

Questions and Answers

Preschool Development Grant Birth through Five Needs Assessment and Strategic Plan - 2/14/2019 7:45:00 AM

Number: 2019-16

Questions and Answers:

Q: Estimated Date for Needs Assessment Findings

Posted On: 2/26/2019 3:08:28 PM

Is there an estimate for when the needs assessment findings will be available to the strategic planning vendor?

A: The needs assessment is an ongoing process that will begin April 2019. Findings from previous strategic plans and evaluation reports will be shared as early as May 2019, with user experience findings anticipated by July 2019.

Answered On: 3/5/2019 7:20:11 AM

Q: Access to data systems

Posted On: 2/27/2019 3:36:00 PM

Section II. Scope of Services, Paragraph Number 3, Page Number 5, Test of passage: Proposals must describe how the vendor will take a census of what existing data systems collect within the B-5 mixed delivery system.

Question: How will successful offerors gain access to the data systems and their contents that are required for review under Task 1B Data Systems Assessment?

A: The vendor will work with the PDG B-5 Project Director to gain access to data systems that the Accountability Committee identifies as information sources.

Answered On: 3/5/2019 7:20:27 AM

Q: Data system assessment

Posted On: 2/27/2019 3:38:51 PM

Section II. Scope of Services, Paragraph 3, Page 5, Text of passage: Proposals must describe how the vendor will take a census of what existing data systems collect within the B-5 mixed delivery system.

Question: Given the potentially sensitive nature of the data contained within the systems of interest, does DE have requirements for where the data system assessment can occur, e.g., on servers behind DE's firewall or on servers at the vendor's location, etc.?

A: Data systems will need to be assessed following each governmental agency's security regulations.

Answered On: 3/5/2019 7:20:42 AM

Q: Master Child Index

Posted On: 2/27/2019 3:45:05 PM

Section II. Scope of Services, Paragraph 6, Page 5, Text of passage: Delaware assigns a unique identifier, the Master Child Index (MCI), to each child who receives services from the state in any form (such as Medicare, Head Start, vaccinations from a state health center, etc.). The MCI is used by agencies for tracking progress, reporting, and decision-making.

Question: How is the Master Child Index (MCI) currently assigned to a child? How is the MCI shared across systems?

A: The vendor will work with governmental agency staff, with assistance from PDG B-5 Project Director, to identify current MCI assignment and sharing practices.

Answered On: 3/4/2019 2:19:19 PM

Q: Perod of Performance

Posted On: 2/27/2019 3:50:04 PM

Section V. Contract Terms, Paragraph 4, Page 19, Text of passage: The term of the contract shall be for one (1) year with up to four (4) optional extensions.

Question: What is the anticipated start and end date for the project.

A: The needs assessment components will begin in April 2019. Findings from previous strategic plans and evaluation reports will be shared as early as May 2019, with user experience findings anticipated by July 2019. The Strategic Plan is anticipated to be completed by late September 2019.

Answered On: 3/5/2019 7:21:00 AM

Q: Proposal Type

Posted On: 2/27/2019 3:53:54 PM

Section II. Scope of Services, Para 4, Page 3. Text of passage: Cost proposal, including project budget and hourly rate for each team members.

Question: An hourly rate by personnel would relate to a Labor Hour or T&M type proposal. What type of proposal is the Government requesting?

A: The hourly rate should reflect labor costs only for each team member. Any additional costs should be listed as a line item.

Answered On: 3/4/2019 2:07:37 PM

Q: Proposal Type

Posted On: 2/27/2019 4:01:30 PM

Section IV. Professional Services, Para B.12, Page 12. Text of passage: "no Vendor shall retain the right to declare their pricing confidential." Due to this requirement, a Vendor could only offer a FFP proposal in order to not disclose company proprietary rate data.

Section - ATTACHMENT 8, Para 2.3, Page 45. Text of passage: "fixed fee" which is the reference of a CPFF type effort;

Para 2.4, Page 45 cites "submit monthly invoices to DDOE in sufficient detail". This would relate to other types of efforts, excluding FFP.

Question: What type of proposal is the Government requesting.

