

Early Childhood Education and Care Department

Questions and Responses to RFA 2022-0007

Call For Providers – FIT Program

<u>Questions</u>	<u>Responses</u>
<p>A quick question about the FIT Program Call for Providers RFA, page 4 states the narrative response is limited to 15 pages not including the Coversheet. Does this 15 page limit INCLUDE the Supporting Documentation, or is that separate from the 15 pages?</p>	<p>The Supporting Documentation is not part of the 15-page limitation. The 15-page limitation is specific to the narrative response for RFA Specification B-C: Organizational Capacity, B.1 and B.2 and Description of Service Delivery, C.1, C.2, C.3, C.4 and C.5</p>
<p>Page 9, Section D, letter A- Is this requesting the resume for the individual/ entity that provides Reflective Supervision (RS) to those providing Reflective Supervision? There are several levels of RS- so is the expectation to provide the highest level of the person providing RS or for all who provide RS?</p>	<p>The request is intended for you to provide the resume or resumes for the person(s) who provide RS to help you meet the requirement that all early intervention providers including FSCs, receive RS in NMAC 8.9.8</p>
<p>Are providers expected to respond to the questions according to the current standards/ NMAC only, or are we also expected to respond with COVID-specific exceptions that have been released by the ECECD? For example, pre-screenings, child-find activities (schools are not currently conducting monthly child-find activities but will hopefully resume), etc. were all impacted by covid, thus causing providers to alter the way we are able to provide services.</p>	<p>It is appropriate to take into account COVID guidance when responding, given the fact that the pandemic has had a significant impact on service delivery style and outreach strategies.</p>
<p>Would a provider have to be able to provide one or all of these comprehensive services to be eligible:</p> <ul style="list-style-type: none"> a. Assistive Technology services b. Audiological Services c. Developmental Instruction d. Family Therapy Counseling and Training e. Health Services f. Nursing Services g. Nutrition Services h. Occupational Therapy Services i. Physical Therapy Services j. Psychological Services k. Sign Language Services l. Social Work Services 	<p>A provider must be able to provide access to all services. Access can be provided via employed staff, subcontracted staff, or other means. Refer to question 3 a. in the RFA.</p>

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<p>m. Speech Language Pathology Services n. Transportation Services o. Transition Services p. Vision Services</p> <p>We are a provider that provides 1:1 ABA intervention. Can we apply to the RFA for our specialty alone or would we have to subcontract with other providers (e.g. nutritionist, etc.) to provide comprehensive EI services?</p>	
<p>In the RFA under section 4. Family Service Coordination, there is a question that appears to be identified with double letters. Page 5 of the RFA states we are to organize the application as outlined in the RFA. Will you please confirm that when we organize our responses, we are expected to double letter the responses as well? For example, question 4. g) contains a double letter g) & h), so our response to that specific question should be numbered 4. g) & h)?</p>	<p>Application Format and Response, Page 6, states <u>the Application must provide a narrative response to the following RFA Specifications B-C;</u> therefore, it is not necessary that you number the responses. It is recommended that you provide a title to separate your responses in the narrative, (i.e. <u>Organizational Capacity [insert response]</u>)</p>
<p>It is our understanding that these will be answered and responses found on website on or around 3/2/22. Is it also possible that there could be amendments to the RFA and, if so, that those might also appear at ECECD website under Grants RFPs and Procurements page?</p>	<p>In accordance with page 3 of the RFA <u>Application Sequence of Events</u>, ECECD will post the responses to written questions on March 2, 2022 on the ECECD website at <u>https://www.nmececd.org/</u> for the benefit of all applicants.</p> <p>Any amendments to the RFA will also be located on the ECECD website under Grants RFP's and Procurement page.</p>
<p>Supporting Documentation, RFA page 9, Section D, letter e: Provide Proof of Insurance. Are we required to attach copies to the application of professional/general/auto liability coverage in the amount of \$1,050,000 minimum or just to attest that we carry the insurance? If we are attaching at this time, do we need to attach something more than a Certificate of Proof of Liability Insurance or accompanying endorsement pages as well?</p>	<p>You must provide proof of insurance per the RFA requirements; therefore, a certificate of coverage and endorsement page demonstrating the coverage amount is acceptable.</p>
<p>Supporting Documentation, RFA page 9, Section D, letter e: Provide Proof of Insurance. Regarding Dishonesty Bond. Same question as</p>	<p>You must provide proof of insurance per the RFA requirements; therefore, a certificate of coverage and</p>

