

	<b>QUESTION</b>	<b>ANSWER</b>
1	<p>Has the Department establish a standard configuration for computers to be used in the project as this will affect the cost of equipping the program?</p> <p>a. What operating system will be supported for use with Pelican, Windows XP, Windows 7?</p> <p>b. Is there a standard processing speed or recommended hardware configuration?</p>	<p>As access to the PELICAN Child Care Works application is browser-based, there is no minimum desktop configuration that the Department will require. Our applications have been tested using Microsoft Internet Explorer (IE) 8 in compatibility mode and we are currently doing a similar test in preparation for IE 9 implementation. A recommendation for desktop operating system would be Windows 7 (64 bit) - we would strongly recommend that XP not be used as it will no longer be supported by Microsoft as of April 2014. Recommended hardware configuration would vary depending upon the intended use of the equipment and the version of the operating system.</p>
2	<p>The RFA indicates that the applicant must establish an office with high speed internet accessibility, what is the expected band width needed to be provided for access, DSL, T1?</p>	<p>Bandwidth would be driven by the business activity and staffing at any given office location.</p>
3	<p>Most existing CCIS operations have been provided with a T1 connection to the state network and desktop computers with a state configured desktop to be used for connection. Will the existing work stations and T1 connections be removed and if so what is the timetable for that action?</p>	<p>Removal of computers and other equipment/connectivity will occur beginning July 2013.</p>
4	<p>If the applicant's previous experiences have been as a CCIS and did not operate any other grants or contracts within the past three years, does this disqualify the applicant and if not how is the applicant to meet this requirement?</p>	<p>Part II-4 of the RFA, Prior Experience, Includes experience in administering human services programs. If the Applicant's corporate history does not include 3 contracts/grants within the past 3 years, please include what references you can and provide an explanation as to why your organization cannot provide three.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
5	<p>Please clarify what the expectation is regarding staff clearance (child abuse and Pa criminal history)..... How long do we have to have the clearances completed by staff?</p> <p>Is the written confirmation to be submitted prior to the implementation of the grant in July 2013 or would it suffice to have the clearances on file and be able to produce upon request?</p>	<p>Part IV-3, #7, Staff Clearances. <i>The selected Applicant(s) must provide written confirmation that the background checks are completed before the Commonwealth will permit access to the vendor's staff</i>. Clearances are to be obtained prior to July 1, 2013.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
6	<p>Regarding "client references for key staff" ..... Does the word "client" refer to the population we currently serve or does the word also refer to child care providers?</p>	<p>Part II-5, Personnel, <i>The Applicant must identify a minimum of three (3) client references for each Key Staff. At least two (2) of the client references for each Key Staff must be outside clients who can give information on the individual's experience and competence to perform project tasks similar to those requested in this RFA. An outside client is an organization that has direct knowledge of the Key Staff's experience and competence in performing project tasks similar to those required in this RFA.</i></p>
	<b>QUESTION</b>	<b>ANSWER</b>
7	<p>Are we allowed to use a write up of best practices that have enhanced our program as supporting document to establish our capability to administer the subsidized child care program services?</p>	<p>Yes, however Applicants must determine the appropriate information to provide in response to RFA Part II Application requirements.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
8	<p>Can we use previous annual performance reviews by OCDEL to document the successful management of the subsidized child care program services?</p>	<p>Refer to the response to Q. 7.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
9	<p>I do not understand the II-4a Corporate Background and b corporate experience as it pertains to County Government. Northumberland Co Commissioners have held the grant since 1992 for the CCIS program. He section talks about corporate history and relevant experience of the applicant, begin date, current size. How is this section to be addressed for a government entity who does not plan to subcontract the CCIS out but keep it in-house as a Human Services agency.</p> <p>I spoke to our MH/MR Administrator to get some idea of other grants the county has administered as it may pertain to the References section. The 5 yr grant was administered by DPW. Who would we send the Corporate Reference Questionnaire to? This section is very confusing and needs a lot of clarification please.</p>	<p>The Applicant must describe all relevant experience within their governing organization, including grants/contracts.</p> <p>Anyone outside of your organization can provide a corporate reference.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
10	<p>The staffing requirement section in II-5 is difficult to understand also. If several CCIS agencies are being joined, I would think that staff from the agencies involved should be considered for supervisory and/or fiscal positions within the agency. However, at this point in the process, we would not have access to their resumes, etc and would certainly not be ready to interview and/or hire based on this RFA. Please give examples of who you want references from for Key Staff.</p>	<p>Refer to the response to Q 6.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
11	<p>In section II-8 Again this section seems more geared to a for profit or non-profit agency rather than a government applicant. Can you please address this section as it pertains to a government entity?</p>	<p>Complete what applies to your organization and address reasons why the other requested information is not applicable.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
12	<p>Are we allowed to contact the county that we are joined with to see if they want to work together on a grant?</p>	<p>Two or more organizations may work together as one Applicant for the RFA.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
13	Are the key staff just the supervisors?	II-5. Personnel. Key Staff are defined as the CCIS Director, Assistant Director (if applicable), Financial/Budget Manager, and Eligibility Manager.
14	Will the waiting list be a combined list or will there be one for each county?	There will be one Wait List for each county, except for Allegheny and Philadelphia where there will be a waiting list for each Service Area.
15	<p>Part IV, IV-3 (4) Resource Requirements state "DPW will not be providing computers, internet connectivity, network support, software or desktop support."</p> <p>Will a current grantee be returning the equipment that is being used presently? If so, at what point in time will this equipment be returned? Additionally, what equipment will be returned? (monitor, PC unit, routers?)</p> <p>As there will be no network or desktop support, what will the grantee do when having specific issues with PELICAN?</p>	<p>Refer to the response to Q 3. All IT equipment purchased with Commonwealth funds will be returned.</p> <p>CCIS agencies will contact the DPW Help Desk call center. Calls will then be directed to the CCW Help Desk for follow-up/assistance, which is also current practice.</p>
16	The language states that the CCIS will be responsible for hardware purchases and internet connectivity. When the leases expire on currently existing CCIS computers would an incumbent entity be expected to purchase new computers at that point or would the computers remain until they are no longer useful?	Refer to the response to Q 3.

	<b>QUESTION</b>	<b>ANSWER</b>
17	Personnel II-5 Does this application require actual references for all key staff or does it just require the completion of Appendix G Key Staff Reference Questionnaire?	The reference organization will complete Appendix G, the Key Staff Reference Questionnaire.
18	Page 25 of the technical section #7 Staff Clearances: This requires the selected applicant and subgrantee's staff to obtain written clearances from the State Police and Childline. Would this apply if an existing CCIS is the selected applicant and/or subgrantee?	Yes.
19	For Criminal History Check: What is the level of criminality that is not acceptable? Examples	Additional information on criminal history clearances can be found in the 55 PA Code, Chapter 3490, Subchapter A, Child Protective Services Law.
20	Page 15: What is a "client reference" for Key Staff? What is an example of an "outside client"?	Refer to the response to Q 6.

	<b>QUESTION</b>	<b>ANSWER</b>
21	Clarification needed on Appendix G-Key Staff Questionnaire. Who is the questionnaire directed to? Please cite examples of typical recipients for completion.	Refer to the response to Q 6.
	<b>QUESTION</b>	<b>ANSWER</b>
22	Page 24: Resource Requirements: Is OCDEL discontinuing payment for our T-1 line to Harrisburg? Our current licenses for Microsoft Office come from the state..is this the being discontinued? Our current computers are under state lease...what happens to them when lease expires under current contract?	Yes. Yes. Refer to the response to Q 3.
	<b>QUESTION</b>	<b>ANSWER</b>
23	Page 35: Is there an expectation to monitor R/N Training requirements? We understand that the monitoring policy had been suspended.	Refer to RFA Part IV-4 Tasks, #5 Provider Management. <i>The selected Applicant must maintain provider agreements, collect and verify rate information, manage out-of-state provider certification, and process relative/neighbor providers including initiating background checks, meeting face-to-face with providers and verifying documentation.</i>
	<b>QUESTION</b>	<b>ANSWER</b>
24	What is the definition of “outside clients” as references for key staff?	Refer to the response to Q 6.

	<b>QUESTION</b>	<b>ANSWER</b>
25	Appendix I > K : Performance Standard Monitoring: Do you want actual completed copies or blank pages?	These appendices do not need to be included in the RFA.
	<b>QUESTION</b>	<b>ANSWER</b>
	“At least two of the client references for each Key Staff must be outside clients. . .”  How is “client” defined?  How is “outside” defined?	Reference response to Q 6.
26	What would be considered an acceptable “inside” reference?	This term is not used in the RFA.
	If the applicant is a non-profit organization, would current members of the Board of Directors be appropriate for providing references? If so, would these be considered “outside” references?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
	II-5 (pg 15) May current OCDEL staff who are not in the subsidized child care division be asked to provide references?	Yes; however OCDEL cannot provide recommendations which will prohibit the completion of Appendices F and G.
27	May current or past DPW staff be asked?	Yes.
	May staff of other CCISs be asked?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
28	IV-3, 4 (pg 24)  “DPW will not be providing computers, internet connectivity, network support, software or desktop support.”  Will the connection with PELICAN be intranet or internet?	Internet.

	<b>QUESTION</b>	<b>ANSWER</b>
29	IV-3, 4 (pg 24) What will happen to the leased computers that the current CCISs have now?	Refer to the response to Q 3.
30	IV-3, 4 (pg 24) Will support be provided for PELICAN? If so, how?	Yes. Refer to the response to Q15.
31	Child Abuse and Criminal History Checks for all employees – We are grandfathered in under Civil Services rules with Children & Youth Services agency. Are these necessary?	Yes.
32	Is the T-1 line high speed internet a requirement?	No.



	<b>QUESTION</b>	<b>ANSWER</b>
33	Are corporate references required for a government agency?	Yes.
34	Please give examples of who would complete the key staff reference questionnaire.	Refer to the response to Q 6.
35	Will there be any network support for existing computer equipment?	No.
36	Will managers or key staff other than those specifically listed be considered valid? For example, a key staff person is a Resource and Referral Manager in lieu of an Assistant Director.	No. Refer to the response to Q 13.

	<b>QUESTION</b>	<b>ANSWER</b>
37	Reference - Part II-5 requests 3 client references for each key staff member. Many current CCIS key staff do not work with organizations in the manner that this reference requires. The reference questions, appear to pertain to a grant in which a staff member spent time working with an organization for a specific period of time. Although current CCIS staff work with other organizations, there would be few people who would have knowledge of skills in most of the areas listed on pages 3&4 of the Key Staff Reference Questionnaire. Would you provide some guidance to help the applicant decide to whom these reference questionnaires should be sent?	Refer to the response to Q 6.
	<b>QUESTION</b>	<b>ANSWER</b>
38	Can you please define "client reference"?	Refer to the response to Q 6.
	<b>QUESTION</b>	<b>ANSWER</b>
39	If we are the selected Applicant, may we keep the DELL equipment issued to us by the State in 2009? If we are not the selected Applicant, will we need to return this equipment to the State?	No. Refer to the response to Q 3.
	<b>QUESTION</b>	<b>ANSWER</b>
40	Will the existing staff of an incumbent grantee need to secure new criminal history and child abuse clearances?	Yes.