A: Personnel (based on a hourly rate by team member), supplies/materials, travel, administrative overhead should all be broken out.	Answered On:	3/4/2019 2:11:01 PM
Q: Insurance Clause	Posted On:	2/27/2019 4:06:01 PM
Section III. Required Information, Paragraph A.4, Page 8, Text of passage: Proof of insurance references Section D, Item 7, subsection g (insurance).		
Question: This Section is not found in the RFP. Did you mean Section V, Paragraph 8, subsection g. Insurance?		
A: On page 57, A, B and C are all required insurance for this contract.	Answered On:	3/4/2019 2:14:34 PM
Q: Insurance Clause	Posted On:	2/27/2019 4:08:45 PM
Section V. Contract Terms, Paragraph 8, Subsection g, Page 24.		
Question: Which Insurance Clause term will be incorporated in the contract: (1) Section V, Paragraph 8, Subsection g, Page 24, or (2) Attachment 8, Paragraph 21, Page 57?		
A: Proof of insurance will be needed for the awarded vendor in advance of an executed contract.	Answered On:	3/4/2019 2:12:42 PM
Q: Licenses and Certifications	Posted On:	2/27/2019 4:11:30 PM
Section III. Required Information, Paragraph A.1, Page 7, Text of passage: Provide Delaware license(s) and/or certification(s).		
Question: Will the State provide a list of the required licenses and certifications?		
A: A Delaware business license is required to execute the contract.	Answered On:	3/4/2019 2:15:44 PM
Q: Proposal Submittal	Posted On:	2/28/2019 10:55:29 AM
Section IV. Professional Services RFP, Paragraph B.2, Text of passage: All proposals must be submitted in writing and respond to the items outlined in this RFP.		
Question: Will the State of Delaware please confirm if the following format is in accordance with the requirements outlined in the RFP?		
(1) Technical and Business Volume (combined) – 5 Paper Copies, and 2 Electronic Copies on USB Memory Drive		
(2) Cost Volume – 1 Electronic file on USB Memory Drive		
A: Correct. The pricing file should be included with each paper file and can be a separate file on each electronic copy (usb drive).	Answered On:	3/4/2019 2:17:06 PM
Q: Workforce Data	Posted On:	2/28/2019 12:49:30 PM

Section: II
Paragraph: 14
Page Number: 4

Text of Passage: "Both components of the needs assessment must result in a robust, family- and B-5 workforce-centric, statewide "problem map" that examines all populations and geographies. This map of issues across the early childhood system will help Delaware understand the gaps in families' experiences, navigation of transitions, and access to services and information within the mixed delivery system; the current composition of B-5 professionals and the State's workforce challenges; "

Question: What existing data is available on the B-5 workforce?

A: The vendor will work with governmental agency staff, with assistance from PDG B-5 Project Director, to identify current B-5 workforce data sources.

Answered On: 3/4/2019 2:20:36 PM

Q: Timeline

Posted On: 2/28/2019 12:50:40 PM

Section: II
Paragraphs: 20, 26, 30
Page Number: 5, 6,7

Text of Passage:

The proposal must include a project timeline for completing this component of the needs assessment in approximately five months.

The proposal must include a project timeline for completing the Data System Assessment in approximately five months.

The proposal must include a project timeline for completing the strategic plan in approximately six months, which will include approximately four months that overlap with the two needs assessment components described above.

Question: Is there an expected start date for the work or a date by which the work must be completed?

A: The needs assessment components will begin in April 2019. Findings from previous strategic plans and evaluation reports will be shared as early as May 2019, with user experience findings anticipated by July 2019. The Strategic Plan is anticipated to be completed by late September 2019.

Answered On: 3/5/2019 7:21:20 AM

Q: Enrollment

Posted On: 2/28/2019 12:52:14 PM

Section: II
Paragraphs:17
Page Number: 4
Text of Passage:

the number, capacity, and enrollment of licensed child care and family child care programs, including those accepting Purchase of Care (POC) subsidies and those participating in Delaware Stars; and the number, capacity, and enrollment of publicly funded ECAP and 619 preschool programs.

Does the state (e.g., through licensing bodies) track enrollment in current early childhood programs?

A: The State currently tracks capacity of publically-funded early childhood programs. Some enrollment data is available for certain types of publically-funded early childhood programs.

