



Responses to questions:

- Q1.** Under Section 3: Scope of Project on page 15, item 3.1 describes two different types of services: Comprehensive Regional Quality Enhancement Services and Targeted Quality Enhancement Services. Which category do Alabama Public Television's services fall under?
- R1.** **The category is dependent on the services the vendor proposes.**
- Q2.** When identifying a quality activity category (ie Professional Development), must all sub-activities in that category be included in the scope of work (ie A, B, C, and D)? Or can a quality activity category be identified addressing only one (or fewer than all) sub-activity (ie A only or A&B)?
- R2.** **Comprehensive Services proposals must address all activities identified under 3.1.1 Training and Technical Assistance and one or more activities in the three remaining categories – 3.1.2; 3.1.3; 3.1.4.**
- Q3.** Can funding to obtain ABI and FBI background checks on key personnel be included in the proposed budget? And if so, will DHR allow for that expenditure?
- R3.** **Yes.**
- Q4.** What is the deadline for having ABI and FBI background check results on file if the proposal is accepted?
- R4.** **Vendors must maintain documentation that criminal background check applications (ABI and FBI) have been submitted and/or results of the background checks must be on file for all appropriate staff upon contract commencement. Staff hired after contract commencement must submit applications for criminal background checks within five (5) days of employment. Employees may continue working pending outcome of background checks.**
- Q5.** Is budget scoring based on the cost alone, the accuracy/clarity of the budget spreadsheets and narrative submitted, or a combination of the two?
- R5.** **Scoring methodologies are not disclosed. Vendors should submit all required information with accuracy and clarity.**
- Q6.** Can previously funded vendors obtain scoring histories and explanations from RFPs submitted in prior years? If so, what the procedure for requesting that scoring information?
- R6.** **Vendors may request their aggregate scores (only). Vendors are not debriefed.**
- Q7.** **3.1.1 Training and Technical Assistance**
Can any Quality Contractor Vendor off CDA credit?
In previous grant cycles, we provided training which met *Minimum Standards*. By indicating categories to which our proposed training and technical assistance relates with *Alabama Pathways Core knowledge Areas* and *Child Development Associate (CDA) Functional Areas*, will our training topics now have to include all three areas when providing certificates to participants?
- R7.** **Yes.**
- Q8.** What is the difference between technical assistance and technical support? **p.16 3.1.1 Training and Technical Assistance and p. 17 3.1.2 Professional Development**
- R8.** **Technical Assistance and Technical Support mean the same for the purpose of this RFP.**



Q9. Vendors must specify which Training and Technical Assistance categories they propose to provide.

- i) When specifying training and TA categories as a targeted contractor, do we need to include all categories?
- ii) F. What is Director's Forum? Networks? Training Series?

R9. i) No.

ii) Examples of activities designed specifically to address the unique needs of child care facility directors.

Q10. 3.1.1 TRAINING AND TECHNICAL ASSISTANCE, Page 16,

"No more than one-fourth of the required training provided to an individual can be certified as video learning."

Question: Would the one-fourth of required training include APT video activities or televised series?

R10. No.

Q11. 3.1.1 TRAINING AND TECHNICAL ASSISTANCE, Page 16

"Training and technical assistance must be offered in the categories required by Minimum Standards and Alabama Pathways to Quality Care and Education Core Knowledge Areas."

Question: For a Targeted Quality Enhancement Services proposal, do we need to assign categories of training for Alabama Pathways to Quality Care and Education Core Knowledge Areas?

R11. Yes.

Q12. 3.1.1 TRAINING AND TECHNICAL ASSISTANCE, Page 17

"Advanced Level Training is most appropriate for professionals who have at least 3 years experience and 30 credit hours in child development."

Question: Does this mean 30 hours credit from a college or university or 30 contact hours from a Quality Enhancement Program?

R12. Thirty (30) hours of credit from a college or university.

Q13. 3.1.1 TRAINING AND TECHNICAL ASSISTANCE, Page 17

Training and technical assistance must be offered in the categories required by Minimum Standards and Alabama Pathways to Quality Care and Education Core Knowledge Areas.

Question: For a Targeted Quality Enhancement Services proposal, do we need to specify the training levels?

R13. Yes.

Q14. 3.1.1 Trainings and Technical Assistance activities proposed for this category must adhere to the guidelines in."

Specific activities in this category include:

- A. Technical assistance to support exempt providers in becoming licensed;
- B. Providing consultants to assist child care providers regarding health and safety issues;



- C. Technical assistance and support to providers serving children with special needs;
- D. Recruitment, technical assistance and support to Hispanic and other culturally diverse providers; and
- E. Recruitment, technical assistance and support to increase and maintain the number of formal child care providers operating in rural counties.

