

## Publicly Submitted Questions + Responses

### Training and Professional Development RFP released on December 8, 2024

Questions Submitted by December 6, 2024, to CHILDREN AT RISK

1. **ARE THERE SPECIFIC REPORTING TOOLS OR PLATFORMS THAT C@R REQUIRES FOR TRACKING PARTICIPANT DATA, ATTENDANCE, AND DISTRIBUTION OF MATERIALS?**

C@R does not have specific requirements for reporting tools or platforms.

2. **Is there a preference or requirement for translation services beyond English, Spanish, and Vietnamese? Should materials also be made available in other languages?**

C@R does not require translation services beyond English, Spanish, and Vietnamese. However, if a significant portion of the target audience speaks a language not covered, the offeror is encouraged to identify and address these needs in their proposal.

3. **How flexible is C@R regarding budget reallocations between categories during the contract period?**

Budget reallocations must be submitted for review and approval. Any changes must comply with the restrictions outlined in the RFP guidelines.

4. **Are there specific guidelines or expectations for presenting pricing in the proposal?**

Guidelines are provided in the Budget section of RFP.

5. **Are there any restrictions or preferences regarding the use of subcontractors to fulfill parts of the scope of work?**

C@R does not impose any restrictions or preferences regarding the use of subcontractors.

6. **How can residency or workplace verification be established for eligibility purposes (e.g., bill, driver's license, work badge)?**

Residency or workplace verification can be satisfied through self-attestation, as specified in the RFP.

7. **What is the allocated budget for Service Line 1? Can the contractor propose the budget?**

The contractor is allowed to propose the budget for both Service Lines.

8. **Are there any restrictions or guidelines for the types of early learning materials that should be curated for participants?**

The only requirement is that materials must be of high quality, as indicated in the RFP.

9. **Does C@R have a preferred method or platform for tracking attendance and participant engagement?**

C@R does not specify a preferred platform or method and leaves this decision to the contractor.

10. **Are you considering the timeline required to recruit and hire mentors?**

This consideration should be included as part of the proposal.

11. **If training modules are offered online or in a hybrid format, are there specific virtual platforms that C@R requires or recommends?**

C@R does not require or recommend specific virtual platforms.

12. **Is there an established coaching framework or methodology C@R prefers, or is the offeror expected to propose their own?**

The contractor is expected to determine and propose their own coaching framework or methodology.

**13. How will reimbursements for stipends and materials be processed? Are there specific documentation or timelines required?**

Reimbursements will be processed through an invoicing system, with details outlined in the contract.

**14. Will C@R set specific criteria for selecting childcare workers and centers or is the offeror responsible for establishing those criteria?**

The contractor is responsible for establishing the selection criteria.

**15. Does the required 8 hours of training need to be delivered in a single session, or can it be divided into multiple sessions?**

The 8 hours of training can be divided into multiple sessions.

**16. To what extent is the Offeror expected to collaborate with the Local Network Organizations (LNOs)?**

The contractor is expected to collaborate with the LNOs on various aspects, including coordinating logistics such as the time, date, and location of training sessions, as well as supporting outreach efforts and the application process.

**17. Will there be support from LNOs in outreach or participant recruitment?**

Yes, LNOs will provide support for outreach and participant recruitment.

**18. Are there any specific milestones or deliverables ELQN expects during the contract period leading up to August 2026?**

The milestones and deliverables have been outlined in the RFP and will be further detailed during the contract negotiation process.

**19. Will ELQN provide the training facilities, or will the Offeror need to secure them?**

The contractor will be responsible for securing training facilities, in collaboration with the LNOs.

**20. Who will be responsible for recruiting participants for the community-based training sessions?**

Participant recruitment is primarily the responsibility of the contractor, working in conjunction with the LNOs.

**21. Clarify whether the 550 participants are duplicated or unduplicated and the structure of training cohorts.**

The target of 550 participants is unduplicated, covering individuals across the eligible zip codes.

**22. How many cohorts of the four training modules are expected to be conducted for the community?**

The number of cohorts is to be determined by the contractor based on their proposed approach and capacity.

**23. Who will be responsible for advertising and promoting the training sessions?**

The contractor will be responsible for advertising and promoting the training sessions.

**24. What is the target number of participants per training cohort (Service Line 2)?**

The maximum number of participants per training cohort is 50.

**25. Can you clarify what the 1:50 mentor-to-worker ratio entails? Is there any flexibility with this ratio?**

The 1:50 ratio represents the maximum number of participants a mentor can oversee per cohort. This ratio is the upper limit but can be smaller if proposed by the contractor.

