



RFP for Child Care Quality (CCQ) Services

Questions and Answers

1. **Question:** Will this bid require Sub Contractor spend allocation percentages on behalf of the prime selected. If so, can you circulate a list of partners?

Answer: The prime contractor will be ultimately responsible for the budget, oversight, and general management of the any subcontractor relationships.

Please see page 19 of the RFP:

“Proposers may subcontract services. No more than 20% of the funds for services and activities under this RFP may be subcontracted. All subcontracting is subject to applicable federal, state, and local laws, rules, regulations, and policies governing procurement. If a proposer intends to subcontract any of the services and activities to be provided, the proposer must identify which services will be subcontracted and the rationale behind using a subcontractor instead of providing them directly and whether this will have an impact on operational costs. The proposer must describe how subcontracts will be procured, selected, the qualifications of the subcontractor, as well as the method and basis for subcontractor payments. Subcontractors are subject to the same requirements as the proposer under this RFP and any resulting contract.”

2. **Question:** Are joint ventures allowable?

Answer: Yes.

3. **Question:** What is the Term of the Agreement?

Answer: Please see page 25 Part 3 Scope of Work Section 3.3 Deliverables:

“The estimated period of performance of the Agreement is five (5) years. The performance of CCQ services shall be reviewed not less than every calendar year, and any agreement shall be terminable at will and may not have a term beyond five (5) years from the date of execution of the Contract. All prices shall be firm for the term of this Contract.”



4. **Question:** Should proposal submittal follow the tabbed format described on pages 27 - 28 of the Request for Proposal document? If yes, where should Attachments B and C go in the tabs

Answer: Yes, Tab 3 - Executive Overview.

5. **Question:** Which page limitation should be followed in the final application - Attachment C (20 pages) or Considerations 1-6 (24 pages)?

Answer: The page limitation shall not exceed the number of pages listed in Consideration items 1-6.

6. **Question:** Can you clarify whether the proposal narrative should be single spaced or double spaced?

Answer: Proposals must be typed, single spaced, 12-point font and submitted in PDF format. Fancy or bulky binding, colored displays and promotional material are discouraged. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

7. **Question:** Can you clarify any margin requirements for the document?

Answer: Margin requirements, side, top and bottom margins are 1 inch.

8. **Question:** Are tables and graphics exempt from the 12 point font requirement?

Answer: Yes, but all documents submitted must be legible and not hinder the Board's ability to easily review.

9. **Question:** Should the proposal be submitted as a single PDF document? Or are word/excel files required?



Answer: The proposal should be submitted as a PDF document. Attachments that are in Excel, please submit in Excel format.

10. **Question:** Can you provide the budgeted staff headcount, by position, for the service provider currently providing the assessor function?

Answer: Staff headcount is six (6) – Manager (1), Assessor (4), and Administrative (1).