

**State of Indiana RFS 20-047**  
**CCDF Agreement Centers**  
**Question and Answer Responses**

Question No.	RFS Section	Specific Question/Inquiry	State's Response
1	Other	Will the webinar PowerPoint be distributed?	Yes, the PowerPoint presentation from the informational webinar held on December 4 has been posted on the RFS 20-047 webpage: <a href="https://www.in.gov/idoa/proc/bids/rfs-20-047/">https://www.in.gov/idoa/proc/bids/rfs-20-047/</a> .
2	Attachment F: Scope of Work	Our centers currently accept child care subsidies through FSSA without contracted slots. How does this differ from that? Could you give an example of why a current CCDF provider would choose to apply?	The CCDF Slots awarded through this contract are guaranteed slots for the specific CCDF Agreement Center provider to fill with eligible children during the two-year contract period. These slots do not travel with the family and cannot be lost by a child leaving the provider, as with the regular CCDF program. If a child using a CCDF Slot awarded under this contract leaves the provider, the CCDF Agreement Center may offer that slot to another child that meets the eligibility criteria.
3	Attachment F: Scope of Work	Can we be both a CCDF provider and CCDF Agreement Center? Is one preferred over another?	A provider must already be CCDF-eligible to become a CCDF Agreement Center. CCDF Agreement Centers may also serve CCDF-eligible children through the county CCDF waitlist process as long as they are not filling a CCDF Slot awarded through this contract with a child from the CCDF waitlist.
4	Attachment F: Scope of Work	The RFP has a lot of language about the Intake Agent. Would the Agreement Centers be their own Intake Agent?	The CCDF Intake Agent described in Section 6.3 of Attachment F Scope of Work refers to the State's official CCDF Intake Agents that facilitate eligibility and authorization services for CCDF families and are assigned based on the provider's county. All CCDF-eligible providers, including CCDF Agreement Centers, must work with their appropriate CCDF Intake Agent for eligibility determination and voucher issuance for their CCDF families. CCDF Agreement Centers must also pre-qualify a family to confirm the family has a CCDF-approved service need and appears to meet income eligibility guidelines before submitting a referral to the CCDF Intake Agent.
5	Attachment F: Scope of Work	Is the reimbursement the same amount as the current CCDF program?	As stated in Section 8 of Attachment F Scope of Work, the reimbursement for Awarded CCDF Slots is the established CCDF child care reimbursement rate for the family's county of residence.
6	Attachment F: Scope of Work	If slots are not filled, what happens? For example, if no one chooses our site, what happens?	As Respondents are able to propose the number of CCDF Slots to be awarded through this contract, they should only propose the number of CCDF Slots they believe they will be able to fill by October 1, 2020. If an Awarded CCDF Slot is not filled, the CCDF Agreement Center will not receive payment for that slot. If an Awarded CCDF Slot is not filled for more than three consecutive months, the CCDF Agreement Center may be placed on a Corrective Action Plan which could result in contract termination.
7	Attachment F: Scope of Work	If we are a current Agreement Center, do we need to re-apply?	Yes, all providers seeking to serve as CCDF Agreement Centers following October 2020, even providers currently serving as CCDF Agreement Centers, must submit a response to this RFS. Current CCDF Agreement Centers wanting to continue to serve the families funded through current CCDF Slots should include these with the "Requested CCDF Slots" listed in their Attachment C Technical Proposal to be awarded through this contract.
8	Attachment F: Scope of Work	So, parents already on the waiting list for CCDF can't do this?	Families currently on the CCDF waiting list may instead receive services through an Awarded CCDF Slot as long as they are then removed from the CCDF waiting list.
9	Attachment H: Intent to Respond	When is the intent to respond form due?	The optional intent to respond form was due to Teresa Deaton-Reese at <a href="mailto:tdeaton@idoa.in.gov">tdeaton@idoa.in.gov</a> by December 5.
10	Attachment F: Scope of Work	If we are awarded an Agreement Center contract, then do we begin receiving funds for all slots, filled or unfilled, as of Oct 1?	CCDF Agreement Centers will start receiving reimbursement for filled Awarded CCDF Slots effective October 1, 2020. CCDF Agreement Centers will not receive any reimbursement for unfilled Awarded CCDF Slots. Section 8 of Attachment F Scope of Work has been updated to clarify that only filled CCDF Slots following October 1, 2020 will be reimbursed.