	QUESTION	ANSWER
41	Page 24, #4, will incumbent grantees be required to return their current State PC's and obtain their own new systems?	Yes.
42	Are incumbent bidders required to obtain corporate references?	Yes.
43	In Sec II-5, please define "Key Staff".	Refer to the response to Q 13.
44	<p>II-4 Prior Experience - References</p> <p>Can the Washington County CCIS Department list the contracts that have been executed with the Office of Child Development and Early Learning (OCDEL) the past 3 years?</p> <p>Also, will OCDEL complete the Corporate Reference Questionnaires?</p>	<p>Yes.</p> <hr/> <p>No.</p>

	QUESTION	ANSWER
45	<p>II-5 Personnel</p> <p>This section calls for a minimum of three (3) client references for each Key Staff. Since the Washington County CCIS Department will utilize staff with many years of CCIS experience to carry out the project, are the client references required?</p>	Yes.
	If they are required, can references be requested from OCDEL staff?	Refer to the response to Q 27.
	QUESTION	ANSWER
46	<p>Part IV Work Statement, IV-3 Requirements, 4. Resource Requirements</p> <p>The RFA states that DPW will not provide computers, internet connectivity, network support software, or desktop support. Does this mean that the computers/software currently being provided to CCIS Departments by the Commonwealth under a lease agreement will be returned? Will the T-1 lines and routers provided to CCIS Departments be returned as well? Is there a time frame to have this equipment returned? Also, will the connection to Pelican only be internet-based effective July 1, 2013 or will T-1 lines, if paid for through the grant, be permitted.</p>	Yes. Yes. Refer to the response to Q 3. Refer to the response to Q 28.
	QUESTION	ANSWER
47	Will the selected applicant have the right of first refusal regarding the state-owned equipment/furniture used by the current grantee and what process will be used for transferring needed state-owned equipment/furniture from the current grantee to the selected applicant? Also, how will state-owned equipment/furniture that isn't needed be handled?	Yes. At this time, the Commonwealth will not speculate on the disposition of state owned equipment/furniture.
	QUESTION	ANSWER
48	What changes are expected in Pelican to reflect the new CCIS service areas?	Planned changes to PELICAN Child Care Works (CCW) will accommodate the CCIS Service Areas.

	<b>QUESTION</b>	<b>ANSWER</b>
49	Are Key Staff supervisors only and does that include staff that are listed under Indirect costs such as Executive Directors and Chief Fiscal Officers?	The Applicant must determine the organizational structure and reporting relationships. No.
50	Will the Waiting List be combined for the Service Area or will there be a Waiting List for each county?	Refer to the response to Q 14.
51	Will the Performance Standard review be for the Service Area or for each individual county?	The Performance Standards and Objectives will be monitored for the Service Area.
52	Can there be more than one Director in a Service Area or does it have to be a Director and Assistant Director?	Each Applicant must propose staffing for the Service Area and substantiate the need for all positions in the application.

	<b>QUESTION</b>	<b>ANSWER</b>
53	Are there any expectations as to the job functions for the satellite offices?	The Applicant must decide what job functions will occur at a satellite office.
	<b>QUESTION</b>	<b>ANSWER</b>
54	Page 25 – Staff Clearances – must background checks be done prior to grant submission or upon award of contract?	Clearances must be obtained by July 1, 2013.
	<b>QUESTION</b>	<b>ANSWER</b>
55	Page 24 – Resource – DPW will not be providing internet connectivity or computer support. Will we be required to use a T-1 line to access the state PELICAN system directly? Will we be required to have separate computer systems that ONLY access the state server? Will we be able to access Pelican through the internet instead of state server? Will there be any additional costs for Pelican (as other state contracts require us to pay a fee for portions of Pelican i.e. work sampling)? What will happen to the existing computers/desk/supplies at the current CCIS offices?	No. No. Yes. No. Refer to the response to Q 3.
	<b>QUESTION</b>	<b>ANSWER</b>
56	Appendix F – Corporate questionnaire – can state agencies be used as corporate references as most of our grant contract are with state/federal agencies? If so, can the agency be “related” or part of OCDEL?	Yes. Yes.

<b>QUESTION</b>		<b>ANSWER</b>
57	Appendix G – Key Staff Reference questionnaire – can corporate references also be used to complete the key staff questionnaire?	Yes.
	Can you provide examples of ideal organizations/individuals to use to complete the questionnaire.	No.
<b>QUESTION</b>		<b>ANSWER</b>
58	Staff Training – if we are the current provider/administrator of the CCIS grant for our county and there will be NO CHANGE in staffing/no change in area covered, do we have to provide new training for existing staff or continue with ongoing training?	Staff training will be dependent upon the needs of the Applicant.
<b>QUESTION</b>		<b>ANSWER</b>
59	Current CCIS grantees are furnished with DPW-provided computer equipment. It appears that current Fiscal Year 2012-13 will be the last year for this arrangement. What will happen to this computer equipment in FY 13-14? Will the successful applicant for a CCIS service area be given these computers for its use, or can the successful applicant purchase this computer equipment?	Refer to the response to Q 3. No. No.
<b>QUESTION</b>		<b>ANSWER</b>
60	Part IV – Work Statement – Pg. 24 - #4 – Please clarify the statement “DPW will not be providing computers, internet connectivity, network support, software or desktop support.”	Each Applicant will be responsible for purchasing and maintaining their own IT equipment.

	<b>QUESTION</b>	<b>ANSWER</b>
61	Part IV – Work Statement – Pg. 25 - #7 – Will existing CCIS staff members have to get new clearances if we are awarded the contract for FY 13-14?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
62	Page 12...key staff, are you referring to key CCIS staff or grantee staff (for example, fiscal/budget manger)	CCIS staff.
	<b>QUESTION</b>	<b>ANSWER</b>
63	Is Appendix G, RFA 24-11 Subsidized Child Care Program Services Key Staff Reference Questionnaire to be completed by the key staff person's current employer (which could be the applicant), former employer(s), outside organizations/agencies with whom the key staff member may have worked with in the community but may not have contractual obligations or clients? Can the Key Staff Reference Questionnaire be completed by a DPW and/or OCDEL employee?	Refer to response to Q 6. Refer to the response to Q 27.
	<b>QUESTION</b>	<b>ANSWER</b>
64	II-4 Prior Experience  If the applicant is the Washington County Board of Commissioners on behalf of the Washington County CCIS Department, can the prior experience presented in the application only relate to the Washington County CCIS Department?	Yes.



	<b>QUESTION</b>	<b>ANSWER</b>
65	<p>II-4 Prior Experience Corporate Background - Can the corporate history and relevant experience relate only to the Washington CCIS Department and not Washington County?</p> <p>Corporate Experience - Can the corporate experience relate to the Washington County CCIS Department and not Washington County?</p>	<p>The Applicant must describe the corporate history and relevant experience of the Applicant and any sub-grantees. Refer to RFA Section II-4, Prior Experience, Requirements of proposed sub-grantees.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
66	<p>What information is required in the PERT?</p>	<p>The project timeline from beginning to end.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
67	<p>What information is required in the Business Continuity Plan?</p>	<p>A plan to continue providing services until systems have been restored.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
68	<p>Part II – Application Requirements – Pg. 12 – II-4 – Prior Experience – Does the term “applicant” refer to the entity submitting the application? In my case, the Berks County Intermediate Unit is the parent agency for the current CCIS of Berks County. Since the Berks County Intermediate Unit will be submitting the application, do the corporate references need to be about the Berks County Intermediate Unit as opposed to being about the current CCIS of Berks County?</p>	<p>Yes. Corporate references are to be provided for both the Applicant and the sub-grantee. Please refer to RFA, page 14, Section II-4, Prior Experience, Requirements of proposed sub-grantees.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
69	On the listing of Service Areas the following note is included “*Multiple office in Philadelphia and Allegheny County.” Is it then a requirement to have multiple offices in each of the service areas identified in these counties?	Each Service Area must have at least one main office.
70	Part II-3, Work Plan identifies key staff as the CCIS Director, Assistant Director, Financial/Budget Manager and Eligibility Manager), as job position definitions may defer between agencies (especially between different sizes of organizations) what types of responsibilities would fall under the Financial/Budget Manager and the Eligibility Manager? Is the Financial/Budget Manager’s duty seen as only related to the grant or is it seen in the scope of the whole agency? Are the positions expected to be Managers or can they be Supervisors?	The Financial/Budget Manager is responsible for the oversight of Fiscal and Funds Management for the CCIS. The Eligibility Manager is responsible for the oversight of the client/case eligibility unit(s). The Financial/Budget Manager duty's are related to the grant. Refer to the response to Q 49.
71	Appendix F, RFA 24-11 Subsidized Child Care Program Services Corporate References asks the Reference Entity to “Provide the names of individuals on the DPW Project that worked in the Reference Organization Program.” Is this requesting the names of individuals who are currently working for the Applicant that previously worked for the Reference Entity?	It's requesting individuals that provided services for the Reference Entity.
72	Can the Subsidized Child Care Program Services Corporate Reference Questionnaire be completed by another DPW and/or OCDEL program representative?  Does it have to be completed by an organization that has a formal contract with the applicant organization?	Refer to the response to Q 27.  No.

	<b>QUESTION</b>	<b>ANSWER</b>
73	What if the applicant unknowingly submits a completed Corporate Reference Questionnaire from Reference Entity who is also an RFA 24-11 applicant?	This is acceptable.
	<b>QUESTION</b>	<b>ANSWER</b>
74	Do grantees that also operate child care facilities have to ensure that their child care facilities are participating in Keystone STARS? If so, at what STAR level?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
75	In Part I, Section I-5 Problem Statement it states "The Commonwealth intends to achieve savings and efficiencies through the consolidation of the CCIS providers while enhancing services to eligible clients." Does enhanced services relate only to the services provided by the subsidized child care services program or does it mean that services are enhanced as a result of additional services provided by the grantee (outside of the child care subsidy program) which would assist clients in achieving self-sufficiency and thereby reducing the amount of subsidies received by the client?	It relates to services provided by the CCIS.
	<b>QUESTION</b>	<b>ANSWER</b>
76	IV-4 Tasks, 7. Turnover  This section is very confusing, particular with regard to the following statement: "Nine months prior to the end of the grant term, or upon DPW's request, the selected Applicant must develop and submit a Turnover Plan that details the proposed transition schedule, activities and resource requirements for the necessary turnover tasks to be implemented upon DPW's request." Can this whole section be further explained?	Refer to RFA Page 35. Turnover is those activities necessary for the Applicant selected under this RFA to transition the grant services to another Grantee or Commonwealth resource at the conclusion of the Grant period.

	QUESTION	ANSWER
77	<p>Can we use our existing internet access to:</p> <p>A. Communicate with the State B. Access Pelican</p>	Yes. Yes.
78	<p>I understand that there is a new update of pelican due to be out. Will we be responsible to pay for that new update.</p>	No.
79	<p>Will we be required to have a secure line between us and the State for each Location?</p>	A secure internet connection is required, but not a dedicated line.
80	<p>We do not understand Appendix F, Please explain:</p> <p>A. Who are the "reference organizations" that we are to send the questionnaire to? (Please give an example.) B. Is a funding source considered a "reference organization", i.e. Department of Public Welfare? C. How can anyone who is not associated with CCIS fill out the Corporate Reference Questionnaire? D. Does the Applicant fill out the first page of Appendix?</p>	Refer to the response to Q 6. Yes. This is not restricted. The Reference completes the Appendix beginning on page 2 of 5.

	<b>QUESTION</b>	<b>ANSWER</b>
81	<p>We do not understand Appendix G, Please explain:</p> <p>A. Who does Appendix G apply to?</p> <p>B. Define the word "Client" with regard to Key Staff Reference Questionnaires?</p> <p>C. Who is a client?</p> <p>D. Who is an outside client?</p> <p>E. Who are the Key Staff References that we are to send the Questionnaire to? (Please give examples of a client and an outside client.)</p>	<p>Reference organizations should complete it for the Applicant's Key Staff. Refer to the response to Q 6 for B, C and D. It is up to the Applicant to determine who the references are.</p>
82	<p>If you already have current child care clearances and are working for the Applicant at the same position, do you have to apply for new clearances?</p>	<p>Yes.</p>
83	<p>If an incumbent CCIS wins the bid, are we able to keep our existing DPW computers or are we expected to buy new ones? I know currently DPW supplies the CCIS offices with computers but now on pg 24, #4, says that DPW will not be supplying computers. Does this mean that the applicant will now be responsible to buy all computers and will not be reimbursed through the grant for them?</p>	<p>Refer to the response to Q 3. The Applicant is responsible for purchasing all computers. The cost to administer the program from July 1, 2013 through June 30, 2014 should be included in Year 1 of Appendix H, Cost Submittal.</p>
84	<p>On pg 6, I-23, it says that the applicant shall provide all services, supplies, facilities, and other support necessary to complete the identified work. Will the CCIS still be reimbursed for things such as supplies and rent after 7/1/13?</p>	<p>Yes.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
85	The RFA states that whoever wins the bid must be up and running by July 1st, 2013. Since the new grant would not start until 7/1/13, does that mean that the applicant is responsible to pay for computers, supplies, office furniture and anything else that we'd need to do or get before 7/1/13 and will not be reimbursed through the grant for these items?	The cost to administer the program from July 1, 2013 through June 30, 2014 is to be included in Year 1 of Appendix H, Cost Submittal as indicated on page 33 of the RFA. Transition Phase and Performance and Readiness Review Phase are not paid tasks.
	<b>QUESTION</b>	<b>ANSWER</b>
86	With regards to hiring new employees, if the winning applicant is suppose to be ready to go on 7/1/13 does this mean that all new staff members need to be trained by 7/1/13 or will we get 60 days from 7/1/13 to train them? If they do need to be trained by 7/1/13, does that mean that the applicant will have to cover salaries for the training time period before 7/1/13 and will not be reimbursed?	CCISs must be operational on July 1, 2013 according to the Performance Standards and Objectives. Refer to the response to Q 85.
	<b>QUESTION</b>	<b>ANSWER</b>
87	On pg 13, letter c, says that the applicant must provide a list of at least 3 relevant contracts/grants within the past three years to serve as corporate references. For a County Government, who would be examples of references?	The Applicant must determine their references.
	<b>QUESTION</b>	<b>ANSWER</b>
88	Does the application require resumes for all staff charged to the CCIS grant or only the key personnel?	Resumes are only required for Key Staff.

	<b>QUESTION</b>	<b>ANSWER</b>
89	If you have other grants with OCDEL can they serve as a Corporate reference? Can OCDEL staff serve as a Personnel reference?	Refer to the response to Q 27.
90	Please clarify who can serve as corporate references. The box at the bottom of Appendix F, page 2 of 5 is confusing. Particularly, "Provide names of individuals proposed to work on the DPW Project that worked in the Reference Organization's Program." We are not using sub-grantees, so are unclear what types of individuals this section is referencing. Do all corporate references have to be organizations we either have contracts with or grants from?	No.
91	Do we have to have an identified physical site in all counties we propose to serve?	No. A physical site must only be proposed for the Service Area. Refer to RFA, page 24, Part IV-3. 3. In-State Office Requirements.
92	Is there a rubric of scoring the grant available for us?	The Commonwealth has provided the general evaluation criteria for the RFA in Section III-4 and does not provide additional information on its evaluation.

	<b>QUESTION</b>	<b>ANSWER</b>
93	Is the Resource and Referral position required?	The service is required, but not a dedicated staff position.
	<b>QUESTION</b>	<b>ANSWER</b>
94	What is an "outside" client reference?	Refer to the response to Q 6.
	<b>QUESTION</b>	<b>ANSWER</b>
95	May a CCIS staff person hold a Certificate/Registration for a Group/Family Home? If affirmative, may this site complete a provider agreement?	Refer to page 23, Section IV-3, #2 Conflict Free Requirements, letter a. According to this section, CCIS staff may not also be employed with/as a child care provider.
	<b>QUESTION</b>	<b>ANSWER</b>
96	How is the term Client being defined in "Client References? - Page 15 Is this referring to: <ul style="list-style-type: none"> <li>• Parents/caretakers who are recipients of the subsidy?</li> <li>• Providers in the subsidy system?</li> <li>• Colleagues/professionals who have interfaced with a key staff member outside of the CCIS system?</li> </ul>	Refer to the response to Q 6.



	<b>QUESTION</b>	<b>ANSWER</b>
97	<p>Personnel , Resumes, References – Page 15 and 16 –</p> <p>a. How do you identify and get references for individuals who may not be hired or identified yet?</p>	<p>References are only required for Key Staff.</p>
98	<p>Key staff diversions or replacements? Page 16, C</p> <p>a. If immediate termination is indicated for a key staff member, complying with the required 30 day notice to the DPW Project Officer would not be possible. How would this be addressed?</p>	<p>Termination of Key Staff is to be approved by the Project Officer. If immediate action is needed, contact the Project Officer for approval.</p>
99	<p>Work Statement – Page 23, IV-1 Objectives, b.</p> <p>a. What does “create new efficiencies by consolidating non-eligible services and operations” mean? Is this referencing the consolidation of CCIS agencies from 59 to 42 or is it referencing consolidating non-eligibility services, e.g. resource and referral, with eligibility services?</p>	<p>The objective is to consolidate both non-eligibility services and operations. A goal of the 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.</p>
100	<p>Resource Requirements – Page 24, #4</p> <p>a. How will computers currently in use by CCIS staff that are property of DPW be swapped out for computers now to be purchased by the entity awarded the grant? Will this occur prior to July 1, 2013?</p>	<p>The computers will be returned to the Commonwealth. Refer to the response to Q 3.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
101	<p>Staff Clearances – Page 25, #7</p> <p>a. Will clearances be an allowable expense (\$46 per person)?</p> <p>b. Since CCIS staff is not alone with children, what is the reason for requiring child abuse clearances?</p> <p>c. Will the list of convictions that preclude hiring someone to work in a child care program be the same for employment in a CCIS? (see PA Child Protective Services Law)</p>	<p>Refer to the response to Q 85. Child Abuse Clearances are a requirement of the RFA. Yes.</p>
102	<p>Will an existing CCIS, if being transitioned to a new entity or consolidated, be compensated for close out activities that occur after July 1, 2013?</p>	<p>This question is outside the scope of the RFA.</p>
103	<p>Provider Payments – Page 34</p> <p>a. This section includes different tasks than the Provider Payment section on page 27 –</p> <p>“The Department expects the selected Applicant to analyze provider invoice submission for accurate child enrollment, service level and approved schedule of service; and to render timely payments to children”. Is there a reason for the discrepancy?</p>	<p>There is no discrepancy.</p>
104	<p>It is unclear if zip codes are being re-assigned to a new service area. Can the Department provide a detailed zip code listing for each service area in counties such as Philadelphia that have multiple service areas?</p>	<p>No.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
105	Instead of Director and Assistant Director, can there be Co-Directors for a service area?	Each Applicant must determine the appropriate organizational structure and reporting relationships.
	<b>QUESTION</b>	<b>ANSWER</b>
106	Do background clearances need to be current if staff have been in current roles since clearances were done?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
107	For the CCIS offices that are joining with another, will Pelican be able to differentiate between the main office and their satellite facilities?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
108	Will CCIS offices with a history of grants with DPW still need to provide Corporate References and Client References for key personnel? If yes, whom do you recommend to give us these references? Are we to get references from providers and clients?	Yes. Please refer to the response to Q 6. The Applicant must determine who is an appropriate reference organization.

	<b>QUESTION</b>	<b>ANSWER</b>
109	The RFA states DPW will not be providing computers. For existing CCIS offices, what happens when the state lease on our present computers expires? Will the state not replace them? What will happen to the Help Desk support system, will it still be available to support the CCIS offices?	Please refer to the response to Q 3. The state will not replace computers. Refer to the response to Q 15.
110	I-4. Method of Award.  Applicants are required to indicate their preference for award as between the CCIS Service Area. Q Please clarify this statement.	Preference is to be indicated in the Transmittal Letter of each CCIS Service Area Application.
111	II-5. Personnel. Q Is it acceptable to utilize an organization wide fiscal department rather than a Financial/Budget Manager thus reducing the number of individual Key Personnel?	It is up to the Applicant to determine the organizational structure.
112	C. Key Staff Diversions or Replacement. Q If the Applicant determines a Key Staff diversion or replacement is immediately necessary according to organizational employment policies (At-Will Employment) won't the 30 days' advance notice to DPW cause undue delays and possible hardship to the Applicant?	Refer to the response to Q 98.

	<b>QUESTION</b>	<b>ANSWER</b>
113	Key Staff Diversions or Replacement. Q This section states the DPW Project Officer may request an Applicant remove its staff person from this project at any time and gives the Applicant only ten (10) days to fill the vacancy with a staff person acceptable in terms of experience and skills, and is subject to the DPW Project Officer's approval. Ten days to advertise, interview, check references, do background checks, and hire a key staff person is an unreasonable time frame.	This is not a question.
	<b>QUESTION</b>	<b>ANSWER</b>
114	IV-3. Requirements. Q What distinguishes a "main" office from another location within the Service Area?	Refer to RFA page 24, Section IV-3. Requirements, 3. In-State Office Requirements and 4. Resource Requirements.
	<b>QUESTION</b>	<b>ANSWER</b>
115	7. Staff Clearances. Q How recent must clearances be for staff who have been Pennsylvania residents for 2 or more years?	Clearances are valid if obtained within 1 year prior to July 1, 2013.
	<b>QUESTION</b>	<b>ANSWER</b>
116	11. Fiscal Management. Q If the selected Applicant is not responsible for these overpayments if unable to collect, why is there a line item for "Uncollected Overpayments" in the Cost Reimbursement Budgets?	Refer to Revised Appendix H, provided in Addendum 4.

