



CITY OF SAN ANTONIO

P.O. BOX 839966
SAN ANTONIO, TEXAS 78283-3966

January 25, 2012

**RE: REQUEST FOR PROPOSAL (RFP) FOR VERY EARLY CHILDHOOD INITIATIVE
6100000951 DATED JANUARY 3, 2012, DUE FEBRUARY 3, 2012**

*Responses to questions received before, during, and
after the Pre-Submittal Conference (Document 1)*

Q1. Classes must operate a full day program with a maximum of 6 hours per day for 5 days per week. Are there preferred hours of operation? Do these hours of operation include the time for: family enrichment training workshops for health and/or nutrition, obesity prevention, physical activity, music and movement, math and science?

A1. The classroom operations are currently being provided by the Early Head Start and Head Start programs at both locations. The services needed through this Request for Proposal are the supportive services such as comprehensive family support services for children and families including medical and family health, parenting resources, financial education and supports, case management, family enrichment workshops for health/nutrition, obesity prevention, physical activity, music and movement, math and science activities at no cost to families. There is \$281,000 dollars available through this RFP to provide the wrap-around services mentioned above.

The hours that support services can be provided within the centers will be negotiated at the time of the contract award.

Q2. What is the square footage of usable space and how many rooms are available per site? Will other space need to be secured? i.e. storage, office, kitchen, reception, break room, etc.

A2. This will be determined during contract negotiations.

Q3. Will other programs be operating at the same facility? If so, what space will be shared?

A3. Other support services will be provided at the facilities. The designated space will be determined during contract negotiations.

Q4. What are the expected enrollments per age group per facility? How many children are currently being served?

A4. Please refer to question #1

Q5. Is there a facility cost for using the properties? Rent, utilities, telephone & internet, security, etc.

A5. All cost if any will be negotiated during the contract award.

Q6. Do the buildings have a security system? If yes, is there a cost for using the system?

A6. Yes, there will be no cost to agencies awarded to provide the support services, please refer to question #1

- Q7. What equipment is for our use on the property? Are kitchens fully equipped (major appliances, cooking equipment)? Is there office furniture to be used?
- A7. Will be determined during contract negotiations
- Q8. What is the size of each property, including parking lots and outdoor play areas?
- A8. Please refer to question #1
- Q9. Will Respondent be responsible for all repairs, maintenance and landscaping for the properties, or is that handled by the City? (replacement of light bulbs to repairs of toilets)
- A9. Please refer to question #1
- Q10. Will transportation need to be provided at each school?
- A10. Please refer to question #1
- Q11. Will this program be licensed as a daycare facility by the Texas Department of Family and Protective Services (TDFPS)?
- A11. Please refer to question #1, the centers are approved by TDFPS and are in operation.
- Q12. What is the expected timeline to become accredited with the National Accreditation for Education of Young Children (NAEYC)?
- A12. Please refer to Question #1.
- Q13. Is the City requiring the agency to open a full-time daycare/childcare on each of the two sites? If so how many children will be enrolled? How many children will be 0-1 years, 1-2 years, 3-4 years and 4-5 years?
- A13. The services requested through this RFP will be for support services only.
- Q14. Can the proposed daycare sites use the school kitchen? Will meals for children in the daycare be prepared by the school cafeteria? Will snacks be provided?
- A14. Meals and snacks are currently provided at both sites. Please refer to Question #1.
- Q15. Will the children in the proposed daycares share a playground with the children in the school?
- A15. Please refer to Question #1
- Q16. Will the proposed daycares be licensed?
- A16. Please refer to Question #1
- Q17. How many rooms will be available for the daycare programs? What is the square footage of each room?
- A17. No rooms will be available for daycare programs. The services requested through this RFP will be for support services only.
- Q18. What other spaces/rooms will be available at the schools to be used by the proposed program?

A18. Space to provide support services will be negotiated at the time of the contract award.

Q19. What is the amount of the funding that is available?

A19. \$281,000 is available to provide wrap around services mentioned in Question #1.

Q20. Will the full cost of providing the daycares be provided by the City grant? Will the daycare program be offered free of charge to parents? Will the daycares be operated as a for-profit daycare? Will clients be allowed to access CCDS support funding?

