

CCR&R Technical Assistance Meeting

December 1, 2014

Minutes

Welcome and Introduction of Panel Members

Margaret Milliner – Office of Child Care; Anthony Sotiropoulos and Robert Hughes - Fiscal
Yvonne Tierney – Contracts; David Cohn and Kwaki Johnson – Office Information System;
Penelope Casarico- Policy

Overview

Department of Human Services, Division of Family Development's Assistant Director of Child Care Operations Margaret Milliner opened the meeting to provide purpose of bidder's conference and brief overview of RFP.

Purpose – to provide technical information and provide opportunity for questions related to RFP.

Overview – As outlined in the RFP, seeking qualified applicants to administer the child care subsidy program. The program consists of several components, which include: eligibility determination; consumer education; provider support; technical information; coordination and communication with key partners and quality initiatives.

Key Dates

12/29/14 – RFP proposals are due in no later than 4:00 p.m. on this date

2/18/15 (On or about) – Notification of grants awards

7/1/15 – Contract Begins (Subject to funding availability)

Technical Information and Timeline for Submission Requirements

- All submissions must include an original signed proposal and 9 complete copies; (signed with blue ink).
- No facsimile copies will be accepted.
- No late submissions will be accepted and will be marked “late”.
- Proposals can be brought in-person to building 3 to Policy of Office Standards or mailed in to the address listed on page 34. No other DHS/DFD buildings/staff can accept RFP's.
- Narrative is not to exceed 50 pages (single-spaced) and if narrative is longer than 50 pages (does not include attachments), the additional pages will not be reviewed for consideration.
- Proposals must be submitted in the required format to ensure conformity during the evaluation process.
- During the Selection Process – may be called in for further clarification or additional information.

- Those applying for multiple counties must submit the required number of proposal copies for each county
- Applicant seeking to serve more than one county must submit a separate and distinct budget for each county.
- First year, 15 month contract award beginning July 1, 2015.
- Continued funding for contracts resulting from this RFP is subject to availability of funding.
- Applicant that owns/or operates a child care facility that is licensed with the Department of Children and Families Office of Licensing (OOL), except Head Start will not be awarded a contract.
- No Applicant Board Member, Officer, staff member, or any other person in a position of trust nor any member of his or her immediate family shall have any personal, familial or financial interest in, or substantial obligation to, any supplier or goods or services unless determined by the Board of Directors and approved by DHS/DFD.
- Any Board Member aware of a potential conflict of interest with respect to any matter coming before the Board of Directors shall disclose such potential conflict to the Board.

Questions/Answers

- Q.** On Attachment “D” - What does the solicitation # mean? What should we use? What if non-agency?
- A.** For solicitation #, enter CCR&R – county number is not necessary.
- Q.** Can we get the budget forms in Excel? If not, can we create an Excel spreadsheet?
- A.** **The forms are not available in excel.** DFD will not create the form in Excel; an Excel spreadsheet can be used, as long as all the exact fields/data are included.
- Q.** Are we using a standard Annex “B” form?
- A.** For the purpose of the RFP response, DFD will not be using the standard Annex B form, but will do so after the contract is awarded.
- Q.** Can you clarify – “Attachment G” with regard to summary budget and breakdown?
- A.** You only need to do one summary budget.
- Q.** On Attachment “G”, can we include utilities and rent?
- A.** Yes.
- Q.** On Attachment “G”, how do we show 100% working staff?
- A.** This portion can be implemented into narrative description by defining what is considered full time i.e. 35 or 40 hours.
- Q.** On Attachment “G”, what is an allowable cost? For example, some programs such as CCYC Grants overlap. Is this an allowable expense?
- A.** No, overlapping programs are not an allowable expense.
- Q.** In Attachment “F”, the PDF link doesn’t function properly.
- A.** If the link doesn’t work properly for you, then you must print it and manually complete the form and submit with the proposal.
- Q.** On page 8, item #22, can you clarify key administrator minimum requirements? Also, can relevant experience substitute the Bachelor’s Degree for Administrators and Managerial Staff?
- A.** There is no substitution or waiver for the Administrators listed in this item. They must have both, Bachelor’s degree and five years minimum relevant experience.
- Q.** Also in this section, can you be more specific as to Fiscal Officer? Does this have to be an in-agency person or can it be multiple people that total 100%?
- A.** The RFP requires the fiscal officer to be 100% dedicated to the contract. The equivalent of 100% is adequate if using multiple staff, but preference is for one designated person for continuity.

- Q.** On page 32, #3, how do we show the Fiscal Officer as full-time when one is not necessary for our agency? Can we have multiple people do this function to equal the full-time requirement?
- A.** The RFP allows for a full-time Fiscal officer. DFD is not considering this position as a Comptroller. As such, the dedicated person(s) must know all fiscal/budget aspects of the contract and all other fiscal issues for the program components. Yes, multiple individuals can be used to fill the full-time requirement. All persons must meet the minimum requirement standards of holding a Bachelor's degree and the requisite five years of relevant experience.
- Q.** In furtherance of this section, we have accounting people and a part-time fiscal person and have multiple counties. Can we have one person do multiple Counties?
- A.** May be able to have one person for multiple counties, but it is dependent upon the size of the County.
- Q.** On page 31, item B (top of page), do we have to include resumes for all staff or just administrators? Can we provide a job description in lieu of resumes for staff?
- A.** Entire staff must be included and can be provided by resumes or job description. This is up to your discretion as to how you wish to submit.
- Q.** On page 10, C, how does Grow NJ Kids system tie-in?
- A.** Grow NJ Kids is a key system that is currently outside of the CCR&R system.
- Q.** Throughout the RFP there are references to various disaster recovery plans (example, top of page 9). Do we have to develop and implement into the narrative these plans?
- A.** Disaster recovery plans are part of the federal requirements. You can include in your narrative, appendices or as attachments.
- Q.** On the bottom of page 11, what does assume the cost of various equipment, etc., mean to us? What about IT costs? Transitional costs?
- A.** These costs are an allowable expense although the agency initially assumes this responsibility. DFD shall provide necessary software, and other support services as outlined on page 12.
- Q.** On top of page 34, #9, what is the definition of a written agreement? What is required by this section? Can we get letter of supports and will the State assist with this requirement.
- A.** Although DFD is aware of many informal agreements between agencies and state offices, you will need to transition into a written formal agreement. Letters of support is acceptable. DFD will provide support in the process.
- Q.** On pages 18-19, the CCVC name changed to CCQS. What does this mean?
- A.** Yes, with the name change, new requirements will be outlined in a new policy.
- Q.** On page 3, do we have to do separate proposals and separate budgets for multiple counties?

