1. I am currently reviewing the RFP for the Early Learning Training Consultation system in New Mexico and did not find a budget amount or a budget range for the proposal. Can you give me any additional information regarding budget guidelines?

In accordance to Section IV.C – Cost Response, Offerors shall propose a budget that corresponds and relate expenses to the activities defined in the Scope of Work. Budgetary guidance is provided on Appendix D – Cost Response Form and in Section IV.C.1 of this RFP.

2. Can a separate proposal be submitted from both Main Campus and [Unreadable] Center? Both campuses share the same EIN number but have separate DUNS and IPF numbers.

The State of New Mexico recognizes both campuses as one entity since both campuses are under the same Employer Identification Number and same State of New Mexico Vendor Identification number. Additionally, in accordance to this RFP, Section III.A – Number of Responses, Offerors shall submit only one (1) proposal in response to this RFP. You may refer to the Definition of Terminology, “OFFEROR” on page 10.

3. Training and Consultation Manual, pg. 41-44, List of required FOCUS Trainings. Some of the designated training topics and details on each listed are not current ones offered by former FOCUS and Leadership Academy trainings. Can you clarify that these are the trainings that CYFD would like addressed in the RFP?

Pages 41-44 refer to Definitions. Specific related to the type of training to be provided to programs. Please note that under this system, the traditional training (classroom style, group setting, etc.) is not reflective of the responsive philosophy, it will need to meet the needs of each program, based on a multi-disciplinary team decision (including the program) these concepts should be provided onsite with hands on examples as part of the consultation model. This will be part of the implementation plan and orientation provided to the successful offeror once the contract is fully executed.

4. RFP, Introduction, F., Procurement Library, p. 13, location of Logic Model. Page 13 refers to a FOCUS logic model, but it is not readily found via the supplied NMKids link. Can you direct us to, or supply, the logic model?

Logic Model can be found in Earlylearningnm.org at the following link:
http://www.earlylearningnm.org/quality-rating-and-improvement

5. RFP, IV. Specifications, B., pg.45, 51, Performance Measures. The RFP refers to Performance Measures which are to be found in the Manual, but these are not listed. Does CYFD have specific identified
Performance Measures to be addressed in the RFP response? If not, is it expected that each bidder will develop those?

The Performance Measures are developed by CYFD based on the requirements stated in the Training and Consultation Manual. As per the RFP, awarded contractors will be required to implement a data management system to track Performance Measures and Outcomes of the project. Describe the process your organization will implement to utilize a data management system for data collection and reporting performance information as required by the Agency. Offerors must include their process for data collection and reporting of performance measures in general.

6. RFP, II. Conditions Governing the Procurement, A. Sequence of Events, pg. 14, Implementation Timeline. The RFP does not state the preferred or mandatory service implementation timelines. After the stated award date of August 1, 2017, what are the intended service delivery objectives and implementation timelines?

Pg. 14.A Sequence of Events Schedule is strictly for the RFP Schedule and is not associated with service delivery contractual service timelines. The successful awarded contractor will work with the Agency to establish timelines as necessary to fulfill the Scope of services and implementation plan.

7. RFP, IV. Specifications, A. Detailed Scope of Work, Objective 1: pg. 32, Satellite Locations. Please provide additional information about the definition of a satellite. Is a satellite location a training space for that location, a designated office space for one or more staff or left to the discretion of the bidder based on a specific community's needs?

The Offeror must propose the design of the Satellite Location, based on the parameters listed in the Manual, making sure that the needs of the communities are being met.

8. RFP, IV. Specifications, A. Detailed Scope of Work, Objective VII. p 39, FOCUS Verification. Will CYFD make changes to the verification tool (including classroom observation tool) prior to inception of services or is it anticipated that the contractor will revise the tool and submit to CYFD for approval? Will CYFD provide the "record review protocol" or will the bidder be asked to create a draft for CYFD review/approval?

The Verification Process, Protocols, Procedures, Forms and Materials will be provided by CYFD as part of the orientation process based on the timelines defined in the Implementation Plan.

9. RFP, IV. Specifications, Staff Qualifications, pg. 46; Training & Consultation Manual, VI. Staff Qualifications and Staffing Patterns, pg. 33, Staff Qualifications- Coach/consultants. It is possible that some professionals with many years of quality experience in Early Childhood consultation/training consultations across the state may not meet all of the identified requirements at the time of employment. Will CYFD consider allowing for a professional development plan to address individual staff who are close to meeting all requirements?

Offeror can propose the staffing pattern for the implementation of the system, however, all contracted staff, sub-contracts and organizational structures must be verified and/or approved by CYFD. If staff members are in a Professional Development Plan, the offeror must request a waiver with established timelines and rationale indicating when this requirement will be met.
10. RFP, Appendix C-Sample Contract, pg. 58, Language in Section C regarding "detailed statement accounting for all services performed and expenses incurred". Please clarify if this language delineates this contract as cost reimbursable.

