

RFA 24-11 PRE-APPLICATION CONFERENCE GUIDE

1. **(Introductions)** Ladies and Gentlemen, my name is Robert Frein. I am the Director of the Bureau of Subsidized Child Care Services and the Project Officer for this Request for Applications (we will call it RFA). I am responsible for the management of Child Care Works, the Subsidized Child Care Program, which includes oversight of the Child Care Information Services (CCIS) agencies. Other Commonwealth personnel present are: Mac Spiker, Bureau of Financial Operations; Michelle Herring, Bureau of Financial Operations; Todd Klunk, Director of Finance Administration and Planning; Karen Mercadante, Policy Chief; Robyn Arva, Field Operations Chief; Marci Walters, Lead Business Analyst; Leslie Shaw, Fiscal Supervisor; Leigh Ann Bryan, Subsidy Coordinator; and Jessica Sands, Policy Specialist.

If you have not done so already, please be sure to sign the attendance register. May I ask you now to introduce yourselves giving your name, title and the organization you represent? ----
Thank you.

2. **(Agenda)** In today's pre-application conference, we will cover the following: the ground rules for this conference; some of the background leading to the issuance of this RFA; emphasize those requirements of the RFA we consider especially important; an overview of the project; the project timeline; and we will provide preliminary answers to questions regarding this RFA.
3. **(Ground Rules)** Potential applicants may submit their questions in writing to the RFA Project Officer at the break or at the end of the conference; on the forms provided. Any answers to questions provided at this pre-application conference are not final until issued as a formal written addendum to this RFA. Any changes to the RFA will be issued as a formal written amendment to the RFA. Communications shall only be through the RFA Project Officer.
4. **(Background)** The Office of Child Development and Early Learning (OCDEL) seeks to ensure that Subsidized Child Care Program Services are provided consistently and cost-effectively throughout the Commonwealth. One of the goals of this RFA is to lower administrative costs by reducing the number of CCIS agencies from 59 to 42; creating new efficiencies by consolidating non-eligibility services and operations; having satellite offices where needed to provide access to families; and maintaining current functions and high quality services with a new business model.

5. (Critical Points in the RFA)

- To minimize delays in application evaluation and to avoid rejection of your application, read the RFA carefully and submit a complete application, including signature. Our evaluation will be based entirely on what is submitted by you. Follow as completely as possible the application format given in Part II of the RFA; this will aid us in making our comparative evaluation.
- Applicants may apply for one, all, or any combination of the 42 CCIS Service Areas. A separate application (technical and cost) must be submitted for each CCIS Service Area.
- Each application must have two separately sealed submittals; Technical and Cost.
- Applicants must provide the following:
 - i. One original
 - ii. Ten paper copies of the Technical Submittal
 - iii. Two paper copies of the Cost Submittal; and
 - iv. Two copies of the entire application (Technical and Cost) on a CD-ROM or a Flash Drive
- Do not include any cost data in the technical portion of your application.
- Applications must be complete and signature provided.
- Applications must be received by 2:00 PM on September 4, 2012.
- The resulting grant will be for a term of one year with four 1-year renewal options.
- The period from May through June 30, 2013, has been designated as the Readiness and Performance Review period which will be conducted by Commonwealth Staff.
- The selected Applicant must have an office and appropriate equipment. The Department of Public Welfare (DPW) will not be providing computers, internet connectivity, network support, software or desktop support.
- Applicants are required to establish the main office in a location with high-speed internet accessibility and consider internet capabilities to deliver services in other counties included in the Service Area.
- The selected Applicant, including all subgrantee's staff that performs services pursuant to this RFA must obtain written clearances from the PA State Police and Office of Children, Youth and Families' DPW – ChildLine and Abuse Registry. Federal clearances are required for employees who have not been PA Residents for at least 2 years.

- The RFA will be evaluated based on the following criteria:
 - i. Technical – 60%
 - ii. Cost – 40%
- The technical evaluation will be based upon the following criteria: Soundness of Approach, Applicant Qualifications, Understanding the Problem, Personnel Qualifications, and Available Facilities.

6. **(Project Overview)** This RFA seeks to secure up to 42 entities to provide Subsidized Child Care Program Services. Selected Applicants will assume responsibility for all services offered in its application, even if provided by a sub-grantee. Services to be provided include:

- Determining client eligibility in a timely, efficient and correct manner and to execute all related eligibility actions effectively and proficiently;
- Analyzing provider invoice submission for accurate child enrollment, service level, and approved schedule of service; and to render timely payments to providers;
- Educating parents regarding elements of quality child care, interpret the reported child care needs of the parent and supply parents with provider referrals based on the expressed needs;
- Maintaining provider agreements, collecting and verifying rate information, managing out-of-state provider certification, and processing relative/neighbor provider including initiating background checks, meeting face-to-face with providers and verifying documentation; and
- Creating and monitoring expenditures of the Family Support Services allocation and designated service allocations to ensure neither over-expenditure nor under-expenditure of funds.

The Office of Child Development and Early Learning has established Performance Standards and Objectives for the CCIS agencies. There are two areas of performance; Compliance Standards and Operations Objectives. The ratings for the Compliance Performance Standards will be “Meets Standard” or “Needs Improvement.” The ratings for the Operational Performance Objectives will be “Meets Objective” or “Needs Improvement.” Each performance area will be monitored by the CCIS agency’s respective OCDEL Subsidy Coordinator throughout each program year. A Plan of Correction (POC) will be developed for any area that results in a “Needs Improvement” rating.

7. **(Timeline)** The Project Timeline includes:

- 7/18/2012 – RFA 24-11 Issued
- 8/2/2012 – Pre-application Conference
- 8/9/2012 – Answers to Potential Applicant Questions will be posted to the Department of General Services (DGS) website
- 9/4/2012 – Due date for applications
- May - June 2013 – DPW will conduct a Readiness and Performance Review

- July 1, 2013 – Effective date of grant

8. **(Questions)** We will now move to the question and answer portion of the conference. Please note the following:

- As per the RFA Timeline, today is the last day to submit questions.
- No answer is official until it is confirmed in writing.
- Answers to questions will be posted to the DGS website by August 9, 2012.
- To date, **69** (may change) written questions have been submitted by email.

We will now answer those questions that have been submitted to us, via email, after which we will attempt to answer any further questions you may have.

We will now address other questions. To facilitate this portion of the conference, we have distributed question forms. Please write your questions on the forms and return them to us. A break will be provided and we will then read each question without identifying the organization involved and, if we can, answer it now. However, any answer given today must be considered unofficial until it is confirmed in writing. We will not attempt to answer any question not reduced to writing on the question form. All questions asked today will be officially answered in writing. All questions and written answers will be posted to the DGS website as an addendum to, and shall become part of, the RFA. Each Applicant is responsible to monitor the DGS website for new or revised RFA information.

This concludes the pre-application conference. No further questions will be entertained or answered. Thank you.