

**RFP #30-16**

**Early Learning Resource Centers**

**Q&A**

	RFP Section	Question	Answer
1		Can contact can be made with other CCIS agencies, specifically those within our established ELRC region? Or with Keystone STARS without compromising restrictions of contact?	Part I, Section I-23 of the RFP, Restriction of Contact, does not prohibit potential Offerors from entering into partnerships or subcontracting agreements. The restriction pertains to potential Offerors contacting Commonwealth personnel other than the Project Officer, and/or contacting competing Offeror personnel.
	RFP Section	Question	Answer
2		Are there allocation amounts by Region or an overall amount allocated to the grant?	The allocations are by Service Area and are provided as an attachment to this Addendum.
	RFP Section	Question	Answer
3		Will service allocations and FSS allocations be regional or will these continue to be county-based as they are now?	Service allocations will be for each individual service area identified in Appendix A of the RFP. Service allocations are not county-specific unless the service area is a single county.
	RFP Section	Question	Answer
4	Part III Section F	The document makes reference to the Offeror(s) capacity to conduct in-person meetings with individuals, families, and providers. Is it permissible for the Offeror to meet this requirement using technological solutions such as Skype interviews when this the preference of the interviewee? This would allow the Offeror to meet this requirement in wide spread geographical areas without inconveniencing the interviewee.	Regulations for the subsidized child care program allow for a phone call as a substitution for the face-to-face interview. A skype interview would meet this requirement.
	RFP Section	Question	Answer
5	Part III Section G	The document indicates that the Department will not provide computers, internet connectivity, network support, etc. Is this intended to mean that the Offeror will need to budget for the purchase of any needed equipment? Also if the Offeror is an existing CCIS office, is it presumed that they would retain the equipment currently in the possession of that office?	Yes, the Offeror's budget should include the purchase of any needed equipment.  Under the current agreements, materials, supplies, and equipment purchased by an existing CCIS or Regional Key office with grant

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			funds are considered property of the Commonwealth. As such, agencies will be expected to return all materials, equipment, and supplies purchased with grant funds to the Commonwealth upon fulfillment of all required activities of the current agreements.
	RFP Section	Question	Answer
6	Part III Section K	The document states the requirements for record retention. Will there be a requirement for the new entity created by the Offeror to assume the responsibility for records in the existing CCIS and Key agencies and to retain these records for the same time period expressed in the document, including records currently archived by the existing entities? This requirement was imposed on the CCIS agencies assuming responsibilities in new service areas in the last grant but had not been expressed in the RFA creating a cost and responsibility that was not made clear in the original offering.	Yes, selected Offeror(s) will assume the responsibility of record retention from the existing CCIS or Regional Keys.
	RFP Section	Question	Answer
7	Part III Section L	The document states the requirement that the Offeror provide electronic direct deposit payment for child care services. Since it is the Department's intent to encourage providers to participate in the Provider Self Service system and online invoicing system; is it permissible for the Offeror to require providers to participate in these electronic provider system in order to qualify for electronic direct deposit?	No. Enrollment in and utilization of Provider Self Service is highly recommended; however, OCDEL does not mandate its use as a standard for participating in the subsidized child care program.
	RFP Section	Question	Answer
8	Part III Section N., Subsection 2	The document states the requirement that the Offeror use five databases for the administration of Keystone Stars. Is the Department prepared to provide training on the use of these systems?	Yes, the Department will provide the selected Offeror(s) with training on the use of data systems and program policies.
	RFP Section	Question	Answer
9	Part III-8, Tasks, Section F	The document states that the Offeror's provider related activities may include: Child and Adult Care Food Program ("CACFP") Provider Enrollment. Provider enrollment and monitoring for the CACFP is currently the responsibility of the PA Department of Education, Division of Food and Nutrition. Can you explain the intent of this requirement, is the Offeror to provide information and assistance to providers in applying for enrollment in CACFP or is the intent of the proposal that the Offeror have more extensive involvement?	The intent is to support providers in maximizing all available resources. The selected Offeror(s) will support providers with enrollment in the Pennsylvania Department of Education Child and Adult Care Food Program (CACFP) as appropriate.

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	RFP Section	Question	Answer
10		Do the paper submissions need to be bound or should they be loose pages with a binder clip or rubber band?	Paper submissions must be bound.
	RFP Section	Question	Answer
11		No spacing is indicated, is single spaced allowed?	Yes, single spaced is acceptable.
	RFP Section	Question	Answer
12		A 40 page limit is noted and it states on page 7 of the RFP that page number requirements per section would be indicated in Section III. They are not; are there page number limitations per section?	There are no page limitations per section. Part I, Section I-14.B.2.a of the RFP, which states that "Proposals may not exceed 40 pages," will be deleted via addendum to the RFP, thereby eliminating all page limitations.
	RFP Section	Question	Answer
13		If our agency is currently enrolled in Keystone STARS as a Head Start and Pre-K Counts provider, but is not a child care provider, do the Conflict Free Requirements (p. 18 of the RFP) regarding conflict of interest and separate governing bodies apply?	The Department cannot make any individual determinations until it has had the opportunity to review the Offeror's proposal. The Department will evaluate responses to determine if any conflicts exist.
	RFP Section	Question	Answer
14	Page 27, Grantee Personnel	On page 27 of the RFP, under "Grantee Personnel," the Offeror is asked to provide the names of employees, their resumes, and client references for each. Is the expectation that all key employees will be identified at the time of application, or is it acceptable to identify the positions and qualifications for employees to be hired if we are selected as the provider? If we do not identify all key employees at the time of application, will this substantially affect the score of our proposal?	An Offeror should identify all key personnel in its proposal. The Department will evaluate personnel qualifications as explained in Part II, Section II-4.A of the RFP.
	RFP Section	Question	Answer
15		Must the Offeror have a physical presence in each county (e.g., staff working in the field) of the service region or are we expected to have a facility or office space, such as a satellite office, in each county?	See Part III, Section III-1.F of the RFP. The selected Offeror(s) must have one physical location in each service region.

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	RFP Section	Question	Answer
16		Please clarify what sections are required in Part III, Technical Submittal. Specifically, in section III-1, it appears to be a list of program requirements that a selected provider must offer, whereas beginning in section III-2 there are specific statements about what is to be included in the written application. Please clarify what should be addressed, particularly in section III-1.	Part III, Section III-1 outlines Offeror requirements. Offerors must respond to each Section of Part III. See Part I, Section I-14.B of the RFP.
	RFP Section	Question	Answer
17		Please summarize what is to be included under each of the Tabs. For example, Tab 11 is to be "Performance Standards." Is OCDEL looking for a summary of the performance standards and how the Offeror will address them?	Yes. More specifically, Tabs 2 through 11 should indicate how the Offeror will satisfy each of the items addressed within each respective section.
	RFP Section	Question	Answer
18		Please clarify what is to be required on the flash drives submitted with the proposal. Specifically, what is meant by "...include separate folders which contain a complete and exact copy of the entire Technical (excluding financial capability) Submittal in PDF..." The requirement seems to ask for multiple folders but what is described is a single PDF copy. What is being sought under this requirement?	The flash drives must contain two folders – one for technical and one for cost. Each PDF document in the folders must be a mirror image of the paper submittals. Please reference Part I, Sections I-14.B.1 and I-14.B.2 of the RFP for specific information to be contained within each separate submittal.
	RFP Section	Question	Answer
19		How are the Corporate Reference Questionnaire and the Key Personnel Reference Questionnaire incorporated under Tabs 13 & 14 if they are to be in sealed envelopes?	The Offeror should place the sealed envelopes within each respective tab. Tabs 13 and 14 are only included in the original, paper copy of the Technical Submittal.
	RFP Section	Question	Answer
20	Page 7, Paragraph B	On page 7, B2a it states that "Page number requirements per section are indicated in Section III." However, those requirements do not appear to be included in Section III. Where can this information be found?	Refer to the response to Q12.
	RFP Section	Question	Answer
21		Are physical numbered tabs required, or is the expectation that these will be listed in the body of the proposal narrative?	The Offeror's response should include physical numbered tabs.