Question: Is a vendor required to address all activities A through E, or may a vendor select some but not all?

R14. See R2.

Q15. 3.1.4 RECRUITMENT AND TRAINING FOR DIVERSE CHILD CARE POPULATIONS, Page 18

“These activities or training are not mentioned specifically in the categories above but address a specific need or focus on individuals who are under-served or have not traditionally participated in other quality enhancement activities. These include but are not limited to providers in rural areas, kith and kin (relative child care) providers, children with special needs, migrant families and non-English speaking families.

Trainings and Technical Assistance activities proposed for this category must adhere to the guidelines in Section 3.1.1.”

Specific activities in this category include:

- A. Technical assistance to support exempt providers in becoming licensed;
- B. Providing consultants to assist child care providers regarding health and safety issues;
- C. Technical assistance and support to providers serving children with special needs;
- D. Recruitment, technical assistance and support to Hispanic and other culturally diverse providers; and
- E. Recruitment, technical assistance and support to increase and maintain the number of formal child care providers operating in rural counties.

Question: Is a vendor required to address all activities A through E, or may a vendor select some but not all?

R15. See R2.

Q16. 4.2 Proposal Format

1. Can we use a 3-ring binder for our proposal?
2. What would be acceptable tabs?
3. Do charts and/or grids need to be in the Times New Roman format?

R16. 1. Yes.

2. You may purchase tabbed sheets at most office supply stores. Adhesive tabs must not be adhered to any pages of the technical or cost proposals.

3. No.

Q17. 4.2 Format

Do the charts have to adhere to the 12 point font requirement or can the print font be smaller to fit on one page?



R17. No.

Q18. If there are 4 activities listed under a category, are we required to do each of those activities or are those recommendations? **(3.1.1 Training and Technical Assistance and p. 17 3.1.2 Professional Development, 3.3.1 Public Consumer Education and 3.4.1 Recruitment and Training for Diverse Child Care Populations (p. 16-18),**

R18. See R2.

Q19. Section **4.2 PROPOSAL FORMAT** of the RFP states that “Proposals must not exceed one hundred (100) pages, **including attachments**” We are struggling with being able to include all the required copies of Audit, Licenses & Credentials, job Description/Resumes, and Background Check Documentation and stay within the 100 page limit.

May the required Audit and Auditors’ letters, Licenses & Credentials, Job Descriptions/Resumes, and Background Check Documentation be included as an “Appendix” (not an “Attachment”) and therefore not be counted in the 100 page total limit?

R19. The one hundred page limit includes appendices. Vendors may include a list of employees indicating those who have completed background checks to satisfy the “Background Check” requirement; however, all official document must be on file and available to field staff during visits. Audit summaries may be submitted in lieu of the entire audit statement.

Q20. On the Cover page, under *Instructions to Vendors*:
Question: Should agencies that are proposing for more than one region write separate proposals for each region?

R20. Yes.

Q21. Please redefine the type of tabs requested. Most tabs are adhesive or the paper type. Can you specify or give an example of a type of label that is acceptable? **p.19 4.2 Proposal Format**

R21. See R16 (2).

Q22. Do the tabs count as part of the 100 pages? **p.19 4.2 Proposal Format**

R22. No.

Q23. Please redefine when it says that the proposal is to be single-spaced but that paragraphs are to be double-spaced. **p.19 4.2 Proposal Format**

R23. Refer to the procurement document as an example. The body of the document has single spaces with double spaces between paragraphs.

Q24. Are all pages, including the budget, to be numbered? **p.19 4.2.2 Table of Contents**

R24. All pages of the technical and cost proposals are to be numbered.

Q25. 4.2.4. LICENSES, CERTIFICATES/CREDENTIALS, Page 20
Question: If our agency has DHR licensed child care programs, do we need to submit copies of our licenses?



R25. Yes.

Q26. 4.2.4 Are the required Licenses, certificates and credentials for all professional staff on the project or for the agency itself? If for the agency, what type of documentation are you looking for if we are a non-profit organization that is not required to have a business license with the city?

R26. Include all relevant licenses, certificates, and credentials held by the agency.

Q27. What specific documentation is required for Section **4.2.5.1.6 Background Checks**?

R27. Refer to Section 4.2.5.1.6 Background Checks for requirements. Also, see R19.

Q28. 4.2.5.1.6 Background Checks

What documentation is required to validate that each employee has had an ABI and BFI criminal background check (individual suitability letters or a list of all employees who have met this requirement)? Does this apply to individual subcontractors as far as providing documentation?

