

**RESPONSES TO QUESTIONS FOR
RFP # 1103 CHILD CARE RESOURCE AND REFERRAL SERVICES,
INCLUDING LEGALLY EXEMPT CAREGIVER ENROLLMENT SERVICES**

Please note: This RFP was amended on 2/5/2024. Changes have been made to several sections of the RFP. The deadline for submission of applications has been extended to 2/19/2024 at 4:00pm. Please refer to the amended RFP posted to the [OCFS website](#), [Grants Gateway](#), or [Contract Reporter](#) for additional information.

General	
Q1	Attachment 2 – Funding Available per County has an issue with the footnotes and appear to be incomplete. What do they say?
A1	<p>The footnotes did not wrap correctly and should display:</p> <p>¹County level allocations for legally exempt enrollment activities are unchanged from the most recent annual funding amounts as of Jan 1, 2020-June 30, 2023.</p> <p>²Core activities and other CCRR activities are calculated as the 2017 funding amounts plus an additional 20% and 2023 CC Desert and WRG annual funding amounts.</p> <p>We updated the document posted to the OCFS website and NYS Contract Reporter, however we are unable to update RFP attachments posted in the Grants Gateway. Please refer to Attachment 2 revised 1/4/2024 on either the OCFS website or NYS Contract Reporter.</p>
Q2	Our site location will change on February 1st, 2024. Should we use our current address in the application and update if we are awarded the contract or should we use our new address? Our expectation is that the proposal will be submitted prior to February 1st.
A2	OCFS requires contact information to issue awards. Applicants should provide the address where they plan to be located when award announcements are made, which will occur around the time specified in Section 1.2 Calendar of Events. Please ensure accurate and reliable e-mail addresses are also provided.
Q3	I see that the LDSS form is a requirement. Can you clarify from where/who to get it signed for NYC?
A3	For proposals responsive to NYC, OCFS will accept the LDSS commitment form completed by agencies such as the NYC Human Resources Administration (HRA), NYC Administration for Child Services (ACS), and/or NYC LDSS. A completed commitment form from NYCDOE will not be accepted.
Q4	Could you help me understand if the RFP for Child-Care-Resource-and-Referral-Services is looking for an organization to process referrals for families or looking for an organization for the state to refer families to for childcare services?
A4	CCR&R services are listed in Social Service Law Section 410-q and include, but are not limited to, providing information on the components of quality child care, referrals to child care providers and programs, and technical assistance to child care providers and programs. CCR&R services must be flexible, respectful of individual choice, and serve parents of all economic and ethnic groups.
Q5	I would like to confirm that NYC is counted as one county and therefore only requires one RFP for the entire NYC?

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A5	Yes, for the purpose of this RFP, NYC is counted as one county and only requires a single submission to serve all of NYC.
Q6	I am not finding the fringe rate on the OSC website. Can you please tell me if there is a specified/allowable fringe rate or if there is a cap on fringe?
A6	From the OSC Website (https://www.osc.ny.gov/state-agencies/gfo/chapter-vii/vii9-fringe-benefits-and-indirect-costs) – Current and prior fiscal year rates can be found within the State Financial System (SFS) in the following path: General Ledger/FBIC WorkCenter Dashboard/Reports/Query tab/Bi-Weekly Allocations
Q7	On page 33, second bullet “describe staff qualifications required to implement this program.” Should staff resumes be uploaded to show qualifications or should it just be written in a narrative format?
A7	Both avenues are acceptable.
Q8	Staffed Family Child Care Networks are listed as a possible community strategy. The Governor also announced in her State of the State a pilot for SFFNs. Will more information be available about this new program before the due date of the RFP? We want to include this as a strategy but also want to be consistent with the Governor’s plan.
A8	OCFS does not anticipate releasing additional information about the SFFNs before the due date of this RFP.
Q9	Since the Business Specialist is mentioned in the activities, does their work with programs on the stabilization and workforce grants (and any new grants) count as BTAs?
A9	Services provided by the Business Specialist that are not associated with another contract may be identified as Basic Technical Assistance (BTA), as permitted in Milestone 3.
Q10	Currently the personnel costs of our Child Care Business Development Specialists are funded by the Stabilization and Workforce Retention contracts. Now that those positions will be a part of the CCRR contract, a) will their activities be reported as Basic and ITA milestones or b) will there still be a separate reporting requirement for their activities?
A10	a) Yes, business specialist activities will be reported as Basic and Intensive Technical Assistance milestones under the contract, anticipated to begin July 1, 2024. b) No.
Q11	Would it be correct to craft a statement for each specific work plan question rather than producing a single document to address all the questions collectively?
A11	A response for each individual question is preferable. Attachment 11 – Workplan Template was provided for applicants to draft responses to each question in a single document offline for cut and paste into the NYS Grants Gateway application. Each individual Grants Gateway “program-specific question” field must have the response for that individual question clearly

