

**Parents as Teachers (PAT)**

Deadline: 04/28/2017

**RFP # DOE 2017-13**

1. May an agency apply to serve one county, or does the agency need to serve all three counties through this RFP? 2. What is the source of the children/family referrals? 3. What are the funding sources for services? 4. Are there established rates for services under this RFP, and if so, what are those rates or where are they posted? 5. Must the required number of family visits be met in a home setting, or can they be met in a group setting (or combination of the two)? 6. May an agency use contracted staff, and can they be both full and part-time? 7. How often is this RFP put out for bid – is it part of a routine bidding process?

Posted On: 3/23/2017

**Answer**

1. An agency may submit a proposal to serve at least one county or up to all three. 2. It will be up to the program to establish relationships within the community to receive referrals for potential families. 3. Funding is available through the Delaware Department of Education and Division of Public Health. 4. There are no standard rates established for the services under this RFP. Parents as Teachers National Center Budget Toolkit was applied to the development of the RFP. 5. Personal visits take place in the home in order to build on and maximize the primary learning environment of the family. Personal visits can be delivered in a mutually agreed upon site outside the home when individual circumstances preclude having visits in the home. 6. It is at the discretion of the agency to contract with full or part-time employees. 7. According to the Delaware School Laws Annotated; Chapter 14 General Provisions; §4118. Parents as Teachers Program (c) At least every 3 years, the Department of Education shall solicit proposals and shall select participants in the program.

Answered On: 3/31/2017

Last Updated On: 3/31/2017

**Answered By:** |**RFP # DOE 2017-13 Affiliate, Training, and Screening**

Question 1: II. A. Overview, Page 1 "DDOE PAT affiliate" – Would a mental health agency that currently operates utilizing community based services (home, school, etc.) for families be considered an appropriate affiliate for the PAT program? Question 2: II. C. Key Responsibilities, 3. Para. 6, Page 9 "attend the Foundational and Model Implementation Trainings before delivering PAT services" – our research indicates there is a training mid-June (and registration closes 6/1). In order to achieve a July start date, we would aim for this training. Would that be possible? Question 3: II. C. Key Responsibilities, 3. Para. 14, Page 10 "...developmental screening using PAT approved screening tools, along with completion of a health review that includes a record of hearing, vision, and general health status. Developmental domains that require screening include language, intellectual, social-emotional & motor development." – It is understood that developmental screenings are to be completed by the affiliate. Are the health screenings to be completed by the affiliate as well or by participants' pediatrician/PCP and tracked by the affiliate?

Posted On: 3/23/2017

**Answer**

1. According to the Delaware School Laws Annotated; Chapter 14 General Provisions; §4118. Parents as Teachers Program (b) The Parents as Teachers Program is hereby established under the auspices of the Department of Education and shall be coordinated through 1 or more local school boards. 2. Estimated Notification of Award will be in June. A date has not been determined. 3. Parent educators do not perform medical screenings, they do gather and maintain information on each enrolled child's health status. This is done comprehensively by discussing and documenting the child's health status by using PAT Health Record. Information is updated each year.

Answered On: 3/31/2017

Last Updated On: 3/31/2017

**Answered By:** |**New Castle County**

What is the proposed total budget amount allocated for New Castle County to provide full PAT services?

Posted On: 3/24/2017

**Answer**

The budget allocated for Parents as Teachers (statewide) for FY 2017 is \$1,121,600.00. While PAT is a line item in the budget, the exact appropriation will not be released until July.

Answered On: 3/31/2017

Last Updated On: 3/31/2017

**Answered By:** |**New Castle County**

Why have the minimum number of families been increased to 460, and the minimum number of visits increased to 8832?

Posted On: 3/24/2017

**Answer**

The numbers in the RFP for Kent County should be 116 families consistently enrolled. Out of those 116 families, 48 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county. At a minimum there should be 70 families who will receive at least 24 visits per year=a minimum of 1,680 visits (under National PAT guidelines for families with 2 or more high needs characteristics). At a minimum there should be 46 families who will receive at least 12 visits per year=a minimum of 552 visits (under National PAT guidelines for families with 1 or fewer high needs characteristics). The numbers in the RFP for Sussex County should be 172 families consistently enrolled. Out of those 172 families, 72 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county. At a minimum there should be 103 families who will receive at least 24 visits per year=a minimum of 2,472 visits (under National PAT guidelines for families with 2 or more high needs characteristics). At a minimum there should be 69 families who will receive at least 12 visits per year=a minimum of 828 visits (under National PAT guidelines for families with 1 or fewer high needs characteristics). The numbers in the RFP for New Castle County should be 290 families consistently enrolled. Out of those 290 families, 120 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining

families could reside in other zip codes within the county. At a minimum there should be 174 families who will receive at least 24 visits per year=a minimum of 4,176 visits (under National PAT guidelines for families with 2 or more high needs characteristics). At a minimum there should be 116 families who will receive at least 12 visits per year=a minimum of 1,392 visits (under National PAT guidelines for families with 1 or fewer high needs characteristics).

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

#### **New Castle County**

Are the proposed services for PAT through DOE, DHSS-PH, and MIECHV now being combined into one total allocated budget, instead of separate funding delivery as done previously?

Posted On: 3/24/2017

#### **Answer**

Yes, to streamline services for the families across the State the agencies have merged services for PAT.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

#### **New Castle County**

What is the average cost of living increase % usually budgeted for state-wide funded programs in DE?

Posted On: 3/24/2017

#### **Answer**

For the Parents as Teachers program, a cost of living increase was not utilized to determine services for the State. Parents as Teachers National Center Budget Toolkit was applied to the development of the RFP.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

#### **New Castle County**

When programs are awarded, will funding be released in one lump payment or delivered in increments?

Posted On: 3/24/2017

#### **Answer**

Delivered in increments based on deliverables. This will be detailed out in the contract payment schedule.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

#### **Section B: Introduction Page 3 Paragraph 3 titled Kent County and Section B Introduction Page 3 Para**

Text of Passage in both sections states "only those # of families identified can continue services through age five" a. Will current MIECV families be grandfathered into this? b. If a non MIECV family has significant changes over the course of enrollment could they be transitioned to MIECV based upon need if they did not initially enroll under MIECV ?

Posted On: 3/27/2017

#### **Answer**

The state strives to maintain consistency with all families served within the PAT program. A plan will be developed for current MIECVH families to continue services if funding allows. If a non MIECVH family's dynamics change over the course of their enrollment in the program they will be eligible to transfer to be served under MIECHV funding.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

#### **Section B. Introduction . Page 3 paragraph 4 titled Kent and Section B Introduction, page 4 parag**

Text of passage in both sections states "identified zip codes for MIECV" a. area identified for MIECV enrollment with priority given to those zip codes, Please clarify if families with high risk outside those areas can qualify as needed if there is not a wait list. b. Clarify that this funding will be MIECV from birth to age 5

Posted On: 3/27/2017

#### **Answer**

Kent County has 116 families consistently enrolled. Out of those 116 families, 48 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county. Sussex County has 172 families consistently enrolled. Out of those 172 families, 72 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county. New Castle County has 290 families consistently enrolled. Out of those 290 families, 120 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

#### **Clarification on County information**

1. Section II. B. Paragraph 3. Page 3. and Paragraph 2. Page 4. Kent County and Sussex County. Could you clarify the number of families served, minimum number of visits, and zip codes for Kent and Sussex Counties on pages 3 and 4?

Posted On: 3/27/2017

#### **Answer**

The numbers in the RFP for Kent County should be 116 families consistently enrolled. Out of those 116 families, 48 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county. At a minimum there should be 70 families who will receive at least 24 visits per year=a minimum of 1,680 visits (under National PAT guidelines for families with 2 or more high needs characteristics). At a minimum there should be 46 families who will receive at least 12 visits per year=a minimum of 552 visits (under National PAT guidelines for families with 1 or fewer high needs characteristics). The numbers in the RFP for Sussex County should be 172 families consistently enrolled. Out of those 172 families, 72 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county. At a minimum there should be 103 families who will receive at least 24 visits per year=a minimum of 2,472 visits (under National PAT guidelines for families with 2 or more high needs characteristics). At a minimum there should be 69 families who will receive at least 12 visits per year=a minimum of 828 visits (under National PAT guidelines for families with 1 or fewer high needs characteristics). The numbers in the RFP for New Castle County should be 290 families consistently enrolled. Out of those 290 families, 120 of them should be identified as MIECHV families that would need to reside in one of the identified zip codes and services could go through age five. The remaining families could reside in other zip codes within the county. At a minimum there should be 174 families who will receive at least 24 visits per year=a minimum of 4,176 visits (under National PAT guidelines for families with 2 or more high needs characteristics). At a minimum there should be 116 families who will receive at least 12 visits per year=a minimum of 1,392 visits (under National PAT guidelines for families with 1 or fewer high needs characteristics). The zip codes were

identified under the Division of Public Health. This was a result from a community needs assessment that was conducted a few years back to identify the high risk zip codes in the state.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