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<p>above regarding Proof of insurance: do we attach copies of proof of Dishonesty Bond or attest that we have said bond, anticipating that it will be required if we are awarded contract? Is the 25% of contract amount to be based on current contract or potential new contract amount? And is it a bond specific to the entire agency or to the FIT program specifically, which would determine the # of employees under dishonesty bond.</p>	<p>endorsement page demonstrating the coverage amount is acceptable. Yes, you should provide proof of Dishonesty Bond. If you currently do not have a dishonesty bond, you will be required to obtain this coverage if awarded. It is recommended that you provide a response to the dishonesty bond section stating you do not currently have this coverage but will obtain upon award if applicable.</p>
<p>There are two places where staff and contractor experience is to be listed: Org Structure on page 5, section 2.a. and page 7, 3. a. per areas of service delivery. Per the 15-page limit for all narrative, is there a way that these two might be conflated into one response? And/or if we report all that’s requested in a single place, can we in the second entry write something to the effect of “See Section (fill in blank)”? The last time we submitted this proposal the second of the two experience notes were provided in a table. If we replicate that, does the table also need to be in 12-point font?</p>	<p>All questions must be answered even if there are similarities between the two sections.</p>
<p>Page 5, Section B.2.c. in describing the management structure and chain of supervision, how extensive do we need to be in responding to this question? That is, do we need to list experience and background of each of the managers, for example, at length? Or simply summarize briefly their related experience, role and their placement in chain of supervision?</p>	<p>Do the best you can to provide enough information but be mindful about the page limit as anything over 15 pages in narrative response will not be reviewed.</p>
<p>Page 6, Section 2, I. regarding policies and procedures and quality assurance, reporting, and personnel responsible. Do we outline all organization policies and procedures as well as those specific to ECECD and FIT provision?</p>	<p>No, please only outline policies and procedures pertaining to provision of FIT services.</p>
<p>Supporting Documentation, page 9, D.a. If there are two individuals providing Reflective Supervision, should we provide two resumes?</p>	<p>Yes, per the RFA, you should provide a resume for the person responsible for Reflective Supervision.</p>

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<p>Is the full proposal including Supporting Documentation, etc. to be merged as a single PDF or can we submit multiple PDFs in one email?</p>	<p>Per RFA, Page 4 <u>Application Format and Response</u> states: <u>Applicants shall submit only one (1) electronic application</u> Therefore, you shall prepare your Application as one (1) single PDF attachment.</p>
<p>Do the supporting documents required, such as the resumes of the reflective supervisors, the insurance and tax information count toward the 15-page limit for the proposal?</p>	<p>No, the Supporting Documentation is not part of the 15-page limitation. The 15-page limitation is specific to the narrative response for <u>RFA Specification B-C: Organizational Capacity, B.1 and B.2 and Description of Service Delivery, C.1, C.2, C.3, C.4 and C.5</u></p>
<p>Also, will appendices B and C be included in the 15-page limit?</p>	<p>Appendix A and B are not part of the 15-page limitation. The RFA response <u>does not</u> require you to include Appendix C – Scope of Work</p>
<p>If requesting to add an additional county, is it expected that county specific answers be separated within the response? We would submit one proposal per county?</p>	<p>Per the RFA, Page 4, each <u>Applicants shall submit only one (1) electronic application</u>. Any Entity that submits more than one application will be rejected for submitting multiple Applications. If you are proposing more than one county, it is imperative that you provide thorough responses within your application.</p>
<p>Are there limits to the number of providers per county?</p>	<p>The FIT evaluation team will consider issues of over and under-saturation of FIT providers in a particular county based on population and family choice when making award recommendations.</p>
<p>Narrative Response is limited to a 15-page limitation Is there a limit for each section and letter in each sections? 15 pages per each or only for each number section?</p>	<p>The 15-page limitation is specific to the narrative response for <u>RFA Specification B-C: Organizational Capacity, B.1 and B.2 and Description of Service Delivery, C.1, C.2, C.3, C.4 and C.5</u></p>
<p>Describe how the organization provides culturally sustaining services for all families. Are there examples of culturally sustaining services that you are looking for specifically?</p>	<p>Culturally sustaining practices can be described as practices and services that seek to sustain what is most important in a given culture, rather than to change it or replace it.</p>
<p>Describe the structure of training and other professional development for personnel, subcontractors (if applicable) Is the only meant for agencies who have subcontractors? Is it meant staff too?</p>	<p>This is meant for staff and subcontractors</p>

