

# COUNTY OF ALAMEDA

## Addendum No. 1 / Questions & Answers

to

RFP NO. 2025-SSA-WBA-CWSTG1

for

CalWORKs Stage One Child Care Services

**Bidders Conferences held**

**Wednesday, March 26, 2025 and Thursday, March 27, 2025**

This County of Alameda RFP Addendum No. 1 / Questions & Answers (Q&A) will be posted on the GSA Contracting Opportunities website located at [Alameda County Current Contracting Opportunities](#).

Please consider this document in preparation for your bid response.

**County of Alameda, Social Services Agency, Administration & Finance/Contracts Office**  
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**The following Sections have been modified or revised as shown below.** Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

**RELEVANT EXPERIENCE**

- Page 18 of the RFP Specifications, Terms & Conditions, Evaluation Criteria, Part F - Relevant Experience, item 1
- Page 22 of the RFP Specifications, Terms & Conditions, Example – CSC Rating Form, Section 2: Rating Elements, item 1
- Page 12, Exhibit A - Bid Response Packet, Relevant Experience section, item 1

are all revised as follows:

Describe your prior experience and expertise in providing Stage One Child Care services **or other relevant experiences** to the target populations specified in the RFP. Your response should include the number of clients served, demographics of the clientele served, and partnerships and/or collaborations with other community organizations and/or County staff.

**Page 14, EXHIBIT A – BID RESPONSE PACKET, COST EFFICIENCY/FISCAL MANAGEMENT section, item 2 is revised as follows:**

2. Describe how ~~sufficient~~ your project budget is sufficient to support the proposed activities.

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Thank you for your participation and interest in the County of Alameