

Ready by Five Early Childhood Millage Request for Proposals

Questions and Answers

FINAL UPDATE: 8/2/22

Please Note: Answers added most recently can be found towards the end of this document.

Question Number	Question Asked	Answer	See RFP Section	Focus Area Question
1.	Will the PowerPoint slides from the Preconference be available online?	<i>All materials including any updated materials issued by FSK during the RFP process will be posted on the FSK website at: https://www.firststepskent.org/articles/2023funding</i>	N/A	General
2.	Is cost sharing required?	<i>Cost sharing is required for all Healthy Development services (RFP 1). More information about cost sharing can be found in the Ready by Five Service Provider Manual on page 64 and the updates for 2022 begin on page 93.</i>	N/A	General
3. (See Question 2.)	Could you provide an example of cost sharing revenue and leveraging it for a service?	<p><i>Cost Sharing is based on family income. Families with income above 200% Federal Poverty Level will be required to pay based on a sliding scale for some services funded by the Ready by Five Early Childhood Millage.</i></p> <p><i>All funds collected through cost sharing will be used as the "first dollar" towards services and will increase the amount of funding available to Service Providers.</i></p> <p><i>An example: If a family of four has an annual income higher than 200% Federal Poverty Level and is interested in home visiting services, the provider would collect payment for services based on the Ready by Five Cost Sharing Policy. This cost share payment would be applied as a source of revenue towards the cost of the home visiting program and reported to Ready by Five as collected income. This collected payment would be leveraged and used in addition to the millage funds awarded.</i></p>	N/A	General
4.	I am a for profit company. Therefore, I do not have a Board of Directors to obtain a signature from. Is this ok?	<p><i>Any legally constituted public or private agency, organization, or institution may be an eligible proposing agency. All proposals must be submitted by a legally constituted corporation.</i></p> <p><i>In lieu of providing the name of the Board Chair on the required cover letter and a list of Board of Directors and their affiliations, the Proposing Agency should submit the names of all persons with ownership or control interest in your agency. Please be sure to include signatures applicable to this legal governance structure with all signed attachments.</i></p>	N/A	General