### **Monthly reporting template**

2. Section II. C. Paragraph 2. Page 5. Monthly Reporting Template. Where is the Monthly Reporting template that is referred to as attachment 13 on page 5? Attachment 13 is the budget spreadsheet and narrative preparation guidelines.

Posted On: 3/27/2017

#### **Answer**

The Monthly Reporting Template is currently under revision. It will be available before services are to begin in July.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

### **Distribution of work**

3. Section III. B. Paragraph 1. Page 11. Distribution of work to individuals and firms or economic considerations Can you clarify and give an example of general evaluation requirement number 7 on page 11 of the RFP, "Distribution of work to individuals and firms or economic considerations"?

Posted On: 3/27/2017

#### **Answer**

Due to services being conducted across the counties, organizations should keep in consideration where the staff is traveling to maximize their use of time and expenses for mileage.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

### **electronic pricing file**

4. Section IV. B. Paragraph 2. Page 13. Separate electronic pricing file. What is a separate electronic pricing file?

Posted On: 3/27/2017

#### **Answer**

Attachment 13 is a required Budget Spreadsheet (aka "electronic pricing file"). This document should be saved as a separate file on the CD, DVD or USB drive.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

### **multiple proposals**

5. Section IV. B12. Paragraph 3. Page 17. Multiple proposals. Can we submit two proposals? For example, one for a single county and one for multiple counties. We are not a multi-vendor (joint venture), so I assume this does not apply to Polytech PAT.

Posted On: 3/27/2017

#### **Answer**

Section IV. B12 pertains to multiple vendor solutions. Subsection (c) multiple proposals refers to a primary vendor partnering in multiple joint vendor proposals, which is not permitted. To the question of multiple proposals covering one or more counties, yes, multiple options within a proposal is allowable.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

### **contact with State employees**

6. Section IV. A. 6. Page 12. Contact with State Employees. Do we need prior consent to obtain RFP supporting documentation from school districts and other State of Delaware partners?

Posted On: 3/27/2017

#### **Answer**

Vendors must obtain prior consent from DDOE Designated Contact (Carmen Gallagher – contact information Section IV. A. 4 page 12) before contacting any State of Delaware employee for any purpose relating to this RFP.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

### **Attachment 5**

7. Attachment 5, page 40. Business References. Are school districts required to complete attachment 5? If so, are we required to include contracts not related to Parents as Teachers in the separate list of State contracts?

Posted On: 3/27/2017

#### **Answer**

Yes, school districts are required to complete attachment 5. Attachment 5 should include non-state contracts. A separate list of state contracts may be submitted and include Parents as Teachers, if applicable.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

### **Attachment 10**

Do we need to include attachment 10 only if our organization is eligible for certification with the OSD?

Posted On: 3/27/2017

#### **Answer**

Attachment 10 is optional. Vendors who may qualify for Diversity Certification are encouraged to submit an application to the Office of Supplier Diversity.

Answered On: 3/31/2017  
Last Updated On: 3/31/2017

Answered By: |

**RFP / Attachments available in MS Word?**

Is the RFP also available as an MS Word document? I'm mostly interested in the forms/attachments. Thank you. Yes, I have the Excel budget template.

Posted On: 3/27/2017

**Answer**

The RFP is only available through the portal. The documents that are present on the site are the only ones available to participants of the RFP.

Answered On: 3/31/2017

Last Updated On: 3/31/2017

**Answered By: |**

**Section: Appendix A page 61 paragraph/section 1 number 4 and Appendix A Page 61 paragraph /section 2**

This section indicates that the "bid must be marked original and notary mark" and the latter section states "marked original" with on indication of notarization required. Please clarify which is correct format to be accepted.

Posted On: 3/27/2017

**Answer**

We need one original copy with live signatures and a notary mark. Page 37 (the non-collusion statement) is the placement of the notarization.

Answered On: 3/31/2017

Last Updated On: 3/31/2017

**Answered By: |**