RFP-19-047-CM Questions

1. Section 5 – Page 17 - #9 Copy of M-DCPS Certification documents
   Answer: For more information regarding M-DCPS certification, please refer to our website at oeo.dadeschools.net.

2. Please refer to page 39 of the RFP – Exhibit 10 – Requirement f and g
   Answer: Please disregard requirements f and g of the Exhibit 10. An updated Exhibit 10 will be attached to this addendum response.

3. Our organization provides services to 59 school sites. Do we have to provide a letter from each of the 59 sites or do we just need to provide letters for only five sites that show a minimum of at least three years within the past five years of experience operating as a service provider of school-aged childcare for programs and a minimum total enrollment of 500 students? Does the minimum of at least five sites as proof of experience apply to the copies of the current lease agreement, contract, or proof of ownership that must be provided or must we provide a copy for each site that we serve?
   Answer:
   You do not need a letter for each site.
   If you are not a current partner with M-DCPS, one letter per site that attains a combined total enrollment of 500 students
   If you are a current partner with a M-DCPS Affiliating Agreement as a fee-based after care provider, one letter per site that attains a combined total enrollment of 500 students.
   Letters must confirm a minimum of 3 years of service within the last 5 years for a minimum of 500 students combined total.

4. In the past, our organization was directed to go through the district office to obtain letters from M-DCPS School Principals. Do we have to go through the district office or do we get the letters directly from the M-DCPS School Principal
   Answer:
   Please attain a letter from the Principal or licensing organization that can verify and confirm a minimum of 3 years of service within the last 5 years for a minimum of 500 students combined total.

5. In regards to reference letters, can we provide letters from organizations that we work with but do not provide services, such as the Early Learning Coalition?
   Answer: Correct.

6. In regards to reference letters, if we only provide letters to M-DPS schools, should we get a reference from the School Principals?
   Answer: Yes, please try to obtain letters of reference from outside organizations, as applicable.

7. On page 11, under Section 3.4 Small/Micro, Minority/Women-Owned, and Veteran Business Enterprise Program, can you confirmed that the reports must be submitted monthly via the Online Diversity Compliance System?

Answer: Please refer to our Office of Economic Opportunity's site for more information at oeo.dadeschools.net.

8. On page 13, under Section 4.1, it is written that "The services requested will be in effect starting the 2020-2021 calendar school year,..." and on page 10, Section 2 - RFP Timeline, it shows the Projected Board Approval of Contract and the Projected Contract Start Date to be "Anticipated October 2020". Can you clarify when the effective start date will be?
   Answer: The start date of the contract is dependent on the date in which the board approves the item.

9. On page 1\4, Section 4.3 Requested Services, it is written that "For children 4 years of age or older, but under 5 years of age, there must be one (1) child-care personnel for every 20 children.", however the Department of Children and Services requires one (1) child-care personnel for every 15 children. Can you please confirm the accepted ratio of staff to children for children 4 years of age or older?
   Answer:
   As per Florida Statutes Sections 402.26-402.319 Child Care:
   For children 3 years of age or older, but under 4 years of age, there must be one child care personnel for every 15 children.
   For children 4 years of age or older, but under 5 years of age, there must be one child care personnel for every 20 children.
   For children 5 years of age or older, there must be one child care personnel for every 25 children.

10. On page 15, it is written that "After-school programs are offered on all regular school days from school dismissal until 6:00 p.m. on regular school days when schools/students are in session." Can you clarify the dismissal time, if we currently serve extended day schools until 6:30 pm?
    Answer:
    Presently 1:50 pm to 6:00 pm are the minimum hours of operation.
    With the Principals approval, extended hours to accommodate the student population at a particular location are amenable.

11. On page 17, it is written "In no more than thirty (30) pages, the Proposer must include the following information within the submitted proposal". Can you clarify what is considered in the 30 pages? Are required attachments such as copies of licenses and agreements, resumes, and copies of parent and staff handbook, as well as forms such as IRS 990 forms, audit report, letters from principals, and corporation and tax receipt documents included in the 30 page limit?
    Answer: Documents directly related to the Scope of services are included in the page limit. Additional documents, similar to those noted above, can be included as an appendix.

12. On page 17 of the RFP, item g refers to a Copy of M-DCPS Certification documents. Can you clarify what certification documents this refers to?
    Answer: Please refer to Question 1.

13. On page 17, Section 5 - Minimum Qualification Requirements, item a, it requires a copy of a Local Business Tax Receipt and that "Noncompliance with this condition may cause the proposer not be considered for award". However, non-profit organizations are exempt per 205.192, Florida Statutes and do not have a business tax receipt, nor do they have to provide documentation to qualify for the exemption. Can you clarify this requirement for non-profit organizations?
    Answer:
    Active Florida Not-For-Profit Corporation Annual Report is sufficient
    Go to Sunbiz.org.

14. In reference to the business license (Local Business Tax Receipt) that must be attached to the Affidavit of Eligibility with a bid or proposal as stated in Exhibit 4 on page 31, are non-profit organizations required to complete this form and provide a local business tax receipt as non-profit organizations are exempt per 205.193, Florida Statutes?
    Answer: Please submit applicable documentation for your non-profit.

15. On page 19, item 10 - Required Forms & Attachments, it is written "The Proposer must complete, sign and submit Exhibits 1 through 17 and any applicable attachments in Section 10 as part of the Proposal." Please clarify if we have to sign and submit Exhibit 12 instructions for certification? Please clarify if we have to sign and submit Exhibit 17 the Proposed Affiliating Agreement at the time of the submission of the proposal? Please clarify if a copy of Exhibit 17 the Proposed Affiliating Agreement has to be included with the submission of the proposal? Please clarify if Exhibit 16 Statement of "No Response" has to be signed and submitted with a proposal? Can you clarify if Exhibit 15 Mailing Label must be signed as indicated on page 19, item 10?
    Answer:
    Please clarify if we have to sign and submit Exhibit 12 instructions for certification? There is no areas for signature, this the exhibit is for informational purposes.
    Please clarify if we have to sign and submit Exhibit 17 the Proposed Affiliating Agreement at the time of the submission of the proposal? No.
    Please clarify if a copy of Exhibit 17 the Proposed Affiliating Agreement has to be included with the submission of the proposal? No.
    Please clarify if Exhibit 16 Statement of "No Response" has to be signed and submitted with a proposal? We ask that vendors who do not wish to respond submit the document.
    Can you clarify if Exhibit 15 Mailing Label must be signed as indicated on page 19, item 10?
    The mailing label does not have to be signed. Rather, please ensure this is included on the outside of the solicitation package.

16. On page 19, item 9 - SBE/MBE Participation and page 22 refer to Section 7.7. There is no 7.7 in the RFP. Can you clarify what section this is supposed to be in reference to?
    Answer: Please refer to Question 1.

17. On page 18, under Section 6.2, it is written that "Proposers are instructed to indicate a response to ALL requirements and specifications contained in this Section in the order listed using the

same numbering system.". However, on page 19, Exhibit 1 is listed under tab 1 Cover Page, and under 10 Required Forms & Attachments. Can you provide clarification to where we should put that form or do we have to provide two copies of this form in Sections 1 and 10?
Answer: The cover page can be submitted in one section.

18. On page 19 of the RFP, item 6 - Proposed Approach and Methodology, it refers to "Provide a response to all of the items listed in Section 4.4..." and "The Proposer must respond to ALL Requirements in the order listed in Section 4.4...". However, there is no Section 4.4 in the RFP. Where is Section 4.4 that is referred to in the RFP?
Answer: Please refer to the requirements noted in section 5.

19. On page 21, Section it is written "Show proof of your organization's prior Department of Children and Families (DCF) licensing; must have been valid 3 years within the past 5 years. Show proof of your organization's prior Early Learning Coalition (ELC) agreements; must have been valid 3 years within the past 5 years." Do we have to provide copies of licensing for all our school sites and do we have to provide copies of Early Learning Coalition agreements for all school sites, or can we list the school site and license numbers with the licensing date?
Answer:
Please provide a minimum of five where your combined total enrollment is a least 500 students

20. On page 21, Recruiting, Selecting, Training and Evaluation, it refers to a copy of form(s) used. Can you clarify what type of forms we should include with the submission of our application?
Answer:
Any form or format is acceptable, but the process must describe your procedures for recruiting, selecting, training, and evaluating child-care workers. Detailed information of staff orientation and on-going training including frequency and training agendas. Describe the content and process used for program and staff evaluation. Attach a copy of form(s) used and include your parent and staff handbook.