5.	Would early literacy programs be considered under healthy development services for this round of funding?	<i>Only services and programs that meet the specifications listed in Section 2 of the RFP will be considered.</i>	Section Two begins on page 11.	General														
6.	Returning agencies need to register again in e-CImpact for the new RFP, correct?	<p><i>Returning agencies should check to be sure the agency and primary contact information is up to date. Once signed in, each agency will need to register for the specific RFP Service and Program(s) they intend to apply for. Please see the e-CImpact Training Manual for more information.</i></p> <p><i>Note: Allow one (1) business day for the application(s) for the Services and Programs registered to be opened by FSK.</i></p>	N/A	General														
7. (See Question 13)	Technology RFP – does it include tech service for installation of technology items? Or just the equipment?	<i>The RFP for technology only covers technology-related equipment. IT services or other expenses will not be considered under RFP 5.</i>	Section Two of the RFP, p. 33	RFP 5. Technology Equipment Request														
8.	How many folks are we thinking will be served in the education/training area? How many providers?	<p><i>Qualifying Ready by Five funded staff are estimated as follows:</i></p> <table border="1" data-bbox="680 837 1314 1138"> <thead> <tr> <th colspan="2">Estimated Number of Ready by Five Qualifying Staff FY 2023 - (As of Aug 2022)</th> </tr> </thead> <tbody> <tr> <td>Healthy Development - All Programs</td> <td>55</td> </tr> <tr> <td>Parent Education & Support -Home Visiting</td> <td>40</td> </tr> <tr> <td>Parent Education & Support - Child Safety</td> <td>5</td> </tr> <tr> <td>Outreach and Navigation (Broad Providers)</td> <td>27</td> </tr> <tr> <td>Early Learning - All Programs</td> <td>25</td> </tr> <tr> <td>Total</td> <td>152</td> </tr> </tbody> </table> <p><i>FSK will provide additional breakdown as requested by agencies.</i></p> <p style="text-align: right;"><i>(Answer is continued on next page...)</i></p>	Estimated Number of Ready by Five Qualifying Staff FY 2023 - (As of Aug 2022)		Healthy Development - All Programs	55	Parent Education & Support -Home Visiting	40	Parent Education & Support - Child Safety	5	Outreach and Navigation (Broad Providers)	27	Early Learning - All Programs	25	Total	152	Section Two of the RFP, p. 22	RFP 3: Healthy Development – Ready by Five Network Training & Education Leader
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		<p>Number of providers by service type:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Estimated Number of Ready by Five Providers FY 2023 - (As of Aug 2022)</th> </tr> </thead> <tbody> <tr> <td>Healthy Development - All Programs</td> <td style="text-align: center;">11</td> </tr> <tr> <td>Parent Education & Support -Home Visiting</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Parent Education & Support - Child Safety</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Outreach and Navigation (Broad Providers)</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Early Learning - All Programs</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">31</td> </tr> </tbody> </table> <p>Note: there are 24 unique providers.</p>	Estimated Number of Ready by Five Providers FY 2023 - (As of Aug 2022)		Healthy Development - All Programs	11	Parent Education & Support -Home Visiting	8	Parent Education & Support - Child Safety	3	Outreach and Navigation (Broad Providers)	3	Early Learning - All Programs	6	Total	31		
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9. (See Question 6)	Is the template for the RFP application the same form that is used for monthly invoicing?	While the format for the budget will look very similar to the budget submitted for invoicing, the form for the RFP application is different from the budget form used to invoice for services. The RFP budget form will be available in e-CImpact once the agency registers for the specific RFP Service and Program(s) they intend to apply for. Please see the e-CImpact Training Manual for more information.	N/A	General														
10.	When we create a program name to see all the forms needed, can we edit the program name in the future?	<p>Unfortunately, this field cannot be edited. Your agency may do one of two things:</p> <ol style="list-style-type: none"> 1) Continue under the current application and modify the title of the program if awarded funds during the contracting period -or- 2) Request a new application under the correct name and not include the incorrectly named application in the submission. On the dashboard you will see on the right side a column with a box titled "Include?". Unchecking this box will exclude the application that you do not want to submit. <p>Applications that are in the system and incomplete will not be considered for funding.</p> <p>For additional technical assistance with e-CImpact, email: readybyfivekent@firststepskent.org</p>	N/A	General														
11. (See Question 8)	How many direct service professionals and direct supervisors are in the network overall? How many are there specifically in the Outreach & Navigation services?	See question 8.	Section Two of the RFP, p. 22	RFP 3: Healthy Development – Ready by Five Network Training...														

12.	Can you clarify what you mean by one-hour in services for requesting agency staff to learn about cultural considerations as they serve families through translation services? How is that different from face-to-face?	<p><i>For the purposes of this RFP 4, we are defining "face-to face" services as an interpreter who accompanies an early childhood professional or supports with interpretation while a service is happening in-person with a family or child.</i></p> <p><i>The "in service" does not include a child or parent served, instead provides education and information regarding cultural considerations and etiquette to staff at a Ready by Five funded agency. This could include 1:1 education with a staff member or a presentation at a staff meeting.</i></p>	Section Two, Part III of the RFP, page 29	RFP 4: Parent Education and Support - Translation and Interpretation Services
13. (See Question 7)	Do computers count as equipment or supplies?	<p><i>The Service Provider Manual requires accounting for and inventory of all non-expendable property costing \$1,000 or more per unit.</i></p> <p><i>Unless applying under RFP 5, Ready by Five Early Childhood Millage funds may not be used to purchase equipment or property. Computers and technology costing \$1,000 and over per unit are considered equipment.</i></p> <p><i>Computers and technology costing \$999.99 and under per unit are allowable with the following contingencies. If awarded, the agency will be required to provide a description of:</i></p> <ul style="list-style-type: none"> <i>• your agency's internal controls are in place to track the technology as it is assigned to staff and/or program participants, and</i> <i>• how your agency plans to safeguard sensitive information that may be housed on the technology.</i> <p><i>All requests for technology that cost \$1,000 or more per unit must be made through RFP 5: Technology Equipment Request that begins on page 33 of the RFP document.</i></p>	N/A	General
14.	Does this RFP require 3 letters of recommendation?	<p><i>Yes. Letters of Support are to be submitted for the organization as a whole and should provide support for the organization being qualified to provide quality services to expecting parents and families with children through age five in Kent County.</i></p>	N/A	RFP 5. Technology Equipment Request

