



- Q1.** 1. 1.8.1 page 9  
What documentation is required to go onto the PDF file? Must all attachments be included?
- R1.** **All documentation included in the technical and cost proposals must be in the PDF file. Yes.**
- Q2.** 4.2 page 18  
Would the Department prefer the copies in a binder or may we use a large clip?
- R2.** **Both options are acceptable.**
- Q3.** 2.10 page 12  
What was the total amount funded to Region 2 for fy 2009?
- R3.** **\$984,260.75**
- Q4.** 5.0 page 23  
Is there any costs associated with waiting list? If so does the department fund this cost through another RFP? I am unable to determine how this cost will be reimbursed.
- R4.** **No additional cost is associated with the waiting list. The total budget cost is inclusive of the cost for maintaining and updating the waiting list. Total budget cost can not exceed \$150 per child.**
- Q5.** 5.0 page 23  
If more than one region is awarded can costs be compiled within one larger budget if this budget does not exceed the combined contractual amount?
- R5.** **To comply with the RFP requirements, a vendor proposing to provide services in more than one region must submit a separate budget outlining the cost for each region and a separate detailed budget justification for each region. Subject to Department approval, costs can be compiled into one budget if more than one region is awarded to a single vendor.**
- Q6.** 4.2 on page 18  
"Do not use rings or prong fasteners" Please advise to what the Department feels is appropriate.
- R6.** **Binders or clips.**
- Q7.** 4.2.5.1.7 on page 20  
"documentation that each employee has had criminal background checks"  
Per 2008 RFP it was addressed by the state that unless workers had unsupervised access to children that a ABI or FBI background check was not necessary. Must all subsidy staff now have these? If so do we include copies of the actual background checks as an attachment in the RFP?
- R7.** **The criminal background check applies to contract employees who have unsupervised access to children. Include a list of all employees who have or could have, due to the nature of their job duties, unsupervised access to children. Indicate whether the employee has a background check and whether a suitability letter has been issued.**



**Q8.** 5.0 on page 23

The narrative description of each line item, will we have to include this on the actual budget form? Or are we supposed to prepare a budget narrative and a budget justification? Should the responsibilities of personnel be included in the budget justification or should it be separate?

**R8.** Do not include the narrative description of each line item on the budget form. The narrative description of each line item and the budget narrative justification can be included in one document. Include personnel responsibilities as part of the budget justification.

**Q9.** 3.1.3 – **NUMBER TO BE SERVED**, Page 15

Managers, supervisors, and administrative staff must not be included when determining the caseload count.” Would the Receptionist position be considered an administrative position?

**R9.** Employees who perform case management duties are included in the 250 caseload count. Case management duties include interviewing clients, verifying client eligibility for initial and continued services through third party sources, performing the limited resource and referral required by policy, registering providers to participate in the Subsidy Program, case management of provider files and authorizing payments to providers.

**Q10.** 4.2.5.1.2 – **References**, page 19

“Employees of DHR may not be listed as references.” Does this apply to the primary and secondary contacts (County DHR Directors/Supervisors) for a County DHR office?

**R10.** It applies to all employees. No employee of DHR may be used as a reference.

**Q11.** 4.2.5.1.7 **Background Checks**, Page 20

“Provide documentation that each employee has had an ABI and FBI criminal background check.” Do letters of suitability for each employee need to be included in the proposal?

**R11.** See R7.

**Q12.** Page 21, Section 4.2.5.3.2 **Start-up Plan**

Is it necessary to include a Start-up Plan if an agency is currently providing Child Care Services and will not be proposing to provide services in any additional regions? How are points awarded if a Start-up Plan is not needed?

**R12.** Yes. A start-up plan is needed.