

**Request for Proposal ACFS 21-003  
Wrap Around Child Care Request for Proposal**

**February 25, 2020 – Respondent Questions and Agency Responses:**

This document includes all questions that have been received by the Agency in accordance with the Request for Proposal (RFP) section 2.7, *Questions, Request for Clarification, and Suggested Changes*. The Agency response to these questions has also been provided

Question		Agency Response	RFP Section / Page(s)
1.	All pages are to be sequentially numbered. Do we leave the assigned page number or do we delete all unused pages/numbers and manually renumber each page in order so we are not missing a number?	Per the RFP, Section 3.1, Bid Proposal Formatting, subsection Pagination, <i>“All pages are to be sequentially numbered from beginning to end (do not number Proposal sections independently of each other).”</i>  This may require bidders to delete the RFP listed page number from a form in order to provide sequential numbering of all pages of the bid proposal response.	3.1 Bid Proposal Formatting, Pg. 18
2.	Bid proposals must be bound. What is the least extensive you will accept?	Bid proposals must be bound in a way to ensure no loose pages. This may include, but is not limited to: <ul style="list-style-type: none"> <li>• Spiral bound</li> <li>• Bound together in a 3 ring binder,</li> <li>• Bound together in a folder ,</li> <li>• Bound together by a binder clip,</li> </ul>	3.1 Bid Proposal Formatting, Pg. 18
3.	When reading the format and content specifications it mentions financial information and resumes. I do not see where these items are to be included, and what needs to be	For the purposes of this RFP resumes and financial information are not required.  Please refer to RFP Section 3.2, <i>Contents and</i>	3.1 Bid Proposal Formatting, Pg. 18

	included in the financial information. Is the resumes to be for the person managing the RFP and where are these items to be placed within the RFP?	<i>Organization of Bid Proposal</i> for a complete explanation of the information that must be in the Bid Proposal and how to organize the bid proposal submission.	
4.	<p>“Proposals shall be provided in Microsoft Word format.”</p> <p>Forms to be submitted under Tab 4: Bidder’s Approach to Meeting Deliverables are in a PDF, Excel and Power Point format that do not convert and/or during conversion to Word become unreadable. Will our grant be penalized for not having the following forms in a Word document? Is it acceptable to label the form pages in the Work document and refer to Attachment X? The PDF submission would have all required forms in the file.</p> <p>Forms include:</p> <ul style="list-style-type: none"> <li>• Form 2 Federal Indirect Costs Agreement</li> <li>• Form 3 Table of Organization for Overall Operations</li> <li>• Form 4: Table of Organization Specific to RFP</li> </ul>	The Agency will accept proposals provided in either PDF or Microsoft Word format. Files shall be text-based and not scanned image(s) and shall be searchable and not password protected or contain restrictions that prevent copying, saving, highlighting, or printing of the contents.	3.1 Bid Proposal Formatting, Pg. 18
5.	<p>‘The scored bid proposal components have been broken into three (3) forms with in...’ However, ONLY two forms are listed – Form 6 and Form 9 – My copy printed something about form 8 to the side of the scoring breakdown on the next page. This is confusing.</p>	<p>Please see RFP Section 4.3, <i>Proposal Scoring and Evaluation Criteria</i> for a complete explanation of the method the evaluation committee will use to initially determine the relative merits of each Bid proposal.</p> <p>An explanation for form 6 and form 9 can be found on pages 20 and 21. An explanation for form 8 can be found on page 21.</p>	4.3 Proposal Scoring and Evaluation Criteria, Pg. 20

6.	<p>We submitted RFP ACFS 21-002. We received notification from the issuing officer that some RFPs had used an incorrect form for form 8. After reviewing our proposal, we have concluded that we used the correct form. We would like to know if we need to resubmit ACFS 21-002 on the forms labeled "ACFS 21-003."</p>	<p>The original RFP, ACFS 21-002, was cancelled and released as a <b><u>new</u></b> RFP.</p> <p>The Agency will review what you provide based on the requirements on the <b><u>newly-released RFP, ACFS 21-003</u></b>. Page 3 of this RFP (ACFS 21-003) identifies the changes made from the first time it was released. Bidders must follow the instructions of the new RFP (ACFS 21-003) regarding the specific forms, etc. that need to be provided with their proposal submission.</p>	