RESPONSE DATE	QUESTIONS	ANSWERS
July 5	**Our agency may not meet the organizational requirements of the CQIS RFP, but can we partner with an Applicant or serve as a sub-contractor?**	**YES.** We encourage potential respondents to collaborate where appropriate
July 5	**Can I bid for this RFP and serve as a sub-contractor?**	**YES.** And sub-contractors may be included on multiple proposals.
July 5	**Can you more clearly articulate your vision for the role of: "Consulting Supports Development and Coordinator"? Does this person need to fulfill the role of AQIS Facilitator also?**	OEC shared their vision in the scope of work in Attachment A for this role. We are requesting that organizations respond with their vision to implement the Consulting Supports Development and Coordination following any noted restrictions regarding sub-contracting. Yes, "an AQIS facilitator of the applicant" would be the person expected to fulfill this role. The responding entity can propose the distribution of work for the facilitator(s) they employ, recognizing the lead facilitator would carry the bulk of the work.
July 5	**Does the person managing the statewide coordination consulting supports also need to be an AQIS facilitator?**	**YES.** Per Attachment A of the RFP, Consulting Supports System Development: During the first three months of the contract an AQIS facilitator of the applicant, in conjunction with the OEC, will develop a system to be used to coordinate statewide consulting supports and services for fragile programs including, but not limited to: • Referral form; • Processing of referral; • Secure cadre of consultants with a variety area of expertise; • Scope of work template; • Consultation log; and • Reporting requirements. **As indicated in the fiscal notes section of Attachment A, funds to support this activity shall be used to "support processes and coordination of consulting services; professional staff and clerical supports."**
July 5	**When budgeting can a standardized rate be used across regions for AQIS facilitator when putting in salary and benefits across multiple regions?**	**NO.** Organizations have customized salary scales.
July 5	**Do we need to request that anyone we list on our staffing roster do an updated Attachment B (Technical Assistance NAEYC Attestation), or only complete for new staff?**	**YES.** Attachment B - **Technical Assistance NAEYC Attestation** - is a revised version of the original document and updated on June 22, 2022; therefore, Technical Assistance Providers and sub-contractors associated with an award from the CQIS RFP must complete. OEC will send out the date when the Registry System is available to accept the Attestation Attachment(s), which may or may not be available by the RFP due date of August 3, 2022.

RESPONSE DATE	QUESTIONS	ANSWERS
July 5	**Is it possible for an organization to serve more than one AQIS region?**	**YES**. The Responding Entity or Organization **must meet ALL three of the criteria** stated on page 6 of the RFP and Attachment A in order to serve more than one AQIS region: • A single Entity may respond to one or more regions **AND** • Respondents by region must be the deliverer of services of the region(s) applied for **AND** • AQIS facilitators must be employees, not contractors, of the responding entity per region. ***Example Responding Entity ABC*** **Example Region: North Central** Response for NC AQIS Scope of Work includes that responding entity ABC will deliver AQIS services by an ABC employee **Example Region: South Central** Response for SC AQIS Scope of Work includes that responding entity ABC will deliver AQIS service by an ABC employee
July 12	**How does OEC want the signature to appear on Attachment B - NAEYC Attestation Form?**	The signature must be a **real** signature either via physically signing and scanning the page for upload, e-verified signature (i.e., Adobe, DocuSign, etc.), or a cut and paste of your actual signature. **A typed signature will be denied.**
July 19	**Activity 2: Is the Coordination amount of 24,200 annually part of the Administrative amount or part of Activity Implementation amount?**	The amount specified for coordination for Activity 2 may be used for support staffing necessary for implementation of contract activities. This amount of $24,200 does not include the allowable Administrative and General Fees, which cannot exceed 10%.
July 19	**Activity 2: Can TA providers be compensated for participation for Training of Trainers and/or OEC required TA Meetings?**	**YES.** Although, the OEC activity lead must agree to the specific scope and nature of the Training of Trainers and/or TA Meetings. Activity leads may limit the number of TA providers compensated for these opportunities within each activity.