QUESTION	ANSWER
<p>IV-4. Tasks.</p> <p>Q Based on information in this section, once an applicant is awarded the grant, do we understand this to be the general transition timeline?</p> <ul style="list-style-type: none"> <li>o Grant is awarded</li> <li>o In October (9 months prior to start date), Grantee submits a Turnover Plan detailing activities and resources needed for a successful start up.</li> </ul> <p>117 o Grantee then has 7 months to actually begin start up tasks such as finalizing office locations, advertising to the public, notifying existing CCIS participants of any changes to the CCIS, hiring and training staff, purchasing computers, setting up networks, etc.</p> <ul style="list-style-type: none"> <li>o Approximately 2 months before start date of July 1, participate in Readiness and Performance Review process with DPW to ensure a seamless work will commence, uninterrupted, on July 1, 2013</li> </ul>	<p>No. The Work Plan is provided with the RFA Application and should include both the Transition and Turnover Phases. The Turnover Plan is submitted by the selected Applicant 9 months prior to the end of the Grant term. Refer to RFA page 33, Section IV-4, #1 Transition Phase and page 35, #7 Turnover.</p>
QUESTION	ANSWER
<p>118 Will applicants be able to acquire any equipment/supplies from outgoing CCIS's such as file cabinets, desks, calculators, shelves, office supplies, etc?</p>	<p>In developing the cost submittal, all applicants will need to budget for the full cost of the project. Once an applicant is selected and during the Best and Final Offer stage, the cost submittal for these items will be negotiated.</p>
QUESTION	ANSWER
<p>119 Could you please define "lead clinical staff," found on page 21?</p>	<p>Refer to Addendum 1.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
120	Disaster Recovery Plan, Emergency Preparedness Plan, Business Continuity Plan – are these three separate documents?	It is up to the Applicant to determine the presentation to meet these requirements.
121	Page 27 section 10.c states “Applicant will participate in all invoicing methods including on-line attendance tracking (OAT).” Could you explain what OAT is and how do child care providers gain access to it?	On-line attendance tracking is a tool for providers to invoice CCISs online. Providers gain access through Provider Self Service at <a href="https://www.humanservices.state.pa.us/Compass.Web/ProviderSearch/pgm/PSWEL.aspx">https://www.humanservices.state.pa.us/Compass.Web/ProviderSearch/pgm/PSWEL.aspx</a>
122	Page 14: How can we name all staff for key positions if we plan to utilize staff from existing CCIS agencies that were not selected?	Key Staff must be identified in the Application.
123	Does the CCIS agency invoice the Commonwealth via PELICAN? If not, what is the invoicing process?	Yes.

	<b>QUESTION</b>	<b>ANSWER</b>
124	Can DPW provide a sample staffing plan for an existing CCIS agency?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
125	What is the ratio of staff to the amount of service funds processed? What is the ratio of staff to the number of clients served?	The Applicant must determine the amount of staff necessary to meet the requirements of the RFA.
	<b>QUESTION</b>	<b>ANSWER</b>
126	How are total award amounts determined? Some areas have higher award amounts but lower client numbers. Is the funding formula based on existing understanding of client eligibility in a given region?	The award amount is determined by negotiations. Service allocations were provided in the RFA. Applicants should apply based on the information provided in Appendix A of the RFA.
	<b>QUESTION</b>	<b>ANSWER</b>
127	Will DPW provide training to the successful grantees to ensure consistency of service delivery?	Refer to RFA Section I-23, Issuing Office Participation.



	<b>QUESTION</b>	<b>ANSWER</b>
128	On Page 25, what does it mean that "the selected applicant will be accessible to parents and providers who cannot contact the agency staff during the weekday office hours"? What is the expectation for access?	It is up to the applicant to propose how they will meet this requirement. Refer to RFA page 24, Section IV-3, Requirements, 6. Access to Services.
129	Will PELICAN be the only data system used? Will it contain all data relevant to the grantee conducting the work? Will the grantee need to develop or maintain additional systems in order to be effective?	No. No. It is up the Applicant to propose how they will meet the requirements of the RFA.
130	Please address the disposition of furniture and equipment at existing CCIS agencies. If an incumbent CCIS is awarded the grant, will they be required to purchase the assets currently located at the CCIS? We assume that the computers will be picked up and will need to be replaced, but please speak to desks, filing cabinets, copiers, fax machines, etc.	Refer to the response to Q 118.
131	Please confirm that OCDEL employees can be used as key staff and/or corporate references if the applicant has held or currently holds the CCIS contract.	Refer to the response to Q 27.

	<b>QUESTION</b>	<b>ANSWER</b>
132	To whom was the RFA sent in addition to current CCIS providers?	The RFA was posted to the DGS website.
133	Our office is small, we operate on a small percentage of our parent agency Executive Director and Fiscal Manager. Beyond that, we have a CCIS Director and 4 line staff, one of whom is my backup in my absence. Can you please clarify who we should be considering "key staff" for the purpose of the RFA?	Refer to the response to Q 13.
134	The RFA explains we may be responsible for our own computer equipment. Does this mean that our current equipment will be taken back and we will need to replace it? Or does this simply mean we would need to replace it as needed in the future? This matters when establishing costs.	Yes.
135	Will the State (OCDEL) allow all other equipment purchased with prior CCIS funds to remain at each CCIS site?	Only if current Grantee is the selected Applicant. Refer to the response to Q 118.

	<b>QUESTION</b>	<b>ANSWER</b>
136	For new agencies applying - key staff may be identified/hired after award of the grant - how can we provide clearances/references for future positions?	Key Staff must be identified in the Application. Refer to the response to Q 97.
137	Can current child care providers apply for the grant? Are there specific guidelines around conflict of interest?	Yes. Yes, refer to page 23, Part IV-3, #2 Conflict Free Requirements.
138	Does the allocation include FSS and Service and if so is there a breakdown?	Yes. The CCIS Service Area budget will include both FSS and Service.
139	Will the slides from today be available to those in attendance?	Yes. They will be posted to the DGS website with the Questions and Answers.

	<b>QUESTION</b>	<b>ANSWER</b>
140	Will a list of those attending be sent out?	The list will be posted to the DGS website with the Questions and Answers.
	<b>QUESTION</b>	<b>ANSWER</b>
141	For the current CCISs, when the computer hardware lease is up in December 2012, will the department consider selling the computers to the current CCISs?	No. Refer to the response to Q 3.
	<b>QUESTION</b>	<b>ANSWER</b>
142	Do clearances need to be done on existing CCIS staff or do they need to be done on any present agency staff that work with the CCIS?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
143	If the CCIS does not have a designated Assistant in title but has a second in charge is this person part of the key staff? (Eligibility specialist second in charge but title is just eligibility specialist?)	No.

	<b>QUESTION</b>	<b>ANSWER</b>
144	May a CCIS staff person hold a certificate registration for a group/family home? If affirmative, may this site complete a provider agreement?	Refer to the response for Q 95.
145	Do we have to have an identified physical site in all counties we propose to serve?	Refer to the response to Q 114.
146	Are budgets available for each county in the new service area? If so, how are they obtained?	Current Grant information can be obtained via the PA Treasury Website.
147	Waiting list - Just to Clarify - County or Service area waiting list?	Refer to the response to Q 14.

	QUESTION	ANSWER
148	Will there be any other opportunity to ask questions after today?	No.
	QUESTION	ANSWER
149	Beginning July 1, 2013 will CCISs continue to manage provider reimbursement on behalf of CAO clients, such as those families receiving TANF or SNAP special allowances?	Yes.
	QUESTION	ANSWER
150	How will the CCIS meet the performance standards without access to CIS, ECIS for both or multiple eligibility programs?	Access to all appropriate Department systems will be available via Internet.
	QUESTION	ANSWER
151	In the RFA it references/states: CCIS personnel cannot also work for a child care program. Does that include personnel that may be partially cost allocated to the RFA and have some involvement in management or fiscal oversight of child care/pre-k or other grants?	Yes.

	<b>QUESTION</b>	<b>ANSWER</b>
152	Will all questions submitted either by email or at the pre-application conference be answered and published?	Yes.
153	For the purposes of completing the RFA for a Service Area that now merges 2 CCIS offices into 1 Service Area, may we contact the current Grantee to request their current grant past items such as performance reviews and audits?	Yes.
154	Should blank copies of Appendices be included in all application copies?	Refer to RFA Part II, Application Requirements.
155	Page 24, Transmittal Letter. If we are conflict free, do we still need to complete organizational information and all agreements that the Applicant has had?	No.

	<b>QUESTION</b>	<b>ANSWER</b>
156	Will a list of attendees be posted somewhere?	Yes. A list of attendees will be posted to the DGS website with the Questions and Answers.
	<b>QUESTION</b>	<b>ANSWER</b>
157	Will there be a salary chart standard (across the state) for all CCIS agencies including all possible positions?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
158	If a county is being added to a current joinder, and it is a very small county, can that site close as long as the current joinder can "staff/man" the needs of that county, with travel when necessary?	It is up to the applicant to determine the operational needs of the service area.
	<b>QUESTION</b>	<b>ANSWER</b>
159	For County Government Emergency Plan, do you need entire plan for county or just CCIS portion of the entire plan?	Only the CCIS portion.



	<b>QUESTION</b>	<b>ANSWER</b>
160	Staff clearances, childline, etc. are they for key staff only or all staff?	All staff.
161	Key staff - fiscal. If this CCIS fiscal or parent agency fiscal?	Specific to CCIS.
162	Current CCIS grant payments are based on the next month's anticipated services. In other words, payment from the Department to the CCIS grantee precedes the payments made by the CCIS to participating providers for any given month. Will these payment provisions continue to be applied?	Yes.
163	Has DPW set any limit on the percentage of FSS funding in regard to the total allocation?	No.

	<b>QUESTION</b>	<b>ANSWER</b>
164	If I recall properly, corporate and personnel references are to be submitted in sealed envelopes. How are we to submit 10 copies.	Only the original reference is required.
165	Does the CCIS give up all equipment (laptops, printers, desks, cabinets) or just state leased computers?	Refer to the response to Q 135.
166	DPW does not provide software?	Correct.
167	Access to PELICAN via Internet?	Access to PELICAN is available through secure internet.

	<b>QUESTION</b>	<b>ANSWER</b>
168	Do we need to include written plans (Emergency, Disaster Preparedness, etc.) as appendices or just indicate that they are available?	Applicants must submit written plans.
169	Is there a ceiling for the dollar amount of the FSS?	No.
170	If we are looking at a new area, can we list projected staff as TBA or do they have to be predesignated?	Key Staff must be identified but other staff can be identified by position rather than name.
171	If applying for other area (region) how will you get staff references when personnel is not in place?	Key Staff must be identified in the Application. Key Staff references must be included in the Application.

	QUESTION	ANSWER
172	What is the Procurement Library? I have tried to make an appointment via email, but still have not received any information on an appointment. Who do I contact?	Refer to RFA Section I-6, Access to Documents. Send an email to: <a href="mailto:RA-ocdelwebadmin@pa.gov">RA-ocdelwebadmin@pa.gov</a>
	QUESTION	ANSWER
173	Does Admin or fiscal persons in grant need clearances?	Yes.
	QUESTION	ANSWER
174	When an agency is applying for more than one area, are they expected to submit references for areas that they previously did not work in?	Yes.
	QUESTION	ANSWER
175	If you are now bidding/responding to a new service area, do you still need to submit perspective references and resume for Key Staff?	Yes.

	<b>QUESTION</b>	<b>ANSWER</b>
176	Can an application for a Service Area be submitted by an organization that is also exploring the possibility of acting as a subgrantee with another organization?	Yes.
177	Per Section IV Work Statement 2, Conflict Free Requirements: How will current grantees within child care organizations be critiqued on their grant app- for instance- direct management personnel for CCIS - Director and Eligib. Coord have no direct relationship with parent org outside of payroll, fiscal support and oversight by exec. director.	Refer to the response to Q 92.
178	Computer Equipment Retrieval 2013 - What will be done with the computer equipment and can the CCIS buy back or lease this equipment?	Refer to the response to Q 3. No.
179	For CCIS offices that are being combined with another, will PELICAN be able to differentiate between the main office and satellite offices(s) if they are in the same physical county, i.e. Phila or Allegheny?	Yes.

	QUESTION	ANSWER
180	The estimated number of children served is listed at 11,120 for North yet in FY 11-12 CCIS had 21,119 enrollments.	This is not a question.
181	"Unaudited Financial statements through August 2012:. August 2012 will be very incomplete. Still want it?"	No.
182	Will OCDEL continue to support Help Desk personnel?	Yes.
183	What timeline should be provided if we are already serving as the CCIS for our region as all systems are already in place? What information would we be proving on a timeline if we are already operating?	The timeline must clearly show all tasks required in the RFA.