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<p>Is Child Find Public Awareness supposed to be about typical times or covid times? If both is there a need of a separate narrative for each?</p>	<p>Responses should include information about Child Find Public Awareness activities in both scenarios. Separate narratives are not needed.</p>
<p>Do we state the counties and areas we are currently serving or is this a given?</p> <p>Do we state new counties we would like to provide service too?</p>	<p>No, it is not a given. You must provide those details in your response.</p> <p>You must provide in your application the counties you intend to serve.</p>
<p>On page 8 of the RFA there is an error in the outline format listing g and h on the same question. To answer the question, our outline lettering will change for all the subsequent items.</p>	<p>Application Format and Response, Page 6, states <i>the Application must provide a narrative response to the following RFA Specifications B-C;</i> therefore, it is not necessary that you number the responses. It is recommended that you provide a title to separate your responses in the narrative, (i.e. <i>Organizational Capacity [insert response]</i>)</p>
<p>Can this be changed on the RFA, or do you have a suggestion for the formatting of the responses?</p>	<p>Refer to response above.</p>
<p>On the liability insurance and surety/dishonesty bond amount requirements, does the total contract amount include the anticipated amount to be billed through Medicaid or just those directly from ECECD? Does the liability dollar amount required refer to the single claim limit or the aggregate?</p>	<p>The liability insurance and surety/dishonesty bond amount is based on the amount billed to the Agency.</p>
<p>We have several reflective supervisors providing this service for our staff.</p> <p>Should we submit all their resumes or one who has provided some training for our supervisors?</p>	<p>Yes, per the RFA, you should provide a resume for the person responsible for Reflective Supervision.</p>
<p>Question B.2.b. (Provide an organizational chart of the proposed structure that demonstrates how the proposed service/project will fit into the agency’s structure), can the organization chart be provided in the appendix or must it be part of the narrative given the space limitation</p>	<p>It is part of the narrative and therefore part of the page limit.</p>

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Question B.2.g. (Describe how the organization provides culturally sustaining services for all families), what is your definition for “culture sustaining”?	See above response
question C.1.a (Describe how public awareness materials will be distributed to community sites that are frequented by families and/or providers that serve families of young children), would you like a list of places that child find materials are distributed?	The question asks how materials will be distributed. Please ensure you are describing how you will distribute in narrative form.
question C.3.a (Describe how early intervention personnel will be equipped to practice cultural humility and provide culturally sustaining supports to each family), what is your definition for “culturally sustaining supports”?	See above response
Giving the space limitation, do new sections (e.g., Section C) need to start on a new page or can it start where section B ends?	There are no requirements for where a section ends or begins.
Does the campaign contribution form need to be signed by all staff?	The Campaign Contribution Form shall be signed by the authorized person who has the authority to attest to the form and sign on behalf of your entity.
question B.2.e (Describe how the organization strives to ensure that every child gets what they need to ensure maximum benefit from the program), is this question asking something specific such as service and material?	Response should include all available measures to ensure every child gets what they need.
Where can we find guidance on what is considered mandatory and non-mandatory FIT professional development? How can we access this resource? (This is related to part 3(g) on page 7 of the RFA.)	All personnel requirements can be found in the FIT Service Definitions and Standards at this link: Microsoft Word - FY22 FIT Standards Clean Copy (unm.edu)