately precedes the bullets. Refer to *"Description of Services,"* #1-3, pp. 8-13 and the *"Measurable Goals,"* pp. 13-19, for additional information on Item #4.

17. Can an operating child care center apply to become a CCR&R?

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)*

18. Does the person who delivers training have to be an approved trainer through the Professional Development System? *(RFP Reference - Description of Community-Based Child Care Resource and Referral Services, #1, Training, pg. 10)*

Answer: Yes, anyone delivering training must be certified through the Professional Development System.

19. Will all CCR&R staff be required to meet the qualifications set on pg. 20 of the RFP (*Contract Requirements, Personnel #1*) no matter what their role will be in the CCR&R? Are staff that will answer the telephone and field calls, write and edit the newsletters, and help collect data but not provide technical assistance in any way still be required to have a Bachelor's level degree? *(RFP Reference - Contract Requirements, Personnel #1, pg. 20)*

Answer: CCR&R staff who are not delivering <u>direct services</u>, such as technical assistance or training, do not have to meet the educational requirements stated in the *Contract Requirements, Personnel #1, pg. 20* section of the RFP nor are they required to have a Bachelor's degree. However, Bright from the Start still expects all Applicants to ensure that staff in other positions be of the highest quality and possess the appropriate skills to effectively perform the duties of the position.

20. What type of transition assistance will Bright from the Start offer CCR&Rs that will close at the end of June? Will there be short-term extensions to allow for seamless transition and for current R&R staff to try and secure employment in the "new agency," transfer of data, equipment/materials, etc.?

Answer: Bright from the Start intends to notify on or before May 12th, the organizations selected to provide services in the newly configured regions. This should allow for a transition period before the contracts with the 14 CCR&Rs end on June 30th. There are no plans to issue short-term extensions to the existing contracts.

21. The number of providers listed as compliant and non-compliant: Is this referring to centers/groups only since FCC programs have not been placed in these categories at this time or were they somehow factored into this figure? *(RFP Reference - Attachment B, Child Care Resource and Referral Regional Data)*

Answer: The information pertains to family, center, and group programs as indicated in columns 4-6 of the table.

22. If we choose to write for more than one region, do you suggest that we include a tentative staffing structure or plan on how we would operate if we were awarded more than one region, or would that be handled during negotiations (if more than one was awarded)?

Answer: Applicants interested in providing services in more than one region must submit a separate proposal for each region as each proposal will be reviewed and scored on its own merit. Each proposal should include <u>all</u> of the information requested in the RFP including the proposed structure and allocation of funds.

23. Will the Directors of the R&R's be required to meet the qualifications listed for staff? *(RFP Reference - Contract Requirements, Personnel #1, pg. 20)*

Answer: R&R Directors, Project/Program Leads will be required to meet the qualifications as described on page 20 of the RFP under "*Contract Requirements, Personnel #1.*" Further clarification may also be found in question #19 of this FAQ.

24. Where in the RFP is "Section V. Management of this document" as listed on page 9, #1?

Answer: Disregard the reference to Section V. Management. The correct reference is *Contract Requirements, Personnel #1, pg. 20.*

25. Can Bright from the Start publicize the list of accredited facilities it used to formulate Table 1, pg. 14, so that we could verify against our lists? Looking at the NAEYC and NAFCC data, the numbers do not match. We want to ensure we have no discrepancies between lists. *(RFP Reference - Measurable Goals, A, Technical Assistance, Activity #4, pg. 14)*

Answer: The information in Table 1 is a compilation of data from accreditation agency websites (NAEYC, NAFCC, NAA, and NECPA), Bright from the Start Accreditation Facilitation Contractors, and directly from providers. This information has been confirmed with the accrediting entities.

26. Does the Chart for Annual Revenue, page 2 of the Proposal Cover (Form #1) pertain to the CCR&R or the Administrative Home? *(RFP Reference - Proposal Cover [Form #1], pg. 33)*

Answer: The Proposal Cover (Form #1) must be completed with information that pertains to the organization/entity submitting the proposal. This organization/entity holds the programmatic and fiscal responsibility for the contract.

27. We are interested in providing services in all six regions; this requires that we submit six separate proposals, correct? If so, should all six proposals include a description of the executive team as well as a breakdown of funds being allocated to them? *(RFP Reference - General Proposal Guidelines and Notices, #3, pg. 6)*

Answer: Applicants interested in providing services in more than one region must submit a separate proposal for each region as each proposal will be reviewed and scored on its own merit. Each proposal should include <u>all</u> of the information requested in the RFP including the proposed structure and allocation of funds.

28. Is there a method for technical assistance and a tracking system? Will Bright from the Start provide a template for tracking technical assistance? *(RFP Reference - Measurable Goals, C, pg. 19)*

Answer: Contractors will be responsible for developing their own tools for tracking technical assistance. Bright from the Start will provide Contractors with a report template that must be used to record progress toward goal achievement and submitted on a monthly basis.

29. Is it correct that mini-grants are only to be used for those sites that will be accredited by June 30, 2010, and not for the providers that are only improving quality during the current year so that they may apply for accreditation in FY 2010-2011? *(RFP Reference - Measurable Goals, Technical Assistance, Activity #2, pg. 15)*

Answer: All mini-grant recipients <u>must apply</u> for accreditation or reaccreditation within 12 months of receiving funds. Refer to *Measurable Goals, Activity #1 and #2, pp. 14-15* for further clarification.

30. The proposal requires working with a provider for one year to help them achieve national accreditation but it takes approximately two years to complete the entire accreditation process. How are CCR&Rs expected to achieve this goal? *(RFP Reference - Measurable Goals, A, Technical Assistance, Activity #1, pg. 14)*

Answer: Bright from the Start is aware that not all providers who receive technical assistance will obtain accreditation/reaccreditation within the contract year. However, 80% of those who receive technical assistance must improve quality as demonstrated by pre- and post-assessments. The regional targets for accreditations/reaccreditations (Table 1, pg. 14, *"Target")* are the total number of accredited/reaccredited providers Bright from the Start expects to have within each region by June 30, 2010. There are entities within each region currently working on accreditation/reaccreditation.