



Early Learning Coalition of Lake County Inc.

INVITATION TO NEGOTIATE – ELCLCITN2010-2011-001

INQUIRY RESPONSES

April 8, 2010

1. **Question:** 3.3.A.1.e. (pg 16): Delivery and collection of developmental screenings for SR children. (we only provide the initial ages & stages when parents come into the office.) Should this be stated as “initial ASQ for new” SR children?

Answer: No, as the developmental screening tool may not always be Ages and Stages, the collection requirement would apply to whatever tool is selected and approved. The Contractor would only be responsible providing the *initial* tool to parents, not follow-up activities.

2. **Question:** 3.3.A.2.j.ii.iii. (pg 17): Track and report Child Care Executive Partnership utilization. Currently there are no funds for CCEP. Will there be CCEP funding to track and report?

Answer: CCEP funds are available to all Coalitions in which current CCEP contracts are in place. CCEP funding is awarded every year based on current contracts. Since there may be CCEP funding in the future, a process should be in place to track it should funding be awarded for Lake County.

3. **Question:** 3.3.C.14. (pg 18): Increase participation of CCEP’s Child Care Purchasing Pool program by businesses in Lake County. Currently there are no funds for Lake County businesses to access. Do you anticipate that changing?

Answer: CCEP funds are available to all Coalitions in which current CCEP contracts are in place. CCEP funding is awarded every year based on current contracts. CCEP is a beneficial program which assists both the employer and employees. It is the desire and intent of the ELC that we utilize the CCEP funding within the State of Florida and offer the program to the community.

4. **Question:** 3.3.D.2.i. (pg 20): The contractor will administer the CCPP. There currently is no funding for CCPP.

Answer: If funding becomes available, the Contractor will administer the program in its entirety.

5. **Question:** 3.3.K.3. (pg 23): 100% of completed ASQ’s will be collected and forwarded to the Coalition for processing.

Answer: 100% of completed ASQ’s “or Coalition approved screening tool”, from the initial screening, will be collected and forwarded to the Coalition for processing.

6. **Question:** 3.3.K.5. (pg 23): 2-5 new businesses will enroll in CCPP. Currently there is no funding for CCPP. Will that change?

Answer: CCEP funds are available to all Coalitions in which current CCEP contracts are in place. CCEP funding is awarded every year based on current contracts. CCEP is a beneficial program which assists both the employer and employees. It is the desire and intent of the ELC that we utilize the CCEP funding within the State of Florida and offer the program to the community.

7. **Question:** 3.4.J (pg 27): Service Times (ELC2) CCRR service times have changed and no longer require extended day (beyond 5 pm). Is this still going to be correct for next fiscal year?

Answer: The intent for 3.4.J (pg 27) is that Resource and Referral counseling services be made available at least one day per week until 6:00 pm to offer services to parents who are unable to come to the office within normal business hours.

8. **Question:** 3.5.A.1.f (pg 28): Offer auxiliary services to child(ren) and families on an as needed basis. Define auxiliary.

Answer: In this context “auxiliary” child developmental services refers to supporting services, which would include any request for service that fits within the contract’s defined “Scope of Service” and existing budget parameters.

9. **Question:** 3.5.C.2. (pg 29): Observe children in their homes... Staff do not see children in their homes.

Answer: In the past behavioral staff have seen children in their homes; and the Coalition does not rule this out as a viable option for meeting the needs of the observation process.

10. **Question:** 3.5.D.k. (pg 29): The contractor must conduct a monthly assessment of all children served to assess improvement. Monthly measurement of this would be difficult. Can the assessment be done at the close of each case and we can identify the assessment tool that we would use?

Answer: Rather than “monthly” assessments this item should read “periodic” assessments and should be based on the needs of the case and conducted at the time of the child observations while the case is open. If an assessment tool is selected and used, it may be identified by the Contractor with the concurrence of the Coalition.

11. **Question:** 3.5.D.3.B. (pg 30): Offer a parent satisfaction survey evaluating child care provider services at time of service. This should not be the function of the behavior specialist. Isn't this an educational staff function?

Answer: No, this survey would be specific to children of parents and providers who are part of the child development program receiving services from inclusion or behavioral specialists.

12. Question: 3.5.G. (pg 30): Any task limits established by Coalition, OEL, FS, or Rule. Define “task limits.”

Answer: “Task limits” in this context are meant to describe any limitations or perimeters, which might be determined in the future, to apply to those tasks listed in 3.5.D.

13. Question: 3.5.K.1.i. (pg 31): # of Community Outreach Services. Can this be tied in with the CCR&R?

Answer: Yes, ELC3, 3.5.K.1.i. could be tied in with ELC2, 3.4-B (pg24) Scope of Service; and the associated tracking and reporting requirements included with the Coalition’s monthly management reports. Any expense associated with this activity should be included in the ELC2 budget.

14. Question: Section 4: Financial Specifications

4.1.C. (pg 36): The contractor is responsible for 50% cash match for the amount of CCPP funds utilized. The contractor must document the receipt of the match monies and report such to the Coalition on a quarterly basis. Currently there are no CCPP funds available.

Answer: This requirement would apply if or when there are CCPP funds available.

15. Question: 6.9 (pg 48): Proposed budget. There may be a typo in the ITN. Is the correct amount \$13,562,646?

Answer: Yes, the amount should read \$13,562,646 rather than \$13,562.646.

16. Question: 6.12 (pg 49): All applications inclusive of any attachments should be stapled or bound by comb, spiral or tape binding. Is a 3-ring binder acceptable?

Answer: Yes, a 3-ring binder is acceptable.

17. Question: Will there be just one contract containing the four components (ELC1, ELC2, ELC3, & ELC4) so that funds can be shifted when necessary, instead of four separate contracts? This makes it better for management of funds.

Answer: Four separate contracts will be awarded.

18. Question: Should questions arise after the written inquiries deadline and the applicant’s conference, will the Coalition accept and respond?

Answer: Yes