The questions in the Q&A below were included as a resource during the pre-proposal conferences. Additional questions received and answered during pre-proposal conferences will be released in a future addendum.

General Proposal Submission and HHS Accelerator Information		
#	**Question**	**Answer**
1	Can the Department of Education (DOE) email Request for Proposal (RFP) documents directly to providers?	No. All RFP documents should be accessed directly through HHS Accelerator. For assistance creating a Health and Human Services (HHS) Accelerator account and accessing RFP documents within the system, please reach out to the Mayor's Office of Contract Services at help@mocs.nyc.gov.
2	Can I make edits to the "Proposal Summary" page in HHS Accelerator if details change as I work on my proposal?	Yes. You may save your proposal information in HHS Accelerator and return to it to make any edits before the proposal due date and time by clicking the "Save" button at the bottom of the HHS Accelerator screen. Press "Submit" after making changes. You will not be able to make changes to your proposal documents after the proposal due date and time, and the DOE cannot see the proposal after the proposal due date and time has passed. Within the Proposal Details section, please note that the "Total Funding Request" must match the "Total Contract Value" figure listed in cell F37 in Tab 4 "Summary (For Agency Use)" of your completed Budget Form. Please carefully review Section 4C - "HHS Accelerator Guidance" and Section 4D - "Instructions on Completing the 'Proposal Details' Tab in HHS Accelerator" in both RFPs for more information.
3	Question 10 in the "Proposal Details" tab in HHS Accelerator asks me to list all of the addresses of additional sites for which I am submitting other proposals. What do I do if I am proposing for more sites than I am able to type within the character limits?	Please list as many addresses as possible into your response to Question 10 of the "Proposal Details" tab in HHS Accelerator. The system will not allow unlimited addresses. If your addresses exceed the character limit for Question 10, please email PreKRFP@schools.nyc.gov using the subject line "Additional Site Addresses for Question 10" and please include the remaining site addresses that you are proposing for but do not fit in HHS Accelerator. Your email must also include the following information related to identifying your proposal: 1. Proposal Title 2. Tax ID 3. Proposed Site Name 4. Proposed Site Address 5. Provider Contact Name

		6. Provider Contact Phone Number

Proposer Eligibility		
#	**Question**	**Answer**
4	Are for-profit organizations eligible to submit proposals to these RFPs?	Yes. For-profit organizations are eligible to submit proposals through these RFPs as long as they meet all other eligibility requirements outlined in the RFPs. Please carefully review Section 1C - "RFP Eligibility Requirements" of both RFPs in full to confirm your eligibility to submit a proposal.
5	Are current Head Start direct grantees eligible to submit proposals to these RFPs?	Yes. Direct Head Start grantees (providers operating under a contract directly with the Federal Office of Head Start to serve 3- and 4-year-olds), as well as providers who have applied to be direct Head Start grantees, are eligible to submit a proposal to the Birth-to-Five RFP if they wish to offer 3-K for All, Pre-K for All, or extended day and year services to <u>additional children</u>. Providers who wish to offer additional Head Start slots as a delegate to the DOE should submit a proposal to the Head Start/Early Head Start RFP. These RFPs are not intended to fund services for children already served through an organization's direct Head Start grant. The DOE plans to release a separate RFP for Direct Head Start grantees to propose funding to supplement the grants they receive from the Federal Office of Head Start. Please carefully review Section 1C - "RFP Eligibility Requirements" and Section 1C(a) - "Who May Propose?" of both RFPs in full to confirm your eligibility to submit a proposal.
6	When will direct Head Start grantees be eligible to propose for additional funding from the DOE?	The DOE plans to release a separate RFP later in 2019 for Direct Head Start grantees to propose funding to supplement the grants they receive from the Federal Office of Head Start. The timeline, funding parameters, and funding amount for this procurement have not yet been released. We encourage providers interested in learning more about current and future RFPs to become prequalified in HHS Accelerator (nyc.gov/hhsaccelerator). Once prequalified, you will have access to information regarding all RFPs released by the Division of Early Childhood Education (DECE), including any

		updates about anticipated release dates.
7	Am I eligible to propose for 3-K for All classes if my program is not located in a community school district planned to have 3-K for All in 2020?	Yes; your proposal should be inclusive of all the children you hope to serve. In districts where 3-K for All is not currently funded, you may choose to submit a proposal that includes 3-K for All in case funding becomes available. At this time, there is funding in the City budget for the 14 announced 3-K districts (community school districts 4, 5, 6, 7, 8, 9, 12, 16, 19, 23, 27, 29, 31, and 32). If no additional funding is identified before awards are made, the City will make awards for 3-K services only in these districts. However, the City will make awards for extended day and year services for 3-year-olds citywide. While the DOE welcomes proposals for school day and year 3-K for All slots in all districts in case funding for additional districts should become available, proposers should be aware that funding is not available at this time, and that the DOE may choose not to award or to award other services in place of proposed 3-K services in these districts (for example, pre-K may be awarded in place of proposed 3-K). Please carefully review Section 5(B) -"Proposal Evaluation Considerations" of the Birth-to-Five Services RFP for more information on how slots will be awarded.
8	Are programs in every community school district eligible to propose Pre-K for All services?	Yes, programs in all community school districts are eligible to submit proposals for Pre-K for All services.
9	Are programs in every community school district eligible to propose extended day and year services?	Yes, programs in all community school districts are eligible to submit proposals for extended day and year services. However, because the DOE considers service need by geographic area when determining which proposers will be recommended for award, providers are encouraged to consider their community's need for services when determining which services and how many slots they are proposing. In order to help proposers better understand the current need for specific services in their proposed site, the DOE has created the following two resources: 1. The Map of Estimated Service Need; and 2. *Attachment G - Estimated Service Need by Zip Code and School District* Please carefully review Section 1C - "RFP Eligibility Requirements" for additional details on proposer eligibility and geographic need for services.

