

Request for Services 20-047

Child Care and Development Fund (CCDF) Agreement Centers

Indiana Department of Administration

On Behalf Of

The Indiana Family and Social Services Administration
Office of Early Childhood and Out-of-School Learning

RFS Information and Q&A Session

December 4, 2019

Indiana Department of Administration



Agenda

- General Information
- Purpose of RFS
- Term of Contract
- Key Dates
- Background
- Scope of Work
- Business Proposal
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General Information

- Guest name entered to join webinar will be recorded for the list of attendees
- List of attendees and PowerPoint will be posted on IDOA's Solicitation Website
- Hold questions until the end of the presentation
 - *Any verbal response is not considered binding; respondents are encouraged to submit any questions formally, in writing, if it affects the proposal that will be submitted to the State.*



Purpose of the RFS

- The purpose of this RFS is to select respondents that provide developmentally appropriate early care and education that meet the federal and State regulations for children enrolled in the Child Care and Development Fund (CCDF) voucher program to become CCDF Agreement Centers.
- Through becoming a CCDF Agreement Center, licensed child care centers and homes and registered child care ministries will receive funding to fill their open CCDF seats with additional CCDF-eligible children.
- Respondents may propose multiple CCDF Agreement Centers within the same proposal.



Term of Contract

- The term of the contract shall be for a period of **two (2) years** from the date of contract execution. There may be three (3) one-year renewals for a total of five (5) years at the State's option.



Key Dates

Activity	Date
Issue of RFS	November 25, 2019
RFS Information and Q&A Session	December 4, 2019
Deadline to Submit Written Questions	December 5, 2019
Deadline to Submit Intent to Respond (optional)	December 5, 2019
Response to Written Questions/RFS Amendments	December 12, 2019
Submission of Proposals	February 24, 2020
Submission of Reference Check Forms to State	March 9, 2020
The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.	
Proposal Evaluation	February 2020 – April 2020
Proposal Discussions/Clarifications (if necessary)	April 2020 – May 2020
Oral Presentations (if necessary)	April 2020 – May 2020
RFS Award Recommendation	May 2020



CCDF Background

- The CCDF is a federal program, administered by OECOSL in Indiana, that helps low-income families obtain child care so that they may work, attend training, or continue their education.
- Families deemed eligible for the CCDF voucher program can choose a CCDF-eligible child care provider that meets all required State credentialing and licensure requirements and the CCDF Provider Eligibility Standards (PES).
- CCDF Agreement Centers are CCDF-eligible child care providers committed to supporting OECOSL's goals of increasing access and quality of child care services, especially for underrepresented populations including infants and toddlers and in communities where there are limited options for high quality child care.
- The State is looking to award contracts to multiple child care providers to become CCDF Agreement Centers across the three CCDF Policy Consultant regions.
- Available seats at a CCDF Agreement Center awarded as a CCDF Slot must be reserved to be filled by CCDF-eligible children funded through this contract only. Awarded CCDF Slots cannot be filled by CCDF-eligible children from the county's waiting list or non-CCDF-eligible children.



Scope of Work

- Eligible Respondents must meet all CCDF and State licenses and regulations, be rated a Paths to QUALITY (PTQ) Level 2 or above, and currently serve or expand through this contract to serve infant and/or toddler aged children.
- Respondents must indicate their ability to serve more CCDF-eligible children by providing the number of unfilled seats for CCDF-eligible children (or “CCDF Available Seats”) they would like to fill through a “CCDF Slot” awarded under this contract. Respondents may apply to receive funding through CCDF Slots for up to 90% of their Available CCDF Seats.
- Available CCDF Seats for infants and/or toddlers can be either existing unfilled seats or new seats made available for infants or toddlers at the program through capacity expansion. CCDF Agreement Centers that are adding new or additional infant/toddler capacity must obtain the necessary licensing requirements to serve these new children by the contract start date of 10/1/2020.
- Respondents must propose a quality improvement goal including achieving or maintaining a PTQ Level 3 or Level 4.
- CCDF Agreement Centers will provide care for the entire contract period for approved program participants, provide services that promote the health and development of children, establish and maintain collaborative relationships with families, and work closely with CCDF Intake Agents and the OECOSL TA Vendor.
- Respondents that serve eligible four-year-old children are encouraged to have a plan to become an On My Way Pre-K provider if they are not already one.