15.	<p>Can you be more specific in answering question 11? Of the professionals, do you know how many are direct service providers and how many are supervisors? I see answers in question 8, which are helpful but would also like to know the breakdown between those serving clients directly and those supervising staff.</p>	<p>Additional requested information about qualifying staff is as follows:</p> <table border="1" data-bbox="674 164 1648 527"> <thead> <tr> <th data-bbox="674 164 1297 284">Estimated Number of Ready by Five Providers - FY 2023 (As of Aug 2022)</th> <th data-bbox="1297 164 1472 284">Direct Service Professional</th> <th data-bbox="1472 164 1648 284">Supervisory</th> </tr> </thead> <tbody> <tr> <td data-bbox="674 284 1297 326">Healthy Development - All Programs</td> <td data-bbox="1297 284 1472 326">41</td> <td data-bbox="1472 284 1648 326">14</td> </tr> <tr> <td data-bbox="674 326 1297 368">Parent Education & Support - Home Visiting</td> <td data-bbox="1297 326 1472 368">25</td> <td data-bbox="1472 326 1648 368">15</td> </tr> <tr> <td data-bbox="674 368 1297 410">Parent Education & Support - Child Safety</td> <td data-bbox="1297 368 1472 410">3</td> <td data-bbox="1472 368 1648 410">2</td> </tr> <tr> <td data-bbox="674 410 1297 453">Outreach and Navigation (Broad Providers)</td> <td data-bbox="1297 410 1472 453">22</td> <td data-bbox="1472 410 1648 453">5</td> </tr> <tr> <td data-bbox="674 453 1297 495">Early Learning - All Programs</td> <td data-bbox="1297 453 1472 495">19</td> <td data-bbox="1472 453 1648 495">6</td> </tr> <tr> <td data-bbox="674 495 1297 527">TOTAL</td> <td data-bbox="1297 495 1472 527">110</td> <td data-bbox="1472 495 1648 527">42</td> </tr> </tbody> </table>	Estimated Number of Ready by Five Providers - FY 2023 (As of Aug 2022)	Direct Service Professional	Supervisory	Healthy Development - All Programs	41	14	Parent Education & Support - Home Visiting	25	15	Parent Education & Support - Child Safety	3	2	Outreach and Navigation (Broad Providers)	22	5	Early Learning - All Programs	19	6	TOTAL	110	42	Section Two of the RFP, p. 22	RFP 3: Healthy Development – Ready by Five Network Training & Education Leader
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16.	<p>Per RFP #3 regarding Rb5 Network Training & Educator leader: is it correct that we do not need to submit our justification for fee schedule or cost? If so, will justification need to be submitted in the future during annual assessment or audit?</p>	<p>There is not a specific budget narrative for this RFP. As proposals are reviewed and compared, the narrative provided in the proposing agency's responses to the following questions will be considered as context behind the costs included in the fee schedule:</p> <ul style="list-style-type: none"> • Who would lead the training? Professional qualification and experience of the trainer(s). (Please list all positions and % of FTE that will be dedicated to this training.) • The source(s) of information and content that is provided in this training. (Please specify if training will require any purchased curriculum or materials.) • What is the length of the training? • Describe the environment and setting where training happen. If applicable, include technology requirements, description of the facility, and additional relevant information. (Include if space will be provided on site at your agency's facility or rented at a space not affiliated with your agency.) • The method for the how the training will be delivered. (Please specify if method will require any purchased curriculum or materials.) • How many individuals could attend each training? • What additional staff positions would be necessary to support the trainings? (Please list all positions and % of FTE that will be dedicated to this training.) <p>As proposals are reviewed by the Resident Proposal Review Board, there may be additional questions about costs. First Steps Kent would suggest your agency be prepared to answer questions about how costs were developed.</p>	Section Two of the RFP, p. 22	RFP 3: Healthy Development – Ready by Five Network Training & Education Leader																					