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	provided. In multi-part questions, each part of the question must be clearly answered. If this is not done, the applicant's score may suffer as a result.
Q12	Is it acceptable to submit a consolidated statement for each category, such as Community, Target Population, Objectives, Tasks, and Performance Measures, instead of providing separate statements for each element?
A12	See A11.
Q13	I am applying for 3 counties. 2 counties are in one region and the other is in a different region. What region unit costs do I use for the counties? Or do I use different costs based on what region the county is in or do I use one cost for all 3?
A13	A proposal should be submitted for each individual county; therefore, each proposal should reflect the unit cost from the region the individual county is located in.
Q14	Page 35, of the RFP states: "The applicant with the lowest average per-unit cost in a specific region will receive the maximum costs score for Milestone Service in that region and other applicants in that same region will receive a proportional number of points." Does this mean that if a county in the region lists a lower unit cost in their RFP proposal, no other county in that region can earn the full score for that section of the RFP?
A14	Yes, unless there is another applicant who proposes the same cost.
Q15	Please explain what is to be listed in the Program Name of Attachment 15. It states it is the "Experience Template" which leads me to believe it is asking for the Agency's experience to administer this grant. Under Program Name do we list our Agency in each of the three sections? Then it asks for the partnering agency. If we are listing our agency's experience who would go under the "Partnering Agency" section. Would that be the funding source for that particular program?
A15	On Attachment 15 the Program Name should be the name of the program, project, or activity being used to demonstrate having a minimum of five years of experience administering a countywide, regional, or statewide program similar to the project described in the RFP. The Partnering Organization would be the funding source or the "customer" of the particular program.
Q16	Pg21 – under <i>The activities include the following...</i> 3rd bullet. Are these two different roles? Is this a full-time position? Is the training requirement of this specialist for all modalities?
A16	Yes, this bullet described two different roles. The Business Specialist is a full-time position. The training requirement of this specialist is for all modalities.
Q17	Pg44 Miscellaneous Expenses Narrative: Provide a detailed explanation of each miscellaneous expense What is considered Misc. funds for LE? Can we allocate those costs to events hosted for those providers?
A17	A miscellaneous expense is any expense that is not applicable under any other category and that is directly related to the services to be provided.

