

COUNTY OF ALAMEDA

QUESTIONS & ANSWERS

regarding
Specification Document
for
RFP No. 2019-SSA-WBA-CW Stg1
for
CalWORKs Stage One Child Care Program

Summary of Q&As Submitted by February 8, 2019 at 5:00 PM
Issued February 15, 2019

For complete information regarding this project, see RFP posted at
https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractingdetail.jsp?BID_ID=2075
or
http://www.alamedasocialservices.org/public/departments/agency_administration/finance/funding_opportunities/index.cfm

or contact the County representative listed below. Thank you for your interest!
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RFP No. 2019-SSA-WBA-CW Stg1

QUESTIONS & ANSWERS

A. Bidders Conference No. 1

February 7, 2019, 1:00-3:00 PM

Eden Multi Service Center, 6th Floor, Room 626

24100 Amador Street, Hayward, CA 94545

General Specifications Questions

- 1) Q: Paragraph 2d on page 10, mentions “Compliance with referral and reporting system.” Does this refer to the California Resource & Referral reporting requirements?
A: Yes. This includes Resource & Referral Program reporting. Requirements for the Child Care Resource and Referral Programs (CRRP) can be found at <https://www.cde.gov/>.
- 2) Q: On page 7, item 4, what is the reference to the CDE CCIP contract?
A: The Child Care Initiative Project is listed as a resource for additional information that is related to the services that will be provided by the bidder, as specified in the RFP. The R&R agency shall comply with the Child Care Resource and Referral Programs (CRRP) requirements set forth by CDE to serve as an R&R. Requirements can be found at <https://www.cde.gov/>.
- 3) Q: On page 9, Item I.1.c, it says that the contractor must submit a monthly invoice by the 25th of the month (item 1a) and that the invoice must include copies of the CW115 and CW115A reports (item 1c). But on page 11 it says that the CW115 and CW115A must be submitted no later than the 15th of the month. Are the invoice and CW115 reports due on different dates?
A: Yes, they are due on different dates. The County needs to have the data contained in the CW115 and CW115A reports by the 15th of each month for its reporting purposes. Later in the month, when the contractor invoices the County, the contractor should attach copies of the CW115 and CW115A to the monthly invoice.
- 4) Q: How and/or should we anticipate growth in the anticipated level of service to families and child as the County strives to increase the participation rate?
A: There has been a consistent decline in the number of families and children served by CalWORKs Stage One Child Care from Fiscal Years 2015-2018 (see Exhibit F of the RFP specifications for actual figures). The SSA Workforce & Benefits Administration (WBA) Department anticipates the decrease will continue through the coming three-year contract period.

- 5) Q: Is it correct to assume that the numbers in Exhibit F are unduplicated numbers for families and children for FY18 (2017/18)? If yes, our agency shows a significant difference in the actual number of families and children served in Regions 2 and 3.
- A: The numbers in Exhibit F were derived from monthly aggregate data (CW115/CW115A) reported to WBA by the current providers and later averaged. The current monthly reporting method accounts for unique families/children within a given month.

Formatting Questions

- 6) Q: Please confirm that an Excel spreadsheet will be provided for the budget form.
- A: Yes, an Excel budget form will be posted to the GSA and SSA websites by February 14, 2019 and emailed to individuals who attended the conferences.
- 7) Q: Will the RFP specifications and response documents be provided in a Word document?
- A: The RFP specifications are only available in pdf form, but an MSWord version of the Bidders Response Packet will be posted on the GSA and SSA websites by February 14, 2019 and emailed to individuals who attended the conferences.
- 8) Q: Is it permissible for bidders to remove the County watermark from the Bidders Response Packet?
- A: Yes.
- 9) Q: Will the *projected staff* and *current references* documents be made available for download?
- A: Yes. The MSWord version of the entire Bidders Response Packet will be posted on the GSA and SSA websites by February 14, 2019 and emailed to individuals who attended the conferences.

Budget Questions

- 10) Q: Will start-up expenses have a negative effect on the *cost efficiency* evaluation of the proposal?
- A: No.

B. Bidders Conference No. 2

February 8, 2019, 9:00-11:00 AM

Alameda County Social Services, Monterey Room, No. 226

1111 Jackson Street, Oakland, CA 94607

General Specifications Questions

- 11) Q: Does the County have any projections on the service population for the next three years?
A: Please refer to Question 4.
- 12) Q: Can you clarify the reference to the CCIP Program requirement on page 7, section E, subsection 4?
A: Please refer to Question 2.
- 13) Q: The CW115 and CW115A reports are due on the 15th but the financial report and invoice are due on the 25th. What is the reason the due dates are different? Can both reports be submitted on the 25th?
A: Please refer to Question 3.
- 14) Q: Apart from budget, how is the *greatest value* determined?
A: The County intends to award a 36-month contract to the bidder or bidders selected as the most responsible and whose response conforms to the RFP and meets the County's requirements (page 7, Item D).

