



Request for Proposal for Child Care Services Program

March 30, 2018 – Questions and Answers

Question 1) General/Budget: Is the selected CCS contractor expected to be located at, and operate services out of, the three workforce centers? If so, what will be the contractor's cost of rent, utilities, etc. at each center?

Answer 1). WSST will be responsible for payment of the following costs for the management and operational of Child Care Services program:

1. Insurance (Equipment located at the Workforce Centers)
2. Rent & Utilities (Building Lease of Workforce Centers)

Therefore, it is not necessary to include the above costs for the management and operational costs of the proposed budget.

Question 2) Indirect Rate/Management Fees (RFP p. 14): As part of its budget, may a nonprofit organization apply both its indirect cost rate and a management fee as long as detail supporting both is provided?

Answer 2). The nonprofit organization may propose direct and indirect costs as long as those costs comply with The Uniform Guidance, Uniform Grant Management Standards, and the Texas Workforce Commission Financial Management for Grants and Contracts cost principles.

Question 3). Costs for Administration (RFP p. 14): Are we correct in understanding that the maximum of 5% for costs of administration relate to the personnel/fringe costs associated with providing direct administrative oversight of the CCS program (e.g. project director's salary/fringe)?

Answer 3). Administrative costs incurred by entities responsible for administering the program include:

- accounting, financial management, budgeting, cash management, property management, procurement and purchasing, payroll, and personnel management (e.g., human resources) functions;
- compliance monitoring of a subrecipient or program evaluation (excludes costs of monitoring or evaluating child care providers, and monitoring the quality of services provided); audit functions (including internal audit); and coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
- general legal services functions;
- information systems related to administrative functions, including purchase, system development, and operations;
- the portion of salaries, wages, fringe benefits, staff training, supplies, postage, travel, equipment, facilities, utilities, and other costs required for administrative functions of the program;

- continuous improvement activities of administrative functions;
- planning, developing, and designing the CCDF program, including the development of program plans, budgets, and schedules;
- coordinating the provision of CCDF services with federal, state, and local child care programs, early childhood development programs, and before- and after-school care programs;
- developing agreements with other administering organizations in order to carry out program activities;
- conducting public relations activities directed at state and local officials and the general public;
- providing local officials and the public with information about the program, including the conduct of public hearings;
- preparing reports and documents associated with administrative functions;
- maintaining substantiated complaint files in accordance with 45 C.F.R. §98.32; and
- indirect costs in which the pooled costs are costs of administrative functions.

Question 4) Demonstrated Prior Experience/Effectiveness (Item 1.7, RFP p. 32): If the applicant organization has not operated a Texas CCS contract or other Texas human service contract in the last three years, should the applicant respond to this item providing similar information on its non-Texas child care/human services contracts?

Answer 4) Bidders may include similar childcare experience for Non-Texas child care/human service contracts.

Question 5) Staffing (Item 6.3, RFP p. 35): If an agency submits only copies of job descriptions (due to staff not yet being hired), will it still meet this requirement? Or, are copies of resumes required to be submitted for all positions?

Answer 5). Bidders should include resumes for identified staff and job descriptions for proposed positions that have not been filled yet.

Question 7). Will inventory be transferred as part of the transition?

Answer 7). Yes, CCS inventory will be part of the transition transfer.

Question 8). Does the Board pay for the internet and utilities?

Answer 8). Yes, the Board covers the internet and utilities cost.

Question 9). Should proposers provide a list of collaborators or established MOUs?

Question 9). Proposers may respond with a list of collaborators and established MOUs – this is a competitive process any description and elaboration on proposed collaborators will be evaluated and scored according.

Question 10). How should references be listed, is there a form?

Answer 10). The three required references should be submitted in the correct sequence order and should include name, address and contact information – e-mail address and telephone number.

Comment 11). Bidders should have the person that has the authority to legally bind the organization in a contractual agreement sign on the proposal cover sheet (Attachment A) where it asks for the Contract Signatory Authority

Comment 12). All bidders must address and describe the transition process – in or out of the contract.

Comment 13). On page 46, Bidders need to choose a box, do not leave blank.

Comment 14). Proposers that want a copy of the RFP CCS in Microsoft Word may request to Bertha Millan

Comment 15). Proposals will be ranked from highest to lowest average score, those with an average score of 77 or above will be notified after Phase 1 via e-mail to participate in Phase 2 of the evaluation process. (refer to page 26)

Workforce Solutions for South Texas

Approved Holidays

New Year's Day

Dr. Martin Luther King, Jr. Day

Presidents Day

Easter Monday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve

Christmas Day