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	Miscellaneous funds for Legally Exempt (LE) providers can be used for activities that increase quality and promote the health & safety of the children in care but note that the non-allowable cost list restricts eligible entertainment costs, including social activities for program and staff, unless directly associated with the project.
Q18	Attachment 11, Section E – Project Staff; Page 4: What is the difference in information being requested in Work Plan E1 and E4?
A18	Section E – Project Staff E1 is asking about the specifics of individuals staffed by the program. E4 is asking about the staffing pattern (i.e., day time hours vs evening hours, how staffing will support every county served, etc.)
Q19	Business Specialist referenced throughout RFP - What are the requirements for having a Business Specialist? Does this need to be a full time position with a specific job description? Should the same individual be assisting child care programs with business practices that is doing employer outreach?
A19	Business specialist may be one individual or a combination of multiple individuals to total 1 fulltime employee (FTE). The business specialist's primary duties are to support childcare providers. This may include employer outreach.
Q20	Attachment 2 What is weighed in through regional versus county costs? In regard to attachment 2, would that increase fines for LE Milestone target sections? If so is there a pre-budget that can be allocated for those costs?
A20	CCR&R total funding availability is established regionally by activity category on Attachment 2 while the LE milestones maximum unit costs are set by county. There is no change in LE funding. A maximum of up to 5% or 10% of the basic quarterly allocation amount may be withheld by OCFS for not reaching specified performance requirements (up to 5% of quarterly claim amount for milestones 1-4 & 6, up to 10% of quarterly claim amount for milestone 5) Please refer to RFP Section 4.1 Desired Outcomes and Program Requirements.
Q21	Why are proposed budgets reflecting only the initial one-year contract period of (7/1/24 – 6/30/25)? (Page 54; Under Budget Questions (up to 20 points); Last paragraph). What about the remaining four years? (I understand that the remaining four would be estimated, and budget amendments would be required)
A21	This contract requires an annual budget, which is Attachment 7. It is anticipated the subsequent years of the contract will be substantially similar, so only the first-year budget is requested with the application.
Q22	What happens if funding is not available for the first year of the contract? Is OCFS going to provide payments to nonprofits via another mechanism? (Page 10; Under 2.4 Term of Contract; Second Paragraph) (OCFS states in the line above that advances will not be allowed for contracts resulting from this procurement).

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A22	OCFS anticipates funding will be available, contingent on State budget approval.
Q23	Attachment 9 - Quality Child Care Community-specific Strategies - Could a strategy be given to LE providers who want to take the H&S for Legally Exempt providers, but are not trying to obtain a child care license. They are taking the class to get the Enhanced Rate.
A23	Yes, but limited to Relative Only providers as non-relative providers are already required to take this training.
Q24	There seem to be M/WBE requirements, but not a line-item budget from which to generate discretionary expenses subject to M/WBE requirements. How do we calculate M/WBE expenses?
A24	M/WBE participation has a 0% goal for this RFP, so no calculation is necessary.
Q25	What is the attachment of open and closed programs in 2022 needed for?
A25	Attachment 4 is for reference only, to help determine deliverables.
Q26	How to calculate the rate?
A26	Attachment 1 provides the maximum per-unit costs per milestone. Attachment 2 provides the maximum amounts available per-county by activity. The Attachment 7 – Budget should be completed and submitted for the county proposed to be served. Attachment 7 has formulas to calculate your totals and instructions at the bottom. Please consult Section 5.2 Proposed Budget and the Budget Questions in Section 5.4 Proposal Content, Part H.
Q27	Is this a reimbursement type of grant or a fee for service?
A27	This is a deliverable (performance-based) contract and not an expense-based reimbursement contract so a line-item budget showing anticipated expenses by budget category (e.g. salary, supplies, etc.) with associated narratives is not required to be submitted with the grant application.
Q28	Are we supposed to be supporting only FCC and not centers?
A28	No, all modalities are to be supported.
Q29	Regarding the number of providers - are those the numbers we need to service?
A29	These numbers are provided for reference to help applicants determine deliverables. All providers are eligible to receive services, but it is not required to provide service to every provider. Not all providers will want or need services.
Q30	For NYC, it only gives FCC and GFCC. It doesn't provide centers. Is the exception to provide for centers as well? If yes, do we get that data from doh? In NYC, they don't put centers.
A30	Centers in NYC are to be served as well. OCFS does not license/register centers in NYC. This information may be obtained from NYC DOHMH.
Q31	Legally Exempt - can FCCN and agencies apply?
A31	If the applicant is asking if they can only apply to provide Legally Exempt services, the answer is no. NYS regulations Title 18 NYCRR 415.1(s) require CCR&Rs under contract with OCFS, except those in New York City, to provide

