

Questions and Answers from SCE services for MCCRCN Technical Assistance Meeting on March 27, 2018

- **Question:** There's a question on page two. It just may be a word or two. I'm looking at the second bullet under these services shall meet the following performance levels, And it says provide to parents and caregivers certain information on at least five Child Care Programs that provide counseling services. That seems to indicate the child care Programs are providing the counseling service?
- **Answer:** No, provide to parents at least five programs, but the CCRC will be providing the counseling services, not the Child Care Programs.

- **Question:** Then I also have a question when you're ready, for the next to the last bullet on this same page. I'm a little confused by the wording of, the beginning starts off, the SCE will provide each MCCRN, I think it means CCRC instead of MCCRN. If I can suggest that.
- **Answer:** Yes, CCRC

- **Question:** And I think what this is getting to is will provide publications for the CCRNRs to give out at Conferences, parent meetings. It says will provide publications, conferences, seminars, and meetings for parents. So it seems to indicate a service delivery rather than that the publications are intended for distribution at conferences, seminars, meetings for parents, providers. So I guess I'm asking for clarification if that is indeed the route.
- **Answer:** Publications can be provided at conferences, seminars and meetings.

- **Question:** This term appears a couple times in the RFP, strategic management, but I have not seen MSDE give a definition of strategic management. Is there on that could be provided?
- **Answer:** The emphasis is on Capacity building for improving quality programs. The expectation is that the State Coordinating Entity will provide guidance to the Child Care Resource and Referral Center through strategic management. Strategic management is a process that enables nonprofit or government agency -- to identify its long-term opportunities and threats, mobilize its assets to address them and carry out a successful implementation strategy.

- **Question:** On page one, I think, it references that a Resource Center must, basically provide services to all 13 licensing regions. But in two subsequent places, page 7 and I believe page 9, it specifically indicates 12 CCRCs. Could we have some clarification?
- **Answer:** Thirteen (13) CCRCs
- **Question:** On page 7 the first bullet where it says interim invoice report. Each one of the 12 CCRCs shall be submitted. And then it continues. I think what we're suggesting is, I think your wording means to be the first wording which is serving all 13 licensing jurisdictions. If that could be consistent, that would be helpful.
- **Answer:** Yes, Thirteen (13)
- **Question:** Also, on page 7 it says that the Final Progress Report is due August 31st,2018. I 'm assuming that's a typo and you mean 2019?
- **Answer:** To update that should be 2019.

- **Question:** On page 7 would it be possible for you to give perspective bidders a copy of the consultant log that's references here? This is the third from the bottom on page number 7. Could you get a copy of that to us?
- **Answer:** A copy of the Work log is attached.
- **Question:** On page 8 it's talking about additional reporting requirements and it's the fifth bullet on the page, says that the SCE shall provide data on all training conducted on each topic area. Could we get clarity on what the topic areas are that are being referenced there?
- **Answer:** The SCE shall provide data on each topic area, trainings that are conducted and titles, training titles.
- **Question:** Tthe second bullet from the top, it still references 2018. Are you going to change that?
- **Answer:** Yes, it should indicate 2019.
- **Question:** I had a question about the same rule about the topic areas, it says well this is a new reporting requirement. Participants who successfully completed and pass, those who failed, and those who received incompletes, Can MSDE define the difference between failed and receive incomplete? And if I can suggest, I think that's a carry –over from prior education language, rather than training language.
- **Answer:** **Incomplete** may be assigned when a provider has completed and passed a majority of the work required for a **course** but, for reasons beyond the provider's control, cannot complete the entire **course**. A provider may have successfully completed the class but did not pass the assessment and therefore may potentially fail the class.
- **Question:** At the very top of page three under the bullet, that first paragraph where it indicates all materials and information set forth shall have the vendors name clearly displayed on each page. This is different and this is going to take up page space if you are requiring it to be on each page of a publication, rather than that it's displayed prominently on the publication.
- **Answer:** Either one would be accepted.
- **Question:** Will you clarify that language?
- **Answer:** The vendor's name must be clearly displayed on the document.
- **Question:** The bottom of page three. The early training on health and safety on specific topics in collaboration with MSDE. We're not challenging that at all. The next statement though says the trainings must be offered online and in a classroom setting. Can you define online, because online can cover a lot of things. Online can be a webinar which is relatively inexpensive. If you're talking about asynchronous learning with a 24/7 e-learning piece, that's terribly expensive.
- **Answer:** Asynchronize e-learning.
- **Question:** Okay. So I would just raise that if that's a requirement, here it says money that will have to be diverted from something else in order to fund this, unless additional money is forthcoming.
- **Answer:** I would recommend that once a budget is submitted that that information can be included in the budget that is submitted.
- **Question:** in our budget proposal?
- **Answer:** Yes.
- **Question:** Page three, another new item is the second bullet from the bottom, offer training and specify topics based on needs and upcoming initiatives in collaboration with MSDE. Somewhere else in the RFP it references conducting needs assessments, which has always been something that the SCE and the Network has to do. Can you clarify what this new piece is referring to?
- **Answer:** This is based on federal requirements for additional training.

- **Question:** And it says offer trainings in specified topics based on needs and upcoming initiatives in collaboration with MSDE. This language is new for the proposal.
- **Answer:** The Office of Child Care will be releasing the various topics based on the needs of the community.
- **Question:** And then I have a question on page five at the very bottom of the page. And I am not sure how to read this which is why I'm asking. So it's about the proposal review and it's a four-part process, so only three items are numbered and is the sentence underneath one of those processes and it's just missed the numeration. Well, it says four-part process but there's no number four, so, I'm asking whether the last one is number four?
- **Answer:** Yes, final approval is number four.
- **Question:** On Page 9 there is a new section, 4.6 integration of education form. That was actually taken out of the SCE proposal three years ago, at the start of the last cycle. And the additional information on 4.6 that's on page 21, I believe it was removed three years ago because it has to do more with LEAs and local school systems. The whole education reform piece and career and college readiness standards. And it was originally removed from the SCE RFP because of its lack of applicability, but I noticed its back in here.
- **Answer:** Removed.
- **Question:** In prior iteration of the RFP, there was actually a template for how, it was like an Excel chart that we, that vendors were asked to complete. And I did not see that referenced this year. So I just want to clarify. Do you have a form? it was actually sort of both. It was the goals, objectives, milestones and the actual plan of operation. It was a combined chart so it included the goals, objectives, milestones strategies and activities kind of all in one big piece. It included a time line, when is it going to be started and completed. And who was responsible.
- **Answer:** See attachment
- **Question:** Clarify Selection process for the 13 CCRCs
- **Answer:** A list of the 13 CCRCs selected by the State Coordinating Entity must be submitted to MSDE for final approval.
- **Question:** Will MSDE provide a fifteen percent advance on the grant
- **Answer:** A fifteen percent advance may be issued no earlier 60days after the fiscal year begins.