A20. No cost will be provided for daycare services. The services being procured through this RFP is for support services for the VECC centers.

Q21. If the daycares are operated as for-profit organizations, is the Contractor responsible for the purchase of start-up equipment and supplies? Can the start-up equipment and supplies be paid for with funding available in the Very Early Childhood Center RFP?

A21. Please refer to Question #1.

Q22. Anticipating a very high demand among parents for free daycare, can the agency limit enrollment to persons living in a certain physical area or meeting certain criteria?

A22. Please refer to Question #1.

Q23. Will the proposed daycare programs be coordinated with the Head Start programs currently operating at the schools?

A23. Please refer to Question #1

Q24. Will the school be open in the evening (with air conditioning or heat turned on) for parent and family activities? Will the agency be required to pay overtime to custodians, security or cafeteria workers to be present for evening activities?

A24. This will be determined during contract negotiations.

Q25. Will a gymnasium space be available for music, movement and physical activities?

A25. Please refer to Question #24.

Q26. How many rooms or offices at the schools are available for other delegate agencies to provide services?

A26. Please refer to Question #24

Q27. Will all of the staff and volunteers at the sites be required to go through the school district background check? If so will this cost of \$52 per person come out of the grant funds?

A27. Please refer to Question #24.

Q28. Will parents and other family members participating in the activities be required to go through the school district background check? If so will the \$52 cost also come out of the grant funds?

A28. Please refer to Question #24

Q29. If this isn't a daycare program, can parents be required to stay with their children during the activities? If not can the agency put a limit on the number of hours a child can be left at the center during a week.

A29. Please refer to Question #1

Q30. Will the Contractor be allowed to charge for indirect expenses?

A30. No, there will be no indirect expenses charged to the City.

Q31. If the Contractor is allowed to charge for indirect expenses, where do these expenses go on the COSA budget form?

A31. N/A. Please refer to Question #30.

Q32. Will the schools prorate occupancy expenses (water, electricity, etc.) based on square footage and will expenses come out of grant funds?

A32. Please refer to Questions #1 and #7.

Q33. If daycare needs to be licensed, will school district be responsible for all that or will agency be responsible and expenses come out of grant?

A33. Please refer to Question #1.

Q34. Page 3 of the RFP states 4 objectives. Are we required to adhere and incorporate all 4 in the proposal?

A34. Please refer to Question #1.

Q35. Under Scope of Service, are we to actually provide operational support to the Very Early Childhood Centers by way of staff or can that be done by way of family support services?

A35. The request is to provide supportive services to the children and families. The VECC is already in operation and core services are being provided.

Q36. Please provide the list of items, schedule of requirements, scope of work, terms of reference, bill of materials required.

A36. The Scope of services is to provide support services for a 7-month period. Please refer to Question #1.

Q37. Provide soft copy of the tender document through email.

A37. The RFP will be emailed per Respondents request.

Q38. List the names of countries that will be eligible to participate in this tender.

A38. United States of America.

Q39. Need information about the tendering procedure and guidelines for this RFP.

A39. Please refer to Question #1 and the Proposal Requirements in Section 008 of the RFP.

Q40. What is the estimated budget for this purchase?

A40. The estimated budget amount for this RFP is \$281,000.

Q41. Is there any extension of the bidding deadline?

A41. No extensions will be given.

Q42. Are there any addendums or pre bid meeting minutes?

A42. All addendums will be posted on the COSA website.

QUESTIONS RECEIVED DURING THE PRE-SUBMITTAL CONFERENCE

Q43. What is the amount of available funds projected for this grant or at least the range \$250,000 or \$1 million that helps determine the general scope and level of services?

A43. \$281,000 of the City's General Funds is available through this RFP to provide support services to the Very Early Childhood Centers at Tynan and Stafford Elementary.

Q44. Are there any specific types of services being sought? If so what type? Will innovation be rewarded?

A44. Please refer to Question #1.

Q45. How does this early childhood program relate to the Promise neighborhood Initiative that targets the same areas with similar early childhood services/ activities?