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	RFP Section	Question	Answer
22		Microsoft Project is referenced on page 8. Is it required to be used in the preparation of a proposal?	No.
	RFP Section	Question	Answer
23	Page 19, Paragraph G. Resource Requirements	On page 19 of the RFP (paragraph G. Resource Requirements) it states that the “selected Offeror must supply meeting rooms and normal office space for personnel, including: equipment, computers and monitors, network and internet connectivity, supplies, clerical assistance, and administrative support...” Is the expectation that the Offeror will provide this from its own resources or are these costs allowed to be included in the budget for the proposal?	All costs associated with providing the services identified in the RFP must be included in the Cost Submittal. This includes, but is not limited to, costs associated with supplying meeting rooms and normal office space for personnel, equipment, computers and monitors, network and internet connectivity, supplies, clerical assistance, administrative support, staff clearances, professional development, technical assistance, other credit bearing coursework, travel, overhead, profit, etc.
	RFP Section	Question	Answer
24	Page 19, Paragraph I. Staff Clearances	On page 19 of the RFP (paragraph I. Staff Clearances) it states the selected Offeror must obtain written clearances at its own expense. Are the costs for clearances not permitted to be included in the project budget?	Refer to the response to Q23.
	RFP Section	Question	Answer
25	Page 29, Part III-8 Work Plan	On page 29 of the RFP (III-8 Work Plan) we are asked to describe the technical plan for accomplishing the work, and we are to use the <i>task descriptions</i> in Part III of the RFP as the reference point. However, this section is a sub-part of Section III. Please clarify what is specifically meant by “task descriptions.”	The “task descriptions” refer to the specific tasks found in Part III, Section III-8 of the RFP.
	RFP Section	Question	Answer
26		In a number of instances throughout Part III, there are references to requirements for the selected Offeror. Is it a correct interpretation that these are requirements to be addressed after the provider is selected, and not a requirement to be addressed as part of the application? As an example, on page 34 of the RFP (under paragraph E. Resource and Referral), there is a listing of items that the selected Offeror must provide.	No, the Offeror must indicate as part of its proposal how it will satisfy each requirement. Please refer to the responses to Q16 and Q17.

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	RFP Section	Question	Answer
27	Page 7, Paragraph B. Proposal Format	Is the "Transmittal Letter" referenced on page 7 of the RFP the same as the "Proposal Cover Sheet" (Appendix C of the application materials)? If not, please explain what is sought as a Transmittal Letter.	No, the Transmittal Letter is not the same as the Proposal Cover Sheet. The Transmittal Letter is the same as a cover letter, and should indicate what is being submitted and the purpose of it.
	RFP Section	Question	Answer
28	III-10, Performance Standards	Under the "Criteria" column, there is a reference to tasks (e.g., Task C, Task I, etc.). Please clarify these references.	The references relate to the specific task that each Performance Standard relates to.
	RFP Section	Question	Answer
29		If an Offeror applies for multiple regions and expects to generate cost savings as a result (by sharing some staff between regions, for example), can we show this savings in our Cost Submittal and, in the event the Offeror is not awarded all regions applied for, renegotiate our budget at the time of award?	No. Please refer to Part I, Section I-14.B of the RFP. Offerors must submit separate proposals for each Service Region being applied for. Each Service Region will be evaluated independently (see Part II, Section II-4 of the RFP).
	RFP Section	Question	Answer
30		Please clarify what is meant by "alternate proposals" on page 8 of the RFP. Are Offerors allowed to submit more than one proposal per region?	The proposal must meet the basic approach defined in the RFP. No, Offerors may only submit one proposal per region.
	RFP Section	Question	Answer
31		Please clarify what is meant by "restriction of contact" on page 10 of the RFP, and explain how this requirement may impact conversations with potential partners regarding collaborative proposals.	Refer to the response to Q1.
	RFP Section	Question	Answer
32		Please clarify what is meant by "Continuity of care to support access to high-quality care and services" on page 34 of the RFP.	"Continuity of care to support access to high-quality care and services" refers to providing families with information about program options as their child(ren) change programs or locations. An example may be helping a family find care for an eligible school-age

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			child as aftercare in a different neighborhood. An alternative could be to help families select a new care provider in the event of an adverse action against their current provider's certificate of compliance.
	RFP Section	Question	Answer
33		Are Offerors required to specify subcontractors in our proposal, or may Offerors instead plan to issue their own RFP for subcontractors (who may be contracted to conduct eligibility determinations or professional development, for example) after award notification?	Subcontractors should be identified in the proposal. See Part III, Section III-5.B of the RFP.
	RFP Section	Question	Answer
34		Please clarify what is meant by "assumptions", as it appears on page 48 of the RFP, "Offerors should not include any assumptions in their cost submittals."	The Cost Submittal must include all costs associated with providing the services as defined in the RFP; and not conditioned upon any assumptions. Assumptions represent a set of judgments about past, present, or future conditions; are arbitrary and invalidate aspects of the cost submittal. Thus, no assumptions should be included.
	RFP Section	Question	Answer
35		What drove the logic for regional make up – why divide current county joiners (regions) that are currently cost effective and high functioning?	This question is not relevant to submitting a proposal in response to the RFP.
	RFP Section	Question	Answer
36		When you say the selected Offeror(s) must establish at least one physical office in each ELRC Service region do you actually mean in each county or only one office is required per region?	Refer to the response to Q15.
	RFP Section	Question	Answer
37		Can payment of daycare providers from CCIS subsidy be both in check form and/or direct deposit?	Yes.

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	RFP Section	Question	Answer
38		Do all key staff have to be current employees of the Offeror?	No.
	RFP Section	Question	Answer
39		Can you name a key staff in your RFP with their consent that works for another agency if that agency is also an Offeror submitting a RFP?	Yes.
	RFP Section	Question	Answer
40		Can you have a key staff position (TBD)? The Offeror may have a potential key staff applicant but it may be unknown at this stage of the project if the potential key staff will accept the position. Will this hurt in the scoring of the RFP even though the potential applicant maybe very qualified?	Please see the response to Q14.
	RFP Section	Question	Answer
41	Page 27, III-5.A.	It states the organizational chart must illustrate many things but the confusing part is we would have to list the actual names of each personnel assigned to each role that is non-key personnel. With this sizes of the regions and at this stage of the project (RFP submittal) is it required to put a person's name to every position in the ELRCs?	No. Please refer to Part III, Section III-5 of the RFP. Key personnel must be identified and include a resume or similar document; non-Key personnel positions should be indicated and job descriptions provided.
	RFP Section	Question	Answer
42	Page 23-24, III-3.S.	Please explain in more detail the ELRC Director's job of the <b>annual performance standards review process</b> . Is this similar to the CCIS performance standard reviews that are currently completed by the Subsidy Coordinators of OCDEL yearly?	The performance standards review process for ELRCs will replicate and merge current practices for monitoring the performance of Regional Key and CCIS grantees.
	RFP Section	Question	Answer
43		On page 32 "Is a signed proposal from a parent/caretaker" mean the subsidy applicant as we know it currently? On page 4. It states under Grant management "Family friendly application process for CCW and other OCDEL programs. Please explain in more detail all of what this application or proposal will encompass service wise for the ELRCs.	The statement should read "signed application from a parent or caretaker," and will be amended via addendum to the RFP. The corrected use of the term "application" on pages 4 and 32 is in reference to the application required by the Department for a family to participate in Child Care Works.



