



RFP Title: Provision of Head Start Direct Services

RFP No: RFP#: 051421FM

Questions Due Date: April 29, 2021 @ 11:00 am CST

Answers Due Date: April 30, 2021 by COB

- 1. In the first 7.0 - Fiscal Management - second time letter e is used - If a contractor has a federally approved indirect cost rate agreement and HHS allows contractors to be reimbursed for indirect costs, why will this contract reimburse no indirect costs?**

In-direct costs not directly connected to cost objects are hard to track and review when auditing and monitoring practices. Most Indirect costs are expenses that apply to the business operations activities of an organization. Unlike direct costs, you cannot assign indirect expenses to specific cost objects. So, to monitor, outline and review any payments, fees, and positions deemed necessary to provide the Direct Services, Shelby County Early Childhood is asking for those expenses, fees, and positions to be listed in the budget. Any positions that do not assist at 100% but provide services can be paid out of the contract. The vendor will have to outline the function and specify how much of the workday will support the execution of the Direct Service contract. Please, understand that all positions that would be a part of the organization's day-to-day operations, regardless of the agreement, but will provide support for the scope of services, can be charged based on a cost allocation percentage.



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3. How does the District expect corporate functions outside of centers such as payroll processing to occur in support of employees within the contract?

Any positions that do not assist at 100% but provide services can be paid out of the contract. The vendor will have to outline the function and specify how much of the workday will support the execution of the Direct Service contract. Please, understand that all positions that would be a part of the organization's day-to-day operations, regardless of the agreement, but will provide support for the scope of services, can be charged based on a cost allocation percentage.

4. If the District expects all of these functions to be 100% dedicated to the contract, who does the District expect to lead, manage and supervise these staff members (i.e. who supervises the payroll processor?) if 0% indirect and no costs for anyone not 100% dedicated to the grant are allowable?

The District is willing to pay the salaries of any employees that supports the daily operations of the Direct Head Start Services. Any positions that do not assist at 100% but provide services can be paid out of the contract. The vendor will have to outline the function and specify how much of the workday will support the execution of the Direct Service contract. Please, understand that all positions that would be a part of the organization's day-to-day operations, regardless of the agreement, but will provide support for the scope of services, can be charged based on a cost allocation percentage.



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2. **In the second 7.0 - letter e - Does "No employees paid under the contract will not automatically receive a pay increase" mean that they will receive an annual pay increase? If so, how much should the contractor plan for that to be?** The RFP is

designed to result in Shelby County School Early Childhood entering into a contract with the awarded vendor. The contracted amount for the services is based on the budget submitted during the RFP review. If the vendor proposes a salary increases for their staff, please outline the plan and process for on how salary increases are granted and Shelby County Schools Early Childhood will review and consider.

2. **In the second 7.0 - letter f - What is a "position change compensations?" If an employee is promoted to a new position within the contract term, can the bidder increase their pay accordingly?**

Position change compensation is defined as an employee that has been pulled to work as a placeholder or substitute while the agency engages in the recruitment and hiring process to fill any vacant position. If a staff is promoted, all staff changes, and promotions must be submitted to Shelby County Schools Early Childhood Fiscal Manager for review prior to increasing the staff salary or promoting staff if not a lateral transition in terms of dollars. Funding must be confirmed available before any increases and/or changes to the award can be made. If approved, Fiscal Manger will update the staff roster.



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- 5. In the second 7.0 - letter g - Since property taxes are a part of every commercial lease payment, will this contract reimburse property taxes paid by the contractor to a landlord if they are included within the lease payment to a landlord vs. paid via a separate property tax payment as triple net leases require?**

Shelby County Schools Early Childhood agrees to pay all lease agreement for the use of the facilities to support providing services for children. We cannot specify how you are to enter into an agreement with your landlords. We will only pay the agreed amount based on the lease or agreed occupancy fee to use any facility.

- 6. In the second 7.0 - Prior Approval Required following: - Please provide clarity what this section means regarding approval of #1 and #2.**

Prior approval will be required for the following:

- Maintenance and facilities work over \$2,000
- Performance Based Pay Increases
- COLA Increases-Board Approval is needed.
- Staff changes relating in salary change
- Purchasing any equipment or furniture



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- 3. In the second 7.0 - Prior Approval Required following - #3 - Main Office administration staff allocated in the contract - In prior sections, the RFP says no indirect and no staff can be included that are not 100% dedicated to the grant. If that is the case, why is there a mention that prior approval is required regarding staff allocated in the contract?**

The District is willing to pay the salaries of any employees that supports the daily operations of the Direct Head Start Services. Any positions that do not assist at 100% but provide services can be paid out of the contract. The vendor will have to outline the function and specify how much of the workday will support the execution of the Direct Service contract. Please, understand that all positions that would be a part of the organization's day-to-day operations, regardless of the agreement, but will provide support for the scope of services, can be charged based on a cost allocation percentage. We are now requiring all cost, fees, and salaries be paid directly instead of being paid through In-Direct Cost.



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- 7. 11.2 - A maintenance agreement within 10 business days after the award is expected to be provided. Could you please explain what this section is referring to? Who is the maintenance agreement with and for what services?**

The section is related to facilities and maintenance services. Examples of facilities maintenance include:

- Basic custodial services.
- Routine exterior painting of buildings and interior painting
- General building repairs.
- Maintenance of building life-safety and security alarm systems, and systems such as heating, ventilation, air conditioning, plumbing, electrical and lighting.
- Pest control.
- Care of trees and shrubbery, lawns, sidewalks and snow removal.
- Some repair of equipment.

- 8. 15.0 - what is the District's definition of equipment under this RFP?**

The Federal definition of equipment is: tangible personal property (including technology, refrigerators, washing machine, dryers, and playgrounds) having a useful life of more than one year. Capital equipment is defined as anything over \$5,000.

- 9. Regarding the budget forms - at what site or sites should the bidders plan for the reduction in enrollment in Y2 and Y3 so it can forecast site expenses accordingly?**

The reduction will have based on Shelby County Schools Reimagine 901 on plan. The impact and change will be based on how the District and Community design the plan.



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10. Can a proposer use double sided printing to propose?

Double sided will be accepted.