

**Bidders' Conference Call  
April 18, 2024 at 1:00 p.m. CDT**

**Questions and Answers**  
*Management of Child Care Services Request for Proposals (RFP)*  
**4/18/2024**

**The questions below were submitted by potential respondents to the RFP as instructed. The supplied answers are neither an effort that alters the RFP, nor does the Q & A bind the Board to further requirements before or after this process.**

1. Regarding Section 3.2 Provider Services, page 17 of the RFP document:

The information given states provider services include verifying the collection of parent fees and annual provider visits for compliance purposes. Can this be done remotely via phone or virtual meeting, or must it be done on site?

**We are flexible and will make those determinations based on the circumstances whether in person, virtual or via phone.**

2. Page 22, 4.4 - A – Should the budget include staffing to manage the Texas Rising Star Mentoring services? **No, it should not be included as part of this budget.**

3. Page 24, Section H:

Matching – In Kind – Should this be an estimate for the year?

**Yes, the bidder should provide an estimate to be documented and reported based on the time period associated with the in-kind contribution.**

Salary Allocation Plan - states that the narrative must contain job descriptions, is this all of the job descriptions?

**Yes, but only one job description per position is necessary if there are multiple positions. For example, ten eligibility specialists, you will need only one job description.**

4. Is there an admin/ops threshold?

**Per the grant, no more than 5% of the total child care allocated funds expended within the combined total of child care direct care, child care local match and child care quality grant awards should be used for administrative costs. The cap is inclusive of the board and contractor administrative costs.**