A45. This VECC Initiative is a part of the Promise Neighborhood Initiative focusing on the children and family supportive services needed within Tynan and Stafford Elementary Schools early childhood centers.

Q46. Can funds be used for brick and mortar or just for operations?

A46. Please refer to Question #1.

Q47. The RFP states the proposal can be submitted electronically, does this mean on a disk or through some type of website? If so, how do we access it?

A47. The proposal can be downloaded from the website. Copies are also available in the Department of Human Services Director's office. The website address is <http://epay.sanantonio.gov/RFPListings/>. Respondents must provide 1 original hard copy document signed in ink and 5 copies of the entire proposal on CD's in Adobe PDF format.

Q48. Forms have been hard to retrieve and the ones we are able to download are not full sized, how do we access full size PDF or Word forms that can be typed on?

A48. All forms will be emailed at the request of the Respondents requesting access.

Q49. What is the City's timeline on the decision of the award? The RFP states the program is expected to start March 1, 2012. Does this mean the budget should be developed for 7 months?

A.49. The proposals are due February 3, 2012. The evaluation committee is scheduled to meet February 7-14, 2012. Recommendations will be given to the Department Director on February 17, 2012. City Council consideration and approval will be on February 23, 2012. The contract (s) will begin on March 1, 2012. Yes the budget should be developed for 7 months.

Q50. For planning purposes, is it expected this program will be available 1 year, 2 years or more?

A50. The City will have the option to renew for an additional one-year period contingent on funding availability, program performance, and compliance with all contractual obligations.

Q51. If an agency is applying for the East (SAISD) and West side (Edgewood ISD) early childhood programs, should these proposals be combined or do they need to be submitted separately?

A51. Respondents may apply to provide supportive services for both sites on one proposal.

Q52. Does the program allow for the agency to lease vehicles?

A52. Please refer to Question #1.

Q53. Will the City select an agency that submits a proposal for either sites or just one site only?

A53. This will be determined during contract negotiations.

Q54. Will the award be all or none?

A54. Respondent (s) may receive all or partial award depending on the types of support services proposed.

Q55. Is the City looking for individual contracts to provide services?

A55. Yes, please refer to Question #1 for specific services.

Q56. Will each site have their own separate budget in the proposal or could they be combined?

A56. Budgets can be combined or separate.

Q57. Is the budget from March to September?

A57. Yes, the contract term begins March 1, 2012 and ends September 30, 2012.

Q58. If an agency is awarded for seven months, will they need to re-apply if the City offers additional funding?

A58. The City will have the option to renew for an additional one-year period contingent on funding availability, program performance, and compliance with all contractual obligations.

Q59. Will agencies have the ability to bill for additional services provided such as insurance, etc?

A59. This will be determined during contract negotiations.

Q60. What is the City looking for? To manage the centers or to just provide services?

A61. Please refer to Question #1.

Q61. Are we expected to apply for the Consolidated RFP as well?

A61. Yes, if the scope of work in the Consolidated Funding RFP specifies to provide services for the Very Early Childhood Center Initiative.

Q62. When will the addendum be posted?

A62. The addendum will be posted the week of January 23, 2012.

Q63. Will there be consideration for additional time needed to hire staff?

A63. No, the services being procured through this RFP are for support services for the VECC sites that are operational and providing core services.

Q64. Does the 2 page limit for Attachment A include Parts 1, 2 and 3 collectively? Or is it a 2 page limit for each part?

A64. Attachment A, Part I is the General Information form is to be filled out. Parts 2 and 3 can be a limit of 2 pages for each part.

Q65. Is the Balance Scorecard part of Attachment A?

A65. Yes the Balance Scorecard is part of the Proposed Plan in Attachment A.

Q66. Is the Balance Scorecard a separate section?

A66. The Balance Scorecard is part of Attachment A, Part 3.

Q67. If the Balance Scorecard is part of Attachment A, is it included in the 2 page limit of all three sections?

A67. The Balance Scorecard should show the performance measures your agency is proposing to complete for the service being procured. It is also part of Attachment A, Part 3. The page limit does not include the Balance Scorecard form.