

VENDOR QUESTIONS AND ANSWERS
Child Care Resource and Referral Service Systems
R-1011-06-8020
Q & A period: May 11, 2009 - May 18, 2009

Final Question and Answer Document

May 15, 2009 (Date of Inquiry)

Michael Middendorf
Action for Children
The Source for Child Care and Early Learning Services
Columbus, OH

- Q1.** Section 1.7 of the RFGA indicates a due date of 3pm on 6/4. Section 1.11 indicates a due date of 3pm on 5/28. Please clarify.
- A1.** **Section 1.7 of the RFGA has the correct due date of 3pm on 6/4. There is an amendment alert posted that has the correct date.**

May 18, 2009 (Date of Inquiry)

Dawn Fraizer
Child Care Choices

- Q2.** I am currently the Executive Director of SDA 12 and I am working on obtaining my Bachelor's Degree in Organizational Management. I have already completed 61 credits and am set to graduate in April 2011. Would this qualify as meeting the requirement of having an Associate's Degree? I have been employed with the agency since May of 1999 as well.
- A2.** **Either the Executive Director or the Project Director needs to have an Associate degree. ODJFS cannot evaluate proposals' qualifications during the Q & A process. We encourage submission of proposals from any organization that can meet the mandatory requirements (Section 2.1 & Score Sheet Phase I) and perform the work. Scoring criteria not included as mandatory requirements in Phase I of the scoring process will be rated along a continuum of quality and compliance.**

May 19, 2009 (Date of Inquiry)

Jenny Dodge
Child Care Resource Center Inc.
Lorain, Ohio

- Q3.** Under each deliverable there are specific indicators - are we required to perform every indicator under the mandatory services (ie. CDA, employer resource and referral)? If we contract with someone to provide these services, is that sufficient?
- A3.** **Yes, the expectation is to perform every indicator. It is sufficient to contract/sub with someone or some entity to provide these services.**

May 19, 2009 (Date of Inquiry)

Maureen Boggs
ECE Division Director
COAD - (Corporation for Ohio Appalachian Development)
Athens, Ohio

Q4. Can applicants assume that a 'peer to peer' technical assistance service would occur in any or all of the following example scenarios? 1. (CCR&R) professional provides TA to/with ECE center professional (one on one TA) 2. (CCR&R) consultant provides TA to/with ECE center professional (one on one TA) 3. CCR&R professional and or consultant provides TA to/with a group of ECE center professionals (group TA).

A4. The intent of Peer to Peer technical assistance at the foundational level is for the assistance to be provided to more than one person to maximize human and fiscal resources.

May 19, 2009 (Date of Inquiry)

Dawn Fraizer
Child Care Choices
Galion, Ohio

Q5. There is no signature page provided in Attachment D? How are we to handle providing a signature for the Grant Agreement?

A5. There will be an amendment removing the signature page as a requirement.

May 19, 2009 (Date of Inquiry)

Tami Matthews
YWCA Child Care Resource & Referral
Toledo, OH

Q6. Can applicants assume that "individual prices" is in reference to targeted services only?

A6. Per unit or individual prices refers to Targeted services only. Unit funding will be set by ODJFS after grants have been awarded.

May 20, 2009 (Date of Inquiry)

Sallie Westheimer, Executive Director
4C for Children
Cincinnati OH

Q7. Can an applicant focus the entire TARGETED services (unit rate reimbursement) on one component, i.e. Provider Services? (The Targeted Family Services and Targeted Community Services listed in the RFGA represent largely new and costly services at a time when the funds are reduced. E.g. Convening stakeholders in communities where someone else is already convening them is a waste of resources, and "assigning a counselor to assist with the development of a plan" may require new staff with different skills than those that currently exist - with very limited funding.)

A7. Yes.

