



**AMENDMENT #1
REQUEST FOR PROPOSALS (RFP) NO. 202200503
RESOURCE AND REFERRAL (R&R) SERVICES**

Amendment to the RFP is as follows:

1. Questions and Answers attached.

Please acknowledge receipt of Amendment #1 by returning it, along with your proposal package, by June 28, 2022, at 2:00 PM, CT. This acknowledgement should be enclosed in your proposal package. **Failure to submit this acknowledgement may result in rejection of the proposal package.**

Name of Company

Authorized Official's Typed Name/Title

Signature of Authorized Official
(No stamped signature)

Date

Should an amendment to the RFP be issued, it will be posted on the MDHS website (www.mdhs.ms.gov) in a manner that all respondents will be able to view. Further, respondents must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal package, by identifying the amendment number and date in the space provided for this purpose on this form, or by letter. The acknowledgment must be received by MDHS by the time and at the place specified for receipt of proposals. It is the respondent's sole responsibility to monitor the website for amendments to the RFP.

**QUESTIONS AND ANSWERS
RFP NO. 20220503 RESOURCE AND REFERRAL (R&R) SERVICES
MDHS DIVISION OF EARLY CHILDHOOD CARE AND DEVELOPMENT (ECCD)**

Question Number	RFP Page Number	RFP Section Reference Number	Question & Answer
1	Page 8	Section 2.1	<p>Is the \$16 million potential award funding for the 2-year project period or is it \$16 million a year for a total of \$32 million.</p> <p>ANSWER: MDHS intends to dedicate up to \$4 million of CCDF funding per region per contract year.</p>
2	Page 10	Section 2.3	<p>The question I have relates to Region I as defined by the RFP. Applicants are to submit a proposal for 4 centers per region. There is currently an R&R Center located in Durant (Holmes County) directly funded by DHS. Is this site to be counted in the 4, meaning the application I submit would only contain 3 sites, or would I submit 4 in addition to the one operating in Durant?</p> <p>ANSWER: The R&R Center currently located in Durant should not be included in Respondent's proposal or included as part of the number of R&R Sites required by this RFP.</p>
3	Page 3	Section 1.1	<p>One page 3 of the RFP, there is mention of a USB flash drive containing a redacted copy but says As Applicable. Does that pertain to this grant proposal?</p> <p>ANSWER: If Respondent's proposal contains any confidential or proprietary information, respondent shall submit a separate redacted PDF copy on a USB flash drive clearly labeled "REDACTED COPY" See RFP Section 1.3.</p>
4	Page 7	Section 1.9	<p>Will there be any advance funding awarded to selected proposals to carry the financial weight of setting up multiple R&R Centers (cost reimbursement is a great deal of upfront funds to carry waiting on the reimbursement)?</p> <p>ANSWER: Subgrantees that receive a fully executed Subgrant Agreement may submit an initial payment request projecting its cash needs for the first sixty (60) days of the subgrant period.</p>
5	Page 11	Section 2.3	<p>If a currently operating R&R Center is reassigned to a new grantee, will the costs associated with moving it to another location be incurred by DHS or should it be included in the budget submitted in the proposal?</p>

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			<p>ANSWER: Budgets and financials associated with integrating any existing R&R center will be negotiated with MDHS for the amended response.</p>
6	Page 15	Section 2.7 and 2.8	<p>I wanted to confirm that this grant is a one time grant to establish a resource and referral center. It is my understanding that this is not a recurring grant, just the one time award for establishing the center. Am I correct?</p> <p>ANSWER: Awarded Respondent’s contract will have an initial term of 2 years with 3 one year renewals at MDHS’s discretion not to exceed a 5 year total term.</p>
7	Page 11	Section 2.3	<p>Can you please provide the name and contact information of the entities currently serving Regions III and IV in a Resource and Referral Center capacity?</p> <p>ANSWER: A full listing of all R&R Sites may be found at https://www.mdhs.ms.gov/eccd/child-care-resource-referral-sites/</p>
8	Page 11	Section 2.3	<p>Existing R&R sites are mentioned at the bottom of page 11. Will existing sites still operate if they do not submit an RFP? Can you clarify more on the future of current R&R sites? Will current sites close if they do not enter a partnership with the chosen lead agency of their region?</p> <p>ANSWER: MDHS is currently evaluating the existing network of R&R sites to determine which sites demonstrate extensive community engagement based upon monthly reports, community events, R&R visitors, lending library utilization and other provider engagement events. Those R&R sites meet or exceed this standard of service may be approached by MDHS after this procurement is complete and asked if they would be interested in continuing their site and, if interested, will be integrated into the successful proposal’s regional network. All other existing R&R sites, not asked to be integrated into the new regional networks, will continue their current site until the expiration of their contract on September 30, 2022.</p> <p>Any existing R&R site, which submits a proposal and is awarded a contract, will be able to continue pursuant to their proposal.</p>
9	Page 14	Section 2.4.8	<p>Under personnel requirements, the only staff member listed is an R&R associate. Can you give job descriptions for the project director and R&R Site Supervisor?</p>

