



SOLICITATION ADDENDUM

Solicitation Number: RFQu-24-EDU-80 Addendum #1 Page 1 of 8

Solicitation Due Date: September 13, 2024, by 3:00 p.m. Local Time

CITY OF PHOENIX
Human Services Department
Procurement Section
200 W. Washington Street
18th Floor
Phoenix, AZ 85003-1611

Early Head Start Early Childhood Education Services

In accordance with the Section I – Instructions, 9. Addenda, the Solicitation is hereby amended as set forth below.

REVISE Attachment G – Proposal Narrative to add zip code 85009.

The following questions were submitted:

Question	Answer
1. Is there a list of approved curricula, or can we use any curriculum as long as it meets the requirements outlined on page 26?	As stated in Section II of the Scope of Work Curricula, you can use any developmentally appropriate research-based early childhood curricula outlined in the Curriculum Consumer Report on ECKLC.
2. Can you explain the "In-kind" language found on page 6 of the sample contract?	In-kind is the portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and expended during the budget period. (July 1 – June 30).
3. Page 101 of the RFQu states that HS teachers must have a minimum of an AA or BA in ECE. Is that supposed to be the requirement for EHS instead?	Early Head Start teachers must have a Child Development Associates (CDA) credential and experience working with infants and toddlers. If an employee does not have a credential, they have one year from the date of hire to obtain it.
4. Where can we access teacher salaries from the local school districts to meet the salary requirements stated in Attachment A?	Each school district posts a pay scale on its website under the Human Resources Department.



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<p>5. To respond to Attachment G, do we need to type directly into this form, or can we create a separate form that reflects all of the same information?</p>	<p>Type your responses directly onto the form.</p>
<p>6. What is included under the definition of "In-Kind"? What is expected of the "in-kind obligation" on our monthly invoice?</p>	<p>The required in-kind contribution is 25% of the actual monthly expenditures. In-kind contributions must benefit the program and be made by a non-federal third party.</p>
<p>7. Can any funding be used for a program admin?</p>	<p>Yes, but Head Start will only pay for its fair share based on your cost allocation plan. The program must allocate costs between programs.</p>
<p>8. Are any quotes needed for any line item budget items? For example, in form B1, an example justification is given that includes the statement, "The vendor has provided the cost estimate." Is that sufficient, or are we to submit backup documentation?</p>	<p>No quotes are necessary. Please provide an estimate of the expenses.</p>
<p>9. Re: equipment: Attachment B states that the "equipment" category of the budget is for equipment costing "more than \$5,000 per item." Below, the note states that "Any equipment over \$5,000 will not be approved in year one but may be considered part of the startup cost." So, are we allowed to purchase any equipment totaling over \$5,000 in year one, or not? If so, where on the budget form does this expense belong?</p>	<p>No, we are not allowing any purchase of equipment prior to the award.</p>
<p>10. There is no construction category included in the Line-Item budget (Form F-1). Does that mean construction costs are not an allowable expense?</p>	<p>No construction is permitted before the award or in the first year.</p>



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<p>11. Is form F1 (Line Item Budget Template) meant to be the source of the Staffing Schedule, Line Item Budget, In-kind Budget, and Distribution of Costs? Or are these all meant to be submitted as separate forms within the proposal document?</p>	<p>Attachment F1 is a working tool to develop your budget.</p> <p>Attachments A through D are required for submission with the proposal.</p>
<p>12. In the "Reporting Requirements" section, what is meant by a "time study for administrative staff"?</p>	<p>A time study is a methodical way to observe and measure your employees' work rate using a timing device. It aims to determine the percentage of programmatic versus administrative activities to ensure they are within the allowable parameters of the performance standards. In this case, administrative costs can be no more than 15% of the grant.</p>
<p>13. Just to confirm, we are to abide by HSPP 1303.5, which states that administrative costs are not to exceed 15%, correct? And our administrative costs, even if they are captured in FTE, can only be included in the "Other" budget category? (per Attachment B).</p>	<p>Program must abide by HSPP 1303.5 not to exceed 15% admin.</p> <p>FTE costs must be included in the salaries category.</p>
<p>14. Since HSPP 1302.91 states that "a program must ensure center-based teachers that provide direct services to infants and toddlers in Early Head Start centers have a minimum of a Child Development Associate (CDA) credential or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development" which comparable salary from the local school district would you like us to reference?</p>	<p>This position would be equivalent to an instructional assistant. Use the classified pay scale.</p>



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<p>15. Is this budget for one year only? Or should it represent all 5 years? Will we need to submit a new budget each year?</p>	<p>This budget is for year 1 only, but you can indicate the percentage growth of your program over time. You will need to submit a renewal application and budget annually.</p>
<p>16. Can classrooms be blended?</p>	<p>Yes, children from other funding sources can be in the same classroom as Early Head Start children. All Early Head Start regulations must be implemented.</p>
<p>17. What is meant by "governing body" in the statement (Attachment G) "Describe the process of sharing data with the governing body and obtaining approval of the annual operating budget."</p>	<p>The term "Governing Body" is defined in Section II—Scope of Work, page 20. This statement would apply to entities that have a governing board or some type of oversight committee.</p>
<p>18. What are the requirements for an "authorized signature"? What does the city mean? What kind of signature is required? What ink color? etc.</p>	<p>An authorized signatory has the power to sign documents, contracts, agreements, or legally binding documents on behalf of another person or organization.</p> <p>This individual will sign Attachments D, H, I, J, and M, which should be included with your offer.</p> <p>If your organization is awarded a contract, the authorized signatory will sign the resulting contract.</p> <p>The City routes documents for signature via Adobe Sign. We do not route hardcopy documents. They are digital signatures. No ink.</p> <p>If you are not able to sign the Attachments electronically, you can use blue ink and attach the document(s) as a pdf.</p>



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19. Will an external auditing firm be considered a consultant?	Yes, if they are auditing your program.
20. Do professional references need to be from the center applying? From the state of Arizona? Can it be another center that has an EHS contract in another state?	As stated in Attachment K—References, references will be from clients, families, etc., to whom your organization has provided similar services in the past three years.
21. Would we have to use The Creative Curriculum, or could we use another developmentally appropriate and evidence-based curriculum? What is the process for submitting the curriculum? Do we need to do this ahead of time?	As stated in Section II of the Scope of Work Curricula, you can use any developmentally appropriate research-based early childhood curricula outlined in the Curriculum Consumer Report. You will describe your curriculum in Attachment G under the section on curriculum. There is nothing to submit ahead of time.
22. Who will perform the ASQ, the specialist or our staff? Can we use Brigance either in place of or in conjunction with ASQ?	Provider staff conduct the development screening. This can be teachers trained to administer the screening tool or contracted staff who come in and conduct the screening. The ASQ is one of many tools that can be used; others, including the Brigance, can be used. Staff administering the screener must be trained.
23. Is there a tool for conducting the home visits? Training?	There is no tool for conducting home visits; it is based on engaging parents in their child's education. The Early Childhood Learning and Knowledge Center has tips on home visiting.



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24. Is a compliance plan for meeting the lead teacher requirements allowed? For example, can we employ a lead teacher who has X years of experience in the field and no CDA credential but is enrolled in a credential program?	Yes, as long the credentialing program aligns with early childhood development. The teacher would have one year from the date of hire to complete the coursework and be credentialed.
25. Is there a document that lists allowable/unallowable expenses?	Yes, 45 CFR part 75.405.
26. Can the agency provide examples of eligible in-kind match funds? For example, how much of a center director's time can be used as a match rather than paid through the grant?	<p>Certainly, the director's salary can be used as in-kind as long as the payment comes from a non-federal fund. The administration CAP is 15% of the proposed budget. Other examples are:</p> <ul style="list-style-type: none"> • Cash Match • Volunteer services • Donation of supplies • Donated equipment • Donated Land and buildings • Donated Space <p>For more information, please refer to 45 CFR parts 75.306 and 307.</p>
27. Will the City add other zip codes in future rounds? Will there be any future rounds?	<p>The zip codes in this solicitation are the only zip codes in the City of Phoenix Head Start Birth to Five service area, so no new zip codes will be added.</p> <p>At this time, there is no plan to issue another solicitation prior to 2028.</p>
28. Can we provide an addendum of an example lesson plan instead of a "link"?	You do not need to provide an example of the lesson plan.



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<p>29. According to the suspension/expulsion policy, disenrollment is not allowed. If a child has exceptional needs that require additional support and/or a different placement, will the city of Phoenix provide staffing (for example, a one-on-one) or other types of resources for that child to either remain in the classroom or while the child is waiting to be transitioned to another care environment?</p>	<p>The City of Phoenix Head Start has a team of licensed behavioral health specialists who will provide services such as classroom observations, modeling, and consultations with teachers and parents to determine the best interventions and ongoing services to address any mental health concerns.</p>
<p>30. It is noted that when a child exhibits persistent and serious challenging behaviors, a program must explore all possible steps and document all steps taken to address such problems and facilitate the child's safe participation in the program, including, at a minimum, engaging a mental health consultant. Will the city provide this mental health consultant, or will the provider need to facilitate this? Will the city cover these costs?</p>	<p>The City of Phoenix Head Start program will provide all mental health services at no additional cost to the provider.</p>
<p>31. The suspension and expulsion policy states that a program must consult with the agency responsible for a child's IFSP or IEP to ensure the child receives the needed support services. How much responsibility would an EHS provider have to ensure the child receives the needed support services? For example, would we be responsible for providing transportation offsite for the child to receive their services?</p>	<p>The City of Phoenix Head Start Inclusion specialist will monitor support services and communication with the provider and/or the parent. When children have an Individualized Family Service Plan and receive services through the Arizona Early Intervention Program, services are provided in the home or at the center; transportation is not available.</p>



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32. If it is determined that a child's continued enrollment presents a continued and serious safety threat to the child or other enrolled children (after the appropriate protocols have been executed and documented), who would be responsible for leading the process of transitioning the child to another care environment? For example, could the mental health consultant or the city directly facilitate the transition?

The City of Phoenix mental health team will conduct multidisciplinary meetings with the necessary staff and parents to assist in the process of transitioning a child to a more suitable environment as a last resort if warranted.

The balance of the specifications and instructions remains the same. Offeror must acknowledge receipt and acceptance of this addendum by signing and returning the **entire** addendum with the bid, proposal, or submittal.

Organization Name: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____