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	both CCR&R and Legally Exempt (LE) caregiver enrollment services. For LE caregiver enrollment services, the purpose of this project is to make one award to a qualified not-for-profit for each county in NYS outside of NYC, for a total of up to 57 awards. NYC is not covered within the Legally Exempt services project. For all applicants outside the five boroughs of NYC applying to provide services, the applicant must be proposing to provide <u>both</u> LE caregiver enrollment services and CCR&R services in that county. All applicants must satisfy the eligibility requirements outlined in Section 3.1 of the RFP.
Q32	It is our understanding that there is only 1 award now. We are trying to calculate the amount of referrals that will be made. Is the new contract in addition to the current contract? If yes, that will change the amount of referrals we are proposing.
A32	No, this RFP is for a new contract term of July 1, 2024 to June 30, 2029. The current contract term for this work ends on June 30, 2024. Awardees will receive separate contracts for CCR&R services and LE caregiver enrollment services.
Q33	Is the requested Org chart the organization’s current Org Chart or a proposed one with this contract?
A33	The organization chart should show how this program fits into the organization’s goals and mission. We recommend providing your current organizational chart with the proposed program included to show exactly where it will fall in your organizational structure.

Grants Gateway	
Q34	Please explain Grants Gateway access for RFP 1103 CCR&R and the anticipated transition of grants to SFS Grants Management in January.
A34	All grant opportunities that are currently active in the Grants Gateway, including RFP 1103 CCR&R, will continue to be available in the Grants Gateway until their due date. Currently active grant opportunities will not be switched to SFS, and you will not be required to log in to SFS to work on them. Please refer to the transition to SFS guidance found here: https://grantsmanagement.ny.gov/transition-SFS
Q35	When I log on to apply for the Child Care Resource and Referral Services Grant on grants gateway, there is no button there to click that says apply. I am signed on with the login that is able to apply for grants. Is the grant being done through grants gateway? Or the new system? Should I wait until January 16 to see if we can apply then?
A35	See A34. Please also refer to RFP Section 5.5 Proposal Submittal Process: <i>In order to access the online proposal and other required documents such as the attachments, you must be registered and logged into the Grants Gateway at https://grantsgateway.ny.gov in the user role of either a “Grantee” or a “Grantee Contract Signatory.” For information on using the Grants Gateway to submit proposals and apply for grants, please refer to: https://grantsmanagement.ny.gov/apply-grant.</i>

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Q36	When I log in to Grants Gateway I get a message in red, that states GG will no longer be available after 1/10/24, however I have started my application in GG. Will we complete this process in GG or be required to start over in SFS?
A36	See A34. The Grants Gateway is still available to submit applications for this grant opportunity.
Q37	In many places, including the submission process section, the RFP refers to using the Grants Gateway. Are these sections going to be amended to reflect that the submission is now going to be through the SFS Vendor Portal?
A37	No, see A34.
Q38	In many places the RFP refers to the “Pre-Submission Uploads” section of the application. How do I start the application in the portal so that I can get to that section?
A38	See A35.
Q39	a) Will required documents be uploaded into Grants Gateway after January 16, 2024, or will documents be uploaded into CMS after January 16, 2024? b) We understand prequalification is no longer taking place in the Grants Gateway. We having issues logging into SFS to complete our prequalification application. Do we have to be prequalified in SFS in order to submit our funding application in the Grants Gateway?
A39	a) See A34. CMS (the OCFS Contract Management System) is used post-award for contract development and contract management. All documents required for your grant application must be uploaded into the Grants Gateway. b) No, applicants are not required to be prequalified at the time of funding application submission in the Grants Gateway. OCFS is providing a 30-day grace period to obtain prequalified status in SFS. Please refer to Section 3.1 of the RFP for additional information about the prequalification requirement. Applicants are encouraged to log into SFS and complete the prequalification process in a timely manner. If you are having trouble completing prequalification in SFS, please email grantsgateway@its.ny.gov for assistance.