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			<p>ANSWER: Respondents are responsible for composing job descriptions for their staff members.</p>
10	Page 10	Section 2.3	<p>As a current R&R site, will we be servicing all of the counties listed in the Region II area or will each region be broken down into smaller service areas?</p> <p>ANSWER: Awarded respondents are required to serve the counties in the respective region to which they are submitting a proposal. Any current R&R site is subject to their current contract terms and the counties therein until the expiration of their existing contract.</p>
11	Page 7	Section 1.9	<p>Can you give more information on how the Lead Agency would pay the employees of the 10 R&R sites in their area? For instance, would all 10 R&R site employees be employees of the lead agency <u>or</u> would they be employees of their local institution/business and the Lead Agency would reimburse the local institution/business for expenses?</p> <p>ANSWER: All organizational and staffing structure decisions are at the discretion of the Respondent's awarded and negotiated proposal.</p>
12	Page 11	Section 2.3	<p>Can we only service those counties that fall into our community college territory?</p> <p>ANSWER: Respondents to the RFP must provide a plan to serve all counties in any of the regions for which the respondent plans to service.</p>
13	Page 11	Section 2.3	<p>Will MDHS meet and discuss who all will be applying for the RFP in the different regions? So, we will know how to proceed.</p> <p>ANSWER: MDHS provides this Amendment 1 to answer any submitted questions pertaining to this procurement. MDHS will have no further communication with Respondents, aside from Respondents with current contracts, pursuant to PPRB rules and regulations.</p>
14	Page 11	Section 2.3	<p>If the Lead Agency is selected, and it's not your college, will we still be able to keep the R&R location, on the college campuses that exist now. If so, how will that work?</p> <p>ANSWER: See response to Question #8.</p>

Question Number	RFP Page Number	RFP Section Reference Number	Question & Answer
15	Pages 7-8 11	2.1 and 2.3	<p>Will we maintain our R&R Office on our College Campus?</p> <p>ANSWER: See response to Question #8.</p>
16	Page 11	Section 2.3	<p>Will those currently employed (our R&R Associate and TA Coordinators who lead trainings) maintain their jobs through this restructure?</p> <p>ANSWER: See response to Question #8.</p>
17	Page 11	Section 2.3	<p>If the R&R on a college campus is continued, will the employees be employed by the local college? If not, by whom will they be employed?</p> <p>ANSWER: See response to Question #11. However, if the R&R is requested to be integrated into a successful Respondent's proposal then all employment and staffing matters will be discussed during the post award negotiations.</p>
18	Page 7-8	Section 2.1	<p>How will the changes made by this RFP impact the existing R&R offices?</p> <p>ANSWER: See response to Question #8.</p>
19	Page 7-8	Section 2.1	<p>Do we need to respond to RFP in order to maintain the R&R on our Campus?</p> <p>ANSWER: See response to Question #8.</p>
20	Page 8	Section 2.1	<p>If we apply and are awarded, then could one of the ten sites continue to be on our campus. Is it correct that we would be responsible for opening a total of 10 sites and some of those may be already existing R&Rs?</p> <p>ANSWER: If a respondent currently operates an existing R&R Site, then yes that site could be counted as one of the 10 required R&R Sites in the response to the RFP.</p>
21	Page 3 and 11	Sections 1.1 and 2.3	<p>June 28 is a short turnaround time for colleges to determine whether to apply and/or form partnerships to apply. A thorough understanding of the new R&R network and its function needs to be established prior to college leadership making decisions. This process alone will take weeks much less time to write the proposal. Answers to questions are projected to be May 20. Will the due date for the proposal set at June 28 be pushed back?</p>