10	Are programs in every community school district eligible to propose for Early Head Start and Head Start services?	Yes, programs in all community school districts are eligible to submit proposals for Head Start and Early Head Start services. However, because the DOE considers service need by geographic area when determining which proposers will be recommended for award, providers are encouraged to consider their community's need for services when determining which services and how many slots they are proposing. In order to help proposers better understand the current need for specific services in their proposed site, the DOE has created the following two resources: 1. The Map of Estimated Service Need; and 2. *Attachment G - Estimated Service Need by Zip Code and School District* Please carefully review Section 1C - "RFP Eligibility Requirements" for additional details on proposer eligibility and geographic need for services.
11	I am a 4410 program serving children with special needs. Am I eligible to apply to the RFP?	Yes. We believe in a mixed delivery model, and 4410 programs proposing to serve a portion of general education children alongside the children with special needs they serve may submit a proposal to the RFP for these general education students. This RFP is not intended to fund full-day services to preschool children with special needs in special classes that are already receiving 4410 funding and this RFP process does not affect existing 4410 contracts with the DOE Special Education Office. We have a longstanding City and State partnership to fund neighborhood based programs. We are working with the State to ensure there are available programs for all preschool children with disabilities.

Structure Proposal Form (SPF)		
#	Question	Answer
12	We currently have both Child Care and Head Start sites. In responding to SPF questions about current programs and experience in both the Birth-to-Five and Head Start/Early Head Start RFPs, should we include information on both our experience with Child Care and	Yes. Please include any and all relevant information, inclusive of Child Care, Head Start, or other experience, in your SPF responses.

	Head Start programming?	
13	What supporting documentation should I submit in response to "Demonstrated Effectiveness" questions 2, 3, and 4 in the SPF?	If you have <u>NOT</u> previously: ● contracted with the DOE to provide 3-K and/or Pre-K for All services for SPF question 2 on 'Program Quality;' ● contracted with the DOE <u>or</u> ACS to provide 3-K and/or Pre-K for All services for SPF question 3 on 'Instructional Quality;' and/or ● operated a licensed early childhood program in New York City for SPF question 4 on 'Safety and Supervision,' you should plan to submit documentation that supports your demonstrated effectiveness at providing early childhood education and care services in one or more of these areas. Examples may include assessments done by external evaluators, as well as health and safety documentation. When considering what to submit, please note that preference will be given to recent (within the past 3 years), objective data collected by third parties. Specific examples of documents you may submit with your proposal are found in Section 4F(a) - "Structured Proposal Form and Program Quality, Instructional Quality, and Safety and Supervision Documentation" of both RFPs, as well as in SPF questions 2, 3, and 4. If you have contracted with the DOE, ACS, and/or operated an early childhood program in NYC, you may not need to submit additional documentation in one or more of these areas. Please carefully review Section 4F(a) - "Structured Proposal Form and Program Quality, Instructional Quality, and Safety and Supervision Documentation" of the RFP, as well as SPF questions 2, 3, and 4, to verify whether or not supporting documentation is required for your program.
14	In question 12, the SPF has a question listed for A and a grid listed under B. Is there supposed to be another question for B?	No. Please note for Question 12 on the SPF, Section A and Section B should be answered in the same chart provided.

Budget & Funding		
#	Question	Answer
15	What do you mean by "Programmatic Consultant" on row 146 in the "Program Costs Proposal" tab of the Budget Form?	Programmatic and Operational Support Other Than Personnel Services (OTPS) cost categories represent non-personnel costs for operating the program, such as administration, family and community engagement, staff development, and consultant fees. Programs may choose to budget for consultant fees to cover services that will not be provided by program staff. The Programmatic and Operational Support OTPS includes a line for programmatic consultants and administrative/operational consultants. Examples of programmatic consultants could be vendors that provide services related to professional development, family engagement, mental health, and curriculum enhancements. Examples of administrative/operational consultant services include accounting, janitorial services, and tech support. Please refer to Section 4F(b)iv - "Tab 2: Program Costs Proposal" in the RFP for more information.
16	The "Programmatic and Operational Supports: Personnel Services" section of the Budget Form only allows me to input information for 10 staff members. How should I propose funding for the remainder of my non-classroom based staff, if I have more than 10 staff members?	If you run out of lines under the "Programmatic and Operational Supports: Personnel Services" section and need to propose additional staff member, please consider using the following options: 1. If you have available lines under "Classroom PS", you should use them and make a note of the non-classroom personnel's appropriate title and function. 2. If you have multiple staff with the same title, consider putting them in the same line, and make a note of the total FTEs that is represented on each line.
17	Will programs receive the same funding for extended day and year slots as they do for school day and year slots?	No. The DOE is committed to providing additional funding to extended day and year slots to enable programs to offer services beyond the core day and year. Average per-child funding will meet or exceed the average amounts currently provided to ACS-contracted programs offering similar days and hours of service. We encourage providers to submit a budget that represents the needs of their program. Please carefully review Section 3(C) -"Funding" of the Birth-to-Five Services RFP for more information on per-child funding.

18	How does applying for 3-K, or any other age group or service type, affect how I complete the Budget Form?	If you choose to propose for 3-K, or another age group, you will indicate your proposed ages and services in Tab 1 - "Service Model Proposal" of their Attachment B - Budget Form. Please add all age groups to your proposed budget so it reflects the age groups you propose to serve. Final contract awards are subject to successful budget negotiations between the DOE and the proposer. Should a proposer be awarded a different number of slots or ages than originally proposed, adjustments to proposed budgets may be considered during these negotiations. Please carefully review Section 4F(b)- "Budget Form" and Section 4F(b)iii - "Tab 1: Service Model Proposal" of both RFPs for additional guidance on completing your Budget Form.
19	Are programs allowed to combine funding for full-day Pre-K for All services and direct Head Start funded services?	No; programs are not eligible to submit a proposal for Birth-to-Five funding, including Pre-K for All funding, for children already funded by a direct Head Start grant. The DOE plans to release a separate RFP later in 2019 for Direct Head Start grantees to propose funding to supplement the grants they receive from the Federal Office of Head Start. The timeline, funding parameters, and funding amount for this procurement have not yet been released. Direct Head Start grantees are eligible to apply to the Birth-to-Five and Head Start/Early Head Start RFPs to serve additional children. Direct grantees can apply to the Head Start/Early Head Start RFP to provide City-contracted Head Start services as a delegate agency of the DOE. Direct Head Start grantees can also apply to the DOE's Birth-to-Five RFP if they wish to offer 3-K for All, Pre-K for All, or Child Care Block Grant-funded services (extended day and year) to additional children. These RFPs are not intended to fund services for children already served through an organization's direct Head Start grant. We encourage providers interested in learning more about current and future RFPs to become prequalified in HHS Accelerator (nyc.gov/hhsaccelerator). Once prequalified, you will have access to information regarding all RFPs released by the Division of Early Childhood Education (DECE), including any updates about anticipated release dates.