CCR&R Services Milestones

Q40	In Section 4.1 under Milestone 1—Information/Referral—there is a statement in BOLD that says Information/Referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds. Can you clarify this sentence. Does it mean we cannot report in MATCH any referral done for a family who is not receiving CCAP?
A40	CCR&R services may be provided to all families. The RFP has been amended to include the following language under this milestone: “When OCFS funding is exhausted or fully expended for this milestone, families who are ineligible for

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	the Child Care Assistance Program (CCAP) may be charged a fee for services that are not covered by OCFS funding.” Please refer to the amended RFP to see changes made to Milestone 1 – Information/Referral.
Q41	Can you please clarify the statement in Section 4.1 under Milestone 1 – Information and Referral. Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds? Does this mean that to qualify for the referral service, families must meet the current income guidelines for the Child Care Assistance Program? Is the general public (those families above the income threshold, eligible to receive this service under the CCRR contract?
A41	See A40.
Q42	Section 4.0 Program Requirements Milestone 1 – Information/Referral There is a statement in bold “Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds”. What does this mean? Does this mean if a CCRR does a referral for an ineligible family we cannot count it towards our milestone?
A42	See A40.
Q43	In section 4.1, for Milestone 1: If we provide service to ineligible families, will it count towards our milestones and will we receive payment for that service?
A43	See A40.
Q44	In section 4.1, for Milestone 2: What information do we need to collect in an online referral in order for it to be counted as a milestone?
A44	Information must be sufficient to identify service provided for example, name, address, phone number, email, county, zip code, and reason care is needed.
Q45	Milestone 1: Information/Referral (page 16): Can you provide clarity on “Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds?” Does this mean we that we cannot count families ineligible for child care assistance under the information/referral milestone? If it does.... Ultimately, my concern is that this statement restricts the families we can assist or how we can assist them. On page 1 of the RFP under 1.0 it states, “CCR&R services must be flexible, respectful of individual choice, and serve parents of all economic and ethnic groups.” My hope is that we are not limiting to families who are only eligible for CCA.
A45	See A40.
Q46	Milestone 1: Information/Referral (page 16): Can you provide clarity on “Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds?” Is eligibility based on income levels only or also programmatic eligibility?
A46	See A40.

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Q47	Milestone 1: Information/Referral (page 16): Can you provide clarity on “Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds?” Can a family who is only programmatically eligible, be counted under Information/referral milestone?
A47	See A40.
Q48	Milestone 1: Information/Referral (page 16): Can you provide clarity on “Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds?” Would we have to do a full screening for eligibility (i.e. making minimum wage, child’s immigration status, etc.) FYI: Our current referral database, MATCH, does not have the ability to report Information/referrals milestones in this manner. There will most likely be an additional cost to these modifications to MATCH.
A48	See A40.
Q49	Milestone 2: Online Referral (page 16): Can you let us know what “sufficient information must be collected from the online user...”? We currently collect name, phone number, email, county, zip code, and reason care is needed; additionally it is optional for the online user to provide home street address. Is this considered “Sufficient information”?
A49	Information must be sufficient to identify service provided, see A44.
Q50	Milestone 3: Basic Technical Assistance (page 17): Can Basic Technical Assistance provided to prospective providers be counted as a Basic TA milestone (i.e. helping an individual who is considering opening a child care program, etc.)?
A50	The milestone basic technical assistance is to be provided to licensed/registered providers and Legally Exempt providers.
Q51	Milestone 3: Basic Technical Assistance (page 17): Can Basic Technical Assistance provided to non-OCFS regulated programs, such as nursery schools or Pre-K/Universal Pre-k programs, be counted as a Basic TA milestone?
A51	See A50.
Q52	Milestone 3: Basic Technical Assistance (page 17): Can you provide clarity on what health issues are not part of the health care consultancy services (i.e. guidelines for COVID; guidance on what is needed to accept a child with health care needs; etc.)?
A52	A Health Care Consultant (HCC) may be utilized for a variety of trainings and support services outside of those listed and funded by OCFS as defined in the HCC milestones. For example, A program may request training for staff outside of Medical Administration Training (MAT). Training is not part of the listed HCC services.
Q53	Milestone 3: Basic Technical Assistance (page 17):

