



Alabama Department of Human Resources

***Child Care American Rescue Plan Bonus Payments  
RFP 2021-200-02***

**Q1. Page 15 Project Overview**

**It states that the Provider will receive advance quarterly payments. The Providers' staff would receive their bonus payments on a monthly basis over the next 3 months?**

**R1. Providers must pay the employees on a quarterly basis as well.**

**Q2. Page 15 Requirements for administering Child Care Stabilization Grants**

**How does the Department define a center in good standing? If a center is in a plan of correction is that considered in good standing? Will the Department make the vendor aware of programs that go out of business or lose their license during this process?**

**R2. A center in good standing is one that is not on adverse action. Adverse actions are exclusively probation, revocation, and suspension. The Department will supply a list of providers that are on adverse action and when they have been cleared.**

**Q3. Page 15 Requirements for administering Child Care Stabilization Grants**

**If a center opens and becomes a licensed provider after 3/11/2021, may they participate if they complete the necessary application for the subgrant? It states that the Provider will receive advance quarterly payments. The Providers' staff would receive their bonus payments monthly over the next 3 months?**

**R3. According to the American Rescue Plan Act of 2021, all childcare providers that receive funding must meet the state's requirements at the time of enactment (March 11, 2021). No provider licensed after March 11, 2021 may participate in the grant program.**

**Q4. Page 16 Qualifying Criteria**

**If a licensed childcare center is blended to provide Early Head Start, First Class Pre-k, and private childcare will all teachers employed, no matter the classroom assignment be eligible for the bonus?**

**R4. Teachers assigned to First Class Pre-K are not eligible to receive the bonus. Early Head Start-Child Care Partnerships are eligible.**



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**Q5. Page 16 Section C**

**Do the applications have to be filled on-line and then submitted that way or can they be emailed to the Vendor?**

**Some Providers may not have ability to send electronically. Is faxing to a secure line acceptable?**

**If payment is processed on a rolling basis, will the Department allow providers to be late? Will they forfeit their quarterly payment if they do not submit paperwork on or before scheduled times?**

**R5. The vendor may choose the how the application is submitted however there must be multiple methods available for submission. On-line, email, mail, and fax are acceptable methods.**

**Providers will not forfeit payment of their bonus for late submission.**

**Q6. Page 17**

**Will the Department provide guidance on how to prorate the pay for part time staff and subs?**

**Does a staff member have to be working at the beginning of the payment quarter and work the entire quarter to get the bonus? If not, should it be prorated and how? Number of days or weeks worked in the Qtr.?**

**R6. The Department will provide guidance on how to issue payment including proration and pay for part-time staff. Staff members will need to be employed for a minimum of 30 days prior to being included in the grant.**

**Q7. Pg. 18 4.2 Proposal Format – Labeled tabs?**

**Do we submit electronically? This will prohibit the use of tabs. If we must mail the RFP, when is the hard copy due?**

**R7. Yes, RFP will be submitted electronically.**

**Q8. Will the disbursement of payments occur from a state?**

**system or will the vendor need to disburse payments directly to the providers? This will require the vendor to collect W-9 information and issue 1099s.**

**R8. The vendor must disburse payments. The vendor will also need to collect W9s and issue 1099s.**

**Q9. Does the Department of Human Resources (DHR) have a preference of disbursement method? Debit card, direct deposit, or paper?**

**R9. The department does not have a preferred disbursement method. The department requests multiple methods for disbursement.**



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**Q10. What are the number of providers eligible for the grant?**

**R10. Approximately 1800**

**Q11. What is the total number of provider employees eligible for the grant?**

**R11. The approximate number is unknown.**

**Q12. Does DHR have e-mail address for the providers eligible for the grant?**

**R12. The department has an estimate of 1300 email addresses for providers**

**Q13. Does DHR have preferred languages to be available on the website?**

**R13. No.**

**Q14. Must the office location be within the state of Alabama?**

**R14. No**

**Q15. Would DHR be willing to extend the RFP deadline to November 4, 2021?**

**R15. No**

**Q16. The vendor will process payment of the sub grant to the Provider on a quarterly basis, then the Provider will pay the staff on a monthly basis, correct?**

**R16. Question answered in Q1.**

**Q17. This is the question we would like to talk through with you: there is reference to a set schedule of quarterly payments, but then there is also a requirement to accept and process applications on a rolling basis and pay within 30 days. Also, when centers make application and submit the list of full and part time employees – we assume this will be accurate on that day, and payments to staff will be made based on the previous quarter worked. This could then be a one-time quarterly payment to staff, and not a monthly payment. Otherwise, if the November 2021 application is to pay stipends monthly in the coming (3) months (January – March), there could be staff changes – turnover – which is common. Centers could feasibly have \$ to pay staff who are no longer there, and not have \$ to pay new staff hired during the time. Can you talk through this with us?**

**R17. There will be a schedule for centers/homes to submit grant applications as well as a schedule for the issuance of the grants. That does not preclude the center/homes from submitting a grant application after the deadline. Those must also be processed by the vendor.**

**There will naturally be a time lag between the time the center/home makes a grant application and the time the actual bonus is paid to the employee. The employee must still be working at the center/home when the bonus is issued to receive the**



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**bonus. Any discrepancy between funds issued to a center/home and what is actually paid to employees as a bonus will be reconciled by the vendor and the recipient. This should not be an issue because the expectation of the Department is that the vendor will be in contact with and will be assisting the grantees with issues such as this.**

**The purpose of the grants is to stabilize the childcare workforce, therefore, only employees who are still employed should receive the bonus.**