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New Mexico Child Care Gap Analysis RFP# 2024-0025

Questions and Answers

Questions Due: March 20, 2024

Answers Due: March 22, 2024

	Question	Answer
1.	Does the data that ECECD already collects referenced in A.1.1. of the scope of work include disaggregated enrollment data by child age group?	Yes, it includes disaggregated enrollment data by child for the state's Child Care Assistance (i.e., subsidy) and PreK programs.
2.	Section A.1.4. describes the need to collect data on hours of operation and languages spoken by the providers. This data is described as being included in the NM Child Care Finder in A.1.1. Should a potential contractor assume the data in the Child Care Finder needs to be confirmed before inclusion in the analysis?	The contractor will need to ensure the data is complete, comprehensive, and accurate prior to analysis.
3.	Are there gaps in the Child Care Finder data that are known to ECECD?	Yes, there are known gaps in Child Care Finder data, for example, only English and Spanish are tracked as languages spoken by the providers, waitlist data (e.g., how many children are on a waitlist) is not collected, and tuition data is not a required field.
4.	a. In section A of the scope of work, does ECECD expect to work with a contractor to determine the most appropriate geographic groupings for the gap analysis or to analyze the child care gap at the county, school district	a. ECECD expects the child care supply and demand gap analysis to be completed at a variety of geographic analysis to support policy and program development.

	Question	Answer
	area, census tract, and the zip code level?	
5.	What activities from the scope of work, if any, might occur in the second option year referenced in section C?	ECECD would like the analysis to be completed in year one but has allowed for flexibility to extend the contract given any unforeseen delays or barriers during the analysis.
6.	How many in-person meetings are anticipated or preferred by the proposal issuer?	ECECD expects proposers to indicate the number of in-person meetings appropriate to support the work, but expects that no less than six in-person meetings should be conducted.
7.	Are in-person meetings anticipated to be in Santa Fe, or elsewhere in the state?	Location of in-person meetings are dependent upon audience and purpose of meeting.
8.	Does ECECD expect that all necessary data will be immediately available to contractor for analysis and visualization at the start of the period of performance?	ECECD will be able to provide the majority of data immediately. There may be other data elements discussed and agreed upon for ECECD to produce for the analysis that may require additional time.
9.	B.1 Organizational Experience states the section “should not be more than 10 pages, double-spaced 12-point font, times new roman, 1 inch margins.” Double spacing essentially only allows for 5 pages of content, which is not sufficient for the required Relevant Experience, Key Personnel, and Project Successes and Failures sub sections. Can ECECD revise this requirement to be single-spaced as to truly allow for 10 pages of content?	ECECD will allow for proposals that have an Organizational Experience section that are no more than 20 pages, double-spaced, 12-point font, Times New Roman, one inch margins to accommodate sufficient information.
10.	B.1 Organizational Experience states the section “should not be more than 10 pages, double-spaced 12-point font, times new roman, 1inch margins”. None of the other technical proposal sections have font or page limit requirements. Is it correct that the other sections do not have font or page limit requirements?	That is correct. Unless specifically stated, sections do not have a font or page limit requirement.

	Question	Answer
11.	<p>Question regarding new data collection: In the RFP, Attachment 1-Scope of Work, (PDF page 51 / RFP page 47) the state seeks data on “new information from families, child care providers, and other key sources to understand the quality and availability of child care in the state compared to the demand.” Acknowledging the data that the State already does collect on licensed/registered child care providers (Choices for Children Day School - Albuquerque, NM - Wonderschool), are there other data elements that the State does not collect that the vendor will need to collect from the providers? And if so, what are some examples of the data elements that would be helpful for the State to obtain?</p>	<p>A proposer may collect additional data to enhance the final analysis. An example of data elements that may need to be collected to complete the analysis include child care waiting lists by age, more complete child care aggregate enrollment data by individual program, and data on where classrooms may not be opened because of workforce shortages.</p>
12.	<p>Question regarding proposal formatting: In RFP section: B. TECHNICAL SPECIFICATIONS, 1. Organizational Experience (PDF page 30 / RFP page 26) it is noted that, "Organizational experience should not be more than 10 pages, double-spaced 12-point font, times new roman, 1inch margins)." For clarity, does the double-spaced 12-point font, times new roman, 1inch margins requirement apply to all other sections of the RFP response, or only to "Organizational experience"?</p>	<p>Unless specifically stated, other sections do not have a font or page limit requirement.</p>
13.	<p>Introduction Section C Scope of Procurement (C)/ pg 1, Section A Detailed Scope of Work (C)/ pg 24 Attachment 1 Scope of Work (C) / pg 47</p> <p>a. At what geographic level does ECECD have data about enrollment in early childhood programs?</p>	<p>a. ECECD collects child-level data on all children enrolled through Child Care Assistance and New Mexico PreK, including which program they are enrolled in. ECECD also has enrollment</p>