11	Attachment F: Scope of Work	Can I clarify, there is no reimbursement for holding the spot if it is not filled, correct?	As stated in Section 8 of Attachment F Scope of Work, reimbursement is only made for the actual time and attendance of a child in an Awarded CCDF Slot. If an Awarded CCDF Slot is unfilled, even if it is held for a pending case, no reimbursement to the CCDF Agreement Center will be made.

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12	Attachment F: Scope of Work	Do we have to fill our available seats by Oct 1 2020? Or does the program start then?	The State intends for all Awarded CCDF Slots to be filled by October 1, 2020. However, CCDF Agreement Centers are not required to have all Awarded CCDF Slots filled by this date, and will only receive reimbursement for Awarded CCDF Slots filled.
13	Attachment F: Scope of Work	What happen to the family that's on the Agreement Center after the two years contact?	If the CCDF Agreement Center applies and is awarded through the future RFS opportunity, the family can remain with the CCDF Agreement Center utilizing a new CCDF Slot beginning in October 2022. If the CCDF Agreement Center is no longer awarded CCDF Slots but the family is still eligible for CCDF, the State will continue to serve the family through the regular CCDF program.
14	Attachment F: Scope of Work	Could a client go from Impact voucher to CCDF Agreement Center voucher since they technically don't go to the CCDF waitlist?	Yes, families may go from an Impact voucher to being served through an Awarded CCDF Slot. As long as a family is eligible for CCDF but is not currently served through a CCDF voucher, they may fill an Awarded CCDF Slot. Families served through an Impact voucher have a maximum eligibility of 13 weeks, while families served through an Awarded CCDF Slot have 53 weeks of eligibility.
15	Attachment F: Scope of Work	Do I have to have the slots unfilled by October 1st being slotted for this program?	Respondents should propose open seats that they are prepared to fill with CCDF-eligible children by October 1, 2020 as CCDF Slots. These slots should be unfilled at the time of proposal submission and be filled by October 1, 2020 if awarded through this contract. The only currently filled seats that may be requested as CCDF Slots through this contract are seats currently filled by private pay families that are eligible to be served through CCDF instead or current CCDF Slots under an existing CCDF Agreement Centers contract.
16	Attachment F: Scope of Work	if we apply for multiple sites can we move slots around between those sites?	No, CCDF Slots are awarded per site and may not be moved between sites.
17	Attachment F: Scope of Work	Does a family have to re-qualify for funding in 53 weeks?	As with the regular CCDF program, families must be reauthorized to be served through CCDF prior to the end of the 53 week-period.
18	Attachment F: Scope of Work	Are the income guidelines the same as the current CCDF program?	Yes, the eligibility requirements for families, including income requirements, are the same for the regular CCDF program and the CCDF Agreement Center Awarded CCDF Slots.
19	Attachment F: Scope of Work	Can we add to the allocated slots during the contracted period?	No, CCDF Agreement Centers may not be allocated additional CCDF Slots during the contract period. The State plans to release this opportunity every two years, and providers can request increased CCDF Slots when submitting a proposal for a new contract.
20	Attachment F: Scope of Work	If my program starts in August, can the child start then? Or do they have to wait for October 1?	Reimbursements for services through Awarded CCDF Slots will not begin before October 1, 2020.
21	Attachment F: Scope of Work	What if we have 30 spots open, but we only fill 25 spots. Can we use the other 5 spots for private pay or do we have to keep them open until filled?	CCDF Agreement Centers may not fill Awarded CCDF Slots with private pay families. All Awarded CCDF Slots must remain open until filled by CCDF-eligible children. If a CCDF Agreement Center would like to fill open seats at their program with private pay families, they should not request those seats to be Awarded CCDF Slots through this contract. Respondents should only submit the number of CCDF Slots they believe they can fill with CCDF-eligible children.
22	Attachment F: Scope of Work	And these can be for all age groups, including school age?	Yes, Awarded CCDF Slots may be filled by a CCDF-eligible child of any age.
23	Attachment F: Scope of Work	Is there someone that can help you with the application for RFP?	The webinar posted to the RFS 20-047 webpage contains a list of resources with additional information for submitting a complete proposal.
