



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE**

**Division of Procurement
Room 525, Health & Welfare Building
Commonwealth Avenue & Forster Street
PO Box 2675
Harrisburg, PA 17120**

**Daniel R. Boyd
Director**

**Telephone 717-783-3767
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February 25, 2010

FLYER

(Revision # 1)

**SUBJECT: RFP NO. 21-09 REGIONAL KEY PROFESSIONAL DEVELOPMENT DELIVERY
AND MANAGEMENT OF KEYSTONE STARS**

Dear Prospective Offeror:

Enclosed are revised attachments for the above referenced RFP.

1. Revised Table 6; STATEWIDE PARTICIPATION 08/09
2. Revised Attachment 2; APPLICATION COVER SHEET COMMONWEALTH OF PENNSYLVANIA
3. Revised Rider 1; PAYMENT PROVISIONS

All proposals must be received by March 31, 2010, **at or before 2:00 p.m.**, by the Department of Public Welfare, Procurement Section, Room 525, Health and Welfare Bldg, Commonwealth Avenue and Forster Street, Harrisburg, Pennsylvania 17120.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Daniel R. Boyd'.

Daniel R. Boyd
DPW Director of Procurement

Attachment(s)

TABLE 6: REVISED

STATEWIDE PARTICIPATION 08/09							
<i>Children Reached by Keystone STARS</i>							
The total estimated number of children served by Keystone STARS providers is 177,530							
<i>Provider STARS Participation</i>							
The total number of providers in Keystone STARS - 4,828 (56% of regulated providers):							
<ul style="list-style-type: none"> ▪ Center Based - 3,137 (75% of regulated providers), ▪ Groups Home - 469 (55% of regulated providers), and ▪ Family Home providers - 1,222 (35% of regulated providers). 							
<i>Please note that these percentages are based on July 1, 2009 Certification statistics.</i>							
<i>Grants Processed Statewide</i>							
Start with STARS		Support Grant		Merit and Education & Retention Award		Total	
#	Amount	#	Amount	#	Amount	#	Amount
418	\$373,632.72	1,279	\$2,190,646.20	1,806	\$26,599,769.21	3,503	\$29,164,048.13
CENTRAL REGION							
<i>Percentage of Providers Supported and Counties Served</i>							
Supports 10.5% of providers and includes the following twenty counties: Bedford, Blair, Bradford, Cambria, Center, Clinton, Columbia, Fulton, Huntingdon, Juniata, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Somerset, Sullivan, Tioga, Union							
<i>Grants Processed in Region</i>							
Start with STARS		Support Grant		Merit and Education & Retention Award		Total	
#	Amount	#	Amount	#	Amount	#	Amount
40	\$38,098.88	104	\$160,429.12	182	\$2,573,291.00	326	\$2,771,819.00
NORTHEAST REGION							
<i>Percentage of Providers Supported and Counties Served</i>							
Supports 18 % of providers and includes the following thirteen counties: Berks, Bucks, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, Wyoming							
<i>Grants Processed in Region</i>							
Start with STARS		Support Grant		Merit and Education & Retention Award		Total	
#	Amount	#	Amount	#	Amount	#	Amount
62	\$58,435.00	149	\$249,815.00	319	\$4,934,745.00	530	\$5,242,995.00
NORTHWEST REGION							
<i>Percentage of Providers Supported and Counties Served</i>							
Supports 11% of providers and includes the following eighteen counties: Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren							
<i>Grants Processed in Region</i>							
Start with STARS		Support Grant		Merit and Education & Retention Award		Total	
#	Amount	#	Amount	#	Amount	#	Amount
44	\$38,539.31	128	\$171,064.51	198	\$3,041,346.31	370	\$3,250,950.13

SOUTH CENTRAL REGION*Percentage of Providers Supported and Counties Served*

Supports 17 % of providers and includes the following eight counties: Adams, Chester, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, York

Grants Processed in Region

Start with STARS		Support Grant		Merit and Education & Retention Award		Total	
#	Amount	#	Amount	#	Amount	#	Amount
67	\$55,122.00	193	\$311,000.00	348	\$4,603,730.00	608	\$4,969,852.00

SOUTHEAST REGION*Percentage of Providers Supported and Counties Served*

Supports 29.5 % of providers and includes the following three counties: Delaware, Montgomery and Philadelphia

Grants Processed in Region

Start with STARS		Support Grant		Merit and Education & Retention Award		Total	
#	Amount	#	Amount	#	Amount	#	Amount
162	\$ 141,168.53	569	\$ 1,094,073.57	517	\$7,685,747.90	1,248	\$ 8,920,990.00

SOUTHWEST REGION*Percentage of Providers Supported and Counties Served*

Supports 14 % of providers and includes the following five counties: Allegheny, Fayette, Greene, Washington, Westmoreland