Business Proposal

(Attachment B)

- **Company Financial Information (Section 2.3.3)**
 - Respondents must provide documents to demonstrate financial stability including, for example, the most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, Respondents must explain why and include an income statement and balance sheet for each of the two (2) most recently completed fiscal years.
 - If the documents are from a parent or holding company, Respondents must explain the business relationship between the entities and demonstrate the financial stability of the entity which is directly responding to this RFS.
- **Contract Terms (Section 2.3.5)**
 - Respondents should review the sample State contract and note exceptions to State non-mandatory clauses in Business Proposal and Transmittal Letter. Mandatory clauses from the sample State contract and the Intake Agent MOU are non-negotiable.
- **References (Section 2.3.6)**
 - Respondents must have at least two (2) references for this RFS. Respondents must ask each reference to complete Attachment E Reference Check Form and mail or email it directly to IDOA (idoareferences@idoa.in.gov) by March 9, 2020 (10 business days after proposals are due).



Technical Proposal

(Attachment C)

- Respondents should use Attachment C to complete their Technical Proposal. Use the yellow shaded fields to answer the questions in Attachment C.
- The Technical Proposal is split into two parts, the “I. Respondent Specific Questions” section followed by the “II. Proposed CCDF Agreement Center Specific Questions” section.
 - All Respondents must submit one “I. Respondent Specific Questions” section and at least one “II. Proposed CCDF Agreement Center Specific Questions” section.
 - Respondents choosing to propose multiple Agreement Centers must submit a completed “II. Proposed CCDF Agreement Center Specific Question” section for each of the proposed CCDF Agreement Centers included in the proposal.
- The “II. Proposed CCDF Agreement Center Specific Questions” section has a Part A and Part B that must be completed for each CCDF Agreement Center in the proposal.
 - Part A is used to collect information about the Agreement Center and is not scored.
 - Part B requests narrative responses to different service requirements.



Cost Proposal

- No cost proposal is required for this RFS.
- Payments for CCDF Agreement Centers are based on established county CCDF child care reimbursement rates for the actual time and attendance of the CCDF-eligible child in each Awarded CCDF Slot.



Proposal Preparation

- When submitting your response, please create a separate electronic folder for each component to which you are responding. This folder should contain all of the pertinent files for only that component, i.e., Transmittal Letter, Business Proposal, Technical Proposal, etc.
- Use the templates provided for all responses.
- Do not alter any templates.
- Submit all questions via email using the Q&A Template (Attachment D).



Proposal Preparation

- Confidential Information (Section 1.15)
 - All materials contained in proposals are subject to the Access to Public Records Act (APRA) and can be accessed by any member of the public after contract award. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects it from disclosure.
 - In order to request certain information be kept confidential, Respondents must claim a statutory exception to the APRA in their **Transmittal Letter**, including describing which specific provision applies to which specific part of their response.
 - Confidential information must also be clearly marked and kept separate from the proposal in the electronic copies. IDOA recommends sending a “public” file that has the confidential information redacted (may be in PDF format) and a “final” file that includes all required information (must be in format provided).



Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	100 available points
Total	100



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

<http://www.in.gov/idoa/2354.htm>

- A. Link to the developing for bidder registry with IDOA and Secretary of State.
<http://www.in.gov/idoa/2464.htm>
- B. Secretary of State of Indiana:
Can be reached at (317) 232-6576 for registration assistance. www.in.gov/sos
- C. See Vendor and Supplier Resource Center:
<http://www.in.gov/idoa/3106.htm>
- D. RFS posting and updates:
Go to <http://www.in.gov/idoa/2354.htm> (select “Current Opportunities” link)
Scroll through table until you find desired RFP / RFS number on left-hand side and click the link.



Questions

Please type your questions into the webinar chat box.

Any verbal response is not considered binding; Respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the State.



Thank You

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