



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 13, 2017

HSS-17-031

Child Care and Development Fund Resource and Referral Services

For

Division of Social Services

Date Due: September 25, 2017
By 11am Local Time

ADDENDUM # 1
Questions and Answers Document

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED RFP.

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Procurement Administrator

Belvie S. Herbert
Senior Administrator

1. What type of license is required? How long would you have to be in business?

Answer: You would need a Delaware business license. You will have to have experience with a project of this scope. There is no set amount of time.

2. Since the Estimated Notification of Award begins after the start of the State's Fiscal Year, what will be the length of the contract for Year 1, and what is the contract start date for Year 1?

Answer: The contract term is one year. The start date will commence after contract is awarded and accepted by the vendor.

3. Should the bidder submit a budget for a 12-month cycle, or prorate the budget according the shortened contract length for Year 1 as defined by the granting agency, given that the Estimated Notification of Award begins after the start of the State's Fiscal Year?

Answer: The vendor should submit a budget for a 12 month cycle.

4. What are the granting agency's budget range (floor and ceiling) for this RFP?

Answer: The state does not have a set budget range.

5. Where can a bidder find a budget worksheet or recommended budget categories for this RFP?

Answer: The state does not have this information. The vendor will need to research and base a budget on information obtained.

6. The Delaware Office of Child Care Licensing maintains an up to date, accurate list of providers. Will the vendor be required to create a separate list? Please clarify.

Answer: Yes the vendor will need to be able to "upload" current information regarding providers from the OCCL to your own database.

7. Is the provider database in this statement the same database the Delaware Office of Child Care Licensing database or a separate database the vendor must create?

Answer: This is a separate database the vendor must create.

8. Will the vendor be responsible for creating and producing displays, advertising, brochures and website or will existing materials be used, i.e. displays, brochures, website?

Answer: The vendor will be responsible for creating displays, brochures and the website.

9. Are the additional promotional materials intended for business and professional organizations the same as those mentioned in bullet 4 or different promotional materials; and will the vendor need to create and produce these materials or are there existing materials to be used?

Answer: The promotional materials are the same. Yes the vendor will need to create and produce these materials.

10. Does this refer to brochures mentioned in bullet 4; or are these separate brochures that the vendor will be responsible for creating and producing or existing brochures?

Answer: Yes these brochures are the same brochures mentioned in bullet 4.

11. Is the provider database in this statement the same database the Delaware Office of Child Care Licensing database or a separate database the vendor must create?

Answer: The vendor will need to create its own database that contains a current list of providers. This information will come from OCCL, however the vendor will need to be able to upload this information to its own database.

12. What specific information is to be collected by vendor?

Answer: Some of the information collected would be: capacity, hours of operation, type of care, whether or not they take subsidy, etc.

13. Who will provide the new license-exempt programs?

Answer: The Office of Child Care Licensing.

14. Who will provide this information to the vendor?

Answer: The Office of Child Care Licensing.

15. Please clarify what is meant by a child care zip code list. Is it separate from the database? If so, how?

Answer: Currently families are able to search the database for child care by putting in the household zip code. Your database will need to encompass this feature.

16. Is the vendor responsible for creating and producing these educational materials or are there existing materials that the vendor will distribute?

Answer: The vendor will be responsible for creating and producing these educational materials.

17. Is the vendor responsible for developing the survey questions or will the client provide the survey questions?

Answer: The vendor is responsible for developing the survey questions.

18. Is the web-based online search for child care activities different from the one operated by the Delaware Office of Child Care Licensing that is accessible on the State of Delaware website, or is the vendor responsible for creating a completely new web-based database?

Answer: The vendor must create its own database and be able to upload information from OCCL. The public must be able to search your database for child care by entering their household zip code.

19. The web-based online search is anonymous, so how will the vendor determine who is using the service in order to survey them?

Answer: Surveys are done on families who contact the referral service by phone. Resource and Referral staff work with the family until the need is met and will ask them to take the survey as well.

20. Please clarify what is meant by income projection with regard to this proposal/project.

Answer: The vendor should provide a price quote based on previous work of this scope that the vendor has done.