Answered On: 3/5/2019 7:26:38 AM

Q: References

Posted On: 2/28/2019 12:53:07 PM

Section: II
Paragraph: 13
Page Number: 4
Text of Passage:

The name, title, email, phone number of up to 3 references who can vouch for the service provides experience and expertise in the project area.

Question: If the vendor is applying for all three components, is it necessary to provide 3 different references for each component?

A: Three references in total will suffice if applying to multiple components.

Answered On: 3/4/2019 2:21:31 PM

Q: Multiple questions

Posted On: 2/28/2019 1:19:03 PM

We respectfully submit the following questions following the format indicated on p. 14 of the RFP:

Section number: not applicable

Paragraph number: not applicable

Page number: not applicable

Text of passage being questioned: not applicable

Question: Can the State of Delaware Department of Education make a copy of the state's proposal in response to the federal funding opportunity announcement (FOA), HHS-2018-ACF-OCC-TP-1379, titled "Preschool Development Grant Birth through Five (PDG B-5)"?

Section number: I. Overview

Paragraph number: not applicable

Page number: not applicable

Text of passage being questioned: not applicable

Question: What is the expected start and end date of the project or the expected duration?

Section number: II. Scope of Services

Paragraph number: not applicable

Page number: not applicable

Text of passage being questioned: not applicable

Question: What are the expected deliverables that correspond to the scope of services such as written reports or oral presentations?

Section number: IV. Professional Services RFP Administrative Information

Paragraph number: B. RFP Submissions, 9. Concise Proposals

Page number: 11

Text of passage being questioned: "The State of Delaware discourages overly lengthy and costly proposals."

Question: Can you provide any guidance regarding the maximum proposal length and any preferred formatting (e.g., single versus double spacing, font size)?

Section number: Attachment B

Paragraph number: 2. Payment for Services and Expenses.

Page number: 45

Text of passage being questioned: "2.3 DDOE's obligation to pay VENDOR for the performance of services described in Appendix A, Statement of Work will not exceed the fixed fee amount of \$ ____." and "2.4 VENDOR shall submit monthly invoices to DDOE in sufficient detail to support the services provided during the previous month."

Question: Will the contract be fixed price as suggested by clause 2.3 or cost reimbursable as suggested by clause 2.4?

Section number: Attachment B

Paragraph number: 6. Work Product.

Page number: 50

Text of passage being questioned: Clauses 6.1 to 6.4

Question: Will the state accept any of the four clauses listed that are separated by "OR"?

A: 1. Delaware's PDG B-5 Proposal can be found on: <https://www.doe.k12.de.us/Page/3964> Answered On: 3/4/2019 2:30:19 PM

2. The needs assessment components will begin in April 2019. Findings from previous strategic plans and evaluation reports will be shared as early as May 2019, with user experience findings anticipated by July 2019. The Strategic Plan is anticipated to be completed by late September 2019.

3. Format of deliverables will depend on needs assessment findings; thus, deliverables' format(s) will be determined between PDG B-5 Project Director, Accountability Committee, and the vendor upon award.

4. DDOE has no preference regarding formatting. If responding to more than one component, please separate sections.

5. The contract with DDOE will included a "not to exceed" amount and payment will be made based upon deliverables completed.

6. There will be selection between each of the two options in 6.2, 6.3 and 6.4.

Q: Mapping all early care and educational experiences Posted On: 2/28/2019 4:00:35 PM

You mention mapping all the early care and educational experiences a child and family might experience in the State of Delaware. Will State personnel be available to help identify what exists or is the vendor expected to work on their own to collect this information via focus groups, interviews, surveys, etc.?

A: The vendor will work with the PDG B-5 Project Director and Accountability Committee to identify where this information can be collected. It is anticipated that the vendor will set up focus groups, interviews, surveys etc., with the guidance of governmental staff, organizational partners, and community members., to collect information. Answered On: 3/5/2019 7:21:39 AM

Q: Data System Assessment Posted On: 2/28/2019 4:02:21 PM

You mention assessing all existing data collection systems within B-5. Again, is this an existing list of systems we need to assess and add to or is the vendor required to identify the systems within the State via the above process in #1?

