

**Questions for Early Head Start -Child Care Partnership Services RFP# GB2024-200-01**

Q #	RFP Section	RFP Page #	RFP Language	Comment/Clarification/Question	Answers
1.	Appendix F: Cost Proposal & Appendix G: Instructions for Cost Proposal	43-44	Appendix F shows the following on the form: 24-25 Year - \$275 per child x 52 weeks 25-26 Year - \$231 per child x 52 weeks	Child Care Partner Slots - Is the rate \$275 per child for both years as stated in Appendix G?	It is the same for both years. Please see the correction on Appendix F and G
2.	Appendix F: Cost Proposal & Appendix G: Instructions for Cost Proposal	43-44	Child Care Partner Slots = 112 x \$275 per child x 52 weeks = \$1,601,600 Vendor Operating Expenses = 112 x \$556 per child x 12 months = \$747,264.00 Total Budget = \$2,348,864.00 Monthly Fixed Rate per Child = \$2,348,864.00/112/12 = \$1,747.67	Monthly Fixed Cost Rate per Child - The form and instructions both say \$1650.00 per child; however, if you use the following formulas (provided in the instructions), the total is \$1747.67.  Is the \$1650.00 incorrect or should we be using different amounts per child for the formulas above?	That is incorrect. We have made the correction on Appendix F and Appendix G
3.	Section 1.1	8	Eligible Entities	Can a Proposal be submitted while a building is being constructed? Tentative open date of center is June 1, 2024.	This proposal is for childcare partners who possess the knowledge and requirements to offer content area requirements as outlined in this proposal and the head start performance standards. This RFP is not for direct services for children in licensed centers and homes. This RFP is for administrative services as program partners.

**Cost Proposal for July 1, 2024 to June 30, 2025**

Proposed Region Number: \_\_\_\_\_ Slots in Region: \_\_\_\_\_

Budget Items		Total DHR Share
I. Child Care Partner Slots (number of slots in proposed region x \$275 per child x 52 weeks)		\$
II. Vendor Operating Expenses (sum of A-F)		\$
	<b>Total DHR Share</b>	
1	Personnel	\$
2	Travel	\$
3	Supplies	\$
4	Professional Development	\$
5	Policy Council	\$
6	Other	\$
<b>Sum of Vendor Operating Expenses:</b>		\$
III. Indirect Costs (Federally Negotiated Indirect Cost Rate on 2.A. OR De Minimus Indirect Cost Rate of 10% on Modified Total Direct Costs in 2.A.-F.)		\$
<b>Budget Total:</b>		\$
Budget Total: \$ _____ ÷ Slots in Proposed Region: _____ ÷ 12 months =		Monthly Fixed Cost Rate Per Child*: \$ _____

\*Monthly Fixed Cost Rate per Child must not exceed \$1747.67

**Cost Proposal for July 1, 2025 to June 30, 2026**

Proposed Region Number: \_\_\_\_\_ Slots in Region: \_\_\_\_\_

Budget Items		Total DHR Share
1. Child Care Partner Slots (number of slots in proposed region x \$275 per child x 52 weeks)		\$
2. Vendor Operating Expenses (sum of A-F) (\$556 per child x 12 months = \$6,672)		\$
	<b>Total DHR Share</b>	
1	Personnel	\$
2	Travel	\$
3	Supplies	\$
4	Professional Development	\$
5	Policy Council	\$
6	Other	\$
<b>Sum of Vendor Operating Expenses:</b>		\$
3. Indirect Costs (Federally Negotiated Indirect Cost Rate on 2.A. OR De Minimus Indirect Cost Rate of 10% on Modified Total Direct Costs in 2.A.-F.)		\$
<b>Budget Total:</b>		\$
Budget Total: \$ _____ ÷ Slots in Proposed Region: _____ ÷ 12 months =		Monthly Fixed Cost Rate Per Child*: \$ _____

\*Monthly Fixed Cost Rate per Child must not exceed \$1747.67

- I. There must be a separate cost proposal for each region the Vendor proposes to serve.
- II. The cost proposal must include a separate budget for both budget periods (July 1, 2024 to June 30, 2025 and July 1, 2025 to June 30, 2026 for each region proposed).
- III. Each cost proposal must include the proposed region to be served and the number of slots in the region (*Appendix F*).
- IV. Line Item 1 of the budget is the annual amount the Vendor will pay to Child Care Partners for slots. To determine the total amount, multiply the number of slots in the region by the weekly rate of \$275 per child by 52 weeks. **The weekly rate of \$275 per child for 52 weeks each year is non-negotiable.**
- V. Line Item 2 of the budget is the annual amount of the Vendor's operating expenses. To determine the total amount, add up the costs for Line Items A-F. **The monthly rate of \$556 per child for 12 months a year is non-negotiable.**
- A. **Personnel** should include salary and benefits for key Vendor personnel that will work directly on the EHS-CCP project. The salaries and benefits for staff who indirectly work on the project must not be included in this line item. Additionally, Child Care Partner staff must not be included in this line item, regardless of whether the Vendor is the licensee for the Child Care Partner.
- B. **Travel** should include any mileage and per diem incurred by key Vendor personnel for travel directly related to the EHS-CCP project.
- C. **Supplies** should include any office supplies, computer-related supplies, or copies for key Vendor personnel directly related to the EHS-CCP project.
- D. **Professional Development** should include any expenses related to professional development for EHS-CCP teaching staff at the Child Care Partner. This includes expenses related to obtaining an Infant/Toddler CDA, training stipends, registration fees, travel to and from trainings, and substitute teachers to relieve staff so they can attend professional development.
- E. **Policy Council** should include any expenses related to the Policy Council including travel and hotel accommodations to attend the annual in-person meeting and any other trainings or conferences that are related directly to the EHS-CCP project.
- F. **Other** should include all other expenses required to carry out the comprehensive services required in the RFP.
- VI. Line Item 3 of the budget is indirect costs. Indirect costs may be determined in one of two ways:
- A. If the Vendor has a federally negotiated indirect cost rate, the Vendor may propose to charge indirect costs on the Personnel line item (2.A.).
- B. If the Vendor does not have a federally negotiated indirect cost rate, the Vendor may propose to charge a de minimus rate of 10% of the Modified Direct Total Costs (MDTC) from 2.A.-F. MDTC includes: all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships, fellowships, and participant support costs.
- VII. Vendors must calculate the monthly fixed cost rate per child by dividing the Budget Total by the Slots in the Proposed Region by 12 months. The monthly fixed cost rate per child must not exceed \$1747.67.