July 19	**Activity 1: Please clarify: "one of whom must be designated as the lead and who will coordinate the region's work, performing at least 60% of each of the activities including on-site visits, group meetings and other activities of the region's AQIS project"**	The contractor will need to designate a lead for each region who will perform at least 60% of the work for this activity. The work will include, but not be limited to, on-site visits, support group meetings, trainings, and other activities of the region's AQIS work. Please be reminded that the activity lead in each region **must** be employed by the responding entity.
July 19	**What type of contract does the state intend to award (e.g., FFP, T&M/labor hours)?**	The State intends to award a Point of Service (POS) contact.
July 19	**Will the state accept fully loaded rates that include salary, fringe, overhead, G&A, and profit?**	**No.** The State requires that the salary, fringe/benefit, and overhead, etc. must be itemized separately in the UCOA.

RESPONSE DATE	QUESTIONS	ANSWERS
July 19	**On pg. 22 within the Budget and Staffing Plans section, number 19. states that we should *"Submit a detailed budget using the OEC's standard budget template."* I have looked on the website and within the documents and cannot find OEC's standard budget template. Could you please provide this?** **Can you provide the standard OEC budget template? (Page 22)** **We cannot locate the budget template. Could you please direct us to where we can find it?** **The RFP refers to the OEC standard budget template. Is this template required and is it available online?**	**YES.** The Template is required. OEC requests that Respondents use the Uniform Chart of Accounts (UCOA) found here: https://portal.ct.gov/OPM/Fin-POS/Standards/POS-Information under Purchase of Service (POS) - G.2 Uniform Chart of Accounts and Electronic Workbook.
July 19	**Do you want one budget for the entire grant term or separated by fiscal year?**	Please provide one budget for the entire grant term of January 1, 2023, to June 30, 2026.
July 19	**What is the anticipated total number of programs to be served each year?**	Each activity outlines the settings and/or personnel to be served. Activity leads will work with vendors throughout the contract period to set goals and monitor progress of the service.
July 19	**Does the 10% cap on administrative funds refer to Administrative and General Costs? (Page 15)** **How are administrative costs defined for the purposes of capping these expenses?**	**YES. Per the Uniform Chart of Accounts, Administrative and General (Line 7100) is defined as**, *"A&G costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Because of the diverse characteristics and accounting practices of organizations, it is not possible to specify the types of cost that may be classified as A&G costs in all situations. In addition, there is no universal definition of A&G costs in federal OMB circulars, GAAP, or other cost accounting standards. Therefore, for the purposes of these cost standards, A&G is defined as those costs that have been incurred for the overall executive and administrative offices of the organization or other expenses of a general nature that do not relate solely to any major cost objective of the organization. They are costs that by their nature are administrative in support of the overall organization. These costs must be identified and defined in the provider board approve cost allocation plan."*
July 19	**What are the expectations regarding annual fiscal reporting?**	The selected contractor(s) is/are expected to provide quarterly programmatic and fiscal reports. Annually, any unexpended funds are to be returned to OEC.
July 19	**Are the data requirements already being collected in some manner by the state or will the vendor be responsible for data collection?**	The OEC is currently building data systems. Each activity may require unique data. Working with the OEC activity lead will be important when determining what data will be needed to be collected by the vendor.
July 19	**Can additional staffing above and beyond what is indicated in Attachment A for the activities be included in the budget?**	Only place the staff that are associated with the activity in the budget.
July 19	**Are there start-up funds available and accessible prior to the January 1 start date?**	There are no startup funds available, however, if there is an activity that is currently funded by an existing vendor, there is a plan for transitioning activities to the newly selected vendor.