A: The vendor will work with the PDG B-5 Project Director and Accountability Committee to identify the data systems and processes to be assessed. Answered On: 3/5/2019 7:22:14 AM

Q: Proposals for each component Posted On: 2/28/2019 5:37:58 PM

Section Number: II Scope of Services
Paragraph Number: 13
Page Number: 3

Text of passage being questioned: Vendors may submit proposals for one, two, or all three components. For each component, proposals must include:

1. A narrative describing the approach to the scope requirements below;
 - a. Within the narrative, a description of the vendor's qualifications to do this project based on previous experience;
2. Proposed timeline;
3. Description of the proposed team, their individual roles on the project, and resumes;
4. Cost proposal, including project budget and hourly rate for each team member;
5. The name, title, email, phone number of up to 3 references who can vouch for the service provider's experience and expertise in the project area.

Question: Does DOE have a preference for receiving separate versus combined proposals from vendors who would like to bid on more than one component? What are the pros and cons for submitting separate versus combined proposals?

A: If responding to more than one component, please separate sections but submit no more than one proposal. Answered On: 3/4/2019 2:33:01 PM

Q: Supports Provided by DE DOE for Stakeholder Identification and Recruitment Posted On: 2/28/2019 5:48:08 PM

Section Number: II Scope of Services
Paragraph Number: NA
Page Number: NA
Text of passage being questioned: NA

Question: What supports will the DE DOE provide the vendor with identifying and recruiting relevant stakeholders for attendance at B-5 strategic planning workshops? Given the importance of aligning stakeholders across the mixed delivery system and creating a strategic plan that includes their input, ensuring we have the right people in attendance at the workshops will be critical.

A: The vendor will work with the PDG B-5 Project Director and Accountability Committee to identify stakeholders that are currently engaged in the mixed delivery system and those that might not traditionally be engaged. It is anticipated that the vendor will recruit for any activities with the guidance of governmental staff, organizational partners, and community members. Answered On: 3/5/2019 7:22:33 AM

Q: Stakeholder Engagement and Logistics for Workshops Posted On: 2/28/2019 5:49:34 PM

Section Number: II Scope of Services
Paragraph Number: NA
Page Number: NA
Text of passage being questioned: NA

Question: Will all relevant stakeholders be willing and able to convene in person for the strategic planning workshops and necessary data collections? Should the vendor budget travel, accommodations, and/or meeting space for proposed data collections and workshops?

<p>A: The vendor should propose a budget that includes all costs for any activities in the vendor’s proposal. To accommodate all stakeholders, the vendor should prepare for in-person as well as alternative formats of meeting.</p>	<p>Answered On:</p>	<p>3/5/2019 7:22:50 AM</p>
<p>Q: Workshop and Data Collection Space</p>	<p>Posted On:</p>	<p>2/28/2019 5:50:54 PM</p>
<p>Section Number: II Scope of Services Paragraph Number: NA Page Number: NA Text of passage being questioned: NA</p>		
<p>Question: Will space (e.g., conference rooms) be provided by the DE DOE for data collection and workshops for the three components of the study?</p>		
<p>A: The vendor should propose a budget that includes all costs for any activities in the vendor’s proposal. The PDG B-5 Project Director will work with the vendor to identify appropriate space for meetings.</p>	<p>Answered On:</p>	<p>3/5/2019 7:23:07 AM</p>
<p>Q: Stakeholder and Family Contact Information</p>	<p>Posted On:</p>	<p>2/28/2019 5:52:07 PM</p>
<p>Section Number: II Scope of Services Paragraph Number: NA Page Number: NA Text of passage being questioned: NA</p>		
<p>Question: Does DE DOE have contact information for families and relevant agency stakeholders to provide the vendor for use in data collection and workshop recruitment?</p>		
<p>A: The vendor will work with the PDG B-5 Project Director and Accountability Committee to identify stakeholders that are currently engaged in the mixed delivery system and those that might not traditionally be engaged. It is anticipated that the vendor will recruit for any activities with the guidance of governmental staff, organizational partners, and community members.</p>	<p>Answered On:</p>	<p>3/5/2019 7:23:24 AM</p>
<p>Q: Data Sharing Agreements</p>	<p>Posted On:</p>	<p>2/28/2019 5:53:36 PM</p>
<p>Section Number: II Scope of Services Paragraph Number: NA Page Number: NA Text of passage being questioned: NA</p>		
<p>Question: Is a data sharing agreement already in place with DE agencies for the purpose of this effort?</p>		
<p>A: Data sharing agreements are in place for data currently being shared across governmental agencies. These templates will be used if other data sharing agreements are deemed necessary to institute</p>	<p>Answered On:</p>	<p>3/5/2019 7:23:41 AM</p>
<p>Q: General Evaluation Requirements</p>	<p>Posted On:</p>	<p>2/28/2019 5:54:55 PM</p>