	<b>QUESTION</b>	<b>ANSWER</b>
184	On page 30- Disaster Plan makes reference to a "server". Is it a requirement to have a server or can a small CCIS operate with a stand alone system?	Per RFA each CCIS Back-up Recovery plan must be able to recover services within 72 hours. Each CCIS must choose the appropriate hardware solution to meet their operational and recovery needs.
	<b>QUESTION</b>	<b>ANSWER</b>
185	Is the Confidentiality Agreement to be included in the RFA?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
186	Pg. 24-Paragraph 2 - Is the organization chart with subsidiaries; list agrmts, etc. only required if applicant is also associated with child care provider or is It required if there is no association with child care provider?	The information is only required if there is an identified conflict.
	<b>QUESTION</b>	<b>ANSWER</b>
187	Pg 18: Our fiscal year ends on June 30th and we intend to submit audits for June 30, 2009, 2010 and 2011. The RFA also asks for unaudited statements up to the month prior to submitting the application, so we will also submit a full year of internal financials for the year ended June 30, 2012. Will this financial information suffice, or do we also need to submit the one month financials for July 2012?	July 2012 should be included.

	<b>QUESTION</b>	<b>ANSWER</b>
188	Will you have to have the office space, furniture, equipment in place and staff trained for the May-June Readiness Performance Review/ If so, will the costs of the preparation be reimbursed by the grant at July 1, 2013?	Yes. Please refer to the response to Q 85.
189	Can the same Key Staff be listed on 2 separate bid applications?	Yes.
190	Transition Phase – Page 33- a. What does the third bullet (page 33) “Establish accurate assessments and strong accountability controls mean”?	Quality assurance plans are in place that establish accuracy and accountability of information as it relates to the Subsidized Child Care Program.
191	Transition Phase – Pages 33-36 a. It is unclear whether this section is for informational purposes to applicants or if written responses should be included as part of the RFA submission. Please clarify.	This section provides information to assist the Applicant in responding to Part II, Application Requirements.



	<b>QUESTION</b>	<b>ANSWER</b>
192	Will there be an advance payment made to successful grantees?	No.
193	Can for-profit agencies apply? Are there regulations around profitability of the grant funding?	Yes, they may apply. However, they are bound by the same RFA requirements as everyone else.
194	Are previous grants/applications available for each county in the new service area? How are they obtained?	Current Grant information can be obtained via the PA Treasury Website.
195	Can bidders receive lease option pricing currently available to OCDEL?	No.

	QUESTION	ANSWER
196	<p>I-15 Economy of Preparation a. states: must be printed on white paper, double-sided.....</p> <p>II-2 Management Summary states: this section must not exceed 5 single-sided pages..... Is the Management Summary to be single sided and the rest of the RFA double sided?</p>	<p>The RFA application must be double-sided/duplexed, including the Management; the Management Summary would be 2.5 double-sided/duplexed pages.</p>
197	<p>Is Appendix H, Cost Submittal only the one (1) page table or is more detail needed?</p>	<p>Appendix H contains 8 Tabs - the applicant must complete Tabs 3-8, itemizing the Facility; Indirect Cost; Communications, Other; Information Technology, Other; and Other, Other line items. Refer to the revised Appendix provided with Addendum 4.</p>
198	<p>The Lawrence County Board of Commissioners is the grantee, and The Midwestern Intermediate Unit IV (MIU IV) is the sub-contractor. The MIU IV runs the CCIS program in its' entirety. When grant agreements have been completed in the past all questions were answered based on the MIU IV information (emergency preparedness, work plan, budget, etc.)</p> <p>In reading the RFA it refers to the "the Applicant" which I believe is the Commissioners and the MIU IV would be the sub-contractor. Am I correct in assuming that even though the Commissioners do not run the CCIS program, all of the information must be completed for both entities (MIU IV and Commissioners)?</p> <p>For example: Emergency Preparedness (Pandemic). It would not alter the way in which the CCIS operated based on the County's emergency plan. The CCIS would operate based on the MIU IV emergency plan. Should both plans be included in the RFA?</p> <p>It appears as though I will be creating a double RFA if using both entities to answer each question. Please advise.</p>	<p>The information must be completed for the applicable entity that has responsibility for the requirement.</p> <p>The plan that is applicable to the CCIS Service Area should be included.</p>

	QUESTION	ANSWER
199	On pages 11-12 the RFA makes reference to Microsoft Project 2000 and PERT. Is the submission required to be made using these approaches or are alternative options available and permissible?	The work plan may be developed in Microsoft Project 2000 or a Microsoft Office or Microsoft Office compatible format. RFA Page 12, Section II-3 Work Plan indicates a similar type display is acceptable in lieu of a PERT.
200	Is the whole grant to be submitted using Microsoft Projects 2000 or just parts of the grant?	Microsoft Project 2000 should be utilized for the work plan.
201	How does an applicant submit an exact electronic copy (CD-ROM) of the application when the application is formatted in a pdf file. Example, the Lobbying Certification Form can not be filled out and then submitted via electronics. In order to complete forms the format would have to be in Word. Also, the application alludes to a redacted version of the CD-ROM. What is expected of us here?	<p>An exact copy of the hard copy application must be saved to a CD-ROM and submitted. The documents on the CD-ROM may be in Microsoft Office or Microsoft Office compatible formats.</p> <p>The redacted version is needed as described in RFA Section I-19 Application Contents, a. Confidential Information. <i>"...must additionally provide a redacted version of its application, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes."</i></p>
202	<p>Page 11 of the technical section II-3 Work Plan it states that the applicant will include a detailed work plan (Microsoft Project 2000).....</p> <p>This program is very old and we do not have it and are not able to locate this software. Are we permitted to do the technical portion on Microsoft 2010? There is a version of Microsoft Project 2010, but we do not have that program and would need to order it and learn to use it before we could process this application. Will a standard version of Microsoft Office be acceptable? Microsoft Project is basically the same program as the standard Microsoft without the bells and whistles.</p>	Refer to the response to Q.199.

	<b>QUESTION</b>	<b>ANSWER</b>
203	Page 11: What is meant by the term "redacted version" of Technical submittal? What items are redacted or removed before submittal?	Refer to the response to Q.201.
204	Page 11: Are individual binders required for each copy of submittal or is everything placed in 1 binder?	Reference Part II, page 11: Hard copies of the applications must be packaged as follows: ·Ten copies of the Technical Submittal, Tabs 1 through 11, in three-ring binders. ·Two copies of the Cost Submittal must be bound separately and sealed in a separate envelop that is clearly labeled. ·If an Applicant is submitting applications for more than one CCIS Service Area, each CCIS Service Area application (Technical and Cost Submittal) must be packaged separately.
205	Part II-9. Cost Submittal, on page 18 of the Request for Application For Subsidized Child Care Program Services, states in part: "The total proposed cost shall be broken down into the cost reimbursement categories as shown in Appendix H, utilizing the instructions contained therein." When I click on Appendix H, all I see is a Grant Agreement Summary page and no instructions.  My question: Is something missing? I don't appear to have all the information needed to prepare a Cost Submittal.	Tab 1 of Appendix H contains the Instructions and Tab 2 contains the cost descriptions. Refer to the revised Appendix provided with Addendum 4.
206	The first line of the Work Plan states that the applicant will include a detailed work plan (Microsoft Project 2000). My IT Department informs that it would cost in excess of \$550.00 to buy a license. Also, said that there are a number of free Project Management Programs that can provide same detailing. Will we be penalized for using a different program which is free?	Refer to the responses to Q.199 and Q.208.

	<b>QUESTION</b>	<b>ANSWER</b>
207	I-14 (pg 3)  "Applicants should submit one redacted version of the Technical Submittals . . ."  What should be redacted in this version?	Refer to the response to Q.201.
208	If the work plan is not in the Microsoft Project 2000 software format, how many points would be deducted from the total score?	The Commonwealth has provided the general evaluation criteria for the RFA in Section III- 4 and does not provide additional information on its evaluation.
209	II- 6 (pg 16)  "All pricing submitted through the Pricing Submittal will need to reflect these Performance Standards and Objectives."  How and where should this be done?	They should be taken into consideration in determining the cost to provide services which meet the Performance Standards and Objectives.
210	Appendix H - "Year 1, Option Year 1"  Is Option Year 1 the second year of operation?  Are budgets to be submitted for a total of 5 years?  Are start-up costs to be included in Year 1?	Yes.  Yes.  The costs to administer the program from July 1, 2013 to June 30, 2014 should be included in Year 1; as indicated on page 33 of the RFA, Transition Phase and Performance and Readiness review tasks are not paid tasks.

	<b>QUESTION</b>	<b>ANSWER</b>
211	Appendix H There is not a line item for Equipment.  Where are those costs to be listed?	Those costs should be itemized in the appropriate line item, i.e. facility.
212	Is the proposed budget for the five year term locked in or an estimated budget?	This is a cost reimbursement grant agreement. The Cost Submittal is an estimated budget, but only actual, allowable costs will be reimbursed.
213	In developing a budget are we permitted to add an Equipment Line item for the purchase of computer equipment?	A revised Appendix H was provided with Addendum 4.
214	Appendix H Cost Estimate: Why is there no "Service" dollars section? Do we project out all four years or just one year?	Appendix H Cost Submittal excludes service dollars; those amounts are determined by the Department. All Tabs in the Cost Submittal must be completed. Refer to the revised Appendix provided with Addendum 4.

	<b>QUESTION</b>	<b>ANSWER</b>
215	Section II-9 refers to the total proposed costs being broken down into the cost reimbursement categories as shown in Appendix H. Appendix H Cost Submittal requests total costs only per year and does not provide further details on breaking down costs into categories.	Refer to the responses to Q.197 and Q.205.
216	Please clarify the term "assumption" as used on page 18, Part II, Section II-9.	Statements or conditions upon which the costs are contingent upon.
217	Part II, Section II-9, page 18 refers to cost savings and efficiencies. If the Department and Applicant intend to reduce costs and create economies of scale, how is this to be accomplished if each service area is separate and the application does not reference other service areas? There would be some shared salaries, benefits, and other administrative costs that would result in cost savings greater than if the budget were independent of other service areas. For example, I would like to show on an organizational chart and within the budget(s) that there is one Director (or other key staff) allocated to several service areas. Is there a way to accomplish this, as one application would rely on another?	Applicants must complete separate applications for each service area, as a stand alone application. The Department is not seeking integrated solutions/multiple service area applications at this time, nor should it be assumed that it will be requested.
218	I-13 states: To be considered for selection, hard copies of applications must arrive at the Issuing Office on or before the time and date specified in the RFA Calendar of Events. The Calendar of Events states: Sealed application must be received by the Issuing Office by September 4, 2014 2:00 pm. Are we to assume the year is actually 2012?	Yes - Refer to Addendum 1.

	<b>QUESTION</b>	<b>ANSWER</b>
219	Would you please share the point value of each section of the proposal with all applicants?	No. Refer to the response to Q.208.
	<b>QUESTION</b>	<b>ANSWER</b>
220	There will be one-time only costs (moving, etc) associated with the RFA process. How are these to be handled?	Refer to the response to Q.210.
	<b>QUESTION</b>	<b>ANSWER</b>
221	What format should the financial portion of the request be in and to what detail?	As indicated in Part II-9 Cost Submittal, the total proposed costs must be included in Appendix H and constitutes the Cost Submittal. Refer to the revised Appendix provided with Addendum 4.
	<b>QUESTION</b>	<b>ANSWER</b>
222	<p>II-8, ii "Unaudited financial statements for the period between the last month covered by the audited statements and the month before the application is submitted."</p> <p>As the proposal is due on September 4, is an unaudited statement for the month of August 2012 required? Due to the time frame, a current CCIS will not have begun to pay child care providers for August, making an August statement very incomplete.</p>	No.



