

QUESTIONS & ANSWERS

RFP#2024-0050

EARLY CHILDHOOD COMMUNITY ASSESSMENT

November 18, 2024



No.	QUESTION	ANSWER
1.	Is the Suspension and Debarment form (Attachment 4) a required attachment for the proposal submission?	The Suspension and Debarment form, Attachment 4, to the Sample Contract will be required to be signed as part of the final signed contract with the awarded offeror. Is it not required to be submitted as part of the Proposal Submission.

No.	QUESTION	ANSWER
2.	Should the proposal be submitted to the general ECECD RFA email or the specified Procurement Managers email?	Per Page 20., Section III., Response Format and Organization, B. Electronic Submission, "Only Electronic Submission via Email is permitted to ececd.rfa.ececd.nm.gov "

No.	QUESTION	ANSWER
3.	How long should the proposal be? Is there a maximum length? (Any Font or spacing specifications?)	There are no requirements for the length of proposals or a maximum length. There is also no required font or spacing specifications.

No.	QUESTION	ANSWER
4.	Under B. Technical Specifications, Section 3. Mandatory Specifications, subsection F.4.A: The ability to Synthesize data and provide an example of a previous report as an attachment.	The offeror can provide an example of any type of synthesized data. It can be qualitative, quantitative or a combination of data.

	We would like to provide an example of a previous report to illustrate our ability to synthesize data. Can this be about any data? For example, can it be a policy report where we synthesized research and best practices? Is it quantitative data analysis? Qualitative data analysis? A combination?	
--	---	--

No.	QUESTION	ANSWER
5.	Can you please clarify if the award will be issued as a grant or a contract? If awarded as a contract what would be the contract type? (Fixed price, time & materials, etc.)	The award will be issued as a contract only. The contract will be reimbursement based and can be fixed prices or deliverable based.

No.	QUESTION	ANSWER
6.	Can we use our federal negotiated indirect cost rates?	The Early Childhood Education and Care Department (ECECD) has a maximum indirect rate policy of 10%.

No.	QUESTION	ANSWER
7.	Pg. 21 C. Proposal Content and Organization Are there any formatting instructions (page limit, font size etc.)?	There are no requirements regarding formatting that includes page limit or font size.

No.	QUESTION	ANSWER
8.	Transmittal Letter (Attachment E) and Campaign Contribution and Disclosure Form (Attachment B) forms are to be included in both the Technical and Cost Proposals? Page 21 C PROPOSAL CONTENT AND ORGANIZATION/ Page 28 C. Business Specifications.	The Campaign Contribution and Disclosure Form (Attachment B) and Letter of Transmittal (Attachment E) are required to be submitted in the TECHNICAL PROPOSAL ONLY. The Cost Proposal shall only be inclusive of the completed Cost Response Forms (Appendix D. and D.1).

No.	QUESTION	ANSWER
9.	What is your estimated budget limit or budget range for this project?	The maximum budget award is \$500,000.00

No.	QUESTION	ANSWER
10.	The proposal asks for previous experience in three sections: once in a “Relevant Experience” portion, another within the “Project Implementation & Approach” portion, and lastly in the “Desirable Specification” portion. Can you explain how	The offeror should describe previous experience that is similar or has commonality with the deliverables outlined in scope of work in completing a Community Assessment of the early childhood ecosystem. For the response to “Program Implementation & Approach”, offeror should use examples of previous work that

	we can think of these sections differently to avoid redundancies?	demonstrates the expertise in completing the deliverables outlined in the scope of work if applicable. For the “Desirable Specification”, the offeror should describe experience in data collection and analysis specifically in early childhood datasets.
--	---	--

No.	QUESTION	ANSWER
11.	Page 24, IV.A Detailed Scope of Work, Activity 2.A- Does ECECD expect focus groups and interviews to also be conducted in English and Spanish, or is it sufficient for written survey materials to be available in both languages?	As stated in the deliverable, verbal and written components should be available in English and Spanish.

No.	QUESTION	ANSWER
12.	Page 28 IV.B Technical Specifications, 4. Desirable Specifications: A, B, C- Is ECECD looking for examples of previous experience in these areas? Or is ECECD looking for how we would approach these areas for the Early Childhood Community Assessment Work?	Per page 31-32, for “Synthesize Data”, the offeror can provide an example of a report that demonstrates the ability to synthesize data in addition to a description. For “Early Childhood Data Collection and Analysis”, the offeror should describe their understanding and experience if applicable. For “Diverse Communities”, the offeror should describe their previous experience working with racially, ethnically and linguistically diverse communities if applicable.