Section Number: III Required Information

Paragraph Number: 7

Page Number: 8

Text of passage being questioned:

B. General Evaluation Requirements

1. Experience and Reputation
2. Expertise (for the particular project under consideration)
3. Capacity to meet requirements (size, financial condition, etc.)
4. Location (geographical)
5. Demonstrated ability
6. Familiarity with public work and its requirements
7. Distribution of work to individuals and firms or economic considerations
8. Other criteria necessary for a quality cost-effective project

Question: Please clarify what # 6 and #7 entail.

A: General Evaluation Requirements pertain to all professional services RFPs. For more specific criteria, please refer to pages 17-18. Answered On: 3/4/2019 2:35:01 PM

Q: Level of Effort for each Component Posted On: 2/28/2019 5:56:02 PM

Section Number: NA

Paragraph Number: NA

Page Number: NA

Text of passage being questioned: NA

Question: What is the estimated budget for each of the three components (User Experience Assessment, Data System Assessment, and B-5 Strategic Plan) of the RFP?

A: DDOE is seeking a fair proposal that meets the specifications provided and will negotiate with the selected vendor to determine a final amount should a budgetary gap exist. If applying to multiple components, please clarify the budget for each component (user experience assessment, data systems assessment, and strategic plan). Answered On: 3/4/2019 2:37:26 PM

Q: Period of Performance for each Component Posted On: 2/28/2019 5:58:14 PM

Section Number: II Scope of Services
Paragraph Number: 20, 26, 31
Page Number: 5, 6 and 7
Text of passage being questioned:

The proposal must include a project timeline for completing this component of the needs assessment in approximately five months.

The proposal must include a project timeline for completing the Data System Assessment in approximately five months.

The proposal must include a project timeline for completing the strategic plan in approximately six months, which will include approximately four months that overlap with the two needs assessment components described above.

Question: What is the start and end date for each component? Would the DE DOE consider starting the B-5 Strategic Plan component 3-4 months after the first two components have begun? This could allow for the full utilization of the needs assessment and data system assessment findings. Would the DE DOE also consider extending the period of performance for B-5 Strategic Plan component to allow ample time for completion of all 9 activities listed on page 6 of the RFP?

A: The needs assessment is an ongoing process that will begin April 2019. The PDG B-5 Project Director and Accountability Committee will establish the best timeline for the strategic planning based on the breadth of the needs assessment components. Findings from previous strategic plans and evaluation reports will be shared as early as May 2019, with user experience findings anticipated by July 2019. The Strategic Plan is anticipated to be completed by late September 2019. The PDG B-5 Project Director and Accountability Committee will ensure that this a thoughtful undertaking, as the Strategic Plan must reflect the breadth and depth of the needs assessment.

Answered On: 3/5/2019 7:24:00 AM

Q: Representativeness of Families in Experience Sample

Posted On: 2/28/2019 6:04:25 PM

Section Number: II Scope of Services
Paragraph Number: 17
Page Number: 4

Text of passage being questioned: Experience mapping must elucidate exactly how children in families within different geographic areas of the state and specific populations of vulnerable and underserved children access or fail to access services, and how providers interact within the B-5 mixed delivery system.

Question: Does DOE the requirements to be based on a statistically representative sample for specific populations of vulnerable and underserved children within different geographic groups?

A: The vendor will discuss statistical research and evaluation requirements with the PDG B-5 Project Director upon award.

