

Responses to Questions for *RFP#2018-10 Child Care Resource and Referral Services, Including Legally-Exempt Caregiver Enrollment Services*

Q1	Where would the attachments be for this RFP?
A1	The RFP and all attachments have been posted to the following web locations: 1) Our OCFS Website at http://ocfs.ny.gov/main/bcm/rfp.asp 2) The NYS Contract Reporter Website at https://www.nyscr.ny.gov/login.cfm 3) The Grants Gateway at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx
Q2	I am able to get the RFP but not the required forms from either site. Can you please help me with this?
A2	A hyperlink to each form is provided in Section 1.6 Submission of Proposals. If you are unable to open the links please contact the RFP unit at ocfs.sm.rfp@ocfs.ny.gov .
Q3	I cannot find the Work Plan Template (referenced in the CCRR RFP on page 23) in the Pre-Submission Uploads sections of GG. Can you kindly advise?
A3	The Work Plan Template is not in the Pre-Submission Uploads section as indicated in the RFP. The Work Plan has been attached at the end of these Q and As, and it can also be found with the procurement documents on the Contract Reporter Website at https://www.nyscr.ny.gov/login.cfm and the OCFS Internet at http://ocfs.ny.gov/main/bcm/rfp.asp . As instructed in the RFP, the document should not be submitted with your application, it should be saved for future reference for any subsequent contract for services.
Q4	The Milestone Chart in the Pre-Submission Uploads section of GG do not appear to work—I cannot type in them. Is this an overall problem or is it on my end?
A4	The Milestone Chart has been updated to allow typing in the fields, however it cannot be changed in the Grants Gateway. Please visit the OCFS Website (http://ocfs.ny.gov/main/bcm/rfp.asp) or the NYS Contract Reporter Website (https://www.nyscr.ny.gov/login.cfm) to access the fillable version of the form.
Q5	Where shall we upload our VRQ certification page? Page 14 of the CCRR RFP says to upload it in Pre-Submission Uploads section, but there does not appear to be a spot to do that.
A5	Please upload this document to the Grantee Document Folder.
Q6	Where do we upload the minutes and attendance from the last three board meetings as requested on page 11 of the RFP?
A6	The required documents are to be uploaded to the Grantee Document Folder.
Q7	If we don't upload the MWBE form, we get an ERROR message in the Pre-submission Uploads section. Will this be fixed so the error message does not come up?
A7	The MWBE goal for this solicitation is 0%. Please upload the form with a 0% goal.
Q8	The internal link mentioned on page 6, section E to access the directory of SDVOB's is not available (Server Error 404).
A8	That link is currently functioning. The Form in Section 1.6E is to be completed and uploaded to the Grantee Document Folder of your application. If the link fails, please contact the RFP unit @ ocfs.sm.rfp@ocfs.ny.gov .
Q9	Do subcontractors need to be prequalified in GGS? What needs to be submitted as evidence of their prequalification?
A9	No, subcontractors are not required to be prequalified in GGS.
Q10	Section 5.2 Proposed Budget:

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	<p>•Do you want Legally Exempt as a separate budget or can all services be included in one budget?</p> <p>•On page 33 under Miscellaneous expenses f. Administrative expenses: Our agency has a federally approved Indirect rate of 13.6%- are we able to use this or are we limited to 5%?</p>
A10	<p>For the purposes of this RFP, only one budget for CCR&R services and for Legally Exempt services should be submitted with all services included.</p> <p>Per RFP Section 5.2.B.5.f, an applicant's federally approved indirect cost rate may be used as long as the administrative cost included in the federally approved rate and the administrative cost in the budget does not exceed the 5% of the total grant award. A copy of the federally approved indirect cost agreement with narrative, addendum, and expiration date must be submitted as part of the proposal</p>
Q11	<p>Section 6.2 Evaluation process. On page 41, the RFP states that a separate proposal must be submitted for each county to be served. Do we need to submit a proposal for CCR&R separately from Legally Exempt as well?</p>
A11	<p>No. Separate applications must be submitted for each individual county to be served. The proposal for each county must contain responses for both the CCR&R services and Legally Exempt services in accordance with RFP requirements. In order to start a new application, click on "view Opportunities, search for this opportunity, and repeat the steps already taken on the previous application.</p>
Q12	<p>Page 10, states in the "Term of Contract" section that this RFP is for five years, however the next sentence states the contract dates are 7/1/18 through 6/30/22, which is four years. Is it a four or five-year contract?</p>
A12	<p>The term of the contract is five years (7/1/18 through 6/30/23). The RFP will be amended to reflect this.</p>
Q13	<p>Please check the child care center data and the SACC data for Hamilton County on Attachment 5. There are not 8 child care centers in the county. Actually, there are 0 and there are not 7 SACC programs. Again, there are 0.</p>
A13	<p>Attachment 5 was amended on February 26th to include the correct amounts and data.</p>
Q14	<p>In reviewing the RFP#-CFS01-RFP# 2018-10 Child Care Resource and Referral Services, Including Legally-exempt Caregiver Enrollment Services, (page 27, section 5.2, Non-Allowable Costs) it states the costs for dues cannot be included as OCFS funded costs within the project budget.</p> <p>OCFS has set a standard for CCR&R's to attain either the Standard of Excellence or National Quality Assured (NQA) certification, which requires a membership to the Early Care and Learning Council with a fee of \$1909.01 and certification to Child Care Aware of America with a fee of \$250.00.</p> <p>Is it permitted to use the OCFS project funds for the Early Care and Learning Council membership dues and Child Care Aware of America NQA certification fees?</p>
A14	<p>No, Section 5.2 of the RFP provides that costs for membership dues are not allowable cost.</p>
Q15	<p>It is stated on page 36, #10 that "because all bids require an individual proposal for each county to be served, any applicant that proposes to serve more than one county will need to describe potential strategies for collaboration and efficiency of effort among the proposed counties to be served". Can there be a clarification between 'bid'</p>

