

**Request for Proposal ACFS 22-001**

**Child Care Business Services**

**August 27, 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.

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|  **Question**  | **Agency Response**  | **RFP Section / Page(s)**  |
| 1. | The concepts of Iron Triangle, enrollment percentage, cost per child, revenue collected and cash flow are referenced by many authorities and experts on early childhood financing. Must these concepts be incorporated into curriculum exactly as defined in the RFP, or is it acceptable to use alternate definitions that are recognized in the fields of child care and finance?SUGGESTION: We suggest changing the RFP definition of Iron Triangle to:  Means the interaction of three factors that are important in balancing early childhood program budgets: Full enrollment, Full Fee Collection, and Revenues Cover Per-Child Costs.SUGGESTION: We suggest changing the RFP definition of Enrollment Percentage to: Means the percentage of child care spots filled relative to the total number of spots available in a particular child care program.  | The definition for Enrollment Percentage has been amended. Please see Amendment #1. The definition of Iron Triangle was not changed as the Agency believes the definition is sufficiently broad to encompass the suggested changes. | 1.2 RFP General Definitions, “Iron Triangle”, and “Enrollment Percentage”, Pg. 4  |
| 2. | Should the time for Series participants to take the pre- and post-assessments be included in their DHS credit hours or outside of their DHS credit hours? | The Agency through our processes to approve professional development organizations promotes pre- and post-assessments of knowledge as part of all professional development opportunities however the Agency does not dictate if they are part of class time. Approved Professional Development Organizations may choose if they include these assessments as part of the class time or ask participants to complete them before and after class time. | 1.3.1(A). 1.c. and 1.3.1(B)1.c., Pg. 5 |
| 3. | Is the 15% calculated based on each year’s enrollments in the Series? If not, please clarify. | Yes the 15% would be calculated based on the number of participants that finished the series in a fiscal year. | 1.3.1(A)3.d. and 1.3.1(B)3.d, Pgs. 5 & 6 |
| 4.. | Is a 3-ring binder allowable and appropriate as a binding for the hard copy original technical and cost proposals? If not, please specify appropriate binding types. | Bid proposals must be bound in a way to ensure no loose pages. This may include, but is not limited to:* Spiral bound,
* Bound together in a 3 ring binder,
* Bound together in a folder,
* Bound together by a binder clip
 | 3.1 Bid ProposalFormatting, Pg. 14 |
| 5. | Is there any narrative or other supporting material requirement for the Cost Proposal? Is Form G all that is required? | It is only required that the bidder submit what is listed in 3.3 for the cost proposal.  | 3.3 Cost Proposal, Pg. 17 |
| 6. | Does anything need to be provided in the proposal for this section? | If the Agency were to request any financial statements from the bidders this is the section where instructions would appear but as no instructions appear here bidders for this Request for Proposal are not required to submit information related to 3.2.7. | 3.2.7 Reserved. (Financial Statements), Pg. 17 |