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	RFP Section	Question	Answer
			ELRCs will serve as a referral agency to other existing programs which may be of benefit to the family.
44		On page 4 – Distribution of payments (One framework for all ELRC’s), online voucher/billing, electronic payments. Please explain in detail what each of the above refers to process wise for the ELRCs as this is unclear between the many combined functions of the CCIS/Keys.	All provider payments, grants and awards or CCW payments, must be distributed through the same financial system of record.
45		On page 3. – It states that we will be enrolling Providers for the CACFP program. Please explain in more detail as this is a new function to both CCIS’s and Keys. Is this going to be a combined application for CCIS and Stars providers including the CACFP program?	Refer to the response to Q9. Regarding the last question, at this time it will not be a combined application.
46		Can separate Offerors each list subcontracts with each other in their proposals? Basically they each agree to subcontract the other if they are selected as the Grantee of the ELRCs.	Yes, Offerors may decide what subcontracting relationships to propose.
47		Does the scoring of the RFP in any way look at subcontracts as a positive, negative or just neutral?	Proposals will be evaluated based on the evaluation criteria defined in the RFP. Please refer to Part II of the RFP.
48		Please clarify what information is being sought in the proposal under “Tab 2: Requirements” (Section III-1 of the RFP) for State Regulatory Requirements, Federal Regulatory Requirements, Policies and Procedures, Resource Requirements, Provider Communications, and CAO Retains Responsibility. Other sections under this tab would seem appropriate to describe how an Offeror would meet the requirements, but these sections are essentially a list or statement of requirements that must be followed (e.g., federal or state regulatory requirements). Is the response sought an assurance that the Offeror will comply, or is more detail expected?	Refer to responses to Q16, Q17, and Q26.

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	RFP Section	Question	Answer
49		Please clarify what information is being sought in the proposal under “Tab 10: Reports and Project Control” (Section III-9 of the RFP). This section lists the types of reports that are or may be required of the selected Offeror, but the RFP does not clarify what information is being asked for in the response to this section. Is it an assurance that the Offeror, if selected, will comply with reporting requirements, or is more detailed information expected?	Offerors must demonstrate their ability to meet all reporting requirements.
	RFP Section	Question	Answer
50		Please clarify what information is being sought in the proposal under “Tab 11: Performance Standards” (Section 111-10 of the RFP). This section lists the performance standards, but the RFP does not clarify what information is being asked for in the response to this question. Is it an assurance that the Offeror, if selected, will comply with performance standards, or is more detailed information expected?	Offerors must demonstrate how they will manage the program in a way that supports full compliance with the performance standards.
	RFP Section	Question	Answer
51		<p>Currently Child Care Works (CCIS) receives 1/12 Administration/Family Support Service (FSS) for the first 3 payments of the fiscal year. The subsequent payments included a 1/12 of the FSS budget amount and a reconciliation of the previous FSS payments to the actual FSS expenditures. The FSS reconciliation occurs through PELICAN. The Subsidized Child Care services provided under the current Grant is based on the next month’s anticipated enrollments. Through PELICAN, OCDEL retrospectively reconciles payments made for anticipated enrollments to the actual cost of services. These payments are made directly to the Grantee bank account around the 20<sup>th</sup>-24<sup>th</sup> of each month. My understanding is that PA Keys submit monthly invoices for payments from the state.</p> <p>Will ELRC’s that receive the RFP 30-16 Grant still receive payments as they currently do for the Subsidized (CCW) portion of the grant ( FSS and Provider payments) and have to submit monthly invoices for the PA Keys expense portion of the grant?</p>	Selected Offeror(s) will be paid a fixed monthly rate for the implementation of services proposed under this grant. The Department will provide further guidance to Selected Offeror(s) during the contracting process concerning how CCW Service Funds to support child enrollment payments and Keystone STARS Grants and Awards are paid, as the allocation amounts can vary from year to year.
	RFP Section	Question	Answer
52	“Conflict Free Requirements” {page 18 (E)}	Montgomery County operates a child care program for County residents who have business in the Court House or with County offices. The program is free, short term, mostly hourly, and the parent is not required to pay any fees or costs.	Refer to the response to Q13.

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	RFP Section	Question	Answer
		Does the provision under "Conflict Free Requirements" apply to court care programs that are short-term, mostly hourly, and have no fee/costs to the parent?  If it does apply, regarding the separate management clause, is it sufficient if another branch of the county manages the court care program instead of the ELRC?	
53	Page 7, B,2, a	"Page number requirements per section are indicated in Section III." When will this information be available?	Refer to the response to Q12.
		Will funding to hire and train staff, purchase equipment, lease space, etc. be provided between April and June 2018 to the selected Offerors?	No, the ELRC Transition is not a paid task.
54	Page 30, Tasks, A. Transition		
		Will the ELRC be involved with CACFP Provider Enrollment beyond providing information about this program?	Refer to the response to Q9.
55	Page 34, F Provider Management		
		Please explain "Infant/Toddler expenditures."	OCDEL must report on expenses supported by the Child Care and Development Block Grant related to improving the quality and access for infants and toddlers in child care on an annual basis. Per OCDEL systems or per reporting guidance, ELRCs must be able to report on funding that supports technical assistance, grants and awards to child care providers that is targeted to infants and toddlers.
56	Page 37, next to final bullet under Funds Management and on page 46, bottom right box		
		Please explain "reciprocity opportunities."	Keystone STARS supports child care, Head Start, Pre-K Counts, and Private Academic Preschools. "Reciprocity opportunities." refers to collaboration with those programs
57	Page 40, L, 6th bullet		

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	RFP Section	Question	Answer
			identified by OCDEL as fulfilling designation through an approved Accreditation or Program Model process.
58		Are current Regional Key allocations/budgets available to prospective bidders? If so, are the allocations divided by functions? That is, is there a designated amount of funding available for professional development, for case management, etc.?	Refer to the response to Q2.
59		Regarding the electronic submission, how do you deal with the sealed recommendation forms for the organization and key personnel?	The electronic copies of the submittal do not include the sealed Corporate and Key Personnel Reference Questionnaire forms. Refer to the response to Q19.
60		For any appendices included by the Offeror, do they come after the other required appendices; if so, how are they labeled and do they get included in another tab?	Yes, any additional appendices included by the Offeror should come after the required appendices. Additional appendices may be numbered.
61		What are the page number requirements for each section, as referenced on page 7 of the RFP, where it talks about page limits and other formatting requirements?	Refer to the response to Q12.
62		On page 4, what are the obligations under the Voter Registration Act?	The National Voter Registration Act (NVRA) requires social services agencies and other offices that interface with the public to offer citizens the opportunity to register to vote or to change registered voter information. CCIS offices are considered public offices that fall in this category. ELRCs will be obligated, under the law, to offer the opportunity to register to vote, to change information, and to document through a signed attestation if the individual declines to register to vote.

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			Lastly, the ELRC will be required to submit monthly reports on these activities to the Pennsylvania Department of State through OCDEL.
	RFP Section	Question	Answer
63		On page 4, with respect to distribution of payments and using one framework for all ELRC – does this already exist?	No. This reference is intended clarify that all provider payments, grants and awards or CCW payments, must be distributed through the same financial system of record. The payment framework will be individualized to each successful Offeror, using their selected funds management system.
	RFP Section	Question	Answer
64		Please provide more detail for last item on the ELRC Cost Verification Worksheet. Fee or Profit.	The fee or profit line refers to the Offeror's profit margin.
	RFP Section	Question	Answer
65	Part I, Sections 23 and 26	An Offeror is not to discuss the contents of the proposal with another competing Offeror. The RFP also requests the Offeror to provide any information concerning personnel and/or subcontractors. Considering the significant changes that have occurred in service areas, and that an Offeror may want to use existing CCIS and Keystone Starts personnel to provide trained and qualified staff including subcontractors to existing providers that may also be submitting a proposal; what actions can the Offeror make to fulfill both requirements without the risk being disqualified for collusion or without submitting what might be considered an incomplete answers and thus lower scores?	Refer to the response to Q1.
	RFP Section	Question	Answer
66		Can the Offeror be a for-profit entity?	Yes.

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	RFP Section	Question	Answer
67		Can the operation of an ELRC be run as a for-profit? Given the cost efficiencies of a for-profit operator, can profit be taken from the funds? If the contract awarded is for X dollars, and actual costs come in a Y, what happens to the excess funds (X-Y)?	Refer to the response to Q66. Selected Offerors will be paid a fixed monthly fee regardless of actual costs.
68		Is there a place on the state website (DGS) to find current PA and regional key grantee grant award, allocations including line item budget? Are available and detail such as salary, benefits and other operation costs. Since CCIS information is available, key budgets should be fully accessible too.	The current agreements can be accessed on the PA Treasury website at <a href="http://www.patreasury.pa.gov">www.patreasury.pa.gov</a> .
69		Will CCIS service budgets be separated by county in a region?	Budgets will be allocated by service area.
70		Will current staff/newly employed staff need new clearances or can clearances obtained within the last 5 years be accepted?	Clearances obtained within the past 5 years will be accepted.
71		Where ELRC is being formed from more than 1 current CCIS region, is it expected that new contractor will have an office in each of the prior CCIS regions, or is one site serving the region sufficient.	Refer to response to Q15.
72		In partnerships or collaborations, must a primary contractor be identified or can a collaborative apply?	A primary contractor must be identified. See additional information in the response to Q46.
73		Are the conflict-free requirements significantly different than those currently in effect with CCIS contracts?	No.