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	and 'proposal' in regard to GGS? For example, an agency would like to serve 5 counties. Does that agency need to enter GGS 5 separate times and obtain a unique GGS Application ID for each county?
A15	In this case, the terms "bid" and "proposal" are interchangeable. Applications must be submitted separately for each county and include responses for both CCR&R and Legally Exempt services in accordance with the RFP. An agency proposing to serve five counties would need to enter into GGS five separate times using a unique GGS Application ID for each county. In order to start a new application, click on "view Opportunities, search for this opportunity, and repeat the steps already taken on the previous application.
Q16	As mentioned on page 17, a fee structure statement for health care consultancy services must be provided. Do subcontractor fee structure statements need to be supplied in GGS as well?
A16	Yes, per Section 4.1, Desired Outcomes and Program Requirements, applicants with subcontractors that provide any health care consultancy service that charge fees to daycare providers for health care consultancy services not related to the development of a signed Health Care Plan or renewal must submit a copy of the subcontractor's fee structure in the "Pre-Submission Uploads" section of the application.
Q17	In our present CCR&R contract in NYC, we are paid \$61 for each on-line referral milestone and \$1,532 for health care plan review. Attachment 1 in the current RFP lists these unit costs as \$60 and \$1,538, respectively. Has the regional unit cost changed?
	The unit cost attachment was amended to provide the correct costs on February 16, 2018.
Q18	Section 2.0 Executive Overview, subsection 2.1 Introduction (page 9-10) Reads: "Therefore, the legally exempt caregiver enrollment services being procured under this RFP will be developed as separate contracts from the CCRR Contracts." Question: Are we being required to submit two grant applications/budgets (one for CCRR and one for LE) or does this imply that one grant application will be divided into two separate contracts?
A18	A separate application for each county must be submitted and include responses for both CCR&R and Legally Exempt services per the RFP requirements. There is one total funding amount awarded to each individual county which will be split into separate county-specific Legally Exempt contracts and CCR&R contracts. In order to start a new application, click on "view Opportunities, search for this opportunity, and repeat the steps already taken on the previous application.
Q19	Does a bidder have the ability to shift milestone dollars into the legally-exempt category of the RFP budget as long as the total funding for the county is not exceeded?
	Yes, however, a bidder must demonstrate that need exists to shift a county's milestone dollars and that the shift will not exceed the total funding for the county, per Attachment 2. Prior to contract execution, OCFS must review and approve all such requests.
Q20	Are the contracts typically awarded to the same organizations who have held them in the past? If not, how often do awardees tend to change?
	Funding opportunities are awarded to not-for-profit community-based organizations that meet the minimum qualifications and prequalification requirements in accordance with the selection criteria contained in the RFP governing the procurement. How often awardees change depends on the size and qualifications of the applicant pool.
Q21	Is it generally preferred that awardees are involved in the child care industry, either through registration/licensing or through operating a child care center?

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Qualified not-for-profit community-based organizations that demonstrate the ability to provide the services as described in this RFP in their proposal and who submit a Letter of Commitment from each Local Department of Social Services for the county(ies) the applicant seeks to serve are eligible. Refer to Section 3.1, Minimum Qualifications, and Section 3.2 Prequalification Process. Proposals will be evaluated consistent with Section 6.0 Minimum Criteria/Evaluation Process.
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OCFS GRANT RFP

WORK PLAN TEMPLATE

(4,000 character limit for each section)

Use this template to prepare responses to the questions you find in the RFP. Once you have completed the answers here, copy them to the Program Specific Questions section of the solicitation in the Grants Gateway. Save this document to submit it as your Work Plan for the ensuing contract.