20	To what degree will average cost-per-child rates vary across program models?	The DOE will consider the needs of specific programs, as well as the additional costs associated with operating different program models when determining per child rates. Please carefully review Section 3C – "Funding" of the Birth-to-Five Services RFP for guidance regarding average per child rates.
21	How should I budget differently for each of the different service models?	Providers should propose a budget that represents what they need to run a high-quality early childhood program. We believe that programs understand their communities, their needs, and what is required to operate successfully. In both RFPs, the DOE has provided guidance and a structure to support programs with the development of their proposal and budget.
22	Will the contract value be different depending on which service model is selected?	Through the Birth-to-Five and Head Start and Early Head Start RFPs, programs will receive increased funding for additional days/hours of service, and to assist in supporting lower income children and meeting the Head Start Program Performance Standards. If found eligible for award, proposers will be required to participate in the DOE budget development process to determine the annual contract value and one-time start-up funding awarded. Proposers must successfully complete the budget development process and have their budget approved by DOE for their contract to be registered. Contract finalization is subject to registration by the NYC Comptroller's office. During the budget development process, a per-child rate will be determined for each age group and service option awarded. The negotiated per-child rate will be the unit charge for the term of the entire contract. Per-child funding will be aggregated to determine the total annual contract value. Please carefully review Section 3 - "Financing and Budgets" for detailed information on the process for determination of contract value and funding details.
23	How will the service model I select impact staff salaries?	Proposers should budget for the staffing plan and salaries that they think is necessary to operate a high quality proposed program. Proposers should take into consideration the required staffing ratios and qualifications for each service model. Please carefully review Section 2B - Service Model Expectations and Requirements for detailed information about these requirements.

		All programs are subject to any collective bargaining agreements to which they are already committed and which their staff may enter into in the future. Salaries for unionized lead teachers are governed by the applicable collective bargaining agreements. For the core day and year, the DOE recommends that proposers budget to pay non-unionized certified lead teachers in 3-year-old and 4-year-old classrooms an annual salary of: ● $44,000 for teachers with a BA ● $50,000 for teachers with an MA We understand that compensation is a top priority for CBO providers. We are committed to continuing the progress we've already made to ensure an effective compensation structure for early childhood providers as we build a stronger early childhood care and education system at the DOE. Providers should propose a budget that reflects what they need to run a high-quality program, and we will negotiate with awarded providers from there.
24	How should I plan to compensate teachers with varying levels of experience, and how will this impact my overall program budget?	Providers should propose a budget that represents what they need to run a high-quality early childhood program. We believe that programs understand their communities, their needs, and what is required to operate successfully. In this RFP, the DOE has provided guidance and a structure to support programs with the development of their proposal and budget. All programs are subject to any collective bargaining agreements to which they are already committed and which their staff may enter into in the future. For non-unionized certified lead teachers in 3-year-old and 4-year-old classrooms, proposers may budget up to $44,000 for teachers with a BA and certification and $50,000 for teachers with an MA and certification. The DOE greatly values our early educators and the important work they do, and remains committed to helping all providers recruit, retain, and grow a talented workforce. The DOE will continue to offer our community-based partners access to lead teacher retention incentives and support in certified teacher recruitment and hiring.
25	Does my budget change if a teacher's qualifications change mid-year?	Yes. For example, if a teacher on a study plan leaves mid-year and a certified teacher with a MA is hired to cover the vacancy, the funding will reflect the level of the new teacher.

		Providers will not be allowed to re-purpose additional funds from teacher qualification changes to other costs.
26	Providers are recommended to include funding for 15 days of substitute coverage; is this per classroom or per site?	Per classroom. Substitute teachers may be required when lead teachers or assistant teachers take a sick or leave day. The DOE recommends that proposers include funding for up to 15 days of substitute coverage in their proposed budget per classroom.
27	If I am proposing extended day and year services, am I required to hire an additional staff member for the additional hours beyond the core day? If so, how will the DOE fund staffing requirements during these additional hours?	Programs may choose, but are not required, to staff classrooms with different staff members during additional hours and days than the staff for the core hours and days. The DOE strongly recommends that programs offering Pre-K for All continue to meet core day group size and staff qualification requirements during additional hours and days. The DOE is committed to providing additional funding for additional hours and days of service beyond the core day and year, and will fund programs to meet the minimum classroom staffing requirements for additional hours and days. Staffing for all proposed days and hours should be reflected in the budget form.
28	How are the infant and toddler staffing requirements defined in the RFP and how will programs be funded to meet these requirements?	The DOE will fund programs to meet the minimum classroom staffing requirements for infant and toddler classrooms outlined in the Birth-to-Five RFP. These are the staffing requirements as defined by New York City's Health Code (Article 47). Please carefully review Section 3D(a) - "Classroom Costs: Personnel Services (PS)" for more information on the funding methodology for program staff.
29	Should I complete my Budget Form with proposed costs for the entire length of the contract?	You should enter annual costs and figures into your Budget Form. Please propose a budget that describes the costs and rates to run one year of your program.

The RFP outlines step-by-step instructions for completing your Budget Form in Section 4F(b) - "Detailed Instructions on Completing Required and Optional Documents: Budget Form" in both RFPs. The Budget Form will automatically calculate an Annual Cost for one year of operation and Total Contract Value for the entire contracted period.

Please note that proposers will not be evaluated on the basis of the submitted Budget Form. These are proposed numbers, and there will be opportunities to discuss the amounts with DECE staff after award recommendations. |
| 30 | If we propose extended day and year services, and choose a length | If the services in your proposal are the only services provided in this space, you may include total annual occupancy costs in |

| | | of year that allows us to close for a month in the summer, who pays for the rent for that month? | your Budget Form. However, if other services will be offered outside of the DOE-contracted hours, you must allocate your occupancy costs across these services.

