

STATE OF WASHINGTON  
DEPARTMENT OF EARLY LEARNING  
REQUEST FOR PROPOSAL FOR SUBSIDY TRAINING  
RFP NO. 09-100  
ADDENDUM #2

Question 1. Will the Contractor have access to existing curriculum components? If so, what are those components (i.e. materials, availability in languages other than English, availability of online delivery)?

Answer 1. The Contractor will have access to existing curriculum such as handbooks and the online information. (In-class material is available in English and Spanish.) However, since there have been changes to various rules, most material will require updates. The Contractor will be required to create a new curriculum.

Question 2. Is the Contractor expected to make modifications to the existing curriculum or with DEL make the anticipated modifications to the curriculum components?

Answer 2. Modifications to existing curriculum will be the responsibility of the Contractor.

Question 3. Will DEL provide the number of mandated participants in each county for bidders' use in preparing a proposal? This information is key to developing an accurate training delivery plan and budget.

Answer 3. Yes, this information has been requested of the DEL data shop and will be forthcoming in another addendum.

Question 4. Please define "every geographic region of Washington." Do you mean DSHS regions? Counties?

Answer 4. Our goal is to ensure that the trainings are easily accessible to all providers covered under the CBA. Therefore, a successful bidder will, at a minimum, provide in-class trainings in all 6 DSHS regions.

Question 5. Please clarify the difference between "results the trainings will achieve for providers, families, and DEL" under Training Evaluation and "describe the outcomes the Bidder proposes to achieve" under Outcomes and Performance Measurement.

Answer 5. Under "Training Evaluation," we are asking Bidders to identify and assess the various results that will be achieved for providers, families and DEL. On the other hand, the "Outcomes and Performance Measurement" section is specifically targeting the outcomes identified by the Bidder and asks the Bidder to further explain how the outcomes will be monitored, measured and reported to DEL.

Question 6. What information is required to be submitted about organizations with which the Bidder intends to subcontract? Is the Bidder required to submit information on specific staff who work for a subcontracted organization?

Answer 6. Please include all information requested in 3.1 "Letter of Submittal," for the contractor and subcontractor(s). Please also refer to "Exhibit C: Additional Terms and Conditions" provision # 37 on Subcontracting, which will provide additional information regarding subcontractors.

Question 7. Please define "K-12 Trainings."

Answer 7. K-12 Trainings are trainings provided in a kindergarten – 12<sup>th</sup> grade setting to educators, administrators, and other educational staff.

Question 8. Will DEL provide a budget format or other information indicating the level of detail expected in the proposal for the Bidder and for subcontractors?

Answer 8. No, a budget format will not be provided. The budget should include projected cost summaries for salaries, administrative expenses (materials, supplies, travel, technology, rent), training development, training implementation, evaluations, and reports. Please include a budget summary and justification for each expense.

Question 9. The sample Contract budget format indicates that DEL expects to sign a paypoint Contract with the successful Bidder. However, the sample contract compensation section references reimbursement for expenses. Will it be a payment point contract or a reimbursement-based contract?

Answer 9. The contract will be a reimbursement-based contract, meaning that DEL, by state law, cannot prepay for services or pay a monthly amount where a Contractor cannot show expenses were incurred for that amount. The Contract will be negotiated and the reimbursement could be based on payment points or it may be strictly reimbursement for expenses with a limitation not to exceed funding amounts allowed. A preference can be shown by the budget plan submitted by the bidder.

Question 10. Will the Department of Early Learning take an administrative fee on the contract and if so, how much?

Answer 10. No, DEL will not charge an administrative fee.

Question 11. Can you provide access to the existing online and classroom training for review when writing this RFP?

Answer 11. The online training is available at: <http://training.waeyc.org/>  
We will not provide copies of the classroom training material to bidders.

Question 12. Are there evaluations reports or other data that can tell us how success of the current training is measured?

Answer 12. This information is not currently available.

Question 13. Will the selected vendor receive the training materials used by the current contract holder in order to modify and improve upon them or will we create all new training materials?

Answer 13. Please refer to question 1. The Contractor will be responsible for creating new materials.

Question 14. Will the selected vendor recreate the online course or will the current contract holder provide the source code for the online course?

Answer 14. The Contractor will be required to recreate the online course.