

# **Early Learning Resource Centers**

## **Request for Proposals (RFP) 30-16**

### **Pre-Proposal Conference**

*July 11, 2017*

# Introductions



- Mac Spiker – Bureau of Financial Operations
- Karen Kern – Bureau of Financial Operations
- Tracey Campanini – Office of Child Development & Early Learning
- Terry Shaner Wade – Office of Child Development & Early Learning
  
- Other Commonwealth Staff
- Attendees

# Agenda



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- Introductions
- Ground Rules
- Critical Points
- Project Overview
- Timeline
- Break/Question Submittal
- Questions

# Ground Rules



- Sign in sheets
- Questions may be submitted in writing on the forms provided by the end of this conference.
- The Commonwealth team will determine which questions may be preliminarily answered.
- Any answers provided are not final until formally issued in writing.
- Any changes to the RFP will be issued as a formal written amendment.
- Any communication shall be made only through the RFP Project Officer.

# Critical Points



- Offerors may submit proposals for one, all, or any combination of the Early Learning Resource Center (ELRC) Service Regions. Each ELRC Service Region must be submitted as a separate proposal containing Technical and Cost.
- To minimize delays in proposal evaluation and to avoid rejection of your proposal, please read the RFP carefully and submit a complete proposal, including signature. Follow the proposal format as detailed in Part I of the RFP. Include the appropriate heading descriptions, respond to all requirements and provide any other relevant information as an appendix.
- Each proposal must have two separately sealed submittals: Technical and Cost. Please pay close attention to the number of hardcopy and electronic submittals required.
- Do not include any cost data in the technical portion of your proposal.

# Critical Points



- Proposals must be received by 2:00 p.m. on August 28, 2017.
- A Procurement Library has been established at:  
<http://www.dhs.pa.gov/learnaboutdhs/dhsorganization/officeofchilddevelopmentandearlylearning/>
- An oral presentation with each Offeror may be requested by the Department.
- The resulting agreement will be for a term of two (2) years, with three (3) additional one (1) year renewal options.

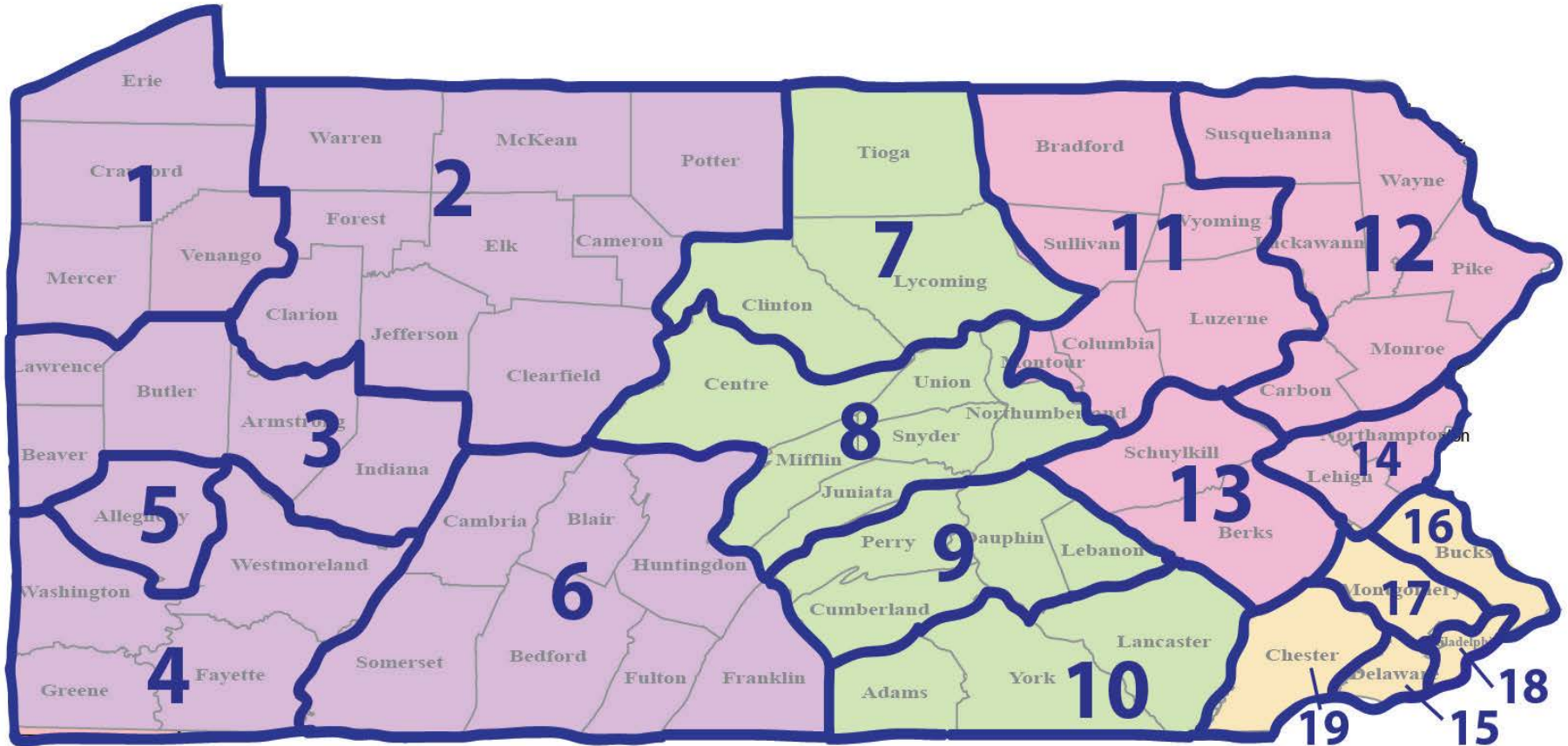
- The following criteria will be used in evaluating each proposal submitted for each ELRC Service Region of this RFP.
  - Technical – 60% (The Offeror’s technical submittal must achieve a score greater than or equal to 75% of available raw technical points)
  - Cost – 40%
  