If there are items, staff members, or services that will also benefit services at your site that are not solicited through this RFP, the occupancy cost for that service must be split fairly between the two programs. For example, if your proposal is for school day and year services only but your program will be open during the summer months to children whose parents pay an additional fee, then 3 of the 12 months of your rent are used exclusively for a private-pay program and cannot be allocated to your proposal budget.

Please review Section 3H - "Cost Allocation" of the Birth-to-Five Services RFP for details. |
|---|---|---|---|
| 31 | If I choose to operate a school day and year program, how do I plan for annual salaries for my teachers? | Proposers should budget for their annual teachers' salaries to account for the hours allocated to services funded through these RFPs. Programs should give teachers who only work during the school year the option of having their pay be spread across 10 months or 12 months. |
| 32 | Will the DOE fund fringe benefits for my staff (providing health care insurance, retirement plans)? | Proposers must budget to provide legally required fringe and cover all required payroll taxes. In addition, proposers should consider providing health insurance, retirement plans, and other fringe benefits for staff. |
| 33 | Will I gain or lose points on my proposal score based on how I propose program costs through my Budget Form? | No. Please note that budgets are not scored as part of the evaluation process and proposals will not be evaluated on the basis of submitted Budget Forms. Any figures proposed through your Budget Form will be reviewed outside of the proposal scoring process, and there will be opportunities to discuss proposed costs with DECE staff after final award recommendations are determined. |
| 34 | If my contract registration should be delayed, is there interim funding assistance available to me? | Should there be contract registration delays for any vendors otherwise responsive, permitted, and in compliance with the requirements of DOE and the regulatory agencies (DOHMH, Department of Buildings, New York City Fire Department), the DOE will pursue bridge loans to assist with cash flow through The Fund for the City of New York. The DOE will support nonprofits in the application process, which can take up to 30 days, or more, if there are open issues. |
| 35 | Can the DOE say more about teacher salaries and compensation equity? | We understand that compensation is a top priority for providers. We deeply value all early educators and are committed to continuing the progress we've already made to |

		ensure an effective compensation structure for early childhood providers as we build a stronger New York City early care and education system at the Department of Education. We are unable to share more information on salaries at this time. When applying to these RFPs, providers should propose budgets that reflect what they need to run a high-quality program, and we will negotiate with awarded providers based on available funding.
36	When compared to DOE per-child rates, the extended day guidance from the NYS Office of Children and Family Services (OCFS) Market Rate resource seems to indicate lower rates. Can you please clarify the relationship between the OCFS Market Rate and DOE per-child rates?	Providers operating extended day and extended year programs will be supported by funding from the Child Care Block Grant. New York City will claim for these funds at the OCFS established "Market Rate" (available [here](#)) or actual program expenses, whichever is lower. Programs should put forward budget proposals necessary to operate their programs and may wish to use the market rates as helpful guidance. Although the City is reimbursed at varying rates based on the ages of the children served, providers will not be responsible for a change in the allowable market rate that may result as children's ages change. There will be no impact to providers' negotiated payment rate once established, and any differential due to changes in the allowable market rate will be covered by other funding sources. The OCFS Market Rate Guidance reflects the amount an agency can claim from the state as reimbursement for contracted child care services. The DOE is committed to providing additional funding to extended day and year slots to enable programs to offer services beyond the core day and year.
37	I see in the RFP that all programs awarded through these RFPs are required to participate in the Child and Adult Care Food Program (CACFP). Can I apply for additional funding for meals beyond what is covered by CACFP?	Yes. Programs can use their budget for meal-related expenses that are not covered by their CACFP reimbursement. The DOE will require all programs awarded through this RFP to participate in CACFP. In cases where CACFP participation would pose a significant hardship for a program, programs will have an opportunity to request a waiver from the DOE for this requirement. Some examples of reasons that a waiver may be granted are: ● Less than 25% of children served by the program are eligible for free or reduced meals; ● The program already participates in an alternative nutrition program such as the National School Lunch Program; or

		● CACFP has informed the program that they are not eligible to participate.
38	Can I budget for additional non-instructional staff for my program?	The DOE recommends that proposers budget to cover non-instructional personnel costs, including mandatory fringe. Examples of staff for whom this funding may be used include, but are not limited to, education directors, cooks and custodians. More information can be found in *Attachment H - Birth-to-Five Policy Appendix* in Section A - "Staff Qualifications."

Service Models and Slot Need		
#	**Question**	**Answer**
39	May I propose to offer services for age groups I have not previously served through these RFPs?	Yes, providers may apply to serve age groups that they have not previously served. The DOE aims to maximize opportunities for children to be served at the same site for more than one year. Programs with the capacity and expertise should strongly consider proposing to offer services for a range of ages, from six weeks to five years old, at the same site, with enough slots in each age group to allow for continuity of services. Please carefully review Section 1B(c) - "Continuity of Services" of both RFPs for additional guidance on serving multiple age groups
40	Can providers propose to offer slots that are extended day and year for certain months and school day and year for other months? Can providers propose to offer extended year slots with school day hours, or school year slots with extended day hours?	No. The School Day/Year service model operates for 6 hours and 20 minutes for 180 days and the Extended Day/year service model operates for eight or ten hours per day and either 225 or 260 days per year. Providers may propose to offer: (1) school day and year services only, (2) extended day and year services only, or (3) both school day and year services AND extended day and year services. Providers should decide how many of which slot type to propose for based on the needs of their community and the capacity of their organization. Please note that providers may only propose one of the four extended day and year options listed in Section 1B(b) - "Options Within this RFP" at a site, operating either eight (8) or ten (10) hours per day, and either 225 or 260 days per year. Providers may not propose to offer two or more of the extended day and year options at the same site.