24	Attachment F: Scope of Work	Are these designated by age group?	As stated in Section 9 of Attachment F Scope of Work, CCDF Agreement Centers must fill a minimum of 10% of their Awarded CCDF Slots with infants or toddlers. There are no other age group distinctions within this RFS.

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25	Attachment F: Scope of Work	Can current private pay students transition into Contract Spots if they qualify? If I have a current student that is on the waitlist or hasn't applied for CCDF, can they switch to my reserved contract seats when the contract starts?	CCDF Agreement Centers may transition private pay families into Awarded CCDF Slots as long as the families are eligible for CCDF. Attachment F Scope of Work and Attachment C Technical Proposal have been updated to clarify that seats currently filled by private pay families that are eligible to be served through CCDF instead may be proposed as CCDF Slots through this contract.
26	Attachment F: Scope of Work	Which counties are eligible for this grant?	CCDF-eligible providers from all counties in Indiana are eligible to submit a response to this RFS.
27	Other	Are all documents that we need to submit already set up and all we do is fill in information?	Yes, all documents that must be completed and submitted by Respondents can be accessed at the RFS 20-047 webpage: <a href="https://www.in.gov/idoa/proc/bids/rfs-20-047/">https://www.in.gov/idoa/proc/bids/rfs-20-047/</a> . The full list of documents that must be submitted is included in Attachment J RFS Checklist.
28	Other	How is this program being marketed to the public?	The State is working with community partners and stakeholders to market this program to families in need. The State also uses the local CCR&R organizations to connect eligible families with this program.
29	Attachment F: Scope of Work	If we are an EHS Partnership program grantee, can we apply for our partners, or do they have to apply individually?	If all sites meet the eligibility criteria of the RFS, then the provider can apply as a partnership. Respondents must indicate all sites that are being proposed as CCDF Agreement Centers within the partnership and must submit complete proposal documents as required through the RFS for each site.
30	Attachment F: Scope of Work	Can a child be disenrolled/removed from an Agreement Center slot for a lack of attendance?	This program does not establish any different disenrollment policies outside of the requirements set by CCDF and the provider's license. If a child utilizing an Awarded CCDF Slot is disenrolled from a CCDF Agreement Center for lack of attendance or other appropriate reason, the Awarded CCDF Slot may be filled by another eligible child.
31	Attachment F: Scope of Work	If a child leaves your Agreement Center slot they cannot use that voucher elsewhere, correct? They would have to get on CCDF waitlist at that point.	If a family leaves a CCDF Agreement Center for another CCDF provider during their allocated 53 weeks of care, the State will cover the remaining subsidy for the family through the regular CCDF program. If a CCDF Agreement Center has an Awarded CCDF Slot open up that is partially used, the State will work with the CCDF Agreement Center to maintain full utilization.
32	Attachment F: Scope of Work	Is this program for Family Home Care ?	As stated in Section 4.1 of Attachment F Scope of Work, eligible providers must be a licensed child care home or center (or registered child care ministry) rated at least a Paths to QUALITY (PTQ) Level 2.
33	Attachment F: Scope of Work	Will they swipe just like regular CCDF clients?	Yes, families served through Awarded CCDF Slots will use the same swipe process as regular CCDF families.
34	Other	Will these slides be posted, or will a recording of this be posted?	Please refer to the response to Question 1.
35	Other	Is there a formal written form available to us? Is that available online?	Please refer to the response to Question 27.
36	Attachment F: Scope of Work	How does a program receive referrals of families?	CCDF Agreement Centers are responsible for conducting their own outreach and referrals to fill their Awarded CCDF Slots. When an eligible CCDF-family has been selected by the CCDF Agreement Center to be served through an Awarded CCDF Slot, the CCDF Agreement Center must create a referral in the referral system to their assigned CCDF Intake Agent to determine eligibility and authorize the voucher.
37	Attachment F: Scope of Work	Are families eligible to switch from one Agreement Center to another Agreement Center if both Agreement Centers are in the same county?	Awarded CCDF Slots under this contract are awarded to the CCDF Agreement Center and do not follow a CCDF family to different providers. However, CCDF families are allowed by federal requirements to change their provider even if they are receiving services through a specific CCDF Agreement Center Awarded CCDF Slot. The Awarded CCDF Slot would not be removed from the CCDF Agreement Center even if the family served through it leaves.