Grants Processed in Region

Start with STARS		Support Grant		Merit and Education & Retention Award		Total	
#	Amount	#	Amount	#	Amount	#	Amount
43	\$42,269.00	136	\$204,264.00	242	\$3,760,909.00	421	\$4,007,442.00

**ATTACHMENT 2
APPLICATION COVER SHEET
COMMONWEALTH OF PENNSYLVANIA
Department of Public Welfare Procurement
Office of Child Development and Early Learning**

RFA# 21-09

Enclosed in **one sealed** submittals is the proposal of the Applicant identified below for the above-referenced RFA:

Applicant Information:	
Applicant Name	
Applicant Mailing Address	
Applicant Website	
Applicant Contact Person	
Contact Person's Phone Number	
Contact Person's Facsimile Number	
Contact Person's E-Mail Address	
Applicant Federal ID Number	
Region Applicant is Applying to Serve	

Submission Contents:	
<input type="checkbox"/>	A. Technical Submittal: Work Statement Requirements: <input type="checkbox"/> 1. Application Cover Sheet <input type="checkbox"/> 2. Organizational Background <input type="checkbox"/> 3. Implementation of Keys to Quality and Keystone STARS <input type="checkbox"/> 4. Grant Agreement Signature Page <input type="checkbox"/> 5. Lobbying Certification Form and Disclosure of Lobbying Activities
<input type="checkbox"/>	B. Budget Submittal <input type="checkbox"/> Budget Form-2010/2011 Regional Key Budget <input type="checkbox"/> Budget Justification

<i>Signature</i>	
Signature of an official authorized to bind the Applicant to the provisions contained in the Applicant's proposal:	X: _____
Printed Name: _____	
Title: _____	

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM WITH THE APPLICANT'S PROPOSAL MAY RESULT IN THE REJECTION OF THE APPLICANT'S PROPOSAL

Revised Rider 1

If selected, the following rider will become part of a grant agreement that will be executed at a later date.

PAYMENT PROVISIONS

Please do not complete or submit this section at this time.

The Department agrees to pay the Grantee for the services rendered pursuant to this Grant Agreement as follows:

Grantee:

- A. Subject to the availability of State and Federal funds and the other terms and conditions of this Grant, the Department will pay the Grantee in accordance with Rider 3, an approved grant budget, for costs in providing the services described in the Work Statement, Rider 2, up to the maximum Grant amount of \$_____ as may be adjusted pursuant to Paragraph 5 of the Grant Agreement and no payments shall be made under this grant in excess of that amount.
- B. Payment to the Grantee in the amount stated in Paragraph A hereof shall be made **via monthly invoicing** in accordance with the budget set forth in Rider 3.
 1. Upon execution of the Grant, the Grantee may submit a working capital request which may not exceed 25% of the total grant amount. The amount requested is subject to approval by the Department. A detailed working capital request format is provided in Rider 3.
 2. The payment from the Department for the months of August through March will represent the actual expenditures for the previous month. This will maintain up to 25% of grant funds on hand to assure that the Grantee has working capital needed for access, participation and compensation of providers in the Department's quality programs. A detailed invoice in the format provided in Rider 3 must be included to substantiate actual expenditures.
 - i. Additional funding requested over and above the expended amount will need to be justified and approval is at the sole discretion of the Department.
 3. The payment from the Department for April and May will reconcile cash received to date and the actual expenditures to date, plus the estimate of expenditures for the next month. A detailed invoice in the format provided in Rider 3 must be included to substantiate actual expenditures.
 4. Any subsequent payments after May will reconcile cash received to date and the actual expenditures to date that occurred on or before June 30th of the fiscal year. A detailed invoice in the format provided in Rider 3 must be included to substantiate actual expenditures.
 5. The Grantee must invoice the Department monthly. The grantee shall

submit an original invoice by the 10th of each month, following the month in which services were provided by the Grantee. Invoices should be sent to the Department of Public Welfare, 333 Market Street, 6th Floor, Harrisburg, 17126-0333.

6. The Department will make a good faith effort to pay the Grantee within 30 business days of receipt of the invoice.
 7. The Department shall have the right to disapprove any expenditure made by the Grantee which is not in accordance with the terms of this Grant Agreement and adjust payment to the Grantee accordingly. The Indirect Cost Line item is limited to two percent of the total program operations amount.
- C. Grantee shall have unused funds in an interest bearing account. The grantee shall account for all interest earned on the payments made under this grant, and interest must be used to enhance the services provided under this Grant Agreement or be returned to the Department.
- D. Grantee shall submit the last actual invoice and a final report of expenditures incurred no later than sixty (60) days after termination or expiration of the grant. The Department will not pay any invoice not submitted in accordance with this provision. The grantee must return any excess funds to the Department with the final expenditure report.
- E. This grant is subject to audit by federal and Commonwealth agencies and/or their designated representatives in accordance with Audit Clause A, Enclosure 1 to Audit Clause A and Audit Clause B.