	<b>QUESTION</b>	<b>ANSWER</b>
223	<p>II-3 "The Applicant will include a detailed work plan (Microsoft Project 2000). . ."</p> <p>Is this the version of Microsoft Project that must be used? (Apparently, Microsoft no longer produces this software - but it can be obtained from other places.)</p>	No. Refer to the response to Q 199.
	<b>QUESTION</b>	<b>ANSWER</b>
224	<p>If a Department within the County runs the "project", can the Department be the Applicant instead of the County?</p>	The RFA sets the criteria for the Applicant and each Applicant must decide whether to apply or not.
	<b>QUESTION</b>	<b>ANSWER</b>
225	<p>If a sole department within the County of Chester is the Applicant, how much of the global County documentation is required?</p>	The information must be completed for the applicable entity that has responsibility for the requirement.
	<b>QUESTION</b>	<b>ANSWER</b>
226	<p>The management summary instructions state "not to exceed 5 single sided pages" but in section I-15 (page 4), instructions are to prepare the application on double sided white paper. Please clarify.</p>	Refer to the answer to Q 196.

	QUESTION	ANSWER
227	Are there any other document limits beyond the 30 page staffing narrative limit and the 5 page management summary?	No.
228	Just want to clarify that if we do not have confidential or trade secret information to disclose, we are not required to submit a "redacted version" of the application?	Correct.
229	Are tabs 10 & 11 (Financial Capability & Lobbying Certification) part of the Technical Submittal?	Yes.
230	As an incumbent grantee, are we required to use Microsoft Project in order to complete the work plan? If not, what are the other program options? As an incumbent grantee applying, must we still include a business time line in Microsoft Project or some other program as we would already be ready to implement as of 7/1/13?	No. Refer to the answer to Q 199. Yes.

	<b>QUESTION</b>	<b>ANSWER</b>
231	Is there a page limit for the Work Plan?	No.
232	If the corporate and client references are to be returned in sealed envelopes, are we asking the references to include 10 copies to accompany the submittals or will the original references suffice?	No, the original references will suffice.
233	Does a budget narrative need to accompany the cost submittal (Appendix H)?	No.
234	Can we include the CD-ROM or flash drive in the sealed original technical submittal? If not, how would you like to receive it?	Yes.
235	If we cannot make cost assumptions , are we allowed to consider inflationary factors, cost of living increases, salary and benefit increases in order to complete the cost submittal (Appendix H) for 5 years?	Yes.

	<b>QUESTION</b>	<b>ANSWER</b>
236	Where are we supposed to add the service dollar allocation of \$13,459,086.00 as there is no line item for service dollars in the cost submittal ( Appendix H)worksheets?	Refer to the answer to Q 214.
237	On page 24 ,paragraph 2, it states "As part of the Transmittal Letter, the Applicant must submit complete organizational information that includes an organization chart listing all subsidiaries; a listing of all Agreements that the Applicant has within Pennsylvania; a listing of any Agreements of its subsidiaries associated with any subsidized childcare services provider doing business in Pennsylvania." We do not have any subsidiaries. If we state that we are conflict free, are we still required to submit the comprehensive organizational chart listing all Applicant agreements within Pennsylvania? Would these agreements include current subsidized childcare providers in addition to any and all contracts that the County holds?	Yes. Yes.
238	On page 3, I-14, is the redacted version required only if confidential information has been included?	Yes.
239	Is there an overall maximum number of pages?	No. Refer to RFA Section I-15 Economy of Preparation.

	<b>QUESTION</b>	<b>ANSWER</b>
240	On page 18, II-9, is the reference to Sec II-10 an error?	Yes. It should refer to RFA Section II-9.
	<b>QUESTION</b>	<b>ANSWER</b>
241	Sec II-3 Work Plan - Is it acceptable for incumbent bidders to omit the PERT chart if they do not anticipate the need for transitional activities.	No.
	<b>QUESTION</b>	<b>ANSWER</b>
242	Part I General Information  I-15 Economy of Preparation  This section calls for the application to be printed on white paper, double sided. However, under Part II Application Requirements, II-2 Management Summary, it states that this section must not exceed five (5) single sided pages. Can the entire application be printed on single sided pages?	No. Refer to the answer to Q 196.
	<b>QUESTION</b>	<b>ANSWER</b>
243	Part II Application Requirements  II-3 Work Plan  This section asks for a detailed work plan (Microsoft Project 2000). Can the applicant use Microsoft Office, a PERT Chart, and other tools to detail the sequencing of events and the time required to fully implement the project by July 1, 2013 or is Microsoft Project 2000 the only software that is acceptable?	Refer to answer to Q. 199.

	<b>QUESTION</b>	<b>ANSWER</b>
244	<p>Part II Application Requirements</p> <p>II-3 Work Plan</p> <p>This section asks for the specific tasks, assignments and deliverables proposed to accomplish the scope of work as well as the number of staff hours allocated to each task. Do the specific tasks, assignments and deliverables relate to the core functions CCIS Departments are responsible for? What time frame should be used to calculate the number of staff hours allocated to each task (e.g. weekly, monthly, annual).</p>	<p>Yes. The Applicant must determine the appropriate timeframe.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
245	<p>Appendix D Standard Grant Terms and Conditions for Services, 22. Contractor Integrity Provisions</p> <p>b. Grantee shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to Grantee employee activity with the Commonwealth and Commonwealth employees, and which is distributed and made known to all Grantee employees. Will there be a written business integrity policy for selected applicants to model after?</p>	<p>After award, DPW, if requested can assist the grantee in developing such provisions.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
246	<p>When will the applicants be notified that they have been selected for the project? This has a direct bearing on the project timetable that is submitted with the application.</p>	<p>The work plan should reflect a start date of February 1 to address transition phase activities and the Readiness and Performance Review task.</p>
	<b>QUESTION</b>	<b>ANSWER</b>
247	<p>Multiple sections of the RFA (e.g. Work Plan, Personnel, etc.) ask for the same information such as organizational charts, staffing and experience. Why does this same information need to be included in each section?</p>	<p>Information may be provided once and referenced in subsequent sections.</p>

	<b>QUESTION</b>	<b>ANSWER</b>
248	What is a transmittal letter?	It is the letter which accompanies your application.
	<b>QUESTION</b>	<b>ANSWER</b>
249	Do we have to use Microsoft Projects to complete the work plan?	No. Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
250	Can we use current CCIS FSS funds to purchase software and hire a grant writer?	No. Refer to RFA Section I-9 Incurring Costs.
	<b>QUESTION</b>	<b>ANSWER</b>
251	Is there a % cap on FSS amounts for each fund?	Only for Indirect Costs.

	<b>QUESTION</b>	<b>ANSWER</b>
252	Looking forward to a transition period, when will we know who will be granted the application?	The Commonwealth tentatively anticipates having notified the selected applicants by early 2013.
253	Questionnaires are supposed to be sealed – how can we insure that the questions have been completed? We want to insure that OCDEL has sufficient information to make a qualified decision.	It is the responsibility of the applicant to select references that will comply with the requirements of the reference process.
254	When does OCDEL anticipate awarding the grants?	Refer to the answer to Q.252.
255	11-3 – page 11 – The Work Plan states that we must include a detailed work plan using Microsoft Project 2000 – this is not a package that is included in Microsoft Office. The cost for this software is \$139 – who will pay for this software that will be used strictly for the preparation of this RFA? Is there any other option – can we use an excel spreadsheet based on a template supplied by the state?	Refer to the answer to Q.199. Refer to RFA Section 1-9 Incurring Costs.



	<b>QUESTION</b>	<b>ANSWER</b>
256	What happens if an incumbent grantee does not apply and no one else applies for the incumbent service area?	This question is not germane to submitting an RFA Application.
	<b>QUESTION</b>	<b>ANSWER</b>
257	Will an incumbent grantee still need to participate in the CCIS readiness performance review process?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
258	In Sec II-5, Whose information is to be provided in the response to this section, only Key Staff or all staff?	RFA Section II-5 has specific requirements for Key staff and specific requirements for all staff.
	<b>QUESTION</b>	<b>ANSWER</b>
259	<p>II-8 Financial Capability</p> <p>Since the Washington County Board of Commissioners is the applicant on behalf of the Washington County CCIS Department, should the information being requested about the financial condition of the applicant relate to Washington County or the Washington County CCIS Department? Also, information about significant pending litigation is being requested. Should litigation relate to Washington County or the Washington County CCIS Department?</p>	Washington County CCIS Department. Washington County CCIS Department.

	<b>QUESTION</b>	<b>ANSWER</b>
260	Can a grantee subgrant to an organization to administer CCIS program in just one of the counties in the Service Area while the grantee does the other? They would then operate as stand alone counties.	The RFA sets the criteria for the Applicant and subgrantees; each Applicant must determine the grantee/subgrantee structure to propose.
261	Appendix G - Key Staff Reference Questionnaire, How would a client know how much time a staff member (hours worked) spends on the client/organization?	It's the time the staff member spent of the reference client/organization.
262	Current CCIS grant payments are based on the next month's anticipated services. In other words, payment from the Department to the CCIS grantee precedes the payments made by the CCIS to participating providers for any given month. Will payment provisions currently in effect continue to be applied for subsequent service years?	Yes.
263	If no applications are submitted for a particular CCIS service area, would the Department maintain an agreement with the current grantee?	Refer to the response to Q 256.

	<b>QUESTION</b>	<b>ANSWER</b>
264	Is the body of the proposal to be single-spaced or double-spaced?	single-spaced.
265	Could you please define "redacted version of the technical submittal?"	Refer to the answer to Q.201.
266	The Personnel Section is restricted to 30 pages. Is that 30 double sided pages, or 15 double sided pages?	15 double sided pages.
267	Is Microsoft Project 2000 required? If Microsoft Project is required, may we use a newer version of the program?	Refer to the answer to Q.199.

	<b>QUESTION</b>	<b>ANSWER</b>
268	Microsoft Project is needed for a section, should it be the professional version or the standard version and should it be 2000 or 2010?	Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
269	Please explain ...redacted ...page 3 I-13	Refer to the answer to Q.201.
	<b>QUESTION</b>	<b>ANSWER</b>
270	Page 3 and 11, should the original be in a 3 ring binder?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
271	Format ...general instructions says double sided, page 11 (management summary) indicated 5 single sided pages	Refer to the answer to Q.196.

	<b>QUESTION</b>	<b>ANSWER</b>
272	Transmittal letter....is there a limit to the length, since it should provide any conflict of interest issues.	No.
273	<p>II-8 financial capability... Our fiscal year ends 6/30. Do you want audited financial statements for</p> <ul style="list-style-type: none"> <li>• 2008-09</li> <li>• 2009-10</li> <li>• 2010-11</li> <li>• And unaudited 2011-12 (audit will not be completed until November) plus unaudited fin statements for July 2012 (the last month closed before RFA submitted)</li> </ul>	Yes.
274	Page 18 II-9 please explain ...should not include any assumptions in their cost submittal.	Refer to the answer to Q.216.
275	Part I, Section I-15, Economy of Preparation, item "a" states applications "must be printed on white paper, double-sided with dimensions of 8.5 by 11 inches..." but in Part II, Section II-2, Management Summary, the last sentence states "This section must not exceed five (5) single sided pages." Should the entire application be double-sided or should all parts of applications be double-sided with the exception of Part II, Section II-2?	Refer to the answer to Q.196.