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			<p>ANSWER: Proposals must be received by June 28, 2022, 2:00 PM, CT.</p>
22	Page 10	Section 2.3	<p>What data will be used to determine the location of the 10 R&Rs in each of the four geographical regions?</p> <p>ANSWER: Respondents have the discretion of selecting where R&R Sites may be located in a region of service. It is recommended that respondents make considerations to ensure that R&R Sites are distributed in a way to serve the entire region of service.</p>
23	Page 13	Section 2.4.4	<p>Who will make up the Lead Resource and Referral Network partners? Are these individuals who will work at one of the R&R Offices in the region?</p> <p>ANSWER: Respondents should determine and include in their potential partners in their response to the RFP. All organizational and staffing structure decisions are at the discretion of the Respondent's awarded and negotiated proposal.</p>
24	Page 13	Section 2.4.4	<p>Who will conduct the training workshops and seminars? Will this be the role of individuals who work at the R&R Offices in the region? Will employees of the R&R Offices lead trainings, or will those conducting the training workshops and seminars be other individuals who do not work at one of the R&R Offices?</p> <p>ANSWER: MDHS will determine who will conduct training and seminars. Successful respondents will not bear the responsibility of conducting workshop trainings and seminars.</p>
25	Page 13	Section 2.4.4	<p>Who will employee technical assistance specialists and other regional specialists?</p> <p>ANSWER: See response to Question #24</p>
26	Page 13	Section 2.4.4	<p>Will the technical assistance specialists and other regional specialists work at one of the R&R Offices in the region?</p> <p>ANSWER: See response to Question #24.</p>

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27	Page 14	Section 2.4.8	<p>Are there guidelines for what constitutes <i>adequate staff</i> to meet all requirements for operating requirements?</p> <p>ANSWER: Adequate staffing will be determined on a site-by-site basis by that R&R leadership.</p>
28	Page 16-17	Section 3.3	<p>If a community college is an R&R site, will the employees of the R&R need to be employed and insured by the community college?</p> <p>ANSWER: See response to question #11.</p>
29	Pages 16-17	Section 3.3	<p>If a community college is awarded the RFP for a region, will the employees of the 10 R&R sites be <u>employed</u> by the community college who was awarded the RFP who will serve as the Lead Agency?</p> <p>ANSWER: See response to Question #11.</p>
30	Pages 16-17	Section 3.3	<p>If a community college is awarded the RFP for a region, will the employees of the 10 R&R sites be <u>insured</u> by the community college who was awarded the RFP and will serve as the Lead Agency?</p> <p>ANSWER: See response to Question #11.</p>
31	Pages 16-17	Section 3.3	<p>If a community college is awarded the RFP for a region and is awarded the RFP as Lead Agency for a particular region(s), will the employees of the R&R sites that are located on other community college campuses be insured and/or employed by the community college serving as Lead Agency?</p> <p>ANSWER: See response to Question #11.</p>
32	Page 11	Section 2.3	<p>Do the partnerships for one or more of the up-and-coming 10 R&R sites have to be determined prior to the submission of the RFP?</p> <p>ANSWER: Yes, all potential partnerships must be included in the response to the RFP. MDHS will evaluate and approve all partnerships during post award negotiations.</p>
33	Page 21	Section 4.3	<p>Personnel: May multiple field technicians and other staff be allotted for each county in the region of service?</p> <p>ANSWER: See response to Question #11.</p>

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34	Page 21	Section 4.3	<p>Personnel: Will field technicians and other staff be housed at the R&R that is within their area of service?</p> <p>ANSWER: See response to Question #11.</p>
35	Page 11	Section 2.3	<p>What happens if no one in a particular region submits to be the lead agency?</p> <p>ANSWER: MDHS will evaluate all options including but not limited to a subsequent procurement for that region.</p>
36	Page 11	Section 2.3	<p>If a current R & R does not submit to be the lead agency, what will happen to the existing R & R centers?</p> <p>ANSWER: See response to Question #8.</p>
37	Page 11	Section 2.3	<p>Since a lead agency is solely in charge of the region's R and R centers including staff, are they required to grandfather in or accept those staff members currently in place? Or will current staff have to apply and be interviewed to determine if they remain employed?</p> <p>ANSWER: See response to Question #11.</p>
38	Page 10	Section 2.3	<p><i>Statement: The current R & R centers are organized by community college districts or consortiums. Each community college recruits and serves the counties within their consortiums. While 15 "regions" may be too excessive, the 15 community colleges are also members of 4 workforce districts (Twin districts, Mississippi Partnership, Southcentral Mississippi Works, and Delta District). These districts work with federal grants and the partnering community colleges every day. Each of these workforce districts could serve as the lead agency for the region.</i> Question: Is there a particular reason the regions were created in the way defined in the RFP?</p> <p>ANSWER: Regions of service were determined based on the number and distribution of licensed child care providers by county.</p>
39	Page 10	Section 2.3	<p>The current regions are too large for any one existing center (community college) to realistically manage a minimum of 10 centers. The geographical sections are beyond the scope and core of the mission of each community college. Why didn't MDHS consult the current R & R centers as to the regions being considered?</p>