Answered On: 3/5/2019 7:24:13 AM

Q: Geographic Regions

Posted On: 2/28/2019 6:05:35 PM

Section Number: II Scope of Services
Paragraph Number: 17
Page Number: 4

Text of passage being questioned: Experience mapping must elucidate exactly how children in families within different geographic areas of the state and specific populations of vulnerable and underserved children access or fail to access services, and how providers interact within the B-5 mixed delivery system.

Question: Does DOE have a preferred geographic unit of analysis, such as county, urban/rural?

A: Information gathered must be researched and evaluated from the unit of analysis of county; some information may call for research and evaluation at the urban/rural level. Answered On: 3/5/2019 7:24:27 AM

Q: Period of Performance Posted On: 2/28/2019 6:06:46 PM

Section Number: I Overview
Paragraph Number: 1
Page Number: 1

Text of passage being questioned: Estimated notification of award.

Question: Does DOE have an anticipated start date and period of performance for component 1A of the scope?

A: The needs assessment is an ongoing process that will begin April 2019. The PDG B-5 Project Director and Accountability Committee will establish the best timeline with the vendor based on the breadth of Component 1A. Findings from previous strategic plans and evaluation reports will be shared as early as May 2019, with user experience findings anticipated by July 2019. Answered On: 3/5/2019 7:24:43 AM

Q: Full PDG Proposal Posted On: 2/28/2019 9:57:30 PM

Can you please provide a copy of the Delaware Department of Education's proposal in response to the federal funding opportunity announcement (FOA), HHS-2018-ACF-OCC-TP-1379, titled "Preschool Development Grant Birth through Five (PDG B-5)"?

A: Delaware's PDG B-5 Proposal can be found on: <https://www.doe.k12.de.us/Page/3964> Answered On: 3/5/2019 7:24:57 AM

Q: Recent assessments/strategic plans Posted On: 2/28/2019 9:58:53 PM

Can you please provide links to some (or all) recent strategic plans, needs assessment findings, and/or analyses of B-5 service systems that were developed as part of Delaware's RTT-ELC grant or by participating service sectors (e.g. OEL, DOE, DHSS, DSCYF)?

A: An example of a recent strategic plan is the Delaware Early Childhood Council's strategic plan, which can be found at: <http://www.greatstartsdelaware.com/resources/EarlyChildhoodStratPlan.pdf> Answered On: 3/5/2019 7:25:10 AM

Q: Clarifying references to "data and information sharing" Posted On: 2/28/2019 10:03:46 PM

Page 4, 1A) User Experience Assessment states the following: "The User Experience Assessment must include a detailed analysis of how children and families, including those not currently accessing services, interact with the B-5 mixed delivery system (e.g., referrals, data and information sharing) to uncover gaps in services, supports, and information."

Question: Would you please expand on the references to "data and information sharing" in this statement? For example, does data and information sharing refer to the types of data and information families are required to share with the service provider and/or the Department of Education? Or does this refer to data that service providers and/or the Department are able to access on children and families (including those not accessing services)?

A: The term "data and information sharing" is a general reference, and just one example of how families can be interacting with the B-5 mixed delivery system. Both interpretations listed are valid. Answered On: 3/5/2019 7:25:28 AM

Q: Formatting Posted On: 2/28/2019 10:04:28 PM

Are there specific requirements regarding page count and formatting (e.g., font size, spacing)?

A: DDOE has no preference regarding formatting. If responding to more than one component, please separate sections. Answered On: 3/4/2019 2:38:21 PM

Q: Conceptualization of five core principles Posted On: 2/28/2019 10:08:34 PM

The RFP states that the assessment and strategic plan are built on five core principles that guide Delaware's vision for quality, coordination, alignment, and efficiency of programs and services: whole-child development; birth-through-third grade learning; family knowledge and choice; inclusion and access for all; and collaboration across sectors, agencies, and organizations.

Question: Can the department share or elaborate on research and/or publications that informed the conceptualization of these principles? Reviewing any research and publications used to inform these principles will help the research team design an appropriate needs assessment.

A: These principles were conceptualized by the Delaware Early Childhood Council's "Partners in Early Success Committee" to guide the Council's strategic plan from 2013-2018. Delaware Early Childhood Council's strategic plan can be found on: <http://www.greatstartsdelaware.com/resources/EarlyChildhoodStratPlan.pdf> Answered On: 3/5/2019 7:25:44 AM