   The CYFD Comprehensive Early Learning Training and Consultation Contract will be established as a cost reimbursable basis.

11. One of the proposal requirements described on page 49 of the RFP is to: “provide a copy of proof of their most recent Tax Certificate issued by the State of New Mexico, Taxation and Revenue Department for the payment of gross receipts tax.” Our company does business in the State of New Mexico; however, we not have a nexus in the state and thus, do not pay the Department of Taxation and Revenue anything. Would this disallow our company from being an eligible recipient of this program? Is there an alternative document we could provide?

   No, this would not disqualify you as long as you provide a narrative of your current situation in lieu of the State of New Mexico Tax Certificate. The narrative should include that you are an out-of-state vendor.

12. RFP, III. Response Format and Organization, A.1. Hard Copy Responses, p. 28. Clarification on expectations for binders when a redacted version is planned. The narrative asks for two separate binders to be submitted, in cases where bidder submits both redacted and unreduced proposals. Does this mean that a single binder containing the redacted proposal should be submitted as a second original proposal, or would CYFD like two separate sets of binders submitted, including the 5 additional reading hard copies?

   Each Offeror is required to submit:
   
   • 1-Original and 5-copies (total of 6 binders)
   • 1-USB /CD Electronic Copy

   If an Offeror’s proposal contains confidential information, the Offeror shall submit 2-separate additional binders (for a total of 8-binders):

   • 1-unredacted
   • 1-redacted
   • 1-unredacted electronic copy (CD, or USB)

   Refer to Section III.A and B, page 28.

13. RFP, Specifications, A., Objective X, Pull Together, pp 41-42, Community Collaboration. The importance of community collaboration is clear. Will CYFD accept letters of support as part of the RFP to indicate the level of this collaboration?

   Community collaboration is important. Letters of support are accepted but for this RFP are not required.
14. RFP, Specifications, A., Objective X, Staff Qualifications, p 41 and B. 6. Staff Qualifications, p.46: "All contracted staff, sub-contracts and organizational structures must be verified or approved by CYFD". Following CYFD review of the org chart, will individual's names, position/title and qualifications be reviewed by CYFD? If so, how will CYFD make the determination that a specific individual is approved or not approved? How and when will the bidder be notified of this determination?

Since CYFD oversees a numerous amount of contracts within the state and out of state. CYFD must ensure that there are not individuals within the proposed project that may not work on the best interest of the organization or may not meet the qualifications expected as per the RFP. In addition, all subcontracts must be preapproved by CYFD. The bidder will be notified about the determination if they become the successful bidder during contract negotiation.

15. Are providers/caregivers required to be assessed?

Programs will be verified to meet a STAR level based on the FOCUS Criteria

16. Who chooses assessments?

The Verification Process, Protocols, Procedures, Forms and Materials will be provided by CYFD as part of the orientation process based on the timelines defined in the Implementation Plan.

17. Who Conducts assessments?

Under this RFP, the successful offeror will be required to Verification services for early care and learning programs in New Mexico.

18. Are there specific Performance Measures?

The Performance Measures are developed by CYFD based on the requirements stated in the Training and Consultation Manual.

19. Is a government contractor organization with approved indirect rates able to submit a budget developed based on their federally approved indirect rate agreement? This would allow for more competition as the RFP as written may preclude most contractors with material federal components from participating.

The administrative costs are capped at 10% regardless of the Indirect Cost Agreement the offeror may have with the federal government.

20. How many programs are served by the current Statewide CYFD Comprehensive Early Learning, Training, and Consultation contract including PreK, FOCUS, registered and licensed home providers, child care centers, etc.?

There is no current Statewide CYFD Comprehensive Early Learning, Training, and Consultation contract. The Training and Technical Assistance Programs (TTAP), FOCUS and PreK Consultation contracts may be serving programs in a duplicative manner. Meaning FOCUS and PreK may be serving the same program, and the TTAP may be providing training to all of them.
It is the expectation that all licensed programs in New Mexico (whether they are PreK, FOCUS or STAR 1-2 Child Care programs) are served by this contract in an integrated, non-duplicative manner.

21. Will the new contractor provide services to public school-based PreK programs (teachers, teacher aides, administrators, etc.)?
   Services are only for CYFD funded PreK Programs.

22. Will the NM PED employees working on public school-based preK initiatives continue to be employees of NM PED (and therefore paid by NM PED), or does CYFD expect that these salaries and related expenses will be paid through the new Statewide CYFD Comprehensive Early Learning, Training, and Consultation contract?
   Services are only for CYFD funded PreK Programs.

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