		Please carefully review Section 1B - "Overview of Solicited Services" of the Birth-to-Five Services RFP for more information on Service Models offered through this RFP.
41	We intend to respond to both the Birth-to-Five Services RFP and the Head Start/Early Head Start Services RFP, but are unsure of how many slots to propose through each, or if our proposal to one RFP will impact our consideration in another. How should we plan for submitting proposals to both RFPs?	Proposers wishing to provide both Birth-to-Five services (i.e. school day and year or extended day and year) as outlined in the Birth-to-Five RFP and Head Start/Early Head Start services as outlined in the Head Start/Early Head Start RFP should apply to both RFPs. Proposers are expected to make choices based on their understanding of community need, and the DOE will not penalize proposers for applying to both RFPs. The DOE reserves the right to recommend awarding proposers for either one or both of these service models at a single program, should the proposer be found eligible for award by the individual requirements of each RFP. Should the proposer be found eligible for award through both RFPs, the DOE will ensure that the total number of slots awarded does not exceed their current or proposed permitted capacity. Programs awarded both service models (Birth-to-Five and Head Start/Early Head Start) may request to combine same-aged children who are eligible for each service model in each classroom in order to foster socioeconomic integration at the classroom level. The DOE expects that effectively and seamlessly combining Birth-to-Five services with Head Start/Early Head Start services may come with significant programmatic complexity, additional costs, administrative and reporting requirements, and complex cost allocation requirements. Proposers are advised to consider their organizational and staffing capacity before deciding to pursue this option. Based on a program's request and demonstrated capacity, the DOE will approve blending Birth-to-Five services with Head Start/Early Head Start services in classrooms on a case by case basis.
42	How can providers apply for both Birth-to-Five and Head Start slots at a single site?	Proposers wishing to provide both Birth-to-Five services (i.e. school day and year or extended day and year) as outlined in the RFP, as well as Head Start/Early Head Start services as outlined in the Head Start/Early Head Start RFP at the same site should apply to both RFPs for the same site by listing the same address for each RFP. The DOE reserves the right to recommend awarding proposers for either one or both of these service models at a single site, should the proposer be found eligible for award by the individual requirements of each RFP.

You should indicate in two different places in each proposal that you are proposing to both RFPs:
1. When completing the "Proposal Details" tab in HHS Accelerator, you should answer "Yes" to Question 8 "Are you also submitting a proposal to the Head Start/Early Head Start RFP (the Birth-to-Five RFP)?"
2. When completing "Section 1: Identifying Information" of the Budget Form, you should select "Yes, I will propose to both…" in row 19.

Please carefully review Section 4 - "Proposal Instructions" in both RFPs for additional instructions about completing your proposal.

Program Policy and Student Enrollment		
#	**Question**	**Answer**
43	How do staffing requirements differ across different age groups?	Staff qualification requirements for each service model and age group vary in accordance with the NYC Department of Health and Mental Hygiene (DOHMH) for infant, toddler, and 3-K for All programs and New York State for Pre-K for All programs. Please carefully review Section 2B - "Service Model Expectations and Requirements" of both RFPs for more information. You can also find detailed information about staff qualification requirements in Section A- 'Staff Qualifications' of the Birth-to-Five and Head Start and Early Head Start Policy Appendices, included as Attachment H in both RFPs.
44	How is a family's "income eligibility" calculated by Head Start? Is it different than the "income eligibility" requirements defined by the Child Care Block Grant (CCBG) for children receiving extended day and year services?	Both Head Start and CCBG eligibility requirements are based on a family's income, or other circumstances such as homelessness. Head Start serves families below the federal poverty line and CCBG provides services for families with slightly higher incomes that meet a specific work or school requirements. Children experiencing homelessness, in foster care or eligible for certain types of public assistance may be eligible for both types of services. More details on the specific eligibility requirements for each service model are below. Head Start Eligibility Requirements: Head Start Eligibility Requirements Please refer to the federal Poverty Guidelines in order to determine eligibility for Head Start programs.

		Children are eligible for Head Start if one or more of the following apply:
		○ the family's income is equal to or below the Federal poverty line
		○ the family is eligible for public assistance
		○ the child lives in temporary housing
		○ the child is in foster care
		Please carefully review Section 2B(b)ii - "Child Eligibility" of the Head Start/Early Head Start RFP for more information.
		Child Care Eligibility Requirements:
		Families are eligible for extended day and year services if they meet the following income and work requirements:
		● Children and families receiving extended day and year services are required to meet an income limit of 200% of the State Income Standard (SIS). This standard is established according to CCBG funding guidelines.
		● Families of participating children must document an approved reason for care. For two-parent households, each parent must have a reason for care. Examples of possible reasons for care include:
		○ Employment (minimum of 20 hours per week)
		○ Vocational training/educational activities
		○ 4-year college student working at least 17.5 hours per week
		○ Looking for work (for a period of up to 6 months)
		○ Receiving services in response to domestic violence
		○ Experiencing homelessness as defined by the McKinney-Vento Act; for more information about determining whether a child is classified as homeless, see the National Center for Homeless Education's "Determining Eligibility for Rights and Services under the McKinney-Vento Act."
		● Families who use employment or vocational/educational activities as a reason for care must be approved for a number of authorized child care service hours based on their work or vocational/educational schedule.
		● Families receiving cash assistance (CA), Temporary Assistance for Needy Families (TANF), or income maintenance, foster parents, and families receiving protective or preventive services may also be eligible for extended day and year services funded through CCBG.
		Please carefully review Section 2B(b)ii - "Child Eligibility" of the Birth-to-Five Services RFP for additional information.