38	Attachment F: Scope of Work	How soon from the time a person does not attend do we report it to you?	CCDF Agreement Centers will work with State CCDF Policy Consultants to maintain up-to-date information on attendance and filled Awarded CCDF Slots.
39	Attachment H: Intent to Respond	Who do we send the intent to respond form to?	Please see the response to Question 9.

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40	Attachment D: Q&A Template	To submit written questions, is there a specific form to use?	Any additional questions not answered during this Q&A period should be sent to tdeaton@idoa.in.gov. However, the State does not guarantee a response will be given to questions received after the Q&A period.
41	Attachment F: Scope of Work	How long would it take between referral and completed intake?	Once the CCDF Agreement Center submits the referral, the CCDF Intake Agent has five business days from the receipt of the referral to contact the family and set up a meeting to determine eligibility. Once all required paperwork is submitted by the family and they are deemed eligible by the CCDF Intake Agent, the CCDF Agreement Center will receive the voucher information.
42	Attachment F: Scope of Work	Will the family receive personal days ?	Yes, the same policy for personal days for families served through the regular CCDF program applies to families served through CCDF Agreement Center Awarded CCDF Slots.
43	Attachment F: Scope of Work	How long after intake submitted before parents are notified of acceptance?	Please refer to the response to Question 41.
44	Other	Do these questions have to be resubmitted?	The State has provided written responses to all questions submitted during the webinar.
45	Attachment H: Intent to Respond	Do we send in one letter of intent per site or one per organization?	Respondents may submit one letter of intent per organization.
46	Attachment H: Intent to Respond	Does the contact name on the intent to respond form need to be the person who will be signing the contract?	No, the contact name on the intent to respond form can be any party able to receive additional information for the Respondent about the RFS.
47	RFS Section 3: Proposal Evaluation Criteria	How many CCDF Agreement Centers are you planning to award? Will it be the same number as currently contracted, or are you planning to expand?	The State does not have an estimated number of CCDF Agreement Centers that it is planning to award. The number of CCDF Agreement Centers that can be awarded depends on the current State budget. Additionally, CCDF Agreement Centers will be awarded based on the three CCDF Policy Consultant regions included in Attachment I Bidders' Library. Section 3.2 of the RFS 20-047 Main Document has been updated to clarify that Respondents will be evaluated and ranked by CCDF Policy Consultant region.
48	RFS Section 1: General Information and Requested Products or Services	In the RFS, it states that if we ship or mail our responses - they will be delivered to the mailroom, then forwarded to the Procurement center. Do you know the time from as to when the response is taken from the mail room to the Procurement Center?	The State does not know the time it takes for a proposal to be transferred from the mail room to the Procurement Division. As stated in Section 1.8 of the RFS 20-047 Main Document, it is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at the Department of Administration's reception desk on or before the designated time and date.
49	RFS Section 1: General Information and Requested Products or Services	Please describe how the processing of these eligible families will vary from the current CCDF Intake process. Thank you.	Please refer to the response to Question 2.
50	Attachment C: Technical Proposal Template	We are a current agreement center who is receiving 25 CCDF slots. On the new proposal, how do I request slots? I am not requesting an increase or a decrease in current slots but would like to remain with the 25 we currently have. Can you assist me in the how to request slots in the new proposal?	Current CCDF Agreement Centers should list all current CCDF Slots they want to continue to utilize through this new contract in their "Requested CCDF Slots" in the Attachment C Technical Proposal. If a Respondent is a current CCDF Agreement Center with 25 CCDF Slots and would like to continue with the same number, they should write 25 as their "Requested CCDF Slots" in the Attachment C Technical Proposal. Attachment F Scope of Work and Attachment C Technical Proposal have been updated to clarify that Current CCDF Agreement Centers must include their current CCDF Slots with their "Requested CCDF Slots" if they would like to continue to receive funding for them through this contract.
51	RFS Section 1: General Information and Requested Products or Services	Understanding that we are currently renting facilities, and we have a 2 year plan to own our own facility, can we transfer our vouchers to our new license, after the second year when we re-authorize?	CCDF Agreement Centers may transfer Awarded CCDF Slots to their new license as long as they do not exceed a period of 90 days without maintaining their accreditation and PTQ Level.