RESPONSE DATE	QUESTIONS	ANSWERS
July 19	**Activity 6 in Attachment A says that "Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria. Although, consideration regarding the nature of this activity as research, meeting each of the staffing criteria is not necessary." The columns in the Attachment C 'checklist and plan' include some items that appear to be actual yes/no criteria (like 'Speaks languages other than English') while others are less clear (like 'TA Experience (years)'. Can you clarify the expectations for each of these fields and whether they should apply to all staff included in the proposal, only key staff, etc.? Also, might some of the criteria be met at the organization level or across key staff rather than for every staff member? (Attachment A)**	Page 11 of the RFP states: The Contractor shall ensure staff qualifications and sub-contractors conducting services outlined in the program activities, meet, or have an OEC-approved plan to meet, OEC criteria for qualified technical assistance providers for each position as approved by the OEC prior to contract execution. (Please see REVISED Attachment C for completion.) Services refers to direct field engagement with early childhood providers and/or technical assistance providers either in person or online related any of the activities. Staff or sub-contractors providing such direct service should be represented on Attachment C which is now posted as a REVISED attachment. The OEC technical assistance provider approval criteria: • Holds adult learning course or OEC modules as verified by the Registry. If technical assistance provider does not hold adult learning, the employee/sub-contractor will take within one year of working for the contractor under this funding. • Holds a minimum of an Associates Degree with at least 12 early childhood credits, bachelor's degree preferred. • Submits an OEC developed attestation agreeing to comply with the NAEYC Code of Ethics and Code of Ethics Supplement for Early Childhood Adult Educators. • Engage in an OEC provided orientation when it is available for viewing in Canvas. • Become familiar with the OEC Technical Assistance Provider Core Knowledge and Competency Framework.

RESPONSE DATE	QUESTIONS	ANSWERS
July 19	**Activity 7 in Attachment A says "The State Anchor (whether staff or subcontractor) is expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or applicant must submit a plan to support the State Anchor to meet the OEC criteria. The columns in the Attachment C 'checklist and plan' include some items that appear to be actual yes/no criteria (like 'Speaks languages other than English') while others are less clear (like 'TA Experience (years)'. Can you clarify the expectations for each of these fields and whether they should apply only to the proposed State Anchor or also to other staff included in the proposal? Also, might some of the criteria be met at the organization level or across key staff rather than for every staff member?**	Page 11 of the RFP states: The Contractor shall ensure staff qualifications and sub-contractors conducting services outlined in the program activities, meet, or have an OEC-approved plan to meet, OEC criteria for qualified technical assistance providers for each position as approved by the OEC prior to contract execution. (Please see REVISED Attachment C for completion.) Services refers to direct field engagement with early childhood providers and/or technical assistance providers either in person or online related any of the activities. For Activity 7, the State Anchor, and any other raters who will offer training on the Rating Scales, will need to meet, or have an OEC-approved plan to meet, OEC criteria for qualified technical assistance providers for each position as approved by the OEC prior to contract execution. Staff or sub-contractors providing such direct service should be represented on Attachment C which is now posted as a REVISED attachment. The OEC technical assistance provider approval criteria: • Holds adult learning course or OEC modules as verified by the Registry. If technical assistance provider does not hold adult learning, the employee/sub-contractor will take within one year of working for the contractor under this funding. • Holds a minimum of an Associates Degree with at least 12 early childhood credits, bachelor's degree preferred. • Submits an OEC developed attestation agreeing to comply with the NAEYC Code of Ethics and Code of Ethics Supplement for Early Childhood Adult Educators. • Engage in an OEC provided orientation when it is available for viewing in Canvas. • Become familiar with the OEC Technical Assistance Provider Core Knowledge and Competency Framework. The state anchor must meet the OEC criteria for qualified technical assistance providers. See the **REVISED** Attachment C and the response to the previous question.

RESPONSE DATE	QUESTIONS	ANSWERS
July 26	**Regarding staffing:** ○ **If FTE is stated in Attachment A, are we limited to this number? For example, Activity 1SW explicitly requires 2 FTE staff members. Are we limited to 2 FTE staff members for this activity?** ○ **Does "*additional staff must also perform work across each of the activities identified above*" mean that we can include additional FTE for an activity but that any additional FTE must have all of the same duties as the "base" FTE? Please clarify.**	**NO.** If Full Time Equivalent (FTE) is stated in Attachment A the contractor is not limited to the exact number. The combined time of the staff members must equal the appropriate number of FTEs. However, if specified, there may be a cap to the number of staff members. **YES.** Any staff assigned to implement Activity 1 must perform at least a portion of the work across all activities listed in the scope of work. OEC is not seeking staffing structures that assign specific categories of the work to each individual (e.g. we do not want one staff person to perform site visits while another conducts group meetings).