Section 1. Community Description. *The proposal must clearly demonstrate the applicant's knowledge of the demographics, cultures, linguistic requirements, issues and service needs of the community to be served by the proposed project. Describe planning activities that were conducted that contributed to the development of the proposal. Identify resources that were reviewed or consulted to develop your proposal, i.e. county plans, goals and/or statewide needs assessment(s) that were used to develop the proposal. Include trends that support the demand for the proposed project services, identify demographic data (including data on the community's racial and ethnic composition and information related to disconnected youth), and social, and economic changes that may be of significance to the target community to receive project services. Discuss how the proposed project relates to the overall needs of the community. Identify how the community was involved in planning for the proposed project. Identify community agency partners that will assist with the project, and community readiness to receive project services.*

Section 2. Target Population (s). *The target population (individual, community, families, children, in some instances staff, etc.) is the intended recipient of project services for whom proposed project outcomes will be achieved. This section must describe the characteristics of the target population to be involved in the program, the geographic area or community to be served, and discuss why the client group is targeted to receive services. Discuss other indicators which contribute to the target populations need for project services, e.g. disconnected youth, disproportionate minority representation. Describe how the project will outreach clients. The target population represents the individuals and/or families who are the ultimate recipient of the proposed services, and those for whom you want to affect some level of change in their status.*

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Section 3. Objective, Tasks and Performance Measures. *OCFS uses an outcome-based approach to contracting. Outcome-based contracting is the provision of funding to achieve predefined demonstrated benefits for a specified population. It shifts the focus of contracting from services provision to the impact or results of those services.*

The important concept in outcome contracting is not how many referrals, training sessions, home visits, support services, or other activities are provided, but what happens to people as a result. For example, instead of determining the number of support group sessions provided, it is critical to know if the number of children initially living with caretaker relatives who subsequently transfer to non-kin foster care has decreased.

Objectives are the desired benefits or changes for the target population following their interaction with a program. They are the expected results of program intervention. Objectives may relate to knowledge, skills, attitudes, behaviors or conditions. Objectives are broad, often long term, and more general than tasks.

Program objectives must be consistent with the desired RFP objectives, and address identified problems/conditions needs and behaviors of the target population. Please revise as needed for your specific RFP.

Objectives should:

- *address at least one significant identified need of the target population(s);*
- *identify the expected results (changes in the condition, status or behavior of the target population) as opposed to the activities designed to produce those changes;*
- *identify results that will significantly contribute to the attainment of the desired objectives;*
- *be clearly defined, have tasks and be measurable;*
- *be achievable with the resources available to the program; and*
- *identify appropriate and realistic methods to verify task attainment.*

For evaluation purposes, steps may be taken by OCFS prior to program implementation to further refine performance objectives of successful applicants.

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Section 4. Proposed Project Description. *This section describes the specific service model, services and activities to be conducted by the project. Discuss how the proposed model will address the current status of the target population. Discuss what specific services, core features or essential elements will be funded by the proposed project. Include sufficient detail to demonstrate that the design and delivery of the program is likely to result in attainment of the performance objectives you selected. Identify plans for outreach, collaboration and coordination in and with the community. Cite any special outreach efforts the project will conduct related to disproportionality and/or disconnected youth. Discuss how the project will interface with other in-house services and services available in the community. Describe the role the target population had in the design of the program and why this approach is the best way to achieve the expected objectives. Discuss cultural and linguistic considerations for the delivery of services to the target population, and how the program will encourage successful case objectives for the target population. Discuss how the applicant will obtain ongoing input regarding customer satisfaction with project services from the community.*

Section 5. Project Staff. *This section provides a comprehensive overview of the proposed project's staffing pattern, staff qualifications, staff development and project supervision. Describe the title and role of staff to be hired by the project, required staff qualifications, how staff orientation and training will be provided; and how supervision of staff will be provided. Cultural competence and awareness are critical. Consider whether the staffing pattern for the proposed project is representative of the community, cultures and languages of persons targeted to receive services. Discuss what activities will be conducted to instill diversity and cultural responsiveness in project services. State whether resumes are required. When completing the budget, identify by title and number, all staff to be assigned to this program whether or not they will be paid with requested project funds. Also briefly indicate staff responsibilities.*

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Section 6. Organization Description. *Describe the past accomplishments, special characteristics and resources of your organization that are predictive of your success in achieving the stated performance objectives. Describe how the management of your agency supports the proposal for this program. Identify the key people in the organization who are primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity including knowledge, skills, expertise, professional credentials and commitment. Describe the history of your organization, experience working with in/or in the target population, and provide evidence that it has the capacity and any required licenses to successfully manage the project. Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis. Provide evidence of the organization's ability to: hire and maintain staff, what activities the organization has initiated to accommodate cultural and linguistic requirements of the community, and how the organization will promote effective coordination with other key partners and service providers in the community to maintain this program. An organizational chart is needed that shows how this program fits into the organization's goals and mission. **Please update this document in Grants Gateway Document Vault.** Include any affiliations with other community groups.*