		<i>We have updated the information boxes within the online application to include the guidance provided above in this question.</i>		
17.	<p>Per Page 35 of the RFP, which states "If the service agreement ends, the Service Provider shall return to First Steps Kent, upon demand, any equipment purchased with funds provided under the related Service Provider Agreement. Any funds realized from the sale of such equipment, supplies or personal property must be returned to First Steps Kent or will be an adjustment to the projected costs."</p> <p>Question – is there a timeframe identified in which equipment would need to be returned or funds realized from the sale of equipment, for example, up to 3 years after funding all equipment/funds should be returned?</p>	<p><i>As long as the technology is assigned to a current Ready by Five funded program, the technology will remain with an agency for up to the lifetime of the technology.</i></p> <p><i>If a contract were to end or be terminated, the agency would have up to two months to return technology.</i></p> <p><i>If an agency were to dispose of a piece of technology equipment, they will notify First Steps Kent.</i></p>	Section Two of the RFP, p. 35.	RFP 5. Technology Equipment Request
18.	<p>Can non-funded Rb5 staff/agencies access asynchronous training materials developed, e-learning, webinars, recordings, etc. if it does not result in an additional cost?</p>	<p><i>Yes, First Steps Kent generally welcomes the opportunity for additional community agencies to benefit from trainings.</i></p> <p><i>However, please note the following considerations for training materials that are developed with Ready by Five Millage funding:</i></p> <ul style="list-style-type: none"> <i>First Steps Kent reserves the right to review on a case-by-case basis with each agency how trainings will be disseminated within the community, and/or at the regional/state/national level. The agency must disclose to FSK their intent (current and any future opportunities that arise) to provide trainings to agencies outside of the Ready by Five Network.</i> 	N/A	RFP 3: Healthy Development – Ready by Five Network Training & Education Leader

		<ul style="list-style-type: none"> • Additionally, trainings materials that are developed with millage funding must be offered "at cost" of the training (i.e., cost of space, trainer, supplies) to all agencies. For example, a webinar that is developed with Ready by Five funding cannot be offered to agencies or individuals in exchange for a fee that exceeds the actual cost of holding a training session (i.e., costs may include but are not limited to promoting, and facilitating the online training). 		
19.	<p>Can training be provided to non-funded Rb5 agencies (combined with Rb5 funded agencies) if the portion of costs for the training for non-funded agencies are covered by a different source?</p>	<p>Yes, First Steps Kent generally welcomes the opportunity for additional community agencies to benefit from trainings.</p> <p>However, please note the following considerations for training materials that are developed with Ready by Five Millage funding:</p> <ul style="list-style-type: none"> • First Steps Kent reserves the right to review on a case-by-case basis with each agency how trainings will be disseminated within the community, and/or at the regional/state/national level. The agency must disclose to FSK their intent (current and any future opportunities that arise) to provide trainings to agencies outside of the Ready by Five Network. • Additionally, trainings materials that are developed with millage funding must be offered "at cost" of the training (i.e., cost of space, trainer, supplies) to all agencies. For example, a webinar that is developed with Ready by Five funding cannot be offered to agencies or individuals in exchange for a fee that exceeds the actual cost of holding a training session (i.e., costs may include but are not limited to promoting, and facilitating the online training). 	N/A	RFP 3: Healthy Development – Ready by Five Network Training & Education Leader
20.	<p>The RFP states that the trainings are intended for all direct service professionals funded by Ready by Five and their direct supervisors. Are we correct in interpreting that a Ready by Five funded agency that has a program with some staff funded by Rb5 and others that are not, that only Rb5 funded staff will be eligible for the training?</p>	<p><i>In the situation of a Ready by Five funded agency program having some staff funded by Ready by Five and others that are not, the Ready by Five-funded staff will have priority and automatically be eligible for the training.</i></p> <p><i>First Steps Kent will assess how additional program staff may participate on a case-by-case basis. As space and cost allow, additional program staff not funded by the Ready by Five millage may be approved by First Steps Kent to be included in training opportunities.</i></p>	Section Two of RFP, p. 22	RFP 3: Healthy Development – Ready by Five Network Training & Education Leader

21.	<p>Is this RFP only for hardware? Can we include software costs if the software comes with the hardware (example: \$1,000+ computer that comes with Microsoft Office, Adobe, etc.)?</p>	<p><i>The cost of the full unit that includes a typical PC Windows or macOS software package may be submitted for reimbursement under this area of funding. Additional software purchases, upgrades, and ongoing monthly costs for software subscriptions are to be included in the regular program budget and will not be considered for reimbursement under this funding source.</i></p> <p><i>Also note: Fees related to insurance, service packages and special add-ons will not be covered. If the purchasing agency is tax exempt, fees related to tax will not be covered.</i></p>	<p>Section Two of the RFP, p. 33</p>	<p>RFP 5: Technology Equipment Request (Ready by Five funded programs only)</p>
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