

**Request for Qualifications for Training
Tele- Conference: February 8, 2019
Questions/Answers**

Comment: Tele-conference was re-scheduled to February 8, 2019.

Question 1) Audience- The proposal mentions the training targets Child Care Services Staff. Are these your TRS mentors/assessors and/or others?

Answer 1: The target audience is the Child Care Services staff. We anticipate that some of the proposals will be geared toward and appropriate for the entire CCS team and some trainings may be geared toward specific roles like: case management or mentor/assessors for Texas Rising Star.

Question 2) Topics- Must all topics listed in the scope of work be covered?

Answer 2: No, we understand the range of training topics we are interested in is broad. We are looking for trainers who can demonstrate that they have successfully provided the specialized training that they are proposing to offer.

Question 3) Where will the trainings be held? Retreat?

Answer 3: This has not been determined. Training could occur in multiple settings including using space at the Workforce Center on New Road as well as off-site locations.

Question 4) Have you done or contracted this type of service before? If so when and who was the contractor?

Answer 4: No, we have not.

Question 5) Do you anticipate a need for this type of training beyond 1 year?

Answer 5: We do not have an answer for that at this time.

Question 6) Do you prefer one contractor to provide this service?

Answer 6: We prefer that proposers demonstrate their qualifications and experience for each training topic he or she proposes to provide.

Question 7) Why are you contracting this this type of service? Why the need?

Answer 7) Staff turnover, rule changes, and staff survey affirm the need.

Question 8) Can contractor bid on some parts of the services or activities?

Answer 8: Yes.

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Question 9) Will you provide the venue for the training?

Answer 9): Yes, we will provide the venue. We expect that some of the shorter trainings may be scheduled at the Workforce Solutions Center on New Road, but this will be addressed during contract negotiation.

Question 10) Must the training topics include all the subject matter that you have listed?

Answer 10) No, proposers are encouraged to select topics for which they can demonstrate their qualification and experience and may propose related staff development topics not listed.

Question 11) Are subject matter / training topics geared toward staff development for child care service staff or for the child care centers and the children?

Answer 11): The target audience includes the Workforce Solutions Child Care Services staff.

Question 12): If selected, what would contract negotiations consist of?

Answer 12): Sampling that could be included: Reduction of statement of work to reduce the budget, etc.

Question 13): Do you have an estimated budget for the service? If so what is the amount?

Answer 13): No, will be considered when proposers submit cost for training

Question 14): Are you looking for lowest cost providers in you budget/cost comparison between contractors?

Answer 14): No, we are looking for demonstrated experience and performance as well as standard elements of effective professional development. The budget criteria has 30 points appropriated for consideration during evaluation.

Question 15): Who provides training to the Child Care Providers?

Answer 15): Provider training is coordinated by the CCS contractor.

Question 16) If there is a cost for the pre and post program assessment, should it be mentioned in Attachment C - Budget?

Answer 16): Yes.

Question 17) Should the training that is provided to Child Care Services staff be applicable training or services that Child Care Service staff provide to Child Care Providers and Children?

Answer 17): No. We are looking for training that would be appropriate for a team of professionals working in a customer service environment. The primary customers in the CCS office are parents of young children. We want both new and seasoned staff to work as a team and to offer great customer service to the parents in our program and the child care providers who care for children in their centers and homes.

Question 18) Can you provide the names and or businesses that were present on the conference call today?

Answer 18): No

Question 19): Can we receive the RFQ and the attached documents/forms in **Word** format?

Answer 19): Yes