45	What are the number of program days, professional learning days, and total number of service days required under each program model?	Please carefully review Section 2B - "Service Model Expectations and Requirements" of the Birth-to-Five Services RFP and Section 2B(c) -"Days and Hours of Service" of the Head Start/Early Head Start RFP for information regarding the amount of service days required under each program model: ● *Birth-to-Five school day and year services* require a minimum of 180 service days, including a minimum of 4 professional learning days (or a total of 25 hours of professional learning activities). ● *Birth-to-Five extended day and year services and Head Start/Early Head Start (225-day option)* require a minimum of 2 service days, including a minimum of 4 professional learning days (or 25 hours of professional learning activities) and a maximum of 8 professional learning days. ● *Birth-to-Five extended day and year services and Head Start/Early Head Start (260-day option)* require a minimum of 2 service days, including a minimum of 4 professional learning days (or 25 hours of professional learning activities) and a maximum of 12 professional learning days.
46	If awarded extended day and year slots through the Birth-to-Five Services RFP, the RFP states that awarded programs will be responsible for collecting relevant Family Share fees. How does this payment system work and what happens if families are unable to pay these fees?	Families of children participating in the Extended Day and Year service model must pay a fee to programs, which will be based on family size, family income, and priority code (a code assigned to a family based on reason for care and used to calculate family share). Programs are responsible for collecting fees from families on a weekly basis. Programs must use the fee schedule provided by the DOE, in accordance with Federal and State CCBG regulations, which will utilize a sliding scale of the family's gross income after subtracting the applicable State Income Standard (SIS) level. Fees will also vary depending on the type of care received, as outlined below: ● Families of participating infants and toddlers will pay a full-time fee to cover all hours of service provided. ● Families of participating 3- and 4-year-old children will pay a part-time fee to cover the additional hours and days of care they receive through the extended day and year model (beyond the 180 days per year and 6 hours and 20 minutes per day of the core days and hours). Note that this represents a change from existing policy. Note: The following families do not pay a fee: ● Families receiving cash assistance (CA), Temporary Assistance for Needy Families (TANF), or income maintenance

		● Families receiving protective services ● Families experiencing homelessness For extended day and year programs, each month's payment from the DOE will be reduced to account for fees due to be collected from parents, as per CCBG requirements. The DOE's expectation is that children may not be expelled or suspended due to families' inability to pay the family contribution fee. The DOE will work with programs and offer supports in communicating with families in circumstances where there are outstanding balances that need to be collected. Please carefully review Sections 2B(a)ii and 2B(b)ii - "Child Eligibility" of the Birth-to-Five Services RFP for additional guidelines on family share.
47	In the Birth-to-Five RFP, what are the differences between "core" school days and "additional" extended days?	Programs offering the extended day and year model for 3-K for All and Pre-K for All children must designate 180 days of the year that will constitute their "core days." During the core hours and days of 3-K and Pre-K for All: ● Teaching staff must be consistent. ● Programs offering Pre-K for All must meet the group size and staff qualification requirements set by the New York State Education Department (NYSED) for Universal Pre-Kindergarten programs. ● Programs must follow DOE-provided daily scheduling guidelines. "Additional days" refers to days that programs offer to CCBG-eligible 3-K for All and Pre-K for All children outside of the core 180 days. On additional days: ● Staff members may differ from teaching staff who are staffing the classroom on core days. The DOE strongly recommends that programs offering Pre-K for All continue to meet core day group size and staff qualification requirements on additional days. ● Programs must continue to follow DOE-provided daily scheduling guidelines. Please review Section 2B - "Service Model Expectations and Requirements" of the Birth-to-Five RFP for additional details.
48	How are teacher's aids and "floaters" defined within these RFPs? How are these different from lead teachers?	For the purposes of this RFP, "Lead Teacher" refers to the qualified individual who holds primary responsibility for children's care and education in a classroom. "Assistant Teacher" refers to an individual who is part of the classroom teaching staff and works under the supervision of a lead

| | | teacher (inclusive of "assistant teachers" and "teacher's aides"). "Floaters" refer to staff who can provide coverage for lead teacher and assistant teachers and other supports that require an additional adult to enable programs in meeting the staffing, health, and safety needs

Please refer to Section 2B - "Service Model Expectations and Requirements" in the RFP for more information. |
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| 49 | What is the maximum number of children allowed in a Pre-K for All classroom? | Pre-K for All classrooms may serve up to 20 four-year-olds with DOE permission. In classes of 18 children or less, one lead teacher and one assistant teacher are required. In classes of 19 or 20 (with DOE permission), one lead teacher and two assistant teachers are required.

Please carefully review Sections 2B(a)iv and 1B(b)iv - "Group Size/Ratio" of the Birth-to-Five Services RFP for additional guidelines on staffing requirements. Section 2B(d) – "Group Size/Ratio" of the Head Start/Early Head Start RFP details staffing requirements for these services. |
| 50 | Can you please provide additional information regarding staffing ratio guidelines from NYSED, DOHMH, and the DOE with regard to Pre-K for All classrooms for 4-year-olds? How will these guidelines impact my program if I am proposing extended day and year services? | NYSED's Universal Pre-Kindergarten Regulations require one lead and one paraprofessional for classes up to 18 children. In classes with 19 or 20 children, one lead and two paraprofessionals are required. Programs offering Pre-K for All must meet these requirements during core hours and days.

During additional hours and days, Pre-K for All programs must meet the minimum staffing requirements outlined by Article 47, which specify one lead teacher and one assistant teacher for a maximum group size of 20. Please note, however, that the DOE strongly recommends that programs offering Pre-K for All continue to meet core day group size and ratio requirements on additional days. |
| 51 | In the staff qualification requirements for Lead Teachers set forth by NYC Health Code Article 47, does special education count as a "related field of study" and as appropriate certification? Can you confirm that special education is valid for 3-K Lead Teachers, as it is for Pre-K? | Yes; the Birth-Grade 2 Special Education Certification is valid to teach 3-K. The grandfathered teaching certifications in special education are also acceptable (e.g. Special Education Pre-k through 12, N-6). |
| 52 | How do I propose to the RFP as a dual language program? Can 3-K and toddler classrooms be dual | The application process to be a Dual Language program is separate from the RFP. Once awarded through the RFP, providers offering Pre-K for All services will be able to apply for |

