

# **Early Learning Resource Center in Region 18**

## **Request for Proposals (RFP) 07-18**

### **Pre-Proposal Conference**

*July 17, 2018*

# Agenda



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

# Introductions



- Tracey Campanini – Office of Child Development & Early Learning
- Other Commonwealth Staff
- Attendees

# 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



- 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 12:00 p.m. on August 29, 2018.
- 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.

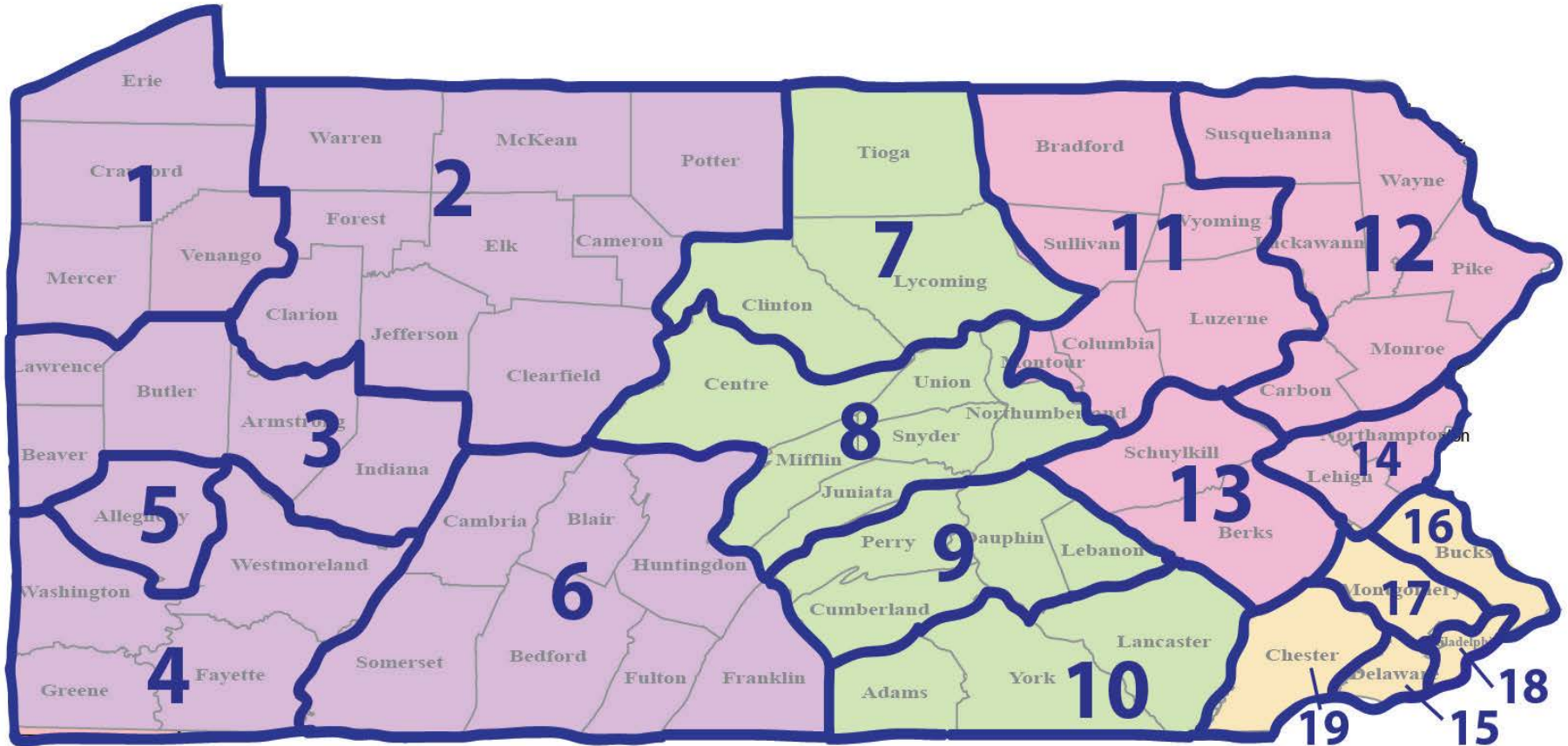
- The RFP will be evaluated based on the following criteria:
  - Technical – 60% (The Offeror’s technical submittal must achieve a score greater than or equal to 75% of available raw technical points)
  - Cost – 40%
  
- The technical evaluation will be based upon the following criteria:
  - Soundness 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.
- In 2018-19 17 of 19 ELRC Service Regions were implemented.
- Region 18 is being reissued
- The selected Offeror will begin this work as the ELRC grantee July 1, 2019.



## Early Learning Resource Centers Regional Map





**Region 18**  
Philadelphia  
County

Data as of June 2018	Total Number Certified Child Care Providers	Number of Children Receiving CCW	Number of Children on the CCW Waiting List	Number of Regulated Providers with a CCW agreement	Number of Unregulated Providers with a CCW agreement	Number of Merit, ERA, and Rising STARS Grants 2017-18
Region 18	1,750	43,165	1,989	6,675	3,243	464

# Requirements Overview



RFP 07-18 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



- 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 2019.
  
- Readiness Review:
  - Onsite review conducted by the Department prior to the effective date of the Agreement when the selected Offeror(s) are fully responsible and prepared 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;
  - Render timely payments to providers; and
  - Manage Keystone STARS grants and awards eligibility review, monitoring, and payments.

# 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 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, School District of Philadelphia, home visiting programs, Workforce Investment Boards, and Local Education and Resource Network (“LEARN”), etc;
  - Pilot innovations through local partnerships and funding strategies;
  - Deliver Technical Assistance based on provider needs and trends; and
  - Convene regular meetings with the regional DHS child care certification offices, the Philadelphia Department of Health, and the Philadelphia Department of Licenses and Inspections.

- 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
  - Support regulatory referral from Child Care Certification.

# 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:
  - Periodic face-to-face meetings of all ELRC Directors, Regions 1-19, and/or subsets of the grantees or subcontractor staff.
  - Program 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 Coaching 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:
  - Program recruitment and enrollment from higher STARS levels;
  - Case management of the STARS programs;
  - Participation in a seamless monitoring system with certification;
  - Coaching support;
  - Management of funds to support quality at the program level;
  - Monitoring and designation – reciprocity opportunities;
  - Continuous Quality Improvement supports;
  - Retention and move up (metric for success); and
  - Consumer Awareness.



# 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:

- July 3, 2018 – RFP 7-18 is Issued
- July 17, 2018 - Pre-Proposal Conference
- July 25, 2018 – Deadline to submit questions
- July 31, 2018 – Answers to Potential Offerors' questions will be posted to the Department of General Services (DGS) website
- August 29, 2018 – Due date for proposals – 12:00 PM EST

# 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.

- To date, ## 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 31, 2018**.

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

# Project Officer



Karen Kern

Department of Human Services

Bureau of Financial Operations

Health & Welfare Building, Room 402

Harrisburg, PA 17120

Mail to: [ra-pwrfpquestions@pa.gov](mailto:ra-pwrfpquestions@pa.gov)

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