21. On page 22, Section 7.3 - Proposer Evaluation Criteria Breakdown, under a) Proposed Approach and Methodology, it lists the possible points as 50 and then the possible points as 20 in that section. Can you clarify if it is 50 or 20 possible points for that section?
Answer: The evaluation criteria is noted on page 21 of the solicitation.

22. On page 39, item e, of the RFP, Exhibit 10 - Submitted Proposal Document Verification, it is written "The Proposer shall demonstrate their experience providing the required medical services". Can you clarify what medical services are being described in this item?
Answer: Please refer to Question 10.

23. On page 39, item f, of the RFP, Exhibit 10 - Submitted Proposal Document Verification, it is written, "Provide names of the persons who will be housed on-site at COPE Center North and authorized to perform services for the agency under this proposal, including their titles, copies of their curriculum vitae/resume, and applicable licensures." Can you clarify what this is in reference to?

Answer: Please refer to Question 10.

24. On page 39, item h, of the RFP, Exhibit 10 - Submitted Proposal Document Verification, it is written, "Provide a brief description of the plan for provision of on-site medical services at COPE Center North." Can you clarify what this is in reference to?
    Answer: Please refer to Question 10.

25. On Exhibit 9 - Proposal Submittal Receipt Form, it is written that we should attach the form to the outside of the firm's proposal response, however on page 19, it is written that we include that form under Section 10 required forms and attachments. Can you confirm where we should include that form?
    Answer: The form should be included on the outside of your package as your receipt.

26. On Exhibit 15 - Mailing Label, it is written that we should attach the label on the outside of the proposal, however on page 19, it is written that we include that form under Section 10 required forms and attachments. Can you confirm where we should include that form?
    Answer: The mailing label should be included on the outside of your package.

27. Reference for Question 1: Page 19 of the RFP, (6) Proposed Approach and Methodology
    The instructions are as follows: "Provide a response to all of the items listed in Section 4.4 and 7.3 of this RFP. If the Proposer is unable to provide a particular service, the Proposer is required to suggest an appropriate alternative in their response to that item. The Proposer must respond to ALL Requirements in the order listed in Section 4.4 and 7.3 of this RFP using the same numbering system. The inability or denial expressed in a proposal, or omission in the proposal, to offer solutions or an explanation to the requirements of this section may result in deductions of the allocation of points by Selection Committee members under the weighted evaluation criteria."
    Answer:
    Please respond to all items noted in Section 4 and 7 of the RFP.

28. *Question 1: Can you please point us to the heading and content for Section 4.4?* We see a heading and content for 4.3, but not 4.4.
    Answer:
    Please see response to Question 27.

29. Reference for Question 2: Page 19 of the RFP, (9) SBE/MBE Participation
    The instructions state: " . . . if applicable Provide documentation as described in Section 7.7"
    Answer: There are no goals established for this RFP per Section 7. For more information regarding certification, please refer to oeo.dadeschools.net.

30. *Question 2: Can you please point us to the heading and content for Section 7.7?* We see a heading and content for 7.6, but not 7.7. We do realize there is related guidance under Section 3.4, pages 11-12

Reference for Question #3: Page 17 of the RFP describes Section 5 Minimum Qualification Requirements: ". . . All proposers are required to submit the following information to be considered for award. Failure to submit any of the required documents with the proposal may cause the proposer to be considered non-responsive and ineligible for further consideration: In no more than thirty (30) pages, the Proposer must include the following information within the submitted proposal . . . " Page 17 then includes a chart highlighting required content.
Answer: For certification related answers, please refer to oeo.dadeschools.net. For page limit requirements, please see response to Question 11.

31. *Question 3: Does the 30 page proposal limit include <u>all required and relevant forms and documentation,</u> such as letters from a minimum of five sites as proof of experience; copies of current lease agreements, contracts, or proof of ownership for each site; resumes of key personnel, etc.?*
    Answer: Please see response to Question 11.

