

**Bidders' Conference Call
July 21, 2020 at 10:00 a.m.**

Questions and Answers
Management of Child Care Services Request for Proposals (RFP)

The questions below were submitted by potential respondents to the RFP as instructed. The supplied answers are neither an effort that alters the RFP, nor does the Q & A bind the Board to further requirements before or after this process.

1. Page 3, COVID 19 Preparedness and Response – should this summary be in the Executive Summary or as an attachment? **This could be expressed in your response within the Executive Summary.**

2. Page 6, 1.3 Activities and Services NOT Solicited in this RFP – clarification as to what this is referring to is needed. Is this relating to the Quality contract? **Section 1.3 of the RFP, identified unsolicited program activities. Child Care Quality activities are a part of the child care system. The selected provider will coordinate, schedule and deliver quality activities as well as employ the TRS Mentors to increase the number of Texas Rising Star providers in Dallas County. Additional child care quality activities may be procured separately.**

3. Page 17, 3.2 Provider Services – First sentence states “verifying the collection of parent fees and conducting annual provider visits for compliance purposes.” This is no longer required by TWC. Is this something the Board is requesting the contractor to do? **The selected provider must describe their processes for the collection of parent fees and conducting annual provider visits.**

4. Salary is based on 2,080 hours but contract is not on a calendar year. Each year our salaries cost varies based on fiscal year. Budget Question: Oct'20-Sept'21 will have 2,088 hours. Do we submit our cost based on the fiscal year cost? **Yes, please submit your costs based on a fiscal year with annual salaries based on 2080 hours.**

5. Section 4.4 D – Not clear what costs are NOT to be included in budget.

Section D – Space, Facilities and Equipment – includes costs for office space, utilities, equipment and furniture, etc. to manage child care services. Only that equipment and furniture necessary for project functions listed in this proposal that go beyond the usual course of business should be listed here.

The cost of facilities, including administrative offices, parking, utilities, phones, postage, maintenance and repair, technology, advertising are NOT to be included in the line item budget unless proposed in addition to existing services provided by the Board, which is only for the cost of the management services solicited by this RFP.

Only costs proposed that are in addition to existing services provided by the Board. This is only for the cost of the management services solicited by this RFP. Please submit reasonable and allocable costs which are necessary to managing child care services.

Questions asked during the Bidders' Conference.

Clarification related to Child Care Quality. Is there a timeline for a release of an RFP for Child Care Quality Initiatives?

There is no timeline at the moment for a new Child Care Quality RFP. We still have time within the existing procurement cycle.

Employees funded under the Child Care Quality grant; do we not budget for them within this RFP?

Yes, this is correct. You should not budget for them within this RFP. Child Care Quality is a separate contract.