**26. Clarify the “prioritization criteria” beyond zip codes.**

As outlined in Service Line 2 under Key Tasks, the contractor is responsible for designing prioritization criteria for participant selection. While the number of children affected will be tracked, it will not be included as a formal deliverable or metric.

**27. Could you please provide a minimum-maximum (or reasonable) budget for small procurements and full procurements?**

We did not provide budget minimums/maximums to the RFP to allow for the proposer to submit to us the market driven perspective.

**28. Is it possible to apply for and be awarded a grant for Wave One and Wave Three, for example?**

There isn't a prohibition to one organization receiving multiple grant awards.

**29. Is there a page limit for the grant appendix?**

There is no page limit to the appendix.

**30. Some RFP's allow for a percentage of funding to be received in advance to begin, "execution of services", is that an option with these initiatives?**

No payments will be made prior to delivery of products or services. Payments to the Contractor are due within thirty (30) days following the latest of: (1) the date C@R receives the goods specified in the Agreement; (2) the completion date of the service under the Agreement; or (3) the date C@R receives a properly submitted invoice for the delivered goods or completed service, as stated in the RFP.

**31. Are all organization types eligible to apply? (i.e. Non-profit, For-profit, etc.)**

Yes, nonprofit and for profit organizations are able to submit a response to C@R RFPs.

**32. If our organization decides not to apply as a primary offeror but is interested in serving as a subcontractor to provide training or coaching services, how can we communicate our interest to potential lead organizations? Our organization is certified as a woman-owned, minority-owned, and small business, which aligns with the subcontractor requirements outlined in the RFP. Are there mechanisms in place for ELQN to connect interested subcontractors with primary offerors, or would you recommend other approaches to ensure our services are considered?**

At this time, C@R does not have the capability of connecting interested subcontractors with primary offerors.

**33. Our organization does not currently have commercial auto insurance but is prepared to purchase it if awarded the project. Would it be acceptable to submit a letter of intent stating our commitment to obtaining this insurance upon award, or is it required to have the policy active at the time of application submission?**

It is acceptable to provide a letter of intent to obtain the requisite auto insurance as part of your RFP package.

**34. If the offeror is responsible for recruiting participants, what are the implications if the target of 550 beneficiaries in Service Line 1 and 558 beneficiaries in Service Line 2 is not fully met? Would there be flexibility in adjusting expectations or reallocating resources in such cases?**

Program outcomes are defined through the funding relationship between Harris County and C@R. Any variance from the expected outcomes cannot be determined at this time.

**35. How should teacher turnover be handled? For example, if a teacher leaves a site, can a new teacher fill their spot within the program?**

As per the RFP, the Contractor, upon award, shall make reasonable effort to maintain stability of the staff assigned to the Project to prevent the departure of the most productive and expert resources from the Project. The contractor shall provide C@R with at least 30 days' notice of any change in key personnel or staff

assigned to the Contract. Personnel shall be removed from the Project upon request by C@R.

**36. For planning purposes, can you please provide a recommended budget range or maximum budget for this work (excluding stipends)?**

We did not provide budget minimums/maximums to the RFP to allow for the proposer to submit to us the market driven perspective.

**37. Is there a preferred/expected budget?**

We did not provide budget minimums/maximums to the RFP to allow for the proposer to submit to us the market driven perspective.

**38. Is Children at Risk looking for one organization to ideally provide all services to the beneficiaries listed for service lines 1 and 2 (550 and 558 respectively) or will multiple vendors be awarded funding?**

As per the RFP, C@R reserves the right to contract with multiple vendors as part of this RFP process in order to best meet programmatic and operational needs. Award decisions will be made at C@R's discretion and may result in separate or collaborative contracts with qualified proposers.

**39. What initiatives have taken place or what services have already been provided through the ELQN initiative funding? Are you currently working with any outside partner to provide these or similar services requested in the RFP?**

No initiatives have taken place under this initiative and no outside partner is currently providing similar services.

**40. Our organization would like to submit a proposal for both service lines. Are the page limits for the sections "Firm Experience & Qualifications," "Firm Capacity and Resources," "Organization & Project Methodology," and "Budget and Justification" for each service line or both?**

Page limits are based on narrative describing both service lines.

**41. Who will manage materials for this grant?**

The contractor will manager materials for the grant

**42. Is there a specific budget format or template to use?**

We did not provide budget minimums/maximums to the RFP to allow for the proposer to submit to us the market driven perspective.

**43. Can you give more information on this point "Include total annual billings for each of the past five (5) fiscal years" (Section V - Content of the Proposal).**

The request is for you to provide your operating budget for the last 5 fiscal years.