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	Can Basic Technical Assistance with a provider on the health care consultancy services be counted as a Basic TA milestone?
A53	Yes, if it fits the definition and is not a part of the Core service requirements as outlined in the Core services definition, "Child care resource development functions including but not limited to: recruitment of and outreach to prospective providers, support in the application process to become registered and licensed and maintenance of resource/toy lending library." See A54 and A70.
Q54	Milestone 4: Intensive Technical Assistance (page 18): Can Intensive Technical Assistance provided to prospective providers be counted as an Intensive TA milestone if it meets the in-person and at least one hour criteria (i.e. one-on-one meetings with a prospective provider about to start or going through the licensing process; start-up sessions; etc.)?
A54	The milestone intensive technical assistance to be provided to licensed/registered providers and Legally Exempt (LE) providers who are in the process of becoming licensed/registered child care providers. An enrolled LE provider who has an application for licensure or registration in process may be provided intensive technical assistance.
Q55	Milestone 4: Intensive Technical Assistance (page 18): Can Intensive Technical Assistance provided to non-OCFS regulated programs, such as nursery schools or Pre-K/Universal Pre-k programs, be counted as an Intensive TA milestone?
A55	See A54.
Q56	Milestone 4: Intensive Technical Assistance (page 18): Can Intensive Technical Assistance with a provider on the health care consultancy services be counted as an Intensive TA milestone when it's outside the plan and not part of the Initial Plan Consultation, Site Visit; or Health Care Plan Development/Renewal (i.e. When the Health Care Consultant goes to a center on the health care consultancy services that has a new diabetic child to provide training and guidance to the caregivers on how to care for this child and review information with parents)?
A56	Yes, if the service fits the definition of ITA and is not being submitted for reimbursement of Health Care Consultant (HCC) Services.
Q57	Milestone 4: Intensive Technical Assistance (page 18): Will the prior approval for remote ITA services need to be requested for each service or can it be a generic approval?
A57	It is the intention of OCFS that these services are provided in-person. Requests for remote Intensive Technical Assistance (ITA) services must be made on a case-by-case basis or as dictated by OCFS. In the event of a public health emergency or other broad reaching event, generic approval may be granted. Contract program managers and/or OCFS home office are the identified contacts for these requests.
Q58	Milestone 5 - Health Care Consultancy Services (pages 18-20)

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	Is the service “Health Care Plan Development/Renewal” include the annual review of the provider’s health care plan or only applicable when it’s the initial development or renewal of the Health Care Plan?
A58	Yes, this includes the annual review.
Q59	Milestone 5 - Health Care Consultancy Services (pages 18-20) Besides MAT, can you provide clarity on what types of items would be included in the fee structure for Health Care Consultancy charges that are not associated with the signed health care plan funded by OCFS?
A59	A Health Care Consultant (HCC) may be utilized for a variety of trainings and support services outside of those listed and funded by OCFS. For example, a program may request training on identifying communicable diseases. Training is not part of the listed HCC services.
Q60	RFP states on page 16 –“Information/Referral Services provided to families ineligible to receive child care assistance are not supported by OCFS funds”. If a parent/caller refuses to answer the eligibility/income question/s are we to assume they are or are NOT eligible?
A60	See A40.
Q61	RFP states on page 16 –“Information/Referral Services provided to families ineligible to receive child care assistance are not supported by OCFS funds”. How are we to accurately document/count information/referrals that are supported by OCFS funds if caller will not answer the eligibility/income question?
A61	See A40.
Q62	On Page 17, on milestone 2-Online Referral, It says sufficient information needs to be collected from online user to ensure proper documentation. My questions: What information needs to be collected? What is sufficient information considered?
A62	See A44.
Q63	On page 18, Intensive technical assistance must be provided in person for a duration of at least one hour. However, upon OCFS prior approval, remote service provision may be allowed. My questions: Can we count one hour on the phone with a providers as an ITA? Also what does OCFS prior approval look like?
A63	See A57.
Q64	Quality Child Care Community-Specific Strategies (page 20): Will the decision of the CCR&R not incorporating any “Quality Child Care Community –Specific Strategies” have a detrimental impact on chances of winning the RFP?
A64	No, these activities are optional. Optional activities do not receive a numerical score. Please refer to RFP Section 5.4 to see how applicants will be scored.
Q65	Page 16, of the RFP states: “Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds”. Does this mean that referrals completed for non-subsidy eligible families cannot be counted in the milestones for the grant?