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	RFP Section	Question	Answer
74	Page 21, Section III-I, Part III-1.L	Must we offer direct deposit or can we only pay by check?	The successful Offeror must make both payment methods available to providers.
	RFP Section	Question	Answer
75		Since the existing equipment/supplies is the property of the state, do we budget as if we have zero property?	Refer to response to Q5.
	RFP Section	Question	Answer
76		Will the state re-distribute equipment/supplies to awarding agencies?	No.
	RFP Section	Question	Answer
77		Who is on the review team?	The Department does not provide this information nor is it relevant to submitting a proposal in response to the RFP.
	RFP Section	Question	Answer
78		How many years does the budget need to be for submission? 2 years for the minimum amount of the contract or for the whole 5 years?	Offerors need to submit a cost submittal for the base term of 2 years as well as each of the 3 option years.
	RFP Section	Question	Answer
79		Will there be any funding prior to July 1, 2018? This would cover such tasks as transition from current providers, staff training, and other areas to ensure readiness?	No. Refer to response to Q54.
	RFP Section	Question	Answer
80		Please clarify again – is there a total overall page limit?	No. Refer to response to Q12.
	RFP Section	Question	Answer
81		Can you please repeat the answer to question #39?	Refer to the response to Q39.

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	RFP Section	Question	Answer
82		Is there a page limit to the entire document? Can the document be double-sided?	No. Refer to response to Q12. Yes, the document must be double-sided. Please refer to Part I, Section I-14.B.2.b. of the RFP.
	RFP Section	Question	Answer
83		Are 6 copies or 7 required to be submitted?	Offerors must provide seven (7) paper copies, one marked original, of the Technical Submittal. Please refer to Part I, Section I-14.A of the RFP.
	RFP Section	Question	Answer
84		One proposal per region: can a lead proposer (Offeror) submit more than one proposal if the Offeror has a different partner for each proposal to fulfill the deliverables of the RFP?	No. Offerors may submit proposals for one or more ELRC Service Region, but not more than one proposal per region. Offerors should include all subcontractors in that proposal to fully demonstrate how the project tasks will be fulfilled. Refer to the responses to Q33 and Q46.
	RFP Section	Question	Answer
85		If you plan to utilize subcontractors, is it required to disclose those subcontractors at the time of submission of the RFP?	Refer to the response to Q33.
	RFP Section	Question	Answer
86		What information is required to be submitted for subcontractors?	Please refer to Part III, Section III-5.B of the RFP.
	RFP Section	Question	Answer
87		What are the payment arrangements for the contracts? This information is critical for bid submission.	Refer to the responses to Q51 and Q67.
	RFP Section	Question	Answer
88		ELRC Cost Verification Worksheet – can you provide more guidance about the definitions of labor overhead, general overhead costs, operational overhead and	Labor Overhead refers to the ongoing indirect business expenses related to direct labor.



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		general administrative overhead. I am trying to learn where I should place budget line items.	<p>General Overhead Costs support the overall management and operation of the business and exist for the benefit of the entire company.</p> <p>Operational Overhead costs are endured by a business whenever a product or service is created.</p> <p>General Administrative Overhead costs are indirect expenses incurred in the general operations and management of the business. These costs are not involved in the development or production of goods or services.</p>
	RFP Section	Question	Answer
89		What comprises the Fixed Monthly Fee? Does this figure consist of operational cost or does it include personnel as well?	Refer to the response to Q23.
	RFP Section	Question	Answer
90		What are the constraints on the fee or profit line item in the ELRC Cost Verification Worksheet?	While there are no constraints related to the fee or profit line item, the cost criterion accounts for 40% of the total available points and will be evaluated in accordance with Part II, Section II-4.B of the RFP.
	RFP Section	Question	Answer
91		Is there a maximum amount or percentage of grant allowed for administrative costs?	Refer to the response to Q90.
	RFP Section	Question	Answer
92		Are fiscal/oversight agency costs considered administrative or service costs?	Administrative costs.

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	RFP Section	Question	Answer
93		Is there a minimum FTE to be considered part of service delivery?	No.
	RFP Section	Question	Answer
94		Is it possible to receive a recording, transcript or answers to the questions posed at the pre-proposal conference in Harrisburg?	The questions posed at the Pre-proposal conference have been documented and are included in this log.
	RFP Section	Question	Answer
95	I-14	Must use Arial or Times Roman font with a size twelve, pages 8.5 x 11 inches with right and left margins of 1 inch. The cost verification worksheet provided does not meet these requirements. Please advise.	The format requirements described in Part I, Section I-14.B.2.a-g of the RFP pertain to the Technical Submittal.
	RFP Section	Question	Answer
96		As current Offerors are competing for the same region and only one Offeror will be awarded the project in said region, is it permissible to list one individual as a Key Staff person on two proposals? For example: CCIS grantee I and CCIS grantee II are both competing for Region 3. Can a Key Staff person from CCIS grantee I be listed on the proposal from grantee I and the proposal from grantee II as there is no chance that both proposals will be awarded? This would ensure a more seamless transition and no discussion of budgetary items would need discussed until after the project was awarded.	Refer to the response to Q39.
	RFP Section	Question	Answer
97		It is stated in Cost Submittal Instructions "The Department is requesting an all-inclusive fixed monthly fee to perform all tasks identified in Part III". It is also stated in Part IV Cost Submittal "Offerors should not include any assumptions in their cost submittals." How can the Offeror provide for increases in Health Insurance, electricity, etc. without being rejected for using an assumption?	Refer to the response to Q34.
	RFP Section	Question	Answer
98	Part III-8, Section C #1	It is stated, "Cases in the Proposal Inbox must be processed within thirty (30) days of the received date." Is the Proposal Inbox a function of the current Regional Key?	The question should read "cases in the application inbox," and will be amended via addendum to the RFP. The application inbox is currently managed by the CCISs. Families may submit applications by any of the following methods:

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			<ul style="list-style-type: none"> <li>• Drop off</li> <li>• Mail in</li> <li>• Through COMPASS</li> </ul> <p>Applications submitted through COMPASS land in the “inbox”.</p> <p>All applications, regardless of how submitted, must be processed within 30 days.</p>
	RFP Section	Question	Answer
99		<p>Current CCIS Grant expires on 6/30/2018. June 2018 invoicing will not be processed until July 2018 and FSS Books Closed will be occurring around Aug. 24, 2018 with CCIS 17/18 RECAP due back to OCDEL sometime in September 2018.</p> <p>My question is: Who will be responsible for the June 2018 invoicing, RECAP to the state and Audit report for the 17/18 FY?</p>	<p>Current grantees are responsible for fulfilling all aspects of their current agreements. Communications regarding closing out the current CCIS and Regional Keys contracts will come to those agencies directly from OCDEL.</p>
	RFP Section	Question	Answer
100		<p>On the solicitation, it says the following: Opening Location: This is not a Public Opening</p> <p>What does that mean exactly?</p>	<p>It means the public may not be present or attend the opening of the proposals.</p>
	RFP Section	Question	Answer
101		<p>Under the cost submittal, must all positions to be funded under the grant be listed under direct labor costs, or may some positions (like Director, IT, etc) be classified as administrative overhead?</p>	<p>All salaries should be included in the Direct Labor Costs line-item.</p>
	RFP Section	Question	Answer
102	(Page 26) III-4 B: References	<p>The RFP states: “at least 3 relevant contacts within the past (3) years to serve as corporate references. The references must be outside clients (non-DHS).”</p> <p>(a): Can you provide examples of “clients” we can use?</p> <p>(b): Can you use CACFP, vendors, satellite office landlords or providers?</p>	<p>References must be able to attest to the individual’s or organization’s experience and competence to perform project tasks similar to those requested in the RFP.</p>