	<b>QUESTION</b>	<b>ANSWER</b>
276	Part I, Section I-25, Applicant's Representations and Authorizations, item "f", the second paragraph states "...the applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth." Does this apply to an applicant who is in the process of submitting payments for a financial obligation identified during an audit, the applicant is current with the payments, and repayment will be completed by the date of execution of the grant?	Without knowing specifically the facts giving rise to the question, the Applicant should disclose the issue in its transmittal letter.
	<b>QUESTION</b>	<b>ANSWER</b>
277	For those entities seeking to submit application for multiple service areas, is there an opportunity for the applying agency to discuss greater cost savings and efficiencies as a result of holding contracts for more than one service area? Is this prohibited as the RFA specifies that applicants must submit one application for each service area for which they are applying? IF permitted to address cost savings and efficiencies as a result of applying for multiple service areas, would multiple budgets need to be submitted, i.e. budget for a single service area and a budget for multiple sites and any combination thereof? Would this eliminate the agency from being considered for a single service area?	Refer to the answer to Q.217. Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
278	Where exactly should the cover sheet be placed?	After the transmittal letter.
	<b>QUESTION</b>	<b>ANSWER</b>
279	If a CCIS applies for 2 separate Service Areas, it is understood 2 applications will need submitted because they could be awarded one and not the other. However, can one entity submit a third application for both Service Areas combined because expenses could be even lower for a larger area (more cost effective).	Not at this time.

	<b>QUESTION</b>	<b>ANSWER</b>
280	Our computers and sever may not be compatible with Project 2000, Can we use a newer version?	Yes. Refer to the answer to Q.199 and Q.357.
281	Why are we required to use the Project program?	No. Refer to the answer to Q.199.
282	What documents do you want to receive out of Project 2000?	The work plan.
283	The budget forms state Tab3 – Year 1”, “Tab 4 Option Year 1” – can you tell me what is the difference between Year 1 and Option Year 1?	Year 1 is the first/base year of the grant. Option Year 1 is the second year of the grant and the first option year.

	<b>QUESTION</b>	<b>ANSWER</b>
284	RFA 24-11 Spread Sheet Download Tabs for Option Years 1, 2, 3, and 4 (Tabs 4,5,6, and 7) are locked and rows cannot be added. It appears that Insert function needs to be activated?	A revised Appendix H Cost Submittal was provided - Refer to Addendum 4.
285	Is it possible to hand delivery the application? If so, are there any specific instructions for doing so? Can a receipt of delivery be provided?	Yes. To the address indicated in the RFA. Yes.
286	We think the mailing labels are the boxes on the page after the cover letter and prior to page i. Is this correct?	Yes.
287	Should all references signed across the seal of the signed envelope?	This is not a requirement of the RFA.



	<b>QUESTION</b>	<b>ANSWER</b>
288	Tab 6 Option Year 3 of the Budget is password protected and will not allow any entry of data.	Refer to the answer to Q.284.
	<b>QUESTION</b>	<b>ANSWER</b>
289	What is the date of the grant award?	July 1, 2013
	<b>QUESTION</b>	<b>ANSWER</b>
290	Is there a rubric of scoring the grant available for us?	Refer to the answer to Q.208.
	<b>QUESTION</b>	<b>ANSWER</b>
291	Who are the qualified personnel reviewing and evaluating grant applications? And, will they be familiar with CCIS contracts and/or operations?	Refer to the answer to Q.208.

	<b>QUESTION</b>	<b>ANSWER</b>
292	Please note that the new release of Appendix H – BUDGET – Tab 6 (Budget year 3) is still locked and information cannot be entered.	Refer to the revised Appendix provided with Addendum 4.
293	<p>Is there an administrative cap for The Family Support Services (FSS) allocation?</p> <p>-As part of the earlier RFI process, there were statements issued by the Department regarding capping Director salaries, capping maximum percent of benefits to be charged to the grant, and setting a maximum administrative rate at 8%. Are these still being considered as part of the RFA?</p>	No. No.
294	What are “pre-selection” negotiations? - Page 6, Section A, 3.	Negotiations that occur prior to the selection of an applicant.
295	<p>Work Plan – Page 11-12, II-3</p> <p>a. The RFA references Microsoft Project 2000. Is this program required or may a similar program be used?</p> <p>b. Please confirm that Microsoft Project 2000 is required for the start up phase only.</p> <p>c. Please confirm that a PERT or similar tool is required for the start up phase only.</p>	Refer to the answer to Q.199.

	<b>QUESTION</b>	<b>ANSWER</b>
296	If the grantor rescinded the contract due to lack of funds is this considered a grant cancellation? -Page 13	Yes. The Applicant should feel free to provide a brief description of the nature of the cancellation.
	<b>QUESTION</b>	<b>ANSWER</b>
297	Grant Agreement Standards – Page 16 a. What does “All pricing submitted through the Pricing Submittal will need to reflect these Performance Standards and Objectives” mean?	In preparing the cost submittal, the applicant must take into consideration the necessary staffing and resources needed to complete the tasks at the levels specified in the Appendix I.
	<b>QUESTION</b>	<b>ANSWER</b>
298	Cost submittal – Page 18, Section II-9 “Applicants should not include any assumptions in their cost submittals”. a. What does the DPW consider an “assumption in developing a cost submittal?” Budget development typically does include assumptions about increases in operating expenses such as office supplies, postage, etc. b. Are we required to complete budget projections for Years 2, 3, 4, and 5? If so, can the Department please provide guidance as to how to do this without making any assumptions?	a. Refer to the answer to Q.216. b. All tabs of Appendix H must be completed, as determined by the applicant.
	<b>QUESTION</b>	<b>ANSWER</b>
299	Are additional documents allowed to be attached e.g. letters of support?	The RFA application should contain the documents needed to respond to the requirements of the RFA. Refer to RFA Section 1-15 Economy of Preparation.

	<b>QUESTION</b>	<b>ANSWER</b>
300	When will selected applicants be notified?	Refer to the answer to Q.252.
301	<p>Q Please clarify this statement.</p> <p>I-9. Incurring Costs. The Department is not liable for any costs the Applicant incurs in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the grant. Q Our understanding is Applicants, who are current CCIS providers, are not permitted to utilize grant funds to perform any activities (travel, wages, etc.) related to participating in the RFA process. Is this</p>	Yes. Refer to RFA Section I-9 Incurring Costs.
302	<p>I-14. Applications. Applicants should also include one (1) redacted version of the Technical Submittals on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format.</p> <p>Q Please explain and provide examples of the type of information which should be redacted from the Technical Submittal.</p>	Refer to the answer to Q.201.
303	<p>I-15. Economy of Preparation. Exceptions for paper and font sizes are permissible for project schedules (Microsoft Project) or for graphical exhibits and material in appendices which may be printed on white paper with dimensions of 11 by 17 inches.</p> <p>Q May graphical exhibits and material in appendices be submitted on 8.5" x 14" paper?</p>	<p>Yes.</p> <p>Refer to the answer to Q.199.</p>

QUESTION	ANSWER
<p>304 I-24. Term of Agreement. The term of the Agreement will commence on the Effective Date and will be for a period of one (1) year. Subject to the performance of the Applicant and other considerations, the Department may renew the Agreement on the same terms and conditions for up to four (4) additional one (1) year periods. The Department will fix the Effective Date after the Agreement has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Applicant shall not start the performance of any work prior to the Effective Date of the Agreement and the Commonwealth shall not be liable to pay the selected Applicant for any service or work performed or expenses incurred before the Effective Date of the Agreement.</p> <p>Q If after the first year we determine the future administrative budgets are not sufficient to continue operations, due to increased volume, need for additional staff, additional service funds or other circumstances beyond our control, may we negotiate budget changes or are we locked into all budgets submitted with this RFA?</p>	<p>Refer to the response to Q 212. Budget negotiations, both an increase and a decrease, are at the discretion of the Department.</p>
QUESTION	ANSWER
<p>305 PART II APPLICATION REQUIREMENTS</p> <p>Hard copies of the applications must be packaged as follows:</p> <ul style="list-style-type: none"> <li>• Ten copies of the Technical Submittal, Tabs 1 through 11, in three-ring binders.</li> <li>• Two copies of the Cost Submittal must be bound separately and sealed in a separate envelope that is clearly labeled.</li> <li>• If an Applicant is submitting applications for more than one CCIS Service Area, each CCIS Service Area application (Technical and Cost Submittal) must be packaged separately.</li> </ul> <p>Q The section above clearly states the ten Technical Submittals are to be placed in three-ring binders, please clarify how the two Cost Submittals are to be bound.</p>	<p>It's at the applicants discretion.</p>

	QUESTION	ANSWER
306	<p>Standard Grant Terms and Conditions For Services 2. INDEPENDENT GRANTEE</p> <p>In performing the services required by the Grant, the Grantee will act as an independent Grantee and not as an employee or agent of the Commonwealth.</p> <p>Q Significant instruction is provided throughout the RFA (also see C. Key Staff Diversions or Replacement above) regarding Personnel requirements. Does this level of involvement, where DPW approves hires and or/diversions, conflict with the Applicants being an independent Grantee and not an employee of DPW?</p>	No.
	QUESTION	ANSWER
307	<p>Turnover Scope. Q Does "resource requirements" include a separate start up budget?</p>	No.
	QUESTION	ANSWER
308	<p>Does the applicant have an "out clause" once awarded the grant?</p>	If by "out clause" the question refers to a grantee's right to terminate the resulting grant agreement, the answer is "no".
	QUESTION	ANSWER
309	<p>For the technical submittal, are you requesting 2 electronic copies on the same flash drive or CD, or one copy on each of two separate flash drives/CDs?</p>	One copy on each of two separate flash drives/CDs

	<b>QUESTION</b>	<b>ANSWER</b>
310	Is there a maximum number of pages for the entire proposal?	No.
311	Are the personnel attachments (resumes and job descriptions) included in the 30 page total for that section?	No. Refer to RFA Section II-5 Personnel, A. Staffing Narrative.
312	Can you share more information regarding the "qualified personnel" that will review the grant?	No. Refer to the answer to Q.208.
313	Could you please define "sub-selected applicant," found on page 26?	Sub-grantees of the selected applicant.

	<b>QUESTION</b>	<b>ANSWER</b>
314	On the cost reimbursement budget form, what is meant by "Uncollected Overpayments"?	Refer to the revised Appendix provided with Addendum 4.
	<b>QUESTION</b>	<b>ANSWER</b>
315	Page 1. If an applicant submits separate applications for multiple regions how and/or where should they "indicate their preference for an award between the CCIS Service Areas?"	Specify your preference in the transmittal letter for each service area application.
	<b>QUESTION</b>	<b>ANSWER</b>
316	Can you please clarify the expectation regarding submission of redacted versions of the application? On Page 3 of the RFA it states that applicants should submit one redacted version of the Technical Submittal on CD-ROM or Flash Drive, however on page 5 it states that a redacted version should be submitted if an applicant determines it has to divulge proprietary or trade secret protected information.	Refer to the answer to Q.201.
	<b>QUESTION</b>	<b>ANSWER</b>
317	What is the suggested budget line item for equipment other than IT equipment such as desks, chairs, filing cabinets, etc.?	Refer to the answer to Q.211.