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A65	See A40.
Q66	This section states that Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds. (Page 16; Under Milestone 1 – Information/Referral; Last Paragraph). Why are we not allowed to count all referral services, because we don't turn families away seeking help in our county?
A66	See A40.
Q67	What qualifies under OCFS requirements as related administrative cost in general? (Page 16; Milestone 1- Information/Referral; Last paragraph)
A67	Related administrative costs are those expenses incurred by an organization in support of these milestones that are considered overhead costs, or expenses that are not directly tied to the milestone but must be incurred to provide those services.
Q68	Pg 18 - Section 4.0 Program Requirements 4.1 Desired Outcomes and Program Requirements - Milestone 4 - Intensive Technical Assistance Intensive technical Assistance must be provided in person for the duration of at least one hour. - OCFS prior approval for remote services - When does this need to be requested and to whose attention? Our Regional Office?
A68	See A57.
Q69	Please clarify the language at the bottom of page 16, section 4.0, Milestone 1 Information and Referral Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds.
A69	See A40.
Q70	The definition for Milestone #4 Intensive Technical Assistance includes "LE providers who are in the process of becoming licensed/registered". If intensive technical assistance is provided to a prospective provider who is NOT an LE provider but is in the process of becoming registered or licensed (ie: assistance with completing the OCFS application, writing contracts and policies, etc) does this count as intensive TA or is this a service which would fall under the core component "support in the application process..."
A70	Providing assistance to prospective providers with completing the OCFS application, writing contracts and policies, etc. would fall under the core component. See A54 for information regarding what is classified as intensive technical assistance.

Attachment 7 – Budget	
Q71	Attachment 7 – Budget has some prefilled data. Could you provide a clean copy?
A71	The version of the Attachment 7 in the Grants Gateway has some unexpected data in some of the fields. Since we are unable to update/correct attachments

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	hosted in the Grants Gateway, please download and use clean copies of this attachment from either the OCFS website or NYS Contract Reporter in lieu of the Grants Gateway document.
Q72	Section 5.2 describes the proposed budget which includes directions for completion of a line item budget. The budget in Attachment 7 does not include a budget form to complete line item budgeting. Is a line item budget required and if yes, what form, if any, are we required to use?
A72	See A27. Only the deliverable budget (Attachment 7) is required. Please do not complete an expenditure budget and its associated narrative form.
Q73	We understand that Attachment 7 is required to be completed indicating costs per milestone. However, the RFP (pages 37 - 44) refers to a budget narrative and line items. Are we correct that a budget of costs by line item (personnel, fringe, supplies, contractual, etc...) and a corresponding budget narrative should also be prepared separately and submitted? Where would these be uploaded or entered in the application? Also, since CCR&R and LE will be separate contracts, should there be two line item budgets, one for CCR&R and one for LE?
A73	See A72 and A74.
Q74	Attachment #7 Budget is only one page with the milestone and core services breakdowns. There is not a line by line budget area or a place for a narrative explanation as discussed on pages 37-43 of RFP. Where are we to submit our narrative explanation of lined budget items such as personnel, equipment, travel, supplies, etcetera?
A74	See A72, and reference RFP Section 5.4 Proposal Content for information required to be submitted with the grant submission. Narrative explanations should be included as requested by OCFS in the “program-specific questions” section of the online application.
Q75	Where is the budget narrative form in the pre-submission uploads?
A75	See A72 and A74. The Attachment 7 is the only budget-related document required in the pre-submission uploads.
Q76	I don't see a line-item budget in the Pre-Submission Uploads—is there one or is Attachment 7 the only budget we submit?
A76	See A72 and A75.

Administrative Expenses

Q77	What is the cap for admin/indirect? We have a Federally Approved Indirect Rate. Can we use this or is Admin limited to 5%?
A77	The RFP has been amended regarding administrative expenses. Yes, applicants that have a Federally approved indirect rate may use this to calculate administrative cost cap. Please refer to the amended RFP for additional information. Applicants without a federally approved indirect cost agreement may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).

