

**ADDENDUM NO: 1**

**RFP #161482:** RFP Head Start / Early Head Start / Early Head Start -  
Child Care Partnership Program Consultant

**DEPARTMENT:** Youth and Family Development

**REASON FOR ADDENDUM:** QUESTIONS AND ANSWERS

**Addendum posting date:** November 9, 2017, 4:00 pm, est

**RFP DUE DATE:** November 14, 2017, 4:00 pm, est

**INSTRUCTIONS:**

To acknowledge having received the information provided on all pages of this Addendum, complete and sign one (1) copy of this Addendum cover page and return it to the Purchasing Department with your sealed proposal. Keep a copy for your records.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

**If you have already submitted your proposal**, you are permitted to mail this completed and signed form, alone and clearly marked as a signed addendum for "RFP 160338: Insurance Broker Services" to:  
PURCHASING DEPT., ATTN: D. KEYLON  
101 EAST 11TH STREET, SUITE G-13  
CHATTANOOGA, TN 37402

**If you have already submitted your proposal**, you are also permitted to e-mail this completed and signed form, clearly marked in the SUBJECT line as a "Signed addendum for RFP 160338 Insurance Broker Services" to: [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov); **Please remember that proposals must be sealed to be valid, and submission of any part of your proposal other than this single, completed and signed, page by e-mail (with a proper subject line for identification) could result in elimination of your proposal. This is because e-mail is not sealed.**

Deidre Keylon, [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov)  
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## ADDENDUM #1 QUESTIONS AND ANSWERS

FOR RFP #161482 TITLE: Head Start / Early Head Start / Early Head Start - Child Care Partnership Program Consultant

- QUESTION: For the Childcare Partnership grant, are the partners (daycares) treated as contractors or subrecipients? Can you indicate how many partners you have, how many classrooms and locations?

ANSWER: This question cannot be answered at this time.

- QUESTION: For the mock review, do you want a review on all your classrooms (100%) coverage, or do you want a percentage of the classrooms to be reviewed? How many classrooms, and how many sites do you have?

ANSWER: We will ask for 50% of Head Start classrooms, 50% of Early Head Start, and 50% of Early Head Start - Child Care Partnership.

There are the following classrooms:

Head Start:

Early Head Start:

Early Head Start - Child Care Partnership:

- QUESTION: For the organizational gap, do you one a one time review with recommendations, or you want continuous services to bridge any identified gaps? How often would you want services? monthly? quarterly? annually?

ANSWER: We want a one time review with actionable recommendations.

- QUESTION: Please give information regarding eligibility requirements. Do I have to be on a list of Implementation Planners and/or Fiscal Consultants maintained by the National Center on Early Head Start-Child Care Partnerships (Partnership Center) to be eligible?

ANSWER: Applicants are not required to be included on the Implementation Planner/Fiscal Consultant lists, but must demonstrate understanding of EHS-CCP, as well as experience

consulting with and providing value-add services to high-functioning EHS-CCP grants; experience in EHS-CCP Region 4 is preferred.

- QUESTION: Is there certification that I must have or a certain class I must have attended to be considered for this? If there is, who provides this certification or offers these classes?

ANSWER: There is not a specific certification separate from what is required to meet the minimum qualifications of the RFP including the mock review. Please review <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii> for any questions related to the Head Start Program Performance Standards.

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