R28. See R19. The background check requirement pertains to primary and subcontractors.

Q29. 4.2.5.2 Vendor Financial Stability

Please explain what letters are required from the auditor(s)--Is the required letter from the auditor the same as the Audit Report found in the front of the audit or is this a separate letter independent of the audit?

R29. It is a statement provided by auditors stating that an audit has been conducted and it indicates their findings.

Q30. What needs to be submitted for those who have applied but have not received their suitability letter?

R30. Provide a list of those individuals and indicate the status of their background checks.

Q31. 4.2.5.2 Vendor Financial Stability – Does a copy of the signed “Independent Auditor’s Report: from the previous two audit reports meet the requirement for the letter from the auditors.

R31. See R29.

Q32. 4.2.5.2 Vendor Financial Stability

1. Audit for past year is 21 pages. How much of full audit is necessary, e.g. Individual Audit Report, Statement of Financial Position and Activities, all financial statements, notes about statement, yellow book compliance report and federal award schedule?
2. Is the auditor report the letter from the independent auditor’s report and if not, what letter?
3. Do you require both letters, one being from the current audit and the other coming from the year prior to the current audit report?
4. Do you require a 990? If so, do we include all twenty-six pages or the summary, signatures, statement, revenue, and expenditures and balance sheet?
5. Do all these required documents count towards the 100 page maximum of the RFP?

R32. 1. See R19.

2. Yes.



3. Yes.

4. No.

5. Yes.

Q33. If the Audit cannot be submitted as an Appendix to the Proposal, where should it be included in the Proposal? Behind **tab 4.2.5.2 VENDOR FINANCIAL STABILITY?**

R33. The audit may be included as an appendix.

Q34. **4.2.5.2.VENDOR FINANCIAL STABILITY, Page 21**

“Vendor must submit an audited financial statement for the past year and letters from the auditor(s) who performed the previous two (2) financial audits immediately preceding the issuance of this RFP.” Also, **4.2 PROPOSAL FORMAT, Page 19, indicates that** “Proposals must not exceed **one hundred page**, including attachments.”

Question: Our agency’s financial statement will take up one-fifth of the pages allotted for the proposal. Do we have to count these pages in the 100 pages allotted?

R34. See R19.

Q35. **4.2.5.3.2 Start-up Plan, Page 21**

“Vendors must be fully operational on October 1, 2011.”

Question: If certain staff positions would not be filled until November, would this be impacted by the above requirement?

R35. Yes. All staff must be in place and vendors must be fully operation on October 01, 2011.

Q36. **4.2.5.4. VENDOR CERTIFICATIONS, Page 22**

Question: Does each Vendor Certification need to be on a separate page or can they be grouped together?

R36. Certifications and attestations may be listed as they are in the procurement document.

Q37. If the response to a section is very short, may it be combined on the same page with the response to another short answer. For example, the **VENDOR CERTIFICATIONS** in **Section 4.2.5.4** are short paragraphs attesting to agreement to terms and conditions of the contract. Can these be submitted on only 1 or 2 pages provided that corresponding tabs are placed before the sheets?

R37. Yes. Yes.

Q38. **5.0 BUDGET, Page 24**

Question: Do we need to plan for level funding? Is it permissible to propose new quality services at an additional cost?

R38. This procurement will produce new contracts. All vendors must respond to the requirements in the current request for proposals (RFP) and adhere to all instructions.

Q39. **5.0 BUDGET, Page 24**

Question: Will one-time salary adjustments be permitted for staff?



- R39. Vendors must make the decision whether to include raises for staff in their proposed budgets, following the budget instructions as outlined in the RFP.**
- Q40.** Two financially related questions:
1. page 24, Section 5: Budget, 5.0 Budget: Please discuss how to account for indirect costs.
 2. Page 38, Appendix F: Instructions for budget forms item 1. Personnel: With regards to salaries for DHR-funded personnel, should we use the current salary figure for the person in that position or an amount for the position regardless of who is filling that position?
- R41. 1. Indirect cost may be listed under “other”.
2. The salary must be the amount proposed for FY12.**
- Q42.** APPENDIX G: Quality Initiative Summary Sheets. We cannot find in the RFP how/where/if we are required to complete and submit this form. We cannot find it mentioned in the body of the RFP, Format or Instructions. Please advise.
- R42. Complete Appendix G and submit it with your proposal. The budget should followed by a completed copy of Appendix G.**
- Q43.** What is the funding amount for current Quality Enhancement Contractors for fiscal year 2010 (11)?
- R43. There are no specified funding structures for this procurement.**