

Subsidized Child Care Program Services Request for Applications (RFA) #24–11

Pre-Application Conference

August 2, 2012

Introductions

- Robert Frein - Director of Subsidized Child Care
 - 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
 - Jessica Sands – Policy Specialist
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- Other Commonwealth Staff
 - Attendees

Agenda

- Ground Rules
- Background
- Critical Points
- Project Overview
- Project Timeline
- Break
- Preliminary Answers to Questions
- Adjourn

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 this RFA will be issued as a formal written amendment to the RFA. Communications shall only be through the RFA Project Officer.

Background

- Goal of Lowering Administrative Costs
- Consolidation
- Maintain High Quality Services
- Ensure Consistent Management of the Subsidized Child Care Program

Critical Points - Requirements

- To minimize delays in application evaluation and to avoid rejection of your application, read the RFA carefully and submit a complete application.
- Follow the format provided in Part II of the RFA.
- Applicants may apply for one, all, or any combination of the 42 CCIS Service Areas.
- Each application must have 2 separately sealed submittals:
 - Technical
 - Cost

Critical Points - Requirements

- Applications must include:
 - 1 original
 - 10 paper copies of the Technical Submittal
 - 2 paper copies of the Cost Submittal
 - 2 copies of the entire application (Technical and Cost) on CD Rom or Flash Drive.

- Do not include any cost data in the technical portion of your application.

- Application must be complete and signature provided.

- Applications must be received by 2:00 PM on September 4, 2012.

Critical Points - Requirements

- 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.

Critical Points – Resource Requirements

- DPW will not be providing computers, internet connectivity, network support, software or desktop support.
- The main office location must have high-speed internet accessibility.

Critical Points – Staff Clearances

- Clearances are required 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.

Critical Points - Evaluation

- Evaluation Criteria:
 - Technical – 60%
 - Cost – 40%

- The Technical Evaluation will include:
 - Soundness of Approach
 - Applicant Qualifications
 - Understanding the Problem
 - Personnel Qualifications
 - Available Facilities

Project Overview

- 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.

Project Overview

- Services to be provided include:
 - Eligibility Determination
 - Provider Payments
 - Resource and Referral
 - Provider Management
 - Funds Management

Project Overview

- Performance Standards & Objectives
 - Compliance Standards
 - Meets Standards
 - Needs Improvement
 - Operational Objectives
 - Meets Objective
 - Needs Improvement
 - A Plan of Correction will be developed for any Needs Improvement rating.

Project Timeline

- 7/18/2012 – RFA 24-11 Issued
- 8/2/2012 – Pre-application Conference
- 8/9/2012 – Answers to Questions posted
- 9/4/2012 – Application due date
- May - June 2013 – Readiness and Performance Review
- July 1, 2013 – Effective date of grant

Questions

- 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 written questions have been submitted by email.

Questions

- You may submit additional questions today on the forms provided.
- A break will be provided and we will then attempt to answer all questions.
- No answer is official until it is answered in writing.
- All questions asked today will be officially answered in writing.

RFA #24-11

This concludes the pre-application conference.

Answers to all questions will be posted to the DGS website by close of business August 9, 2012.

<http://www.emarketplace.state.pa.us/Search.aspx>

