

**REQUEST FOR PROPOSALS NO. CECD-12-042
INFANT & TODDLER SPECIALIST NETWORK
QUESTIONS AND ANSWERS**

January 20, 2012

1. Q. Reference Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 2, Item B, and Attachment B, Professional Development Opportunities and Documents for Caregivers/Teachers/Directors: Is the sub-grantee limited only to the resource materials for professional development listed in Attachment B?

A. No.

2. Q. Reference Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 4, Item A, Implementation of the ITSN, Number 4: There are several references in the RFP objectives that indicate that there would be contractual relationships with the agencies that currently have subcontracts for an ITSN Regional office. Is the sub-grantee required to enter into agreements with the existing organizations?

A. The sub-grantee is required to establish infant and toddler specialists within the existing organization. This could be established through agreements. Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 4, Item A, Implementation of the ITSN, Number 12 allows for canceling these agreements/contracts if appropriate and in consultation with VDSS under certain circumstances.

3. Q. Reference Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 4, Item A, Implementation of the ITSN, Number 4: Are the infant and toddler specialists required to be housed and employed by these existing organizations or can other partnerships be arranged? Do all infant and toddler specialists need to be employees of a regional office or can they be employees of the central office and assigned to a regional office?

A. According to Section III, Statement of Needs, Goal 4.A.4, the expectation is that an infant and toddler specialist is an employee of a regional office unless 1 or 2 are met:

- 1. For any regional/local office not identified in Attachment C of the RFP, the specialist could be the employee of the sub-grantee if the sub-grantee has its own regional/local offices that are not via a contract situation. See Section III, Statement of Needs, Goal 4.A.4.a.**
- 2. For any regional office or infant and toddler specialist position that is vacant, the specialist services can be offered in alternative ways (e.g., contract for services, sub-grantee contract or hire a specialist) for up to six months while establishing the regional office or hiring the specialist. See Section III, Statement of Needs, Goal 4.A.12.**

4. Q. Reference Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 4, Item A, Implementation of the ITSN, Number 4: What is the role of the existing agency? Do they serve as training sites?

A. If “existing agency” refers to the regional offices listed in Attachment C of the RFP, the sub-grantee is responsible for establishing/outlining the role of the existing office. According to Section III, Goal 4, Item A.4, this role must include employing the specialist(s) and ensuring the services listed in Section III, Statement of Needs, Goals 1, 2, and 3 are met.

5. Q. Reference Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 4, Item A, Implementation of the ITSN, Number 7: Attachment C provides a list of the current Regional ITSN Offices. Some of the Specialists are full-time and others part-time, what are the number of labor hours for each I/T Specialist?

A. This could vary based on each regional office since benefits are likely to vary.

6. Q. Reference Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 4, Item D, Environmental Rating Scales, Number 1: Should the costs of the required training be allocated in the budget summary or will VDSS reimburse the sub-grantee to ensure that all I/T Specialists and one central office staff member completes training in the ITERS-R and FCCERS-R?

A. The Itemized Budget Summary should include these costs.

7. Q. Reference Section III, Statement of Needs, Program Goals, Strategies and Requirements, Goal 4, Item E, PITC (Program for Infant/Toddler Care) Training: Should the costs of the required training be allocated in the budget summary or will VDSS reimburse funds to ensure that all I/T Specialists and one central office staff member completes PITC Training?

A. The Itemized Budget Summary should include these costs.

8. Q. Reference Section IV, Proposal Preparation and Submission Instructions, Item B, Specific Proposal Instructions, Number 5, Overview of Activities and Outcomes, and Attachment G: What is the number of child care centers/Family Child Care Providers required of a caseload for the I/T Specialists? Can the number and/or location be provided for each region? Is this information provided on the VDSS website?

A. The Overview of Activities and Outcomes, Attachment G, requests outputs such as participant numbers. The applicant is responsible for completing this form. Negotiations with selected applicants may address the number of services provided.