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	RFP Section	Question	Answer
103	(Page 27) III-5 Personnel, A. Grantee Personnel	<p>The RFP states: "A minimum of 3 client references for Key Personnel must be identified. All client references for Key Personnel must be outside clients (non DHS) who can give information on the individual's experience..."</p> <p>(a): Are you asking for a minimum of 3 client references for the combined Key Personnel as a group or a minimum of 3 client references for EACH individual Key Personnel?</p> <p>(b): Can you provide examples of "clients" we can use?</p>	<p>Offerors shall submit a minimum of three (3) client references for each individual identified as Key Personnel.</p> <p>Please refer to the response to Q102.</p>
	RFP Section	Question	Answer
104	(Page 39) III-8 Tasks, K. Staff Training 2.	<p>The RFP states: "Additionally the Department requires periodic face-to-face meetings of Key Personnel and/or subsets of the grantee or subcontractor staff. In developing the Cost Submittal of the RFP, the Offeror should plan for: Quality Technical Assistance Staff or Subcontractor supporting Keystone STARS to convene 1 to 2 days quarterly for the duration of the grant."</p> <p>(a): To meet with the Key Personnel?</p>	<p>Yes.</p>
	RFP Section	Question	Answer
105		<p>What information should we use to determine the allocations for PD/TA staffing and consultants? Is information regarding ECMH, I&amp;T, TA, Specialized TA, etc. going to be provided? If not, how will they be addressed in the budget?</p>	<p>PD beyond regulatory referral will be procured through an additional offering. Additional resources around technical assistance models (ECMH, I/T) will be negotiated with successful bidders based on the current identified need in each service area.</p>
	RFP Section	Question	Answer
106		<p>What are the points available for the scoring of each section of the technical submittal?</p>	<p>There are 600 available Technical points.</p>

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	RFP Section	Question	Answer
107		<p>Page 6 of the proposal states: “Offerors shall submit two complete and exact copies of the entire proposal (Technical and Cost Submittals, along with all requested documents) on a Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. Additionally, on the Flash Drive, include separate folders which contain a complete and exact copy of the entire Technical (excluding financial capability) Submittal in PDF (portable device format).” Does this mean there should be a complete copy of the technical submittal as PDF, a folder that includes the technical submittal in word and spreadsheets in excel, and a folder that includes the cost submittal in word and spreadsheets in excel? Also should the 2 copies be on 2 separate flash drives?</p>	<p>Refer to the response to Q18.</p> <p>Yes, the 2 copies should be on 2 separate flash drives.</p>
	RFP Section	Question	Answer
108		<p>What are “CCW grants”?</p>	<p>CCW is Child Care Works, the state’s subsidized child care program. CCW grants are those issued to grantees to manage this program. Refer to Part I, Section I-3 of the RFP.</p>
	RFP Section	Question	Answer
109		<p>Where do we access the CCIS manual referenced on page 17 of the RFP?</p>	<p>All supplemental materials related to Keystone STARS and CCW are posted in the Procurement Library. Please refer to Part I, Section I-5 of the RFP for a link to the Procurement Library.</p>
	RFP Section	Question	Answer
110		<p>What is expected during the 3 month transition period from current provider to the new provider?</p>	<p>Refer to Part III, Section III-8.A of the RFP.</p>

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	RFP Section	Question	Answer
111	Page 2 – Section I-3	Overview last paragraph references “estimated child care allocations” being provided in Appendix A. These are not there. Are they provided elsewhere?	Refer to the response to Q2.
	RFP Section	Question	Answer
112		Since the ELRC will incorporate the functions of the current CCISs and the SERKS will the software that supports data management – e.g. PELICAN – for each of these programs be designed to “speak” with each other? Or is the intent to allow access such as CCISs currently have with CIS?	OCDEL will provide the successful Offerors with access to all data systems needed to support the implementation of the grant.
	RFP Section	Question	Answer
113		What is the Department’s expectation regarding access to CCIS records that are housed in a filing data management system? Specifically, in Philadelphia, 3 of the CCIS offices utilize a data management system for record retention and operate on a paperless system. Each of these platforms are different. How does the Department envision the CCISs sharing access to these records with the new ELRC structure?	It is the responsibility of the current CCIS and Regional Keys to provide records in a manner accessible to the receiving ELRC. As part of the Transition Plan, current CCIS and Regional Key Staff will plan this transition of records to the successful ELRC applicant.
	RFP Section	Question	Answer
114		Will Philadelphia County be unified funds – e.g. one waiting list?	Philadelphia is identified as a single ELRC Service Area. Refer to Appendix A of the RFP.
	RFP Section	Question	Answer
115		When does the Department anticipate announcing the awarding of the ELRC grants?	It is anticipated that grants will be awarded on June 30, 2018; with notices of selection for negotiations being issued late 2017. This timeline is subject to change.
	RFP Section	Question	Answer
116		What is the Department’s expectation regarding the ELRC hiring of current CCIS and/or SERK employees whose agencies are no longer operational due to the redesign?	The Department has no expectations regarding the hiring of current CCIS and/or Regional Key employees. It is recommended that ELRC Offerors select personnel with background and expertise in the

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			implementation of the tasks identified in the RFP. See Part II, Section II-4.A of the RFP.
	RFP Section	Question	Answer
117		Can/will the offeror be expected to develop/maintain and online learning webinar system?	No, professional development beyond technical assistance and support of regulatory referral will not be part of the ELRC grant awards.
	RFP Section	Question	Answer
118		Is the offeror expected to have a line of credit? If so, at what level?	Refer to Part II, Section II-5 (financial capability) of the RFP. In addition, Offerors must have the ability to remain operational and continue to administer the programs in the event payment from the state is delayed.
	RFP Section	Question	Answer
119		Will the ELRC be budgeted for the development, dissemination and printing of external communications material?	Refer to the response to Q23.
	RFP Section	Question	Answer
120		Will there be a change in the OCDEL certification process that supports and is in alignment with the ELRC?	There is no change proposed to the Child Care Certification process.
	RFP Section	Question	Answer
121		Will there be a change in the PA Key's scope or function as a result of the ELRC?	This is not relevant to the submission of a proposal responsive to the RFP.
	RFP Section	Question	Answer
122		Can or will the offeror be expected to create and maintain a website/s?	Yes, the Selected Offeror(s) must maintain a website with a minimum of information to inform families about points of contact, hours of availability, locations, etc. This

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			requirement will be added to the RFP via addendum.
	RFP Section	Question	Answer
123		Should the budget presented include CCW service allocation and STARS grant/award allocation pass through dollars?	No, the cost proposal is to include costs for providing the services defined in the RFP; not pass through dollars.
	RFP Section	Question	Answer
124		Should the budget include anticipated PD, TA and Regulatory Referral TA allocation pass through?	Cost proposals should include Coaching and Regulatory Referral TA to support movement of providers to higher STAR levels as delivered by the Offeror or subcontractor. These grant agreements will not include professional development beyond regulatory referral.
	RFP Section	Question	Answer
125		How will the ELRS's be paid? Will there be an advance? If yes, what % of the contract will be advanced? If no, will interest expenses be an allowable expense?	Selected Offeror(s) will be paid the fixed monthly fee agreed upon during the negotiation process. No advance funding is available. Interest expenses are not considered an allowable expense.
	RFP Section	Question	Answer
126	Section III-5B Subcontractors	Is a ELRC cost verification worksheet required for each subcontractor identified in the proposal?	No. The ELRC Cost Verification Worksheet must be completed by the Offeror, and should include all subcontracted costs.
	RFP Section	Question	Answer
127		The cost submittal worksheet requires the offeror to break costs down into a fixed monthly fee. Is this the amount the offeror will be paid each month? Or, will the offeror be reimbursed based on the monthly report noted in section III-9B.2?	Refer to the response to Q125.