- A. Applicants can submit the same proposal for multiple counties if it mirrors the response required and meets all other objectives in each respective county's submission. This depends on the scope of the proposal. Separate county budgets are required. If one budget is produced, it must be accompanied by each individual county's budget. For example, if an agency applies for multiple counties, each proposal will be weighed separately and stand on its own.
- Q. On page 6, bullet 2, what do you mean by coordination with Department of Education other agencies?
- A. This is a federal requirement - to be able to partner with Department of Education. References to this are made on pages 13 and 19 in the partnerships of WRAP and the school districts.
- Q. On page 34, will only those agencies you have follow-up questions with be called in for an interview?
- A. Yes, only agencies that we have questions will be called to come in.
- Q. I am a program director for several counties and my salary is split in 1/3. How do I show this split for each county?
- A. Your total hours are equivalent to the requisite full-time Director. As such, you must submit your salary breakdown on each individual county budget. Although this is not being evaluated as part of the RFP, this will be evaluated during contract budget negotiations prior to contract award.
- Q. On Attachment "G-2", what do you mean by Units of Service (budget categories/unit description)?
- A. Enter "Not Applicable". For the purposes of this RFP, there are no units of service.
- Q. On page 25, last bullet, it indicates to track the number of designated children and providers, et al. How do we do/calculate this?
- A. You do not have to do this; DFD is able to do so with the implementation of ECC.
- Q. On the various "G" Attachments, it asks for the Contract #. What should we use?
- A. Enter CCRR and county with the July 1, 2015 start date.
- Q. What happens with the gap between the March 2015 contract expiration date and the July 2015 contract start date in contract terms?
- A. Those with current contracts will receive a letter shortly with information regarding this.
- Q. On the top of page 32, #5, section 1, what does it mean to provide information on accessibility of services provided? How does this tie into #4?
- A. This is based on accessibility of services to be provided.
- Q. Need more guidance with creating the budget with regard to other categories.
- A. It is not necessary to provide a lot of detail. G-1 gives a summary of other DHS contract; G-2 is summary of RFP contract budget; G-3 is details of proposed personnel ; and G-4 is details for all other budget cost categories.

- Q.** How do we complete the contract term of 15 months and 2nd year of contract? Do we scale down the 15 months to 12 months?
- A.** The 2nd year portion is not applicable to you – put “Not Applicable” where this is indicated. This is a contract budget and not an agency budget.
- Q.** For budget allocation, administrative and operational do not include voucher numbers, does it? What does allocation mean? Do we include this in the narrative, or can we submit as an attachment?
- A.** No, this does not include voucher numbers. The basis for allocation can be the allocation method used by the agency. Allocation information can be referenced as an attachment.
- Q.** On Attachment “G-1”, The NJ State Department of Human Services Contract, is this the only one?
- A.** The applicant should enter all current DHS contracts.
- Q.** What does attachment “N” means?
- A.** Applicants must create the budget for each county being proposed. This needs to be developed by you.
- Q.** As part of narrative, do we need to reference the question, or restate the question/section?
- A.** Just reference the question number – no need to restate the question.
- Q.** On page 32, section 2, #1, what do you mean by full-time staff? Can they be full-time equivalent? Is an IT Specialist and a Technology Specialist the same?
- A.** Full-time can equal full-time equivalent for listed positions. These are the same position.
- Q.** Section 4 of this page, can staff wear multiple hats?
- A.** Yes, staff is able to work in multiple capacities.
- Q.** Is a subsidy manager expected to hold a Bachelor’s degree and 5 years of relevant experience?
- A.** No, only the three administrative positions.
- Q.** Is a Program Director different than an Executive Director?
- A.** Yes, in most cases they are not the same.
- Q.** What does it mean that the narrative evaluation is 100 points? Is this broken down into categories?
- A.** Total scoring will be 100 points but details of the criteria are not published.
- Q.** On page 31, #3, this seems contradictory, if you cannot own a child care centers, how can you provide child care services?
- A.** Refers to CCR&R child care service experience.
- Q.** On Attachment “G-2”, what do I put for funding requests program names?
- A.** Enter CCR&R and county.

- Q.** On page 5, it references conflicts of interest. I operate in one county and have some services that I am proposing for another county, but have yet to implement. Isn't this a conflict of interest?
- A.** DFD looks at the agency as a whole in determining the existence of a conflict of interest.
- Q.** How do we address any vacant positions for a contract year?
- A.** Complete vacant as if it is filled as long as it meets budget requirements.
- Q.** Can proposal be submitted earlier than the December 29, 2014 deadline?
- A.** Yes, and if dropping off in-person, you should contact Policy of Office Standards by calling (609) 588-2290 prior to doing so.

REMINDER – NO MORE TECHNICAL ASSISTANCE AFTER TODAY'S SESSION.