Formatting Questions

- 15) Q: If the budget form (due to a greater number of staff, for example), makes the form more than one page, would you prefer we decrease the font size or make two pages?
A: Bidders may add a second budget page if needed. Addendum No. 1 will show that the total number of pages allowed for the budget section has been increased to 4, and the number for the Bidders Response Packet has been increased to 27.
- 16) Q: Is there an approved Excel sheet for the budget or should we use the template provided in the RFP and create our own?
A: The Excel budget form will be posted to the GSA and SSA websites by February 14, 2019 and emailed to individuals who attended the conferences.
- 17) Q: Would you like copies in three-ring binders or binder clipped/stapled?
A: The original must be in a three-ring or loose-leaf binder. The copies may be either in three-ring binder, in a loose-leaf binder, or paper clipped.

Budget Questions

- 18) Q: Regarding indirect expenses, can we assume that indirect expenses will be 10% of direct expenses and direct payments to providers?
A: No. The indirect cost rate varies. The OMB Uniform Guidance states that non-profits may choose to use a 10% de minimis rate, which is based on Modified Total Direct Cost or MTDC. The OMB bases the MTDC on direct costs, but the OMB does exclude certain items from the calculation. One of the excluded items is participant support costs. Therefore, child care payments are not included when contractors calculate their indirect cost. Non-profits may also submit an indirect cost rate proposal. In that case, the rate will be based on the organization's last audited financial statements.
- 19) Q: If selected, will the contractor be responsible for projecting provider cost or will SSA do the projections?
A: SSA will do the projections for the provider payment amount to be added to the contract. Please refer to Exhibit B of the RFP specifications.
- 20) Q: Regarding the advance of funds, will the County advance funds to cover start-up costs?
A: No. The County can cover start-up costs, but the contractor will need to pay the costs upfront and then submit a claim to the County for reimbursement.
- 21) Q: The California Department of Education (CDE) advances 25% of annual contract amounts. Is this something the County will be considering?
A: No. The Board and Auditors do not approve of that at this time; however, to assist with cash flow, a two-month revolving allowance will be advanced as in the past.
- 22) Q: The contract requires referral services. Can we include referral personnel on the contract budget?
A: Yes. Please Refer to D1 on page 15 and F4 on page 16 of the specifications. In the narrative response, bidders should write a description of the proposed staffing levels and provide a justification for them.
- 23) Q: The specifications indicate that two additional years may be added. How will costs be determined for these additional years?
A: If additional time were added to the contract, there would be new budget negotiations in advance of the extension.

C. QUESTIONS EMAILED BY 5:00 PM, FEBRUARY 8, 2019

24) Q: If an agency is considering bidding for all four geographical regions and is also considering bidding for only two regions, should the agency submit two different proposals?

A: Yes. Bidders who propose programs for more than one combination of regions should submit separate proposals for each combination.

25) Q: On page 22, item 1 of part F says that prices are firm for 30 months. In section 3 it says that they are firm for the entire three-year contract. Which is correct?

A: Prices are firm for 36 months (three years). The correction will be published in Addendum No. 1.

26) Q: To get a better idea of our cash flow needs, can you tell us the average cost of care for the Stage 1 provider payments?

A: Based on Fiscal Year 18-19, the monthly averages are:

<u>Type</u>	<u>One-Parent</u>	<u>Two-Parent</u>
License Exempt	\$796	\$654
Licensed	\$986	\$897

27) Q: On page 9 of the RFP - Contractor Performance 1.c), it says that “Invoices must include copies of monthly CW 115 and 115A reports indicating direct payment amounts made to child care providers, and the monthly amount invoiced for provider payments. The Contractor's invoice must match the provider payment amounts reporting on the CW 115 and 115A.” Our question is that we keep our books on a full accrual basis, and recognize outstanding attendance sheets as an expense in the month the service was to be provided (per the approved child care certificate) even if the attendance sheet has not yet been paid. We give our provider up to 3 months to submit their attendance sheet for processing. And we write off attendance sheet expense if the provider does not submit for payment. So, the financial report will not match the CW115 report. Is this okay?

A: SSA does not send out reimbursements on the accrual basis. Invoices are paid only with proof that services have been provided. The CW115 and CW115A from the preceding month are submitted with the invoice on the 25th of each month and are used for verification.