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	RFP Section	Question	Answer
128		Is the final RFP 30-16 available as a Word document?	No.
	RFP Section	Question	Answer
129		Since service allocations will be regional, will there be one waiting list for child care subsidy for the entire region (multiple counties), or will the waiting list still be maintained by county?	ELRC will manage the waitlist by service area, not individual counties, unless a county is a service area in and of itself. Refer to Appendix A of the RFP. In instances where a selected Offeror is awarded more than one service area, the waitlist will be managed at the individual service area level.
	RFP Section	Question	Answer
130		Page 27, Personnel - Reference Questionnaire: "all client references for Key Personnel must be outside clients (non-DHS)..." Does this mean only that we may not use State DHS employees as references <u>or</u> that we may not use anyone whose organization would be considered part of DHS? For example, the director of the county Office of Children & Youth and the director of the county Early Intervention program are potential references. Would these be acceptable? (Since we are a human services organization, we do not have contractual relationships with organizations that are not DHS-related.)	Offerors may not use individuals employed by the Commonwealth of Pennsylvania, Department of Human Services, as references.  It is up to the Offeror to determine the appropriate Key Personnel references to solicit.
	RFP Section	Question	Answer
131		Page 29, Work Plan, first paragraph: "Include a Program Evaluation and Review Technique ("PERT") . . ." Is this for the plan to carry out all aspects of the project, or for the preparation activities up until July 1, or for both?	The "Program Evaluation and Review Technique" or similar time-related display should include activities related to carrying out all aspects of the project.
	RFP Section	Question	Answer
132		What is the target date for announcing awards?	Refer to the response to Q115.

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	RFP Section	Question	Answer
133		How do we submit 7 copies of the sealed references?	Refer to the responses to Q19 and Q59.
	RFP Section	Question	Answer
134		If key ELRC positions are vacant, what are the requirements? Job description? Are there minimum qualifications?	Refer to the response to Q14.
	RFP Section	Question	Answer
135		Do you require 3 personal references for <b><u>EACH</u></b> named key person? What is required for open positions?	Refer to the response to Q103.
	RFP Section	Question	Answer
136	Page 34	What is the ELRC's specific responsibility for CACFP Provider enrollment?	Refer to the response to Q9.
	RFP Section	Question	Answer
137		What current activities of the Regional Key WILL NOT be carried out by the ELRC?	This is not relevant to submitting a proposal responsive to the RFP.
	RFP Section	Question	Answer
138	Section III-8.L. STARS, P 40	Please clarify what is meant by professional development to be carried out by the ELRC. What kind of PD would be considered out of the purview of the ELRC?	ELRC will provide technical assistance as defined by the department and professional development related to regulatory referrals made by child care certification. No other professional development will be included in the ELRC scope of work under this grant.
	RFP Section	Question	Answer
139		What is the role of the PA Key in relationship to the ELRC (other than content for PD)? Currently, the PA Key runs meetings with TAs, infant/toddler, SACC, and early	This is not relevant to the submission of a proposal responsive to the RFP.

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		childhood mental health, child care health consultants, mentors. What is anticipated in the future?	
	RFP Section	Question	Answer
140		What are the expectations for the <u>amount</u> of PD or TA to be delivered per region (eg, number of hours)? If awarded the contract, are PD and TA dollars assigned or requested through the budgeting process?	Please refer to the response to Q105.
	RFP Section	Question	Answer
141		Please describe all of the TA services that the ELRC should be prepared to deliver.	Please refer to the response to Q105.
	RFP Section	Question	Answer
142		Can TA services be contracted out?	It is up to the Offeror to determine which services will be contracted out, if any.
	RFP Section	Question	Answer
143		Are SACC and infant/toddler specific services anticipated?	Yes.
	RFP Section	Question	Answer
144		Do financial statements (TAB 8) count toward the 40 pages total?	Refer to the response to Q12.
	RFP Section	Question	Answer
145		Do the organizational financials need to be audited statements? If fiscal year end is 06/30/2017 can these be unaudited financials, or should the financials submitted be for 2016,2015,and 2014	Offerors should submit audited statements, if available, for the past three (3) fiscal years.
	RFP Section	Question	Answer
146	Provider Payments Page 33	Clarify the Statement: Encumber 45% of funds by the end of December for the current fiscal year. Is this for the service funds for the CCW portion of the contract or the provider grants for the Keystone Stars or both?	The selected Offeror(s) will not be expected to encumber funds since they will be paid a fixed monthly fee. The following statement

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			“Encumber forty-five (45%) of funds by the end of December for the current fiscal year, as determined by invoicing.” will be deleted via addendum to the RFP.
	RFP Section	Question	Answer
147		Will the ELRC payment for the CCW funds continue to be paid as currently paid by the 20 <sup>th</sup> for the current service month (June service is paid by June 20th) Is the ELRC expected to pay if funds have not been received?	Refer to Part III, Section III-8.D of the RFP. Yes, the ELRC will be expected to pay if funds have not been received. Refer to the response to Q118.
	RFP Section	Question	Answer
148	Page 41	Since this is a Fixed Price Contract, please clarify how this relates to monthly submission of expenditures and budget revisions and explanation of % spend down.	Monthly submission of expenditures and budget revisions will no longer be needed.
	RFP Section	Question	Answer
149	Page 50	Clarify Payment due date.	Refer to the response to Q147.
	RFP Section	Question	Answer
150		If an organization is awarded more than one region, will OCDEL blend them into one contract or will there be a separate contract per region? Is that to be negotiated?	In the event an Offeror is selected for more than one region, the Department will seek an integrated solution. The integrated solution will be done as part of the negotiation process with the selected Offeror.
	RFP Section	Question	Answer
151		How will the State monitor the ELRC?	ELRC will be monitored via review of reports, data submitted into web-based systems, compliance with policy and regulation, and analysis of error rates in reporting. This will occur both onsite and virtually.

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	RFP Section	Question	Answer
152		May an Offeror submit a proposal with a subcontractor; then the subcontractor submit a proposal as the Offeror?	Yes. Refer to the response to Q46.
	RFP Section	Question	Answer
153		Can different Offerors use the same Key Staff if they have all requested information from that Key Staff?	Yes. Refer to the response to Q39.
	RFP Section	Question	Answer
154		An Offeror may only submit 1 offer per Service Area?	Yes. Refer to the response to Q84.
	RFP Section	Question	Answer
155		What search criteria was used to generate the ELRC Regional Map Data presented in Appendix A. The data for CCW seems off for my current service area, along with waitlist data. Maybe I just need a better description/title for the data presented. If this data is incorrect or misinterpreted then staffing could be miscalculated.	Child and provider participation data for March 2016 was pulled to quantify caseloads for ELRCs.
	RFP Section	Question	Answer
156		Can we allocate a percentage of a person across multiple ELRC's?	Yes, FTEs should be indicated for each Service Region.
	RFP Section	Question	Answer
157		If an Offeror bids for multiple zones, can the same Corporate/Key Personnel References be used for each proposal? If so, may we suggest that our References simply fill out their Questionnaires once and then make an appropriate number of copies before sending them to us in separately sealed envelopes?	Yes, as long as the same Key Personnel are being proposed in multiple regions. Copies will be accepted if the image is clear.

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	RFP Section	Question	Answer
158		Please clarify what is meant by “Earned Income Tax Credits Registration” on page 34 of the RFP.	“Earned Income Tax Credits (EITC) Registration” refers to informing parents about the availability of this tax credit at income tax filing time. ELRCs will inform families about this tax credit and assist families with completing forms needed to access the advance EITC.
	RFP Section	Question	Answer
159		In the Cost Submittal, do Offerors need to include line items for professional development, technical assistance, and other credit bearing coursework? If so, is there a fixed rate for these items?	Refer to the response to Q23.
	RFP Section	Question	Answer
160		Should Offerors who are current CCIS/Regional Key contract holders include expenses for all new equipment in our Cost Submittal, or expect to carry over equipment from our existing contract(s)?	Refer to the response to Q5.
	RFP Section	Question	Answer
161		Can an Offeror also be named as a subcontractor in another Offerors proposal, if both proposals are in the same Service Region?	Refer to the response to Q46.
	RFP Section	Question	Answer
162		As a primarily grant-funded organization (state, federal, regional trusts/foundations), we are having a tough time determining who can complete a Corporate Reference Questionnaire for us. Our grantors are the most obvious candidates to attest to our ability to administer a program like the ELRCs, but some of them are prohibited by their own policies from completing such references, and others tell us they do not know the day-to-day operations of our organization well enough to answer some of the inquiries in the Questionnaire (whether we issue timely payments to providers, how we handle personnel issues, whether we perform accurate and timely data entry, etc.). Can you provide some guidance on who we might enlist as a reference?	Refer to the response to Q130.