32. Have any addendums been sent out?
    Answer: No.

33. On page 13 the RFP is asking for proposals from non-profit charitable providers, is MDCPS limiting the proposals to only non-profit organizations?
    Answer:
    Yes.

34. For Section 5d, the proposer must have a minimum of 5 years and managed 500 students. She's not sure if she would qualify to submit, how does she know if she's eligible to submit a proposal?
    Answer:
    Please refer to question #3.
    You do not need a letter for each site.
    If you are not a current partner with M-DCPS, one letter per site that attains a combined total enrollment of 500 students
    If you are a current partner with a M-DCPS Affiliating Agreement as a fee-based after care provider, one letter per site that attains a combined total enrollment of 500 students.
    Letters must confirm a minimum of 3 years of service within the last 5 years for a minimum of 500 students combined total.

35. On page 1 social distance guidelines it refers to Exhibits 19 and 20, but there are no exhibits on the solicitation, where can he find those?
    Answer:
    Please refer to the Centers For Disease Control (CDC) for Child Care Guidelines.

36. Minimum Requirements Section D asks for a minimum of 5 sites, is that simultaneously or 5 sites over the 3 years? Also the same question for the 500 students is that simultaneously or over the 3 years?
    Answer:

Please show a history of at least 5 locations with a minimum total combined enrollment of 500 students simultaneously for 3 years of the last 5 years.

37. On Section 2-RFP Timetable, it is projected that both board approval of contract and contract start date are October of 2020. The questions are as follows:
    Answer:
    NA
38. Is October 2020 the anticipated start to the 2020-2021-school year?
    Answer:
    August 24, 2020

39. If October 2020 is not the expected start of the school year, how long of a transition period for any changes at school site if provider changes will be allowed?
    Answer:
    Principals will immediately have the opportunity to select from any new providers at their request. Agreement process can take up to an additional 30 business days.

40. Are principles allowed to change providers once new contract begins, and how long of a transition period will there be for that change?
    Answer:
    Principals will immediately have the opportunity to select from any new providers at their request. Principals must give the existing provider an agreed upon notice and then the M-DCPS Affiliating Agreement process can take up to an additional 30 business days.

41. As per Criteria for Evaluation on page 21, under heading "Registration and Hourly Fee Structure," what are the proposed adopted fees for aftercare services by MDCPS for the 2020-2021 school year?

Answer:

Presently the board approved fees are:

2020 - 2021 ANNUAL SCHOOL YEAR PROGRAMS **(MONDAY, AUGUST 24, 2020 to WEDNESDAY, JUNE 09, 2021)**			
NAME OF PROGRAM	**HOURS OF OPERATION**	**WEEKLY RATE**	**FEE REDUCTIONS**
BEFORE SCHOOL CARE	7:00 a.m. to 8:25 a.m.	$20.00	No fee reduction
STORY HOUR	1:50 p.m. to 3:00 p.m.	$20.00	No fee reduction
AFTER SCHOOL CARE	1:50 p.m. to 6:00 p.m.	$40.00	Students that qualify for the Free or Reduced Lunch student rate will only pay $35.00 per week. **($1.00 off per day)**

2021 SUMMER PROGRAMS **(RANGE OF OPERATIONS: MONDAY, JUNE 14, 2021 to FRIDAY, AUGUST 20, 2021)**			
NAME OF PROGRAM	**HOURS OF OPERATION**	**WEEKLY RATE**	**FEE REDUCTIONS**
AFTER SCHOOL CARE	1:50 p.m. to 6:00 p.m.	$40.00	Students that qualify for the Free or Reduced Lunch student rate will only pay $35.00 per week. **($1.00 off per day)**
HALF-DAY SUMMER CAMP PROGRAM	11:30 a.m. to 6:00 p.m.	$60.00	Students that qualify for the Free or Reduced Lunch student rate will only pay $55.00 per week. **($1.00 off per day)**
FULL-DAY SUMMER CAMP PROGRAM	7:00 a.m. to 6:00 p.m.	$100.00	Students that qualify for the Free or Reduced Lunch student rate will only pay $90.00 per week. **($2.00 off per day)**