July 26	**Regarding margin/profit:** ○ **Is margin/profit allowable?** ○ **If yes, is this considered an administrative expense?**	Funding is for expenditures associated with the implementation and delivery of services and must be justified in the budget according to allowable expenses outlined by each activity.
July 26	**Can the coordinating entity for the activities (scope of work) in RFP also provide the direct services that are to be provided by qualified individuals?**	The coordinating entity can assign entity staff and/or sub-contract, where allowable, the direct service associated with the activity. Any individual providing direct service (sub-contractors or entity staff) must meet the approval criteria.
July 26	**On page 22 of the RFP in Section E. Attachments it says, "Résumés of Key Personnel may be requested *but not necessary to attach at this time*."** **On page 33 of the RFP under *Required* Attachments, it says, "Résumés of Key Personnel".** **Are resumes required to be submitted with the RFP or as requested?**	Résumés are not required but may be requested.
July 26	**If applying for Consulting Supports under Activity 1, if we need to use a facilitator, how does it impact their FTE caseload? Is this above and beyond, their regular AFP work/day to day workload?**	The Contractor is responsible for assigning work to their employees. It would be reasonable that an employee assigned to lead the development and state-wide coordination of the consulting supports activity would have a lesser caseload for the other areas of work of the AQIS activities.
July 26	**Will electronic signatures be acceptable?**	The signature must be a **real** signature either via physically signing and scanning the page for upload, e-verified signature (i.e., Adobe, DocuSign, etc.), or a cut and paste of your actual signature. **A typed signature will be denied.**

RESPONSE DATE	QUESTIONS	ANSWERS
July 26	**In this RFP application prompt below, is the expectation that there is a narrative response here or is this strictly an attachment?** ***19. Proposed Budget & Budget Narrative:*** ***Submit a detailed budget using the OEC's standard budget template. The budget should reflect how your funding request will be utilized and include a narrative description of the spending plan. Respondents are advised that a responsive budget must limit annual administrative costs to 10% of the total budget.***	**YES.** There is an attachment/template required. OEC requests that Respondents use the Uniform Chart of Accounts (UCOA) found here: https://portal.ct.gov/OPM/Fin-POS/Standards/POS-Information under Purchase of Service (POS) - G.2 Uniform Chart of Accounts and Electronic Workbook.
July 26	**In the Scope of Work Application for Activity 2- It doesn't appear that the specific breakdown of activities with their dollar amounts adds up to the total amount listed at the top of the column. Please advise.**	In the Scope of Work summary (page 1 of Attachment A) the amount of funding for implementation should read $1,490,100. Unless noted as annual amounts, all amounts in the column labeled "Fiscal Detail/Staffing" are intended as totals for the duration of the contract. The labeled specific amounts were not included in the column titled "Fiscal Detail/Staffing" for the following items: • Training, mentorship and/or other support for staff and/or subcontractors providing services under this activity • materials, copying, and/or food necessary for the implementation of this activity. The amount included in the total but not accounted for in the "Fiscal Detail/Staffing" can be allotted for these items.
July 26	**In the Scope of Work Application for Activity 7- It doesn't appear that the specific breakdown of activities with their dollar amounts adds up to the total amount listed at the top of the column. Please advise.**	Unless noted as annual amounts, all amounts in the column labeled "Fiscal Detail/Staffing" are intended as totals for the duration of the contract. Specific amounts were not included in the column labeled "Fiscal Detail/Staffing" for the following items: • costs associated with implementation of this activity that might include software, equipment, and/or other services • Material, copying, and/or food that might be required as a part of training provided under this activity The amount included in the total but not accounted for in the "Fiscal Detail/Staffing" can be allotted for these items.
July 26	**Attachment A states a max of 4 pages per region. Is the formatting the same for Attachment A as it is for the main RFP (12-point, 1.5 line spacing)?**	**YES.** The formatting for Attachment A is the same as the main RFP, which is Times Roman 12-point and 1.5 line spacing.