	Question	Answer
	<p>b. Does ECECD have a preference as to what geographic level childcare gaps are presented at (e.g., counties, school districts, ZIP codes, etc.)?</p> <p>c. Which region breakdowns are meaningful for policymakers in the state?</p>	<p>data on programs that use Wonderschool.</p> <p>b. ECECD prefers that multiple analyses are possible with the final product and will work with the contractor to determine how analyses should be presented within the report. For more urban areas a more detailed breakdown may be necessary, whereas rural areas may not require as much of a detailed level of geographic analysis.</p> <p>c. The geographies listed in the RFP are necessary for policymaking. In addition, legislative district data may be helpful for elected policymakers in the state.</p>
14.	<p>Introduction Section C Scope of Procurement (C)/Pg. 2 The budget availability of up to \$500,000: is that amount for the base year, or both base and option year (totaling two years)?</p>	<p>The budget availability of up to \$500,000 is for the project and optional 1 year extension, (totaling up to two years),</p>
15.	<p>Section A Detailed Scope of Work (A.3.)/ Pg. 25, Attachment A Scope of Work (A.3.)/pg. 48 Does ECECD have a preference in what platform the visualization is hosted on?</p>	<p>ECECD prefers analysis to be completed in a platform it can update in the future, which includes Power BI and ArcGIS, but this is not a requirement of the proposal.</p>
16.	<p>Section A Detailed Scope of Work (A.1) /pp 24-25, Attachment 1 Scope of Work/multi/pp 47-49 Can you clarify what data (if any) ECECD can provide access to? For example, what kind of data can the state provide on: New Mexico PreK, Head Start, Child Care Assistance Program, or the FOCUS QRIS program?</p>	<p>The state has licensed capacity, enrollment, address data, FOCUS participation/rating, and contact information for all licensed child care and PreK programs, CLASS data for PreK programs, and capacity data for Head Start programs, as well as enrollment data for most Head Start Programs. In addition, the state has data on payments and participation in Child Care</p>

	Question	Answer
		Assistance. The state also may have other data relevant to the analysis that it will work with the successful proposer to identify.
17.	<p>Section B. Technical Specifications/Pg. 26:</p> <p>a. Are there page limits for any of the other sections of the proposal besides the 10 page limit for the Organizational Experience?</p> <p>b. Do you prefer the entire proposal be double spaced?</p>	<p>a. Unless specifically stated, other sections do not have a font or page limit requirements.</p> <p>b. ECECD prefers the entire proposal to be double spaced.</p>
18.	<p>Section C. Business Specifications Pg. 27</p> <p>Can the Financial Statements be presented in an appendix?</p>	The financial Statement should be sent as an attachment marked "Financial Statements" and identified in proposal.
19.	<p>Attachment A Scope of Work (A.2.3)/pg. 48 - The SOW describes that "written analyses and select briefings" should be made available in English and Spanish. Can you provide any further clarification which briefings and/or products should be made available in English and Spanish? For example, is the oral briefing required to be in English and Spanish, or does this only include public-facing communications that include families?</p>	Any product, including briefings, that is intended to be used or understood by child care providers and/or families should be made available in English and Spanish.
20.	<p>GENERAL</p> <p>a. Would this study be expected to be inclusive of tribal pueblos and reservations? If so, does the state have any existing data or data sharing agreement with these entities?</p> <p>b. What type of contract is expected as the result of this RFP?</p>	<p>a. ECECD does not expect that this analysis will include tribally-licensed child care as the state does not collect this information, but can facilitate tribal consultation to determine where integrating supply and demand data for sovereign nations is appropriate.</p> <p>b. The Contract will be a Professional Services Contract per the "Sample Contract" in the RFP "APPENDIX C</p>