- The technical evaluation will be based upon the following criteria:
  - Soundness of Approach
  - Offeror Qualifications
  - Understanding the Problem
  - Personnel Qualifications
  - Available Facilities

The ELRCs:

- Support enhanced efficiencies through **the integration of the current work of the Child Care Information Services (CCIS) and the Regional Keys**, thereby maximizing resources to serve families, providers and the community.
- There will be a total of 19 ELRCs.
- ELRC's will begin this work July 1, 2018.



## Early Learning Resource Centers Regional Map



# Requirements Overview



RFP 30-16 outlines specific requirements that Offerors must meet, including but not limited to the below. Offerors must respond to **all** areas of the work statement and propose how the Offeror will satisfy all requirements. ***Please reference the RFP for more information:***

- State Regulatory Requirements
- Federal Regulatory Requirements
- Policies and Procedures
- Conflict of Interest
- Conflict Free Requirements
- Office & Service Region Requirements
- Resource Requirements
- Access to Services
- Staff Clearances

# Requirements Overview



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- Information Handling
- Archived Files
- Payment for Child Care
- Fiscal Management
- Data Systems
- Provider Communications
- Absence of Director or Essential Staff
- CAO Retains Responsibility
- Data Disaster Recovery Plan
- Quality Control
- Emergency Preparedness
- Lobbying Certification and Disclosure of Lobbying Activities

**The RFP specifies specific Offeror tasks, including but not limited to the below. Please reference the RFP for more information:**

- Transition:
  - Grant agreements will provide up to a three (3) month period for transition from the incumbent Grantees to the selected Offeror(s). This timeframe will be from April-June 2018.
  
- Readiness Review:
  - Onsite review conducted by the Department prior to the effective date of the Agreement when the selected Offeror(s) are fully responsible for the implementation of all grant activities.

# Tasks Overview



- Eligibility Determination, Case Action and Time Constraints tasks include:
  - Conduct face-to-face interviews;
  - Collect and evaluate client income documents according to regulations and policy to process proposal and redeterminations;
  - Determine eligibility;
  - Establish and maintain child schedules for payments to providers; generate parent/provider notifications; and
  - Process appeals; and participate in appeal hearings.

# Tasks Overview



- Provider Payments tasks include:
  - Invoice for services;
  - Review invoices, authorize and prepare payments by check or direct deposit and maintain fiscal accounting records;
  - Analyze provider invoice submission for accurate child enrollment, service level, and approved schedule of service; and
  - Render timely payments to providers.

# Tasks Overview



- Resource and Referral tasks include:
  - Assist parents in locating and understanding the benefits of quality child care and early learning programs;
  - Maintain current provider data information, and perform online searches for parents;
  - Educate parents regarding elements of quality child care;
  - Interpret the reported childcare needs of the parent; and
  - Supply parents with provider referrals based on the expressed needs.

# Tasks Overview



- Provider Management tasks include:
  - Maintain Child Care Works Provider Enrollments;
  - Collect and verify provider rate information;
  - Manage out-of-state provider certification;
  - Process relative-provider providers, including initiating background checks, meeting face-to-face with providers, and verifying documentation
  - Support provider Child and Adult Care Food Program (“CACFP”) enrollment; and
  - Support provider utilization of Provider Self Service – for marketing, certificate renewal, update location and provider profile, and online invoicing.



