



Out of School Time (OST)

RFP:

Frequently Asked Questions

Question: Is it ok to submit an RFP if we have not received the Level II screenings back? Secondly, what if candidates do not know what instructor will be facilitating the lessons?

Feedback: It is ok to submit proposals without a completed Level II screenings. However, the committee needs to see that candidates are assertively moving forward with this requirement such a receipt / memo describing that the screening is in progress. NOTE: proposals will be officially approved when all required documentation have been submitted. The committee understands that the average return for screenings is approximately one month but this is a minimum eligibility requirement for proposal approval.

In reference to the second question, proposal candidates that want to move forward with delivering services should identify these instructors as immediate capacity of staff including proof of level II clearance.

Question: Our services are diverse with a variety of curriculum programs. Should we submit separate proposals for each or can we designate the different programs in one proposal?

Feedback: Each curriculum should be submitted within its own proposal. Each proposal must describe one curriculum unless otherwise approved by CCC staff. See "NOTE" notation in the proposal *Section II Curriculum* section.

Question: Our organization receives funding from JWB for other programs. Is it a conflict of interest for us to submit a professional reference from JWB staff for the CCC proposal?

Feedback: The proposal requires a professional reference that describes / reflects experience with delivering / facilitating curriculum to youth 9-14 years of age in the subject matter area of proposed curriculum. There is not a conflict of interest in this scenario. The question lies within the reference's relationship with the overlay provider.

Question: Can commute expenses be included in proposal budget section? Are they reimbursable?

Feedback: No. Mileage and commute time for overlay staff are not separate reimbursable line items in the budget. During the site match and coordination process, Overlay Providers can provide input as to county locations they are capable of serving. This will be their decision. CCC will not match without the approval of Overlay Providers.

Question: Must Overlay Providers submit invoices monthly to CCC or can they submit at the end of the program delivery?

Feedback: CCC can reimburse monthly or at the end of the program. We cannot reimburse earlier than monthly. The CCC Finance Department has published a monthly reimbursement due date schedule that will be included in the contract with Overlay Providers. All invoices must be submitted to CCC for review as a packet, which should include supportive documentation such as daily lesson attendance rosters, prior to approval and submittal to the CCC Finance Department.

Question: What if the curriculum plan is longer than the regular OST site hours of operation?

Feedback: First, curriculum lessons should be no longer than 1 ½ hours per session. The majority of the OST sites serve youth that arrive after school at approximately 3:00PM or later. Secondly, CCC staff will match the overlay program to the site with similar training needs and schedule availability. CCC staff can coordinate with OST sites and Overlay Providers as to the appropriate service delivery schedule to meet each parties needs.

Question: Is it OK for candidates to submit their own assessments: pre and post evaluations for youth and overall program evaluation for OST site staff?

Feedback: Yes, we always encourage more detailed assessments to better assess curriculum impact. However, Overlay Providers must also utilize CCC Youth Feedback Form as a post evaluation for youth and CCC Site Staff Evaluation.

Question: Are rental fees for materials / equipment reimbursable?

Feedback: Yes, within reason, equipment and technology rental fees are reimbursable. However, Overlay Providers may not include rental fees for renting from their own supply.

Question: Should candidates submit proposals for programming to serve multiple sites?

Feedback: Budgets should reflect serving one group of youth 9-14 years of age in an appropriate ratio. For example, curriculum is most impactful when implemented in a ratio of 1 adult to 15 youth in general. Budgets should not incorporate multiple sites but rather serving an individual group of youth. After coordination negotiations, the budget will be multiplied based on the targeted number of youth groups. For example, 3 groups a week.

Question: Can lesson preparation and curriculum development time be included in proposal?

Feedback: Existing curriculum is not reimbursable. Lesson preparation time is reimbursable.

Question: What if I completed the RFP template that was posted prior to September 2nd? Can I submit this populated template or do we have to complete the new posted template?

Feedback: The new template posted on the CCC website is the version of the proposal application that must be submitted.

Question: Does CCC prefer to contract with 501c3, non profit organization?

Feedback: No, CCC does not have a preference. There are differences in the contract language and expectations between a 501c3 and CCC vs. a for-profit organization and CCC.

Question: Do we need to plan for school holidays within the proposals?

Feedback: No. During the OST site match and Overlay Provider coordination process, CCC staff will plan for such scheduling details in collaboration with all parties.

Question: What are the OST site risk management policies and procedures?

Feedback: Each OST site adheres to specific risk management policies and procedures. All Overlay Providers are required to become familiar with these procedures through direct communication with the OST site during the site matching and coordination process.