	Question	Answer
		DRAFT CONTRACT” beginning on page 38 of the RFP and ending at ***END OF SAMPLE CONTRACT*** on page 54.
21.	<p>Report/Briefings (A.2.2 and A.2.3; pp. 25)</p> <p>a. What role can the agency play to support logistics for planning and convening stakeholders?</p> <p>b. How many total briefings does the agency envision?</p> <p>c. How many in-person briefings does the agency envision?</p> <p>d. Can the agency provide support for translation and interpretation services for materials and convenings?</p>	<p>a. ECECD will supply the selected contractor with lists of stakeholders and existing meetings, as well as support communicating about planned events.</p> <p>b. ECECD envisions approximately six in-person briefings and additional online briefings as needed to complete the work.</p> <p>c. ECECD anticipates no more than six in person briefings throughout the project.</p> <p>d. ECECD prefers proposals that provide translation services when hosting meetings and briefings through Zoom or other electronic platforms. ECECD will assist the selected contractor, as necessary, to translate any ECECD branded report posted on our website into Spanish.</p>
22.	<p>Data Availability (A1.1 – A.1.7, pp. 25)</p> <p>a. Does the agency have any information about the completeness of the data in NM Childcare Finder?</p>	<p>a. ECECD will work with the contractor to ensure data is complete, comprehensive, and accurate prior to analysis.</p>

	Question	Answer
	<p>b. What additional information does the agency need for childcare providers that is NOT currently captured in NM Childcare Finder?</p> <p>c. How has the agency calculated demand estimates for child care in the past?</p> <p>d. Does the agency have requirements or restrictions (i.e., respondent burden; data privacy) related to fielding surveys of NM residents?</p>	<p>b. The proposer may collect additional data to enhance analysis. An example of data elements that may need to be collected to enhance the analysis include child care waiting lists by age, more complete child care aggregate enrollment data by individual program, and data on where classrooms may not be opened because of workforce shortages.</p> <p>c. ECECD has not calculated demand estimates for child care in the past.</p> <p>d. No, not related to fielding surveys.</p>
Section IV Specifications Questions		
23.	Is the supply and demand study being requested solely as a point in time analysis (i.e., a static model of current state supply and demand), or is there a desire for future projections?	At minimum, the project should include a point in time analysis.
24.	Does New Mexico have an existing Social Vulnerability assessment for each census tract that will be used, or will the state provide access to the underlying Census variables and data elements by geographic region?	ECECD uses the Social Vulnerability Index, defined on page 6 of the RFP.
25.	What major milestones should we be aware of for this work that are predetermined, based on the desired timeline for policy, program, or funding recommendations (e.g., ideal start date, report delivery date, etc.)?	Once the contract is awarded, ECECD will work with the selected contractor on deliverables and a project timeline.

	Question	Answer
26.	Are there any predetermined dates for stakeholder engagement, including the in-person and online final briefings with external stakeholders?	No, there are no predetermined dates. ECECD will work with the selected contractor to determine the dates.
27.	<p>a. Is there a set steering committee or governance body that contains different stakeholder groups that should be engaged throughout the project?</p> <p>b. In addition to a steering committee or governance body, are there other pre-established avenues to engage key stakeholder groups across regions, including childcare providers, such as a provider advisory council?</p>	<p>a. ECECD will assist the selected contractor in engaging with committees and stakeholders throughout the project.</p> <p>b. Yes, ECECD will work with the contractor to leverage existing key stakeholder groups for engagement purposes.</p>
28.	<p>a. Is there existing survey infrastructure that can be used to deploy surveys to families, either from the state or through childcare resource and referral agencies (i.e., can existing state infrastructure or partner infrastructure be used to survey a representative group of parents by geography, socioeconomic income, working status, and other key dimensions)?</p> <p>b. If existing infrastructure can be used, are there time or other constraints on survey deployment?</p>	<p>a. It would be ECECD's preference for the contractor to utilize and manage a survey infrastructure independent from ECECD and ECECD contractor survey platforms.</p> <p>b. Timelines should meet what is needed to conduct analysis.</p>