May 21, 2009 (Date of Inquiry)

Lisa McDuffie, MSSA, LISW
YWCA, Greater Toledo

- Q8.** Please clarify the meaning of this. "ODJFS may require a clause in the resulting contract/grant agreement regarding key personnel, in that any person identified as critical to the success of the project may not be removed without reasonable notice to ODJFS, and replacements will not be made without ODJFS approval".
- A8.** **There are certain job responsibilities that require specific knowledge and skills; this clause is to ensure that individuals are hired who meet those specifications and in cases when an individual with those specifications will leave the project for any reason, ODJFS has a right to know prior to that individual's departure and retains the right to require any replacement personnel be equally qualified. Agencies who are awarded funding will know which job responsibilities pertain to this clause.**

May 21, 2009 (Date of Inquiry)

Maureen Boggs, ECE Division Director
COAD - (Corporation for Ohio Appalachian Development)
Athens, Ohio

- Q9.** Need clarification: How exactly is the Budget Attachment F, and any additional attached detail, to be submitted? Is it all to be placed within Tab 4 and no other closed/sealed manner to be opened separately after initial review process?
- A9.** **A sealed cost proposal/program budget is NOT required. The budget is to be submitted within Tab 4.**
- Q10.** The form Appendix A is called "Performance Plan Report". Please clarify, is this form to be used as a "performance planning" document in the application and then to be used later as the reporting form?
- A10.** **The Performance Plan Report documents what items must be reported to OCCRRA on behalf of ODJFS quarterly. The Performance Plan Report is NOT to be submitted with the application. There is an amendment that will clarify this question.**
- Q11.** "H. The Selected Grantee shall be required to comply with prevailing wage..." What services provided by the CCR&R selected would fall under this stipulation?
- A11.** **Compliance with prevailing wage means that staff are compensated at least at the minimum wage level.**

May 21, 2009 (Date of Inquiry)

Geri Grove
Early Childhood Resource Center
Canton, OH.

- Q12.** The statement notes best practice certification can be attained within 12 months of contract - What timeframe is required for utilization of NACCRAWARE?
- A12.** **Utilization of NACCRAWARE must be in place within the first 90 days in order to comply with the quarterly reporting requirements.**
- Q13.** What are the specific expectations: education, experience, and expertise (as offered for the position of Executive Director/Project Manager) for the remaining staff roles?
- A13.** **The expectations are that individuals responsible for training meet ODJFS specialized training requirements which can be found at www.stepuptoquality.org Individuals providing technical assistance on age-specific content must have the education and expertise pertinent to that age group.**
- Q14.** Please clarify - Is it acceptable for SDA to coordinate PD opportunities with other agencies or must the SDA be the sole "provider"? Secondly, Are all PD opportunities offered through a SDA free or is there the possibility for small fee-based programs?
- A14.** **It is acceptable for an SDA to coordinate professional development opportunities with other agencies. All professional development that is provided through this grant can not be fee based.**
- Q15.** Is "All About" a specific training or are you referring to specialized training for SUTQ?
- A15.** **“All About” refers to general trainings that count for Step Up To Quality. All About trainings include the following topics: Environmental Rating Scales and the Program Administration Scale. Additional trainings are developed when there is provider demand.**
- Q16.** Is there a specific evaluation tool which must be used for the evaluation scores?
- A16.** **There isn't a specific evaluation tool but rather a standard evaluation that must be used by all agencies providing professional development.**
- Q17.** What tool is used for trainer evaluation?
- A17.** **A standardized tool that was developed by the Ohio Child Care Resource and Referral Association (OCCRRA) will be utilized.**
- Q18.** Clarify the performance indicator for improving quality in sites. Is it limited to increasing Two star ratings?
- A18.** **The goal of targeted provider services is to improve the quality of Step One programs thereby increasing the number of Two Star rated programs.**
- Q19.** What are the qualifications and performance requirements for single point of contact?

- A19. The specific qualifications and performance requirements are being developed. The goal is to have one individual with the skills and experience to communicate with program leadership, create the program's quality improvement plan based on assessment data, coordinate the necessary supports and track program progress.**
- Q20.** Please clarify what is meant by "base" funding. Foundational and Targeted Services Outcomes 1.c ; 2.c; and 3.c, Base Funding: p. 11.
- A20. Base funding covers all of the outcomes listed for Foundational services. Targeted services are reimbursed on a per unit basis.**
- Q21.** Appendix A - Performance Plan p.4. There appears to be a typo on the form. See "Encounters" and "Hours" on one row and "Trainings" and "Participants" on the following rows. Q: Is this just a mistake?
- A21. Yes this is an error – all rows should read Encounters and Hours. This does not need to be submitted as part of the application.**

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFP#: R-1011-06-8020.**