**RESPONSES TO QUESTIONS FOR
RFP # 1103 CHILD CARE RESOURCE AND REFERRAL SERVICES,
INCLUDING LEGALLY EXEMPT CAREGIVER ENROLLMENT SERVICES**

Q78	Since these are federal funds, will a federally approved Indirect Cost Rate be allowed? Will indirect costs be separate from the 5% cap on administrative costs?
A78	See A77.
Q79	On page 44, it states that total administrative costs may not exceed 5 % of the total grant award. This replaces the 10% de minimis allowable rate?
A79	See A77.
Q80	I am looking for more clarity/specifics about what is included as “Administrative Expense” section (page 44). a. Why is it limited to 5%? It was 10% previously?
A80	See A77. Outreach, training and education, and eligibility determination are NOT considered administrative costs. The core deliverable milestone definition includes additional tasks. Administrative costs are generally defined as those not directly related to the provision of services to clients. Sample Administrative Duties/Costs: a. Purchasing supplies c. Bookkeeping /Accounting d. Hiring staff & HR functions e. Completing contract reporting/claims f. Auditing g. Management of property h. Traveling for administrative functions
Q81	I am looking for more clarity/specifics about what is included as “Administrative Expense” section (page 44). b. What does this mean – “Include the base on which the administrative expense will be charged”.
A81	Administrative costs are usually a percentage, so it is necessary to identify the base amount that the rate is being applied against. See A80.
Q82	I am looking for more clarity/specifics about what is included as “Administrative Expense” section (page 44). c. Is the Executive Director’s time that is spent planning, supervising, evaluating and overseeing all of the programmatic work considered Administrative?
A82	See A80. Costs that are directly related to the services provided under the contract are programmatic costs. Executive Director oversight would be considered Administrative duties.
Q83	I am looking for more clarity/specifics about what is included as “Administrative Expense” section (page 44). d. What are examples of Administrative Expenses that are subject to the 5% cap?
A83	See A77 and A80.

**RESPONSES TO QUESTIONS FOR
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Q84	Are administrative expenses only for salaries?
A84	See A80 and A82.
Q85	What is considered administrative expenses?
A85	See A80.
Q86	<p>RFP page 44, f. Administrative Expense, A. For Federally Funded Awards says “as defined by federal child care regulations, may not exceed 5% of the total grant award.” OCFS memo to LDSS (23-OCFS-LCM-12-R2) says “An LDSS may spend no more than 5% of its FFY NYSCCBG allocation...”</p> <p>Limitations on administrative costs: No more than 5 percent of CCDF expenditures may be used for administrative costs incurred by the state to carry out all its functions and duties. The 5 percent limitation applies only to states. This is found at this link.</p> <p>Is the 5% written in the RFP correct or is it a mistake as we are not a LDSS or a state agency? The 5% is very concerning especially since when we just did our 1 year contracts and we were told admin is 10% by OCFS and BCM.</p>
A86	See A77.
Q87	The administration cost is stated that it cannot exceed 5% of the total grant award (Pg 44; Subsection A; First Paragraph). Will indirect cost be separated from administration cost?
A87	See A77. Indirect and Admin costs are one and the same.
Q88	<p>Pg. 44 - Section B Non-Personal Services/F. Administrative Expense/A. for Federally Funded Awards</p> <p>Total administrative cost, as defined by federal child care regulations, may not exceed 5% of the total grant award. - Is this percentage correct?</p>
A88	See A77.

BIPOC Leadership	
Q89	Is all of Question G2 "not applicable" if the organization is not led by BIPOC? Or will partial points be awarded for describing, for example, diversity trainings and how the organization handles discrimination complaints?
A89	Yes, if the applicant organization does not have a BIPOC leader, they get 0 points for G2 regardless of other information provided.
Q90	Does someone who is Hispanic or Latin American with Indian ancestry qualify as person of color?
A90	Yes.