



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: January 27, 2014

HSS 13 026

EARLY CHILDHOOD EDUCATION SERVICES

FOR

DIVISION OF PUBLIC HEALTH

Date Due: March 10, 2014
11:30AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED BID.
Responses to questions discussed at the pre-bid meeting on January 27, 2014 are
attached.

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Early Childhood Education Services

Questions & Answers

RFP: HSS 13 026

January 27, 2014

DHSS Herman M. Holloway Sr. Campus, Procurement Branch, Main Administration Building,
First Floor Conference Room #198, 1901 N DuPont Hwy, New Castle, DE 19720

- QUESTION:** Is 37.5 hours per week the maximum number of hours needed for this contract?
ANSWER: Yes it is.
- QUESTION:** How many children are expected to be served in the first year through this project in the proposed areas/sites, including client homes, childcare and community settings?
ANSWER: Depending on the number of referrals received – 50 to 100
- QUESTION:** I understand that through Child Development Watch (CDW), the Early Childhood Educator (ECE) will provide service coordination, developmental assessment, consultation to staff members, consultation or intervention with families, professional development for CDW staff and early intervention providers and will participate as a member of the multidisciplinary team. Will there be another service coordinator assigned to the child and family or will the Early Childhood Educator (ECE) have the sole service coordination role on the team?
ANSWER: There will be another family service coordinator assigned to the child and family to do primary case management. However, it is expected that the ECE will carry a small caseload, 5-8 during the year as well. However, the ECE will not serve as ECE to those 5-8 families.
- QUESTION:** If CDW staff is currently providing all service coordination functions, is the role of the agency granted the contract to assume the service coordination role currently provided by CDW staff? Will cases be transferred from CDW to the new agency? If so, what percentage of the cases will be assigned to the new agency and in what period of time table during the transition period?
ANSWER: No. Cases will not be transferred to the “new” agency. Cases will be referred to the ECE as they come in to triage and the need arises.
- QUESTION:** What will be the anticipated caseload for each Early Childhood Educator (ECE)? The case load size and number of children expected to be served will help determine the number of Early Childhood Educator (ECE) positions for the program.
ANSWER: 5-8 cases as family coordination and up to 20 for ECE.
- QUESTION:** How many service coordinators currently serve the proposed areas in this RFP and what is their current caseload?
ANSWER: 20 Family Service Coordinators at CDW South presently. Caseload’s vary in size from 13-49.
- QUESTION:** Is travel a reimbursable service?
ANSWER: Travel is not a reimbursable service. Travel expenses incurred by the contractor are expected to be included in the hourly rate billed by the contractor. This hourly rate will be a set rate which will be negotiated prior to the start of the contract.

8. **QUESTION:** Will the Early Childhood Educator (ECE) be responsible for referrals to providers?
ANSWER: Yes, when operating as Family Service Coordinator for the 5-8 cases.
9. **QUESTION:** What is the current referral process that CDW has in place to make referrals to providers?
ANSWER: 1.) Ensure provider has availability. 2.) Meet with family to discuss provider options, get consent signed, and plan developed. 3.) Complete referral packet consisting of referral, consent, IFSP, MDA, protocols, script and service page and send electronically to provider. 4.) Ensure that provider initiates referral in timely fashion - within 30 days of consent to the provider.
10. **QUESTION:** Do CDW service coordinators enter child information, evaluation information, IFSPs, services notes into a local or state wide electronic data base?
ANSWER: CDW utilizes X360, a statewide data base for CDW. It is expected for all information to be entered electronically into the system.
11. **QUESTION:** Does CDW have a data base to monitor compliance or is a State data base used for reporting and compliance monitoring?
ANSWER: State data base is able to pull reports as well as a staff member at the Birth to Three office responsible for federal monitoring of cases. His role is to gather information from the computer data base (X360) as well as the physical chart and interviews with CDW staff members.
12. **QUESTION:** Will the agency that is granted the contract be required to use the current CDW or State data systems or need to develop their own for child specific information, reporting and tracking compliance?
ANSWER: The contractor will be able to use the current systems.
13. **QUESTION:** Who currently conducts trainings to the provider agencies? Does CDW provide the annual training or are provider agencies responsible for their own training?
ANSWER: CDW is responsible to train all contractors and state employees.
14. **QUESTION:** How many training hours per year are required for the Early Childhood Educator (ECE)?
ANSWER: CDW provides the training to ECE on an ongoing basis.
15. **QUESTION:** How many training hours per year are required for providers?
ANSWER: That is up to the provider agency - not CDW.
16. **QUESTION:** If the Early Childhood Educator (ECE) is responsible for conducting provider training, is the agency awarded the contract also responsible to track and submit reports to CDW regarding provider training compliance?
ANSWER: N/A
17. **QUESTION:** Will the ECE participate on an evaluation team?
ANSWER: No.