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	RFP Section	Question	Answer
163		On the cost verification worksheet: What is the difference between Operational Overhead and Administrative Overhead and what costs can be included in these line items?	Refer to the response to Q88.
	RFP Section	Question	Answer
164		On the cost verification worksheet: For Administrative Overhead, can we use our Federally Negotiated Indirect Cost rate?	Yes, the Offeror must determine the appropriate rates/costs to include, excluding grants and awards, and service dollars.
	RFP Section	Question	Answer
165		On the cost verification worksheet: Does Labor Overhead refer to costs such as FICA, Worker’s Compensation, Medical benefits, etc.?	Refer to the response to Q88.
	RFP Section	Question	Answer
166		If we don’t list a subcontractor in the proposal, are we allowed to add a subcontractor after we are awarded? This could occur if a provider expresses interest after the RFP process because they were unsuccessful in their proposal.	Refer to the response to Q33. Additionally, Part III, Section III-5.B of the RFP provides that selected Offeror(s) are “prohibited from subcontracting or outsourcing any part of this Project without the express written approval from the Commonwealth.”
	RFP Section	Question	Answer
167		Will the department provide training for the selected offeror on the computer programs / databases necessary to operate the CCW and Keystone Stars programs (ex: Pelican, CIS, PACT, SMART-STARS, Peer Mentor Database, PD registry)? Will these training be available at the start of the transition period in April 2018?	Refer to the response to Q8.
	RFP Section	Question	Answer
168		Will the department pay /reimburse the awarded offeror for the costs involved during the transition period (April – June) <i>once</i> the readiness review is completed and the selected offeror has been approved to begin operations on 7/1/2018?	Refer to the response to Q54.

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	RFP Section	Question	Answer
169		Do all non-key staff positions in the proposal need to be filled and staff trained by the readiness review date?	Yes.
	RFP Section	Question	Answer
170		If the current 2016-2017 grantee (CCIS or Keystone Stars) is not selected to operate the ELRC but has equipment that the selected ELRC wants to use how will this transition occur? The ELRC may want to use the equipment in a satellite office. The equipment has already been purchased but belongs to the state. Will the ELRC need to purchase the equipment from the state if they want to use what is already set up?	Refer to the response to Q5. The Department will not provide any equipment to the selected Offeror(s), nor offer any selected Offeror the opportunity to purchase returned equipment.
	RFP Section	Question	Answer
171		Is the budget required for the RFP for all 5 possible years or just the first 2 years?	Refer to the response to Q78.
	RFP Section	Question	Answer
172		Is there a cap on what percentage is allowable for indirect costs like in previous years for CCIS agencies?	No, however the selected Offerors will be paid a fixed monthly fee and not for costs incurred, which is the current payment structure.
	RFP Section	Question	Answer
173		Will the Offeror who is awarded the RFP for a region/regions be the able to use the existing equipment of the region, or must they include the cost of all new equipment for in the RFP?	Refer to the responses to Q5 and Q76.
	RFP Section	Question	Answer
174		Can an Offeror who is submitting separate applications for multiple ELRC areas, name the same individual as a Key Personnel on more than one application? For example can the same person be identified as the PD/TA person across multiple ELRC areas. OR should the Offeror name different individuals and then enter into conversations with OCDEL if awarded more than one area?	Yes. An individual may be named as Key Personnel in more than one region.



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	RFP Section	Question	Answer
175		Are the on-site monitoring visits and any other monitoring reports of current RK and CCIS grantees public information, and if so, what is the process to secure this information under the Right -to-Know laws?	The Department's Right-to-Know Law Policy is available at: <a href="http://www.dhs.pa.gov/learnaboutdhs/dhsorganization/officeofadministration/righttoknowlaw/index.htm">http://www.dhs.pa.gov/learnaboutdhs/dhsorganization/officeofadministration/righttoknowlaw/index.htm</a>
	RFP Section	Question	Answer
176		Can an organization agree to be a subcontractor for one particular ELRC area on more than application (meaning different Offerors' applications)?	Yes.
	RFP Section	Question	Answer
177		Does OCDEL have a preference between an Offeror specifying by line item operating/admin costs or utilizing Indirect? If indirect, what is the maximum percentage?	No, selected Offerors will be paid a fixed monthly fee.
	RFP Section	Question	Answer
178		With one payment to each ELRC, will details of payment broken down by county be available?	No. Selected Offeror(s) will be paid the fixed monthly fee agreed upon during the negotiation process.
	RFP Section	Question	Answer
179		If Offerors are not permitted to speak to each other about their applications as indicated in Section I-26.B and I-26.C, how is it possible that an employee of one Offeror, may give consent to be named as Key Personnel of another Offeror? (the preliminary answer to Question #39 at the Bidders meeting indicated that an individual, with their consent, may be identified as Key Personnel on one Offeror's application even if they work for another Offeror).	Refer to the response to Q1.
	RFP Section	Question	Answer
180		If payment from DHS is delayed, what is expectation for ELRC related to LOC? Expectation for payments to providers, grants, PD orgs., etc.	Selected Offeror(s) will be expected to make payments timely and in accordance with the terms of the RFP.

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	RFP Section	Question	Answer
181		How will payment to ELRC be calculated? What is the payment process - will ELRC invoice, by PELICAN calculation? Will payment be monthly? Any advance?	Refer to the response to Q125 and Q147.
	RFP Section	Question	Answer
182		In Cost Submittal Instructions, what does fixed monthly fee mean in the "The Department is requesting an all-inclusive <b>fixed monthly fee</b> "?	Refer to the response to Q23.
	RFP Section	Question	Answer
183		Readiness Review - under tasks, the Readiness Review will begin prior to the effective date of the Agreement. If Offeror is serving new geographic area and the effective date is July 1, 2018 is there a transition period when the Selected Offeror has the ability to receive start-up funding and establish facilities, staffing, and equipment.	Refer to the responses to Q54 and Q79.
	RFP Section	Question	Answer
184		Readiness Review - under tasks, the Readiness Review will begin prior to the effective date of the Agreement. If Offeror is a current grantee and all materials, supplies, and equipment are being return to the Commonwealth and the effective date is July 1, 2018 is there a transition period when the Selected Offeror has the ability to receive start-up funding and establish equipment and supplies.	Refer to the responses to Q54 and Q79.
	RFP Section	Question	Answer
185		Is there a more detailed source for the type of providers in each county? The <a href="http://www.findchildcare.pa.gov">www.findchildcare.pa.gov</a> website is inaccurate for our counties. We would like to have access to a list of regulated providers, at least the aggregate number of centers, groups, and family by star level, to craft a work and staffing plan.	Information regarding the current certified provider and STAR levels can be found in the Procurement Library. Individual information on all centers, groups and families is posted in the "Public Data File" on <a href="http://www.OCDELresearch.org">www.OCDELresearch.org</a> .
	RFP Section	Question	Answer
186		Will the ELRC be expected to reimburse providers at the rates previously established by the respective CCIS offices, or will they need to establish/review reimbursement rates based on provider's published rates and the MCCA? If using	MCCA is a rate established by the Department. ELRC will reimburse providers at the rates set by the Department for base CCW and quality add-ons. Any rates that are

