

**VENDOR QUESTIONS AND ANSWERS**  
**RFP R#-04-06-0118**  
**Statewide Child Care Resource and Referral (CC R&R) Services System**  
**May 8, 2003 - May 22, 2003**

**IMPORTANT ALERT to POTENTIAL VENDORS:**

This reminder is being provided to all vendors as a result of the number of letters of support/letters of reference being sent to ODJFS at various locations. Any letters of support which are required by the RFP **MUST BE INCLUDED** in PROPOSALS in order for vendors to receive appropriate consideration. As stated in the CC R&R RFP in Section 4.1, Proposal Submission, **“Material mailed or submitted separately from the proposal packet will not be accepted or added to the proposal by staff of ODJFS.”**

Those letters must be provided to the vendor (not to ODJFS) and the vendor must include all required letters in the proposal when it is submitted to ODJFS.

**Alicia Leatherman**  
**Ohio Child Care Resource & Referral Association**  
**May 14, 2003**

- Q1.** Reference Section 2.4 A 1. What is the difference between the technical approach, management plan and the narrative that all seem to be listed as requirements of the proposal?
- A1.** **The technical approach would be an overview or summary of the specific answers the applicant lists in Section 2.4. A 3, 4, 5 and 6. The management plan would be an overview or summary of the specific answers the applicant lists in Section 2.4 A 7 and 8.**
- Q2.** Reference Sections 2.4 B 1 a and 2.4 B 5 a. Please confirm if "provider database" and " child care resource and referral database" are both referring to a database that includes information on child care providers?
- A2.** **Section 2.4 B.1.a refers to information specific to providers, i.e., type of provider, location of provider, slot availability, etc., while Section 2.4 B 5a is referring to early care and education services, i.e., type and location of providers, type of training services offered, type and number of attendees completing and/or requesting training services, demographic information about the type of services families request, number, type and location of accredited providers, etc.**
- Q3.** Reference Item 61 and 62 of Attachment M. Please clarify how a plan can be developed for the dissemination of materials and reports, when the audiences and content have not yet been identified?
- A3.** **This is seeking a plan on HOW the applicant will assist ODJFS with gathering, assessing, evaluating, measuring and/or disseminating early care and education demographic and statistical**

**data, and how this plan will meet the potential needs of ODJFS as described throughout the RFP.**

**Rosa Huff  
Children's Hunger Alliance  
May 16, 2003**

- Q4.** Are there specific items that should be included in the Project Abstract or should we assume that it is a one-page summary of the project?
- A4.** **Each proposal should clearly address the Scope of Work and Specifications of Outcomes as described in Section II of the RFP, and the RFP does NOT specify nor limit the number of pages of any section of the proposal or the proposal in its entirety.**

**Billie Kuntz  
Clermont County Community Services, Inc.  
May 19, 2003**

- Q5.** Is this grant currently operating or is this a new program?
- A5.** **There is an existing ODJFS funded statewide child care resource & referral (R&R) program, but the current grant for this program expires June 30, 2003. The ODJFS funded statewide child care R&R program was originally implemented approximately 10 years ago. However, over the past several years, both the type of early care and education services parents expect as well as the outcome measures used for evaluating the quality of early care and education programs have changed significantly. Consequently, ODJFS has revised the statewide R&R is to solicit proposals from qualified applicants whom can successfully address the deliverables required under the newly revised ODJFS funded statewide R&R program.**
- Q6.** If this is currently operating am I able to find out who is operating it in my region?
- A6.** **The currently grantee serving Clermont county is 4C for Children, 1225 E. McMillan Avenue, Cincinnati, Ohio 45206, (513) 221-0033, Sallie Westheimer, Executive Director. However, the current grant expires June 30, 2003 and 4C for Children may or may not be awarded the new grant. The new two-year grant is anticipated to be awarded July 1, 2003.**

**Alicia Leatherman  
Ohio CCR&R Association  
May 2, 2003**

- Q7.** Section 2.4 A, 1. Does the management plan need to cover 1 or 2 years?

- A7. Because of the grant agreement is for a two year time period, there should be a specific Management Plan for each year of the grant agreement.**
- Q8.** Section 2.4 A, 8. This indicator is extremely confusing given the requirement to submit a completed management plan in chart form. How does it differ from other indicators? Is the emphasis on evaluation or the activities?
- A8. Section 2.4 A, (8) is seeking information regarding how the applicant will evaluate the effectiveness of the proposed Management Plan. What checks and balances will be put into place to ensure that the Management Plan is achieving the desired outcome(s). And, if the Management Plan is not achieving the desire outcome(s), what actions will be taken to modify the Management Plan.**
- Q9.** Section 2.4 B Outcome 5. In Outcome 1-4, it is clear which accountability indicators in paired with an activity and they are quantifiable. However, in Outcome #5 it appears that some of the activities are not clearly matched with an accountability indicator that is quantifiable. Can you list which activity and indicator belong together?
- A9. Each of the activities listed in Section 2.4 B (5) could apply to either or both of the Accountability Indicators listed.**
- Q10.** Section 3.5 I. It appears that this section was included by mistake. Can you please explain the relationship of CSEA to this grant?
- A10. All ODJFS contract and grant agreements require compliance with the child support mandate, as established in the CC R&R RFP in Section 3.5, F. The child support information in 3.5, I. is specific to CSEAs and should have been deleted from the document. We regret this oversight.**
- Q11.** Section 3.6. Where should travel be listed on the project budget? There is not a specific line for overhead, per diem or hourly rates.
- A11. As stated in Section 3.6, travel is NOT an separate line item and will not be reimbursed or itemized separately.**
- Q12.** Attachment G/Section 4.2 B. The instructions on Attachment G reference a "Cost Proposal as specified in the RFP, Section 4.2 B". However, in Section 4.2 B there is no mention of the "Cost Proposal." Where can that be found?
- A12. The terms "Cost Proposal" and "Project Budget" are interchangeable for all purposes related to this RFP. While we try to use terms consistently, the reference to Cost Proposal on**

**Attachment G is an oversight on our part, and we regret any confusion this may have caused.**

**Q13.** Section 4.2 B. Are applicants expected to include a budget narrative in their proposal?

**A13.** **There is no language in Section 4.2 B which indicates that an applicant must submit a budget narrative with their proposal. There is also no language in Section 4.2 B, or the RFP in its entirety, that would prohibit an applicant from submitting a budget narrative.**

This concludes the ODJFS Final Question & Answer Document for RFP # R-04-06-0118.