	language?	the Dual Language designation, as only pre-K classrooms can receive the Dual Language designation.
53	What are the teacher qualifications for programs providing extended day and year services?	For extended day and year programs, during the additional days and hours, lead teachers must meet the requirements set by the DOHMH through Article 47. For more detailed information on staff qualification requirements (for teachers and Education Directors) for programs offering the extended day and year service model, see *Attachment H - Birth-to-Five Policy Appendix*.
54	Is teacher certification from other countries acceptable?	Teachers must be certified through NYSED. For teachers with certification from foreign countries, this may include obtaining an evaluation of foreign credentials by one of the NYSED approved organizations. Information on applying for certification with foreign credentials can be found on the NYSED website.
55	What is the maximum class size for Pre-K for All classes during the additional hours and days in the extended day and year model?	Please see below for information regarding Pre-K for All staffing ratios. During Core Hours and Days: ● In classes of 18 children or less, one lead teacher and one assistant teacher are required. ● In classes of 19 or 20 (with DOE permission), one lead teacher and two assistant teachers are required. During Additional Hours and Days: ● One lead teacher and one assistant teacher are required for a maximum group size of 20. Note: The DOE strongly recommends that programs offering Pre-K for All continue to meet core day group size and ratio requirements on additional days.
56	Can you please clarify how many meals are required per day for both the school day and year and extended day and year models?	The following meals are required under each service model: School Day and Year: These programs serve children for 6 hours and 20 minutes. Programs may choose to offer: ● Two meals and one snack (e.g. breakfast, lunch and afternoon snack); or ● One meal and two snacks (e.g. morning snack, lunch, and afternoon snack) Under this option, lunch must be offered. Extended Day and Year: These programs serve children for 8 or 10 hours per day. These programs must offer two meals and one snack. Acceptable meals include: ● Breakfast, lunch, and afternoon snack; or ● Morning snack, lunch, and supper

57	The DECE Early Childhood Framework for Quality (EFQ) explains that the framework is organized with "Examples of Practice" which are concrete ways to implement the practice for specific age groups and settings. Can you please provide or reference where these can be found?	Each Practice in the EFQ will have a set of Examples of Practice that will serve as a supplementary resource for DECE site support staff as they support programs during the 2019-2020 school year. We anticipate being able to share these Examples of Practice more broadly with programs during the 2020-2021 school year.
58	Can programs expel a child?	Students may not be expelled or suspended. In addition, students may not be sent home early as a form of discipline or as a strategy to manage disruptive behavior in the classroom. Programs must develop and implement strategies for responding to behavior that is disruptive to other students or unsafe for the student and/or others. Staff are responsible for documenting the supports and interventions that are put in place as part of an evidence-based approach to behavior guidance, instruction, and professional reflection. For more information related to Student Behavior, please see the Statement on Positive Behavior Guidance.
59	How do the available service models and enrollment practices promote socioeconomic integration?	The DOE's service models seek to promote and foster greater socioeconomic integration at the classroom level, because we believe that all children benefit from socioeconomically and racially diverse and inclusive schools and classrooms. Sites awarded multiple service models will be supported and encouraged -- and, in some cases, required -- to enroll children from both service models in the same classrooms.

Extended day and year Services and Head Start and Early Head Start services are only available for income eligible families that meet income and other eligibility requirements. The enrollment process will account for this to ensure eligible families are able to access these services. The DOE's enrollment process will incorporate eligibility requirements for these services.

The DOE expects that programs offering multiple service models in the same classrooms will work to ensure all children and families participating in the program have shared and aligned experiences. |
| 60 | What are the enrollment priorities? How are eligibility requirements for extended day and year services | Currently, priority for admission is given to student applicant groups in the following order (this structure is subject to change): |

factored into the enrollment system?	● Currently-enrolled children (those enrolled in programming for younger children who wish to enroll in a DOE-contracted program) ● Siblings of currently-enrolled children ● Current recipients of other free or subsidized services provided by the organization ● Native speakers of languages that the program specializes in serving (applicable to designated Dual Language programs) Extended Day/Year Services and Head Start and Early Head Start services are only available for families that meet income and other eligibility requirements. The enrollment process will account for this to ensure eligible families are able to access these services.

Facilities and Permitting		
#	Question	Answer
61	What are the permitting requirements for these RFPs?	Programs must possess an Article 47 Child Care Services Permit, Article 43 School-Based Filing Certificate, or Group Family Day Care License to offer the service models described in the Birth-to-Five RFP. Please note that programs do not need to be permitted or licensed at the time of proposal, but must be permitted and licensed by: ● April 1, 2020 for programs beginning services in July 2020; or ● June 1, 2020 for programs beginning services in September 2020. All Head Start and/or Early Head Start providers must have an Article 47 Child Care Services permit to contract with the New York City Department of Education for these services. Providers serving infants and younger toddlers must have an Infant/Toddler permit. Providers serving older toddlers and/or Head Start children must have a Pre-School permit (for ages 2-5). Please note that providers do not need to be permitted or licensed at the time of proposal, but must be permitted and licensed by April 1, 2020. Please see Section 1C(b) - "Licenses and Permits" and Section 4F(d)iv - "General Permitting Considerations for All Providers" of both RFPs for more detailed information about Permitting Requirements.

| 62 | Are programs operating in New York City Housing Authority (NYCHA) facilities eligible to propose to these RFPs? Will space in NYCHA facilities be procured in a similar manner to former Administration for Children's Services (ACS) facilities? | Yes. Proposers to this RFP may submit a proposal with a privately owned or leased facility, including New York City Housing Authority (NYCHA) based facilities. It is essential that the identified address is correct, complete, and consistent throughout the proposal. NYCHA facilities will not be procured in separate competition pool in a manner similar to former ACS facilities that are city-leased or owned.

Programs with NYCHA leases will not be procured as city owned or leased facilities because programs occupy those spaces through privately negotiated leases with NYCHA. Programs with NYCHA leases are encouraged to apply to these RFPs with their current address. If an organization is not yet permitted to occupy their proposed space (either NYCHA or otherwise privately owned or leased), they will also be required to submit evidence of site control (lease or other agreement with NYCHA).

Please carefully review Section 1C - "RFP Eligibility Requirements" and Section 1C(c) - "Locations and Facilities" of both RFPs in full to confirm your eligibility to submit a proposal. For more information on "Evidence of Site Control" and permitting requirements, please see RFP section 4F(d) - "Evidence of Site Control for Non-Permitted Sites, City Owned or Leased Facilities Questions, and General Permitting Considerations for All Programs." |
| 63 | For City owned or leased facilities, how should I incorporate rent, maintenance, and utilities in my proposed budget? | If you are applying for a City Owned or Leased Facility, do not budget for any occupancy costs in your Budget Form. If awarded, the DOE will provide additional information about the cost of utilities (if they are not paid for by the DOE) during the budget development process.

