



Questions

Request for Quote #2018-34

Health Services for Early Head Start Children, Parents and Teachers

Please be advised that all questions are keyed as submitted, however, some information has been edited to protect the privacy of our proposers.

Services:

1. The bid calls for vision & hearing screenings, Teacher/parent Trainings, and health and safety practices: Must the bidder offer all the areas or can the bidder for instance offer 2/4 areas of service since they are 4 separate categories of services? I am specifically referencing to: Family support services, nutrition, and mental health education? And Safety practices?
 - a. Under "Contractor Responsibilities" under Trainings in sections N and S, specifies the trainings for teachers and parents that are expected from the health organization. Mental health and nutrition is not listed in sections N and S. The trainings that are listed in sections N and S, in addition to the vision and hearing screenings would all need to be met.
2. Will you accept/consider a bid that only offers the specific services that we are specialized in?
 - a. The bidder must be able to cover all trainings being requested in "Contractor Responsibilities" under Trainings in addition to the vision and hearing screenings listed in "Services".
3. The bid included approximately 750 children in approximately 26 locations/188 teachers/97 classrooms:
 - a. The organization is responsible for the area of Miami-Dade that is requested (i.e. Florida City and Homestead). There are approximately 188 children at any given time enrolled in the Florida City/Homestead area.
4. Would we be responsible for 750 screenings?
 - a. The organization is responsible for the area of Miami-Dade that is requested (i.e. Florida City and Homestead). There are approximately 188 children at any given time enrolled in the Florida City/Homestead area.
5. Would we be responsible for all 26 locations /188 teachers/97 classrooms?
 - a. There are 8 sites in the Florida City/Homestead area that total 188 children/24 classrooms/47 teachers.

6. Once the estimated numbers are determined, will the awarded bidder be guaranteed that those are the approximate numbers they are serving, meaning *assignment* of those estimations? What could that variable in numbers look like? The question is asked in order to identify the capacity need and understand what preparation is needed. We must understand this number prediction as it plays a role in program planning and total project estimations. Can the projected numbers, locations/area of service be confirmed. For example, we cannot afford to estimate for 700 children and then only be needed for 100.
 - a. Florida City/Homestead has 188 children at any given time (children transition and new children enroll, so during a 12 month period more than 188 children are enrolled in the program). There are a total of 8 sites and 47 teachers.

7. There is a 45 day of enrollment compliance rule that must be met: Are the children to be screened within the first 45 days of enrollment for the new school year based o MDCPS calendars, meaning August 21, 2018 + 45 days (includes weekends and/or business days? Or are you dates different?) We ask because this will mean that the majority of the need for screening, will take place within the 1st 45 days of school entrance and hence the majority of the screenings will take place within approximately 6 weeks.
 - a. The enrollment date is based upon when the child enters the school. There is a rolling enrollment for Early Head Start from the beginning of the enrollment year August 1st until the program ends on July 31st. The 45 days includes weekends and holidays.

8. Would we be responsible for additional children that come into the program throughout the year? Screening in groups is more cost effective than screening one child at a time.
 - a. Yes, all children that are enrolled must be seen within 45 days. Early Head Start is constantly enrolling. The bulk of enrollment happens at the August 1st date, but children continue to enroll as older children transition out of the program.

9. Under “child health status and care” you indicate that there may be a home visit for the vision and screening? Since, testing for vision and hearing is usually done in group type scenarios and in a home setting would be one on one--Do you have an estimation of the percentage of children that will fall under this type of situation (home visits/one to one)? How does the ELC manage home visits for consultative professional services such as screenings?
 - a. You are not required to do a home visit because this program is not a home-based program.

Training:

10. As per RFQ: Training topics include but are not limited to the following: i. Allergies ii. Emergency Actions iii. EpiPen Usage iv. Health and Safety Standards of Training (i.e. Pediatric first-aid & CPR, cognitive development of children, etc.) v. Medication administration vi. Nebulizers vii. Seizures viii. Diabetes ix. Other medical conditions as needed: What you consider the appropriate staff person to be for this training which you name as a “community Health care worker? For us, this would mean a licensed person to provide CPR certification and nurses, etc.
 - a. It is at your professional discretion, as it aligns with state law, of who would be able to provide such trainings.

11. How many trainings you do expect, require per year? How often? And how many individuals do you expect to train at one time?

- a. The teachers have 5 professional development days throughout the program year (August 1st to July 31st). The parent's education would take place during a parent committee meeting. We are able to coordinate with the assigned family advocates to have parents from several schools meet up so that one person doesn't have to go to eight (8) different schools.
12. Would these trainings be provided to staff at schools or at venues and days allocated to trainings? All these factors play a role in budgeting and providing you a reasonable plan.
- a. The teachers have 5 professional development days between August 1st and July 31st. During one or more of those professional development days you would be asked to provide some of the aforementioned trainings to the teachers in the Florida City/Homestead area. The professional development day is held at a central location.
13. You wish not to exceed \$350 per training, so are we able to identify the numbers of people trained at one time?
- a. That can be discussed and figured out.
14. Under Reporting requirements: it seems that the collation is offering to coordinate our dates, times, etc. and we would like to know considering that we are contractors, if we would be able to instead, have your deadlines, and coordinate our own staff based on your needs and your deadlines?
- a. Yes, that can be done

Budget:

15. Is there a predetermined budget allocation for this FRQ?
- a. In Little Havana area \$17,000
 - b. In Homestead area \$24,000

Please note payment will be on a reimbursement basis. The Early Head Start program is payer of last resort. All services will need to be billed to Medicaid and/or private insurance first.

16. There is much programming and coordination involved in this RFQ/program—Do we include these costs in our costs per services? Or are we able to bill for administration/coordination time of our programmatic leaders?
- a. These contract will pay for services given within the parameters of the Scope of Work