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		reimbursement rates previously established by the CCIS, what is the department’s expectation if the ELRC discovers a rate that was incorrectly established?	determined to have been “incorrectly” established” will need to be reviewed with OCDEL before any changes are made.
	RFP Section	Question	Answer
187	Section N.1.a.ii	The Technical Requirements indicates “The selected Offerer(s) will use PELICAN CCW as prescribed by the Department for parent counseling and parent resource and referral services.” Currently, the CCIS uses the PA COMPASS website for this task. Will COMPASS continue to be used for provider referrals?	Yes. Selected Offeror(s) will continue to use the PA Compass website.
	RFP Section	Question	Answer
188		Are staff expected to be trained and all necessary equipment expected to be purchased in the April-June 2018 transition period so that the ELRC can be fully operational to begin July 1, 2018? If so, what funds are Offerors to use for these tasks? (Section III-7 Financial Capability, Tasks, A. Transition)	Refer to the responses to Q54, Q79, and Q169.
	RFP Section	Question	Answer
189		Could it be clarified what exactly will the ELRC be required to do in regards to Professional Development (PD)? The information in the RFP clearly states that the ELRC will be responsible for coaching; however, the RFP gives conflicting information regarding the development and delivery of PD. Will the ELRC also be responsible for developing and/or delivering the PD or will this responsibility remain with the PA Key? (Section III-8 Work Plan, J. Support for Early Care and Education Providers, L. STARS Participation and Movement)	Please refer to the response to Q105.
	RFP Section	Question	Answer
190		The ELRC is responsible for monitoring and disbursing the funds associated with grants and awards, but would the ELRC also be required to fund the grants and awards? If so, could current allocations by county or region be provided so that the Offeror can adequately incorporate this figure into their cost in the proposal?	ELRC will be responsible for monitoring and disbursing grants and awards. The Department will provide the funding amounts to the successful Offeror for Keystone STARS at the same time the Service Dollars for Child Care Works are provided. Submission of

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			requests to cover these funds is not part of the RFP.
	RFP Section	Question	Answer
191		Will OCDEL provide marketing, advertising, and/or a logo during ELRC implementation, or does the Offeror need to budget for the initial cost of promoting the ELRC?	OCDEL will provide marketing, advertising, and/or a logo during ELRC implementation.
	RFP Section	Question	Answer
192	Section III-6 (Page 28)	What curricula, training materials are available for Keystone STARS and where can they be found?	Information related to Keystone STARS is included in Part III, Section III-8 of the RFP, and as part of the Procurement Library.
	RFP Section	Question	Answer
193		Other than the Technical Assistance/Professional Development Manager position, are there any other State required positions for Keystone STARS?	Refer to Part III, Section III-5 for Key Personnel identified in the RFP.
	RFP Section	Question	Answer
194		Is there a job description available for the TA/PD position?	Please refer to the response to Q105. No job description is necessary.
	RFP Section	Question	Answer
195		Please describe what the requirements will be for provider management for the Child and Adult Care Food Program.	Refer to the response to Q9.
	RFP Section	Question	Answer
196		Where can the information referenced on page 39 of the RFP about Professional development (utilizing content developed by PA Key) and technical assistance as referred by Certification (Ongoing Targeted support) be found/obtained?	Current information is posted in the Procurement Library. Refer to the response to Q105.

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	RFP Section	Question	Answer
197		What is the average number of providers that a Keystone STARS specialist manages?	Offerors should review the current Keystone STARS Data available in the Procurement Library as well as the targets for move up, and the Keystone STARS Manual.
	RFP Section	Question	Answer
198		With regards to using subcontractors, what documents should accompany the application? For example, must we include a fully executed contract or will a Letter of Intent or Memo of Understanding suffice at this time?	Please refer to Part III, Sections III-4 and III-5 of the RFP. Information about the subcontracting plan is provided in Part III, Section III-5.B of the RFP.
	RFP Section	Question	Answer
199		Will a recording of the July 11, 2017 pre-conference meeting in Harrisburg be made available?	No. Refer to the response to Q94.
	RFP Section	Question	Answer
200	Part I General Information Section I-6 Method of Award	May an Offeror submit for a single county, or multiple counties within a region?	No. An Offeror's proposal must include each of the counties designated within the Service Region for which the Offeror is submitting a proposal.
	RFP Section	Question	Answer
201		Could single county applications be considered as an innovative solution? Regarding the "Framework for Planning, Implementing, and Evaluating Pre-K-3 <sup>rd</sup> Grade Approaches" by Kristie Kauerz, Ed. D. of the University of Washington, every county will differ in their approach to what an ELRC offers to their communities.	No. Refer to the response to Q200.
	RFP Section	Question	Answer
202		In the proposal, may key personnel include ideas for who may be hired? Many people that could be good for ELRC's are currently employed through other agencies, including agencies that may be competing for ELRC's.	Refer to the responses to Q14.

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	RFP Section	Question	Answer
203	Section N.1.a.ii.	“The selected Offerer(s) will use PELICAN CCW as prescribed by the Department for parent counseling and parent resource and referral services.” Currently, the CCIS uses the PA COMPASS website (Early Learning Program and Provider Search) for this task. Although a subsequent section indicates that provider referrals will continue to be done through this website, for what specific parent counseling/parent resource and referral services is the Department expecting the ELRC to utilize PELICAN CCW as this functionality was decommissioned in PELICAN CCW?	Refer to the response to Q187.
	RFP Section	Question	Answer
204		There are several references to managing grants/awards/financial supports to child care providers and subcontracts for professional development for the Keystone STARS program in the RFP (page 37, page 39, Appendix B). (1) Are the amounts of those funds determined by the Offerer or by OCDEL? (2) If by the Offerer, are there guidelines to use to determine the amounts? (3) Should the Offerer include these amount in the Cost Submittal as part of the total cost of the project? (4) If the amounts are determined by OCDEL and not included as part of the total cost, how should the Offerer determine how many staff hours be allocated for these activities? (Staff time needed to manage \$7 million in grants and subcontracts would be higher than for \$500,000 in the same.)	(1) Amounts are determined by OCDEL. (2) This is not applicable. (3) No. (4) The Offeror’s cost submittal shall include costs associated with completing all tasks and deliverables per the RFP, to include staff time. It is up to the Offeror to determine how many staff hours should be allocated to each task.
	RFP Section	Question	Answer
205		Can you please provide clarity on the numbers of clients and providers described by County in Appendix A? Do these counts include all families served over a 12 month period, a month (May is listed in the document), or on a particular day?	The information pertains to the total number of children enrolled in the CCW program at the time of report, not the number of families. Similarly, the total number of regulated providers is a point in time number that can fluctuate from month to month.
	RFP Section	Question	Answer
206		Can you please provide estimates of the number of eligibility determinations made by county over a 12 month period?	The number of eligibility determinations made by county over a 12-month period will vary county by county. The number of enrolled children added to the number of

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			children waiting for funding would be the best indicator.
	RFP Section	Question	Answer
207		Can you please provide a copy of the Subsidized Child Care Services Policy and Procedure Manual? It is referenced on p. 17 of the RFP, but we do not see it available online.	The manual has been added to the Procurement Library.
	RFP Section	Question	Answer
208		Do we need to provide 3 references for each person identified as Key Personnel, or three total?	Refer to the response to Q103.
	RFP Section	Question	Answer
209		Page 2 of the RFP states: "The ELRC Service Region, estimated number of children and programs served, estimated child care allocations, and the Grants and Awards for Keystone STARS for each ELRC Service Region are provided in Appendix A." The number of children and programs served in each county is listed; but child care allocations, and grants and awards for Keystone STARS are not listed. Will this information be provided?	Refer to the response to Q2.
	RFP Section	Question	Answer
210		Just to clarify information that was shared on July 11 - all CCIS property is considered Commonwealth property, and will be collected by the state upon completion of the current contract period. Should a CCIS or its parent agency be awarded the ELRC grant, will they be able to retain that equipment? Or have an opportunity to purchase ("right of first refusal") that equipment?	No. Refer to the response to Q170.
	RFP Section	Question	Answer
211		The RFP is regionalizing/combining the functions of the current Regional Keys and CCIS offices. Will the PA Key still exist/function in some capacity as of July 1, 2018?	This question is not relevant to submitting a proposal in response to the RFP.

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	RFP Section	Question	Answer
212		Will the invoicing for the current 4 separate CCIS areas be combined into one so that all children will be on one invoice? If yes, Pelican will have to be redesigned to accommodate this. What is the timetable for this accommodation to be made?	Yes. Necessary changes to support ELRC operations will be in place by July 1, 2018.
	RFP Section	Question	Answer
213		What are the Regional Key budgets for the procurement process?	The Department does not provide this information.