18. **QUESTION:** Will the ECE get a copy of the goals and outcomes?
ANSWER: Yes.
19. **QUESTION:** Is this an existing role?
ANSWER: Yes.
20. **QUESTION:** Who is the current contractor?
ANSWER: Child Development Consultants
21. **QUESTION:** Will this position cover Kent and Sussex Counties?
ANSWER: Yes.
22. **QUESTION:** Will this position cover New Castle County or Wilmington?
ANSWER: No. Child Development Watch – North is responsible for those areas.
23. **QUESTION:** Does this position mostly involve case management, outreach or intervention?
ANSWER: This position mostly involves intervention, but will also include a case load of 5 – 8 clients.
24. **QUESTION:** Will this position be housed in Milford?
ANSWER: Yes, this contractor will have a cubicle in our Milford office and will use our supplies; however, will use their own vehicle for travel.
25. **QUESTION:** Will the ECE have a role to train?
ANSWER: No, the ECE will not provide trainings, but they will provide consultation to staff and parents of clients. The Child Development Watch team will conduct their teaming process and will share results with the ECE. The ECE will share information with families for the purpose of educating them on how to better help their child.
26. **QUESTION:** Does this position require 37.5 hours per week per client?
ANSWER: No. The position will require a total of 37.5 hours per week.
27. **QUESTION:** Does the Child Development Watch Program follow federal requirements for delays?
ANSWER: Yes.
28. **QUESTION:** Will the contracting agency receive the referrals for services?
ANSWER: No. Child Development Watch will give the referral directly to the ECE – not the contracting agency.
29. **QUESTION:** Will all employee costs be allowable?
ANSWER: Yes, they need to be included in your proposed hourly rate.
30. **QUESTION:** How long has the current contractor held this position?
ANSWER: Since 2009.
31. **QUESTION:** Will all individual benefits be billable to Child Development Watch?
ANSWER: Yes, in the hourly rate – not separately.

32. **QUESTION:** Will the position involve 37.5 hours per week for 52 weeks?
ANSWER: At the time of contract negotiation, holidays and vacations will be agreed upon and a set number of hours for the contract term will be decided for the contract term which will be July 1, 2014 through June 30, 2015.
33. **QUESTION:** What is the rate of referral and referral sources for this position?
ANSWER: The rate of referral varies. The referral sources include parents, daycares and doctors.
34. **QUESTION:** Will this position cover all of Kent and Sussex Counties?
ANSWER: Yes.
35. **QUESTION:** Will there be specific performance measures along the way?
ANSWER: Yes, specific performance measures will be decided by the goals based on the particular delays of the clients. The clients 3rd birthdays are the exit point at which they transition to local school districts. An ECE can potentially carry a particular client on their caseload for up to three years.
36. **QUESTION:** Will there be specific outcomes?
ANSWER: Yes, specific outcomes are established with the families of the clients and will depend greatly on the compliance by the families.
37. **QUESTION:** Are there specific tools used to monitor?
ANSWER: Child Development Watch uses the Bayley Vineland assessment tool, Individualized Family Service Plans (IFSP) and goals are established for each client.
38. **QUESTION:** Is a particular certification or licensure required?
ANSWER: No. Education and experience will be considered.
39. **QUESTION:** Will the ECE provide referrals to service agencies for the 5 – 8 cases that they manage?
ANSWER: Yes.
40. **QUESTION:** Will this position require supervision outside of Child Development Watch?
ANSWER: No. Child Development Watch will provide all supervision. The contracting agency will only be responsible for administration of the contract.
41. **QUESTION:** What level of education is required?
ANSWER: At least a bachelor's degree in early education.