No.	QUESTION	ANSWER
13.	In Section III. Response format and Organization, B.1. Page 20-21, for the submission of the proposal, is the Technical Proposal, submitted in a separate email from the cost proposal or is one email with two separate documents (technical and cost proposal).	Potential Offerors should send <u>one email</u> with one attachment “Technical Proposal” and a separate attachment “Cost Proposal”. (Two separate attachments). If a potential offeror sends one email with the Technical Proposal and a second email with the Cost Proposal, that would be acceptable as long as they are clearly identified, but it is preferred to have one email with two separate attachments.

No.	QUESTION	ANSWER
14.	Can ECECD clarify several questions related to the type of contract and how budget information is presented? A. What type of contract does the state intend to award (e.g. cost reimbursement, time and materials, firm fixed price)?	A. The contract budget will be reimbursement based and can be fixed prices or reimbursed by deliverable. The offeror must adhere to the Cost Response forms and not deviate from the instructions.

	<p>B. The RFP defines “hourly rate” on page 4. However, the term does not appear elsewhere in the solicitation. Would the government allow bidders to present hourly rates in Table 1 of Appendix D as defined on page 4 of the solicitation?</p> <p>C. Based on responses to the above two questions, does the government have any clarification as to what information is required on Appendix D. Specifically, how should bidders present loads associated with labor including fringe, overhead, and G&A. How should bidders present labor costs (unloaded or fully loaded).</p>	<p>B. The offeror can use an hourly rate as described in the definitions on page 4, however the offeror should provide the FTE for each position and the percentage of the FTE devoted to this award. The hourly rate would be referenced under “Pay Rate” for “Personnel Expenses” on the Line-Item Budget Form.</p> <p>C. The offeror should adhere to the Cost Response form instructions and not deviate from them. The offeror should provide unloaded labor costs and outlined in each line-item budget that includes additional expenses that includes fringe benefits, travel, supplies and equipment and other program operating costs. **The Cost Response Forms are not to be deviated from in this RFP.</p>
--	--	---

No.	QUESTION	ANSWER
15.	<p>Can ECECD provide bidders with access to the following documents referenced on Page 1 of the RFP:</p> <ul style="list-style-type: none"> a. System Asset and Gap Analysis (SAGA) of the ECECD System b. Community Needs Assessments (CNAs) 	<p>ECECD will post the SAGA to ECECD website (Reports and Plans Early Childhood Education & Care Department). The local early child system building coalitions’ CNAs, they will be posted at the following link: Local Early Childhood System Building Coalitions Early Childhood Education & Care Department</p>

No.	QUESTION	ANSWER
16.	<p>Is the indirect rate capped at 10%? Would a federally negotiated indirect rate be accepted?</p>	<p>The indirect rate or administrative cost rate is limited to 10%. A federally negotiated rate will not be accepted.</p>

No.	QUESTION	ANSWER
17.	<p>Are the Departments requested budget terms meant to exclude professional firms?</p>	<p>The requested budget terms do not exclude professional firms from submitting a proposal.</p>

No.	QUESTION	ANSWER
18.	Will a proposal be excluded if the vendor supplies its hourly rate structure by labor category as an alternative to the requested salary plus fringe information?	The offeror must adhere to the Cost Response form and instructions. This ensures all offerors are scored on the same level. For personnel expenses and personnel fringe, the instructions are to provide salary and percentage of effort as percentage of FTE devoted to this award. If the vendor has an hourly rate structure, the offeror should use that in their calculation of pay rate and FTE to calculate a total for each position listed as outlined in Appendix D.

No.	QUESTION	ANSWER
19.	<p>It is noted, the requirement in Attachment 5 for a potential offeror to provide information as a “sub-recipient” to the state. Elsewhere in the proposal you describe a contracting relationship for the selected vendor. As defined by the federal government, subrecipients are typically independent contributors to a program and are paid whether they deliver on the work or not. Oftentimes, subrecipients are academic institutions, local governments, or other public-sector entities, whereas contractors function independently but are accountable for delivering on contracted requirements.</p> <ul style="list-style-type: none"> • Did you intend to imply this is a subrecipient relationship, as most private companies cannot play that role. 	Per Appendix C on page 39, the attachment is part of a draft contract and is included in all State of New Mexico contracts. If a vendor is deemed a contractor and not a recipient, the executed contract will include Attachment 5 and state it is Not Applicable.

No.	QUESTION	ANSWER
20.	<p>Page 57 of the RFP notes: “Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) Admin costs)”. Specifically, §200.414(d) states, "Pass-through entities are subject to the requirements in §200.332(b)(4) and must accept all federally negotiated indirect cost rates for subrecipients." However, on page 59 of the RFP, it notes that “Under this portion of the line-item budget, administrative costs must be limited to 10% and may be below 10%. Could you please clarify whether ECECD would be able to accept an offerors federally negotiated indirect rate?</p>	<p>Attachment 5 on page 57 would only be filled out if the vendor was determined to be a sub-recipient, however this award will be a contract only. ECECD will only accept a maximum indirect rate of 10%.</p>