	<b>QUESTION</b>	<b>ANSWER</b>
318	When will applicants be notified about decisions on awards?	Refer to the answer to Q.252.
	<b>QUESTION</b>	<b>ANSWER</b>
319	RFA asks applicants to describe tasks, assignments and deliverables proposed to accomplish scope of work. Are the tasks related to what needs to be accomplished to get new service area operational or do they relate to the essential CCIS service?	Both.
	<b>QUESTION</b>	<b>ANSWER</b>
320	A PERT Chart is requested to outline the project time table from beginning to end. Should the timetable reflect those tasks that need to be completed from date applicant is selected to July 1, 2013? Implementation date?	No, the work plan start date should be February 1, 2013.
	<b>QUESTION</b>	<b>ANSWER</b>
321	When will awards (grantees) be notified of award Status?	Refer to the answer to Q.252.

	<b>QUESTION</b>	<b>ANSWER</b>
322	Should purchase of new computers be included in 2013-14 - year 1 budget?	Refer to the answer to Q.210.
323	Can you clarify "option year 1" in Budget Phase - is this actually the 2nd year budget?	Yes.
324	Will there be a specific portal on DGS website for this RFA?	The RFA is currently posted on the DGS website.
325	What does DGS stand for? What is the URL for it?	Department of General Services. Www.emarketplace.state.pa.us

	<b>QUESTION</b>	<b>ANSWER</b>
326	When will the announcement of successful applicants to made? In other words, when will they be notified?	Refer to the answer to Q.252.
	<b>QUESTION</b>	<b>ANSWER</b>
327	Regarding the work plan is Microsoft Project 2000 required?	No. Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
328	Total number of submittals? Part I- pg. 14 - 1 original and 10 copies. Part II - pg. 11 - states 10 copies - which is it?	One original and ten copies.
	<b>QUESTION</b>	<b>ANSWER</b>
329	Please re-iterate the MS Software that must be used for the work plan. Can MS Word be used or only MS Project?	Refer to the answer to Q.199.

	<b>QUESTION</b>	<b>ANSWER</b>
330	Our fiscal year ends on June 30th and we intend to submit one audits for prior years. The RFA also asks for unaudited statement up to the month prior to submitting the application. Will the unaudited statements for the year ended June 30th suffice or do we also need to submit on-month statement for July 2012?	Refer to the answer to Q.273.
331	Who are the grant reviewers? Do they have knowledge of the CCIS workings?	Refer to the answer to Q.208.
332	We are not able to find a copy of Microsoft Project 2000 in which to complete the work plan. In other areas of the RFA it states we can use Microsoft compatible software. Is it acceptable to complete the whole RFA in a Microsoft compatible program?	Refer to the answer to Q.199.
333	How can we do budgets for subsequent years if we don't know service dollars? Admin costs are related to service.	Applications should be based on the estimated service allocations provided in Appendix A.

	<b>QUESTION</b>	<b>ANSWER</b>
334	Is there an administrative cap for any position? Is there a maximum administrative percentage?	No. No.
	<b>QUESTION</b>	<b>ANSWER</b>
335	When will selected applicants be notified?	Refer to the answer to Q.252.
	<b>QUESTION</b>	<b>ANSWER</b>
336	Can you give us any information regarding the individuals who will be reviewing our grants?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
337	Is the redacted version still needed if you do not have trade secrets?	No.

	<b>QUESTION</b>	<b>ANSWER</b>
338	To clarify, may the Work Plan be all Microsoft Word?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
339	Is a budget narrative required to accompany the cost submittal?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
340	Cost Submittal Appendix H - Can we insert new lines? (i.e. Other - itemize - communications)	Yes, itemize as needed. Refer to the revised Appendix provided with Addendum 4.
	<b>QUESTION</b>	<b>ANSWER</b>
341	MS Project for the Work Plan - Did I hear that you can use another MS compatible program in lieu of Project?	Yes.

	<b>QUESTION</b>	<b>ANSWER</b>
342	Are there document limits beyond the 25p Management Summary and 30p Staff Narrative?	No. Please reference RFA Section I-15, Economy of Preparation.
	<b>QUESTION</b>	<b>ANSWER</b>
343	Do we need 10 copies of each of the 3 Client/Corporate References if the references are to be returned to us via a sealed envelope?	No.
	<b>QUESTION</b>	<b>ANSWER</b>
344	Is PERT an actual program?	Yes. It is functionality within Microsoft Project.
	<b>QUESTION</b>	<b>ANSWER</b>
345	When the RFA asks for one original and 10 copies, does the original include both technical and financial portions?	Yes, Technical and Cost sealed in separate envelopes.

	<b>QUESTION</b>	<b>ANSWER</b>
346	Is MS Office Project a requirement?	No. Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
347	The redacted copy of the application was not included in the PowerPoint. Is it still required?	If appropriate.
	<b>QUESTION</b>	<b>ANSWER</b>
348	Microsoft Project 2000, one answer said it was not required (Microsoft compatible was acceptable), but another answer said it was required. Is it required?	No. Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
349	Do you want 2 complete technical copies on the same CD/flash drive? Or do you want one copy on each of two drives?	One copy of each one on two separate CD/ flash drives.



	<b>QUESTION</b>	<b>ANSWER</b>
350	For offices for other regions we may apply for, is estimated cost appropriate?	Yes.
	<b>QUESTION</b>	<b>ANSWER</b>
351	If applying for multiple service areas and don't get them all, will we be able to renegotiate for shared administrative cost sharing plan?	No, applicants must complete a separate application for each service area, as a stand-alone application.
	<b>QUESTION</b>	<b>ANSWER</b>
352	If agency is applying for multiple regions, how we do clarify the costs since each is contingent on next?	They are not. Refer to the answer to Q.356.
	<b>QUESTION</b>	<b>ANSWER</b>
353	Review process, will providers who are applying for multiple service areas be reviewed by same group as lower admin cost based on additional service areas being received?	One team is reviewing all applications.

	<b>QUESTION</b>	<b>ANSWER</b>
354	Clarification- Microsoft Project Office for whole work plan or just timeline?	Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
355	The 2012-13 estimated service allocation for North is \$58,192,955 yet the 2011-12 was 65,000,000. How firm are these allocations?	Applications should be based on the estimated service allocations provided in the Appendix A.
	<b>QUESTION</b>	<b>ANSWER</b>
356	How are projected costs related to Disaster Recovery/Emergency Preparedness be reported in/on Appendix H?	They should be taken into consideration in determining the costs to provide services.
	<b>QUESTION</b>	<b>ANSWER</b>
357	Microsoft Project 2000 no longer produced by Microsoft. What versions are acceptable? Or should we purchase from Ebay?	Microsoft Project can be purchased in newer versions. You must SAVE the project as Microsoft Project 2000 (compatible) for your submission when using MS Project.

	<b>QUESTION</b>	<b>ANSWER</b>
358	Does the Fy 2012-13 Estimated Services Allocation as identified on the Service Area (page following colored maps) represent the 5-year plan for F.S.S.?	Applicants should base their cost submittal for the term of the Grant on the estimated service allocation provided in Appendix A.
	<b>QUESTION</b>	<b>ANSWER</b>
359	What is date of award notification for timeline readiness May-June 2013?	Refer to the answer to Q.252.
	<b>QUESTION</b>	<b>ANSWER</b>
360	Your answers regarding Microsoft Project were unclear. Are we required to use this software, is it preferred or doesn't it matter?	It is not required. Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
361	Since this is a cost reimbursement contract- what time frame can be expected for reimbursement to applicant?	While this is a cost reimbursement Grant, CCISs receive advance monthly payments based on estimated costs.

	<b>QUESTION</b>	<b>ANSWER</b>
362	Can bank charges and interest for line of credit needed for a cost reimbursement needed be charged to the grant?	No, unless approved by the Department on a case-by-case basis.
	<b>QUESTION</b>	<b>ANSWER</b>
363	If submitting for two service areas where efficiencies can be realized if both areas are awarded- can additional cost submittal be included?	No. Refer to the answer to Q.356.
	<b>QUESTION</b>	<b>ANSWER</b>
364	Is Microsoft Project required? Will an application be rejected if Microsoft Project is not used?	No. Refer to the answer to Q.199.
	<b>QUESTION</b>	<b>ANSWER</b>
365	Pg 18: Under II-9, it says that we should not include any assumptions in our cost submittals. What does this mean?	Refer to the answer to Q.216.

	<b>QUESTION</b>	<b>ANSWER</b>
366	Could you list the documents DPW documents included in the RFA other than the Appendices that must be included in the Technical Submission. Should RFA Addendums be attached to the submittal?	Refer to Part II Application Requirements for the list of application/format requirements.
	<b>QUESTION</b>	<b>ANSWER</b>
367	If in the budget category you put an amount in and you go over the amount, can you submit documentation for the overage and it will be covered? Ex. you put \$10,000 in equipment, but something unexpected happens and you have \$15,000 in equipment expense; will you get reimbursed for the \$15,000 if you have documentation or do you have to do a budget revision and move the money from another category?	No, unless pre-approved by the Department. If approved, a Budget Revision will be required.
	<b>QUESTION</b>	<b>ANSWER</b>
368	I am received an email with the application for RFA. Is this something that daycare's, can do as well? Is it beneficial for us to apply to be one of the entities?	Thank you for your inquiry. The RFA sets the criteria for the Applicant and each Applicant must decide whether to apply or not.
	<b>QUESTION</b>	<b>ANSWER</b>
369	I do not understand who RFP is for. Do child care providers who are enrolled with CCIS for payment for care need to apply?	Thank you for your inquiry. As indicated in the solicitation, the RFA is to administer the child care subsidy program in PA. Current child care providers do not have to reapply to continue to be eligible for CCIS payment.

	<b>QUESTION</b>	<b>ANSWER</b>
370	I received the e-mail concerning RFA, but I don't know what it is for. I own a children's center. Is it for parents/guardians to apply for CCIS, or do we need to fill out the RFA to continue accepting CCIS funding?	Thank you for your inquiry. This RFA is for an organization that wants to be a grantee to administer the subsidized child care services program. There is nothing parents or you need to do to continue to receive CCIS funding.
371	Hello my name is Justin brown I am the director at Oakland Sunshine Daycare I am trying to get more information about the subsidized child care services (RFA). Can you tell me the details of what it actually is and us it something my center should consider?	Thank you for your inquiry. As indicated in the solicitation, the RFA is to administer the Subsidized Child Care Program in PA. The RFA sets the criteria for the Applicant and each Applicant must decide whether or not to apply.
372	I received this email, but I'm not sure if this pertains to us. My name is Griselle Newman and I am the Director of Licensed Preschool and Afterschool Programs at CORA Services, Inc. We receive funding from CCIS for our Preschool Students. Can you further explain the email below? I don't want to miss out and not be able to continue to receive CCIS for our parents.	Thank you for your inquiry. As indicated in the solicitation, the RFA is to administer the child care subsidy program in PA. Current child care providers do not have to reapply to continue to be eligible for CCIS payment.
373	Please be advised that TYL II wants to inquire if current child care providers have to re apply to be eligible to continue to provide services. We are provider # 311213361-1. I can be reached via this email tyl2inc@comcast.net or 215 474 9025. It is important that I act on this situation if re application is pertinent for our facility ASAP. Also, do I just have to re apply for a general provider # or do I have to re apply to service each CCIS agency . We provide services for several CCIS agencies in the greater Philadelphia area.	Thank you for your inquiry. As indicated in the solicitation, the RFA is to administer the child care subsidy program in PA. Current child care providers do not have to reapply to continue to be eligible for services.