# Tasks Overview



- Funds Management tasks include:
  - Create budgets, budget revisions and provide final expenditure reporting;
  - Make referrals to the Office of Inspector General (“OIG”) for suspected fraud;
  - Determine and collect overpayments;
  - Create and monitor expenditures of the Family Support Services (“FSS”) allocation and designated service allocations to ensure neither over-expenditure nor under-expenditure of funds; and
  - Manage the CCW enrollments and waitlist based on available funding.

# Tasks Overview



- Collaboration tasks include:
  - Work in an integrated and collaborative way both locally and statewide within the early learning service community to implement CCW and Keystone STARS;
  - Facilitate community planning, support partnerships, and activities with early care and education providers, Certification Regional Offices, local School Districts, home visiting programs, Workforce Investment Boards, and Local Education and Resource Network (“LEARN”), etc;
  - Pilot innovations through local partnerships and funding strategies; and
  - Deliver Technical Assistance based on provider needs and trends.

- Communication tasks include:
  - Develop and implement communication strategies to ensure that early learning practitioners are aware of professional development opportunities;
  - Ensure that new advances and opportunities are appropriately communicated to participants and community stakeholders;
  - Distribute to families and providers information on services offered by Federal or State Agencies;
  - Provide families and providers information on quality initiatives and support services offered by the Department or the Department's business partners; and
  - Utilize approved reporting mechanisms to share information with providers and the Department.

# Tasks Overview



- Support for Early Care and Education Providers tasks include:
  - Support early care and education provider shared services alliances and navigating the full system of supports;
  - Serve as an information hub for potential child care providers including local capacity building supports for underserved areas;
  - Coordinate Early Intervention supports
  - Deliver prescribed professional development and technical assistance to early childhood providers; and
  - Promote credit-bearing professional development and encourage all early learning practitioners to increase their educational attainment.

# Tasks Overview



- ELRC Staff Training tasks include:
  - Train all new staff within sixty (60) calendar days of their start date, on all aspects of their job assignments;
  - Ensure staff receives on-going training within thirty (30) calendar days of any updates or changes to any aspect of their job assignments;
  - Cross-train staff to ensure that core functions can be performed in any event of staff vacancies and/or absences; and
  - Submit a training plan that is subject to annual review and approval by OCDEL.

# Tasks Overview



- ELRC Staff Training continued:
  - Key ELRC Leadership staff to convene for one (1) to two (2) days every other month in the first year of the grant, and quarterly thereafter.
  - Quality Technical Assistance Staff or subcontractor supporting Keystone STARS to convene one (1) to two (2) days quarterly for the duration of the grant.

# Tasks Overview



- STARS Participation and Movement tasks include:
  - Facilitate program participation in Keystone STARS;
  - Participate in a seamless monitoring system with Certification.
  - Manage funds to support quality at the program level;
  - Monitor and designation of STAR levels;
  - Provide continuous Quality Improvement Supports; and
  - Deliver regulatory referral - professional development, technical assistance and coaching.

# Tasks Overview



- Turnover tasks include:
  - Ensure that program stakeholders do not experience any adverse impact from the transfer of services;
  - Develop and submit a Turnover Plan nine (9) months prior to the end of the grant term which details the proposed transition schedule, activities and resource requirements for the necessary turnover tasks to be implemented.



## The Project Timeline includes:

- June 27, 2017 – RFP 30-16 is Issued
- July 11, 2017 - Pre-Proposal Conference
- July 14, 2017 – Deadline to submit questions
- July 28, 2017 – Answers to Potential Offerors' questions will be posted to the Department of General Services (DGS) website
- August 28, 2017 – Due date for proposals

# Break/Question Submittal



## Break & Question Submittal

Questions may be submitted in writing on the forms provided during this break or at the end of the conference.

# Questions



- To date, 59 written questions have been submitted by email.
- You may submit additional questions today on the forms provided.
- A preliminary response may be provided to any questions submitted.
- We will not answer any question not provided in writing.
- No answer is official until it is answered in writing and posted to the DGS website as an addendum to this RFP.

This concludes the Pre-Proposal Conference.

Answers to all questions posed will be posted to the DGS website at:

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

by close of business on **July 28, 2017**.

No further questions will be entertained or answered after that date.

# Project Officer



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Bureau of Financial Operations

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Any contact with the Department concerning this RFP  
must be through the RFP Project Officer.