Pending availability of funds, the DOE may provide custodial and maintenance support and pay for utilities for City owned or leased facilities, as applicable for the facility type and/or lease agreement. If these services are not provided through the DOE, programs will be funded to provide custodial and maintenance support and for utilities accordingly.

Please carefully review Section 3D(d) - "Occupancy Costs" of both RFPs for additional guidance on funding for City owned and leased facilities, as well as Section 4F(c) - "Budget Form" of both RFPs for detailed directions on completing your Budget Form. |

64	Attachment E (City Owned or Leased Facilities List), includes a column titled, "Anticipated Classes by Age Group," under which a specific configuration of classes is suggested. For example, the configuration provided for Building B521 is 1 infant class, 4 toddler classes, two 3-K classes and 2 Pre-K classes. Are the "Anticipated Classes by Age Group" for the City owned and leased facilities the DOE's preferred or recommended configuration, or are providers encouraged to propose alternative class configurations at these sites?	Proposers should use the information in the "Anticipated Classes by Age Group" column as the basis of their proposal. This is the recommended configuration based on information about the facility. Proposers should propose services based on the class configurations outlined in the RFP.
65	My program is currently permitted, but I am considering applying for a new permit type and/or increasing the capacity of my current permit. Can you share more about this process?	If you are interested in changing your permit type to a different permit type or if you are interested in adjusting your available capacity to serve more students, we encourage you to start working with the Department of Health and Mental Hygiene as soon as possible because these processes can be lengthy and if awarded, programs must be permitted by April 1, 2020 for services beginning in July 2020, or June 1, 2020 for programs beginning services in September 2020.

While you work to change your permit type or adjust you capacity, you may apply to either RFP but you must submit their proposal as a 'non-permitted' site. You will be asked to indicate your permitting status and construction requirements in your "Proposal Details," and to provide further details on Tab 3 - "Start-up Proposal" in your Budget Form (see Section 3E - "Start-up Funding" for more details around one time funding for upgrades and renovation).

City agencies may conduct site visits and/or interviews in order to verify your site control, and/or to assess cost, timeline, and overall scope of work needed to complete the permitting, buildout, and/or renovation of the site, if applicable. The results of these assessments will be considered in award recommendation decisions. Proposers will not be recommended for award if a proposed site is deemed not viable based on cost and/or timeline and scope of overall work needed, or if it is deemed that the proposer does not have sufficient site control over the proposed space. |

		The time required to complete DOHMH certification (required for Article 47 or Article 43 permits) can be significant, and typically lasts 3 to 6 months. Please note that all sites must have a valid Certificate of Occupancy (C of O), Temporary Certificate of Occupancy (TCO), or Letter of No Objection (LNO) from the DOB to receive a DOHMH permit. Additionally, every DOE-contracted early education program must abide by New York City fire code and all related regulations. The DOE strongly recommends that if a new permit is needed for your proposed site, you begin the permitting process at least 3-6 months before the permitting deadline for the program model you are proposing. If you are recommended for award, the DOE reserves the right to rescind your award recommendation if your proposed site is not properly permitted by April 1, 2020 for programs beginning services in July 2020, or June 1, 2020 for programs beginning services in September 2020.

Contracting		
#	**Question**	**Answer**
66	Can providers awarded through these RFPs defer their contract award start date until a time after 2020?	No. Providers are not able to defer contract award to any dates beyond those specified in the RFPs. In applying to the RFP, you are proposing to commit to the contract dates specified with in the RFP. The Birth-to-Five contract dates are July 1, 2020 - June 30, 2025, with up to three one-year extensions. Head Start/Early Head Start contract terms will be for July 1, 2020 - June 30, 2024, with up to five one-year extensions.
		Each proposal recommended for award will result in a separate contract pending successful completion of all contracting activities. If there are extenuating circumstances after a provider is awarded but before services start, the DOE may consider these on a case-by-case basis but it is not standard practice nor policy to allow for a dormant contract within the established contract terms.
		Please carefully review Section 5D - "Contract Terms" in both RFPs for additional details about contract terms.
67	What is the best way for programs with ACS contracts scheduled to end in September 2019 to extend	Current EarlyLearn contracts will be extended only through June 2020. EarlyLearn providers wishing to continue services beyond June 2020 should propose through this RFP or the

		their contracts to align with the Birth-to-Five Services timeline?	Head Start/Early Head Start RFP. Receiving an award through this RFP or the Head Start/Early Head Start RFP will be the only way to continue City-contracted services into the 2020-21 school year. Current EarlyLearn providers may propose to provide school day and year services and/or extended day and year services. Please review Section 2C(a) - "Who May Propose?" for additional details about RFP eligibility.
68		Should providers that have a current contract with the DOE apply to these RFPs?	Yes. Pre-K for All and 3-K for All providers with full-day contracts set to expire in June 2020 will not be extended. Applying and receiving an award through the Birth-to-Five RFP and/or the Head Start/Early Head Start RFP will be the only way for providers to continue City-contracted early care and education services in 2020 and beyond. Pre-K for All and 3-K for All providers with full-day contracts expiring in June 2021 or later are strongly encouraged to submit a proposal to the Birth-to-Five RFP and/or the Head Start/Early Head Start RFP if they wish to continue services beyond the end date in their current contract. Current contract end dates will be honored; however, the DOE does not intend to renew these contracts. If providers wish to continue their current services only through the end of their current contract, they do not need to propose to the Birth-to-Five RFP and/or Head Start/Early Head Start RFP. To clarify the status of your current contract, please email DECEContracts@schools.nyc.gov with your Site ID and Site Name. Please carefully review Section 1C - "RFP Eligibility Requirements" of both RFPs in full to confirm your eligibility to submit a proposal.
69		Can the specific types of slots that providers are initially contracted for be altered during the length of the contract term due to enrollment patterns?	Providers will be expected to provide the slots for which they were initially contracted throughout the length of the contract term. Any potential alteration of slot allocation during the length of the contract term would be made solely at the discretion of the DOE. Therefore, the DOE encourages providers to carefully consider the potential demand for certain slot types within their community when applying, and to utilize the demand analysis provided within the RFPs in making such determinations.