

**Human Services and Public Health Department
Regional Site Management Service Area
Request for Qualifications (RFQ)
Regional Hub Drop-In Child Care Meeting Minutes- Q&A**

- **Introductions (1:15)**

Paula Heywood- Area Manager for the Regional Site Management discusses:

- HSPHD Regional Map & Up & coming Hubs opening 2012 (Northwest & South Suburban).
- What will be facilitated at these locations?

Charles Hanson- Planning Analyst for the Regional Site Hubs discusses:

- What are the pros & cons of a drop in child care center?
- Project Description (seasonal variations in drop in care use)
- The need of flexibility.
- What will we provide?
- What the county brings to the table? What you as the provider will need to bring to the table?
- Attachments: Submitting photo copy of licenses & most recent child care center license review.

Paul Lennander- HSPHD Vendor Selection Coordinator discusses:

- RFQ's; why do we need them?
- Developing a list of qualified people, to know who we will be contracting with.
- Important Dates:

Jan 30th Pre-Proposal Conference

Feb 6th Minutes & Questions from pre-proposal conference posted on county web site

Feb 21st Proposals are by 2pm – no exceptions

The original date for proposals to be due was February 20th, which is a County holiday. The due date was extended by one day.

March 6th Review

- Proposal requirements (format, overview, ability to serve diverse clients)
- Attachments, where to find them & how to access them. (timelines, statements & budget forms)
- Insurance requirements – non negotiable

	Question	Answer
Budget and Contract	Is there start up money offered?	Generally we don't provide a start up cost. We tried to set it up so that start up cost is minimal. There is no rent, this one way we have saved the provider start up money. Creating a brand new Drop-in facility. Please detail anticipated costs as described in the RFQ.
	Is the 80 k for the operational expenses per month?	No per year
	How is the program going to vary in	The RFQ document includes projected seasonal

	costs- seasonally?	variations of clients served. The vendor selected for this service will have to staff the center to meet the projected need. We would need to look into this; it would not exceed the contract amount.
	How long is the contract?	2 yrs for the initial contract.
	How exactly does the "Adjust to Actual Costs" agreement work?	Adjust to Actual (ATA): Pre-determined fixed automatic payments are made to a provider based on anticipated and agreed upon costs per submitted and approved budget subject to financial adjustment of actual allowable expenditures vs. payments made. Financial adjustments are completed at the end of a designated time period (usually annually or end of contract term). Payments shall be applied toward actual expenses, net of all applicable other sources of revenue, to be incurred by Provider in the provision of services under their contract. County payments shall be applied in equal proportion as all other revenue sources to all expenditures listed in the Provider's contract. Such costs shall be consistent with the Line Item Budget and supporting materials identified in Provider's contract.
	What reimbursement/payment schedule will Hennepin County follow? How long should I anticipate providing cash flow for payroll and operational costs before payment from the county?	Per the contract language, providers are required to submit an invoice within 30 days of providing the service and the County agrees to pay within 35 days of receiving the invoice.
The Center and Program	Would equipment be provided during the start up process?	No, HSPHD will only provide the furnishings and equipment described in the RFQ document.
	Do you also include a charge for the children that participate as part of your cost reimbursement?	No, there is no charge to the families.
	What are the most amounts of staff on site at one time?	The RFQ document specifies a one to seven staff/client ratio.
	Is there a limit at how many kids can be in care at one time?	Care Center capacity is coded per the Fire Marshall
	Are there particular skills that staff must have?	The RFQ document specifies the skill levels of provider staff as well as the interpersonal behaviors expected of staff.
	Is this center to be run as a non-profit or a for profit entity?	HSPHD is purchasing a service the profit or non profit status of the provider is not a consideration in the selection process.
	Can you have a separate corporation	The provider has to be licensed to operate a

	under contract?	child care center by the State of Minnesota. RFQ requirements will need to be met by whatever Corporation that Hennepin County contracts with.
	Can you propose for all 6 sites?	Yes, but HSPHD reserves the right to select more than one provider for this service.
	Do we charge families to use the service?	No.
	80k the most we can get for our contract, how did you come up with that #	The RFQ amount was set by HSPHD management.
	Is janitorial & maintenance included in the space?	General sanitation would be, but cleaning of toys & day care property would be the responsibility of the provider.
	Will there be a sink to wash items?	Yes. It will be to code. (we need to check how many sinks are available)
	Who will hold the health department licensure?	The provider is responsible for obtaining DHS licensure as well as that of any local health department.
	Could there be a concern that the County's commitment to regionalization will be a short lasting thing? What is the county's level of commitment?	Regionalization is a major commitment by the Hennepin County Board and the Human Services and Public Health Department to improve County services by providing them in the community. This effort will bring services closer to the clients served and create an environment that will foster greater engagement with community based organizations located in hub communities.
	Which site will be opened first?	Brooklyn Center
	Are you looking to have a director & assistant director at each site to have them under supervision?	Yes
	Do we have to staff under rule 3?	No
	Will there be a Manager of the Regional Site?	There will be a contract manager in our Regional Site Management Service Area.
	Will there be a receptionist?	No. Managing Drop-in Center reception, child check-in and child pick-up are the responsibilities of the Provider.