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			ANSWER: See response to Question #38.
40	Page 15	Section 2.7	<p>Once a Lead Agency is granted the funding, it is our understanding that the grant will be for 2 years. So, the submission budget and other details need to be for a 2-year period, correct?</p> <p>ANSWER: See response to Question #1</p>
41	Page 15	Section 2.7	<p>After the 2-year period ends, it is our understanding that MDHS will notify the Lead Agency of their decision to renew (or not) the grant to said Lead agency for one more year and can do so for 3 consecutive years. Is this correct?</p> <p>ANSWER: See response to Question #6.</p>
42	Page 15	Section 2.7	<p>After the 3 consecutive renewal years, will the Lead Agency then have to resubmit a new RFP to be considered for the grant and continuation of the service provided?</p> <p>ANSWER: MDHS reserves the right to restructure the R&R network as deemed necessary.</p>
43	Page 11	Section 2.3	<p>Please clarify how the reimbursement process will work. Will the Lead Agency submit one reimbursement for all centers under the Lead Agency? Meaning, all purchasing will flow through the Lead Agency?</p> <p>ANSWER: Please refer to the MDHS Subgrantee Manual for information regarding the reimbursement process for subgrantees and response to Question #4.</p>
44	Page 11	Section 2.3	<p>It is our understanding that all employees that work in the centers that fall under the Lead Agency now will work for the Lead Agency. Do we have that correct? How does MDHS expect the Lead Agency to remotely manage employees at multiple centers?</p> <p>ANSWER: See response to Question #11.</p>
45	Page 14	Section 2.4.8	<p><i>Statement from RFP request: Additional administrative staff to provide accounting/grant management, janitorial services, and IT services to maintain computers/software, laminators, copy machines etc. may also be employed. Note: Awardees will have a five percent (5%) cap on these administrative services.</i> So, to get any administrative costs, the Lead Agency must identify directly the</p>

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			<p>administrative staff providing the “accounting/grant management, janitorial services, and IT services to maintain computers/software, laminators, copy machines etc.” It cannot be just a straight 5% allocation of the total award, correct? Does this award apply to all centers? Or just the Lead Agency? If it is just the Lead Agency, does that mean MDHS will not support any administrative staff at the centers that fall under the Lead Agency?</p> <p>ANSWER: Each lead agency is capped at 5% administrative cost for their total award which includes all partners budgets and administrative costs. Administrative costs must be outlined in the budget narrative.</p>
46	Page 11	Section 2.3	<p><i>Statement from RFP request: MDHS accepts no responsibility for any expenses incurred by the Lead Agency in the development of partnerships. Such expenses shall exclusively be the responsibility of the Lead Agency and any potential partner.</i> So, should the Lead Agency budget for these costs? How can the Lead Agency anticipate what the costs will be when this is a relationship the Lead Agency has never been part of before?</p> <p>ANSWER: MDHS is not aware of any upfront costs in establishing potential partnerships.</p>
47	Page 11	Section 2.3	<p>The Lead Agency bears all responsibility for reimbursements and audits, correct? Meaning, if an issue is found during audit at a remote center the financial and legal risk falls on the Lead Agency, correct?</p> <p>ANSWER: See MDHS Subgrant Manual.</p>
48	Page 11	Section 2.3	<p>Will MDHS perform the training in the remote centers of the R & R program that fall under the Lead Agency? Or does that burden fall on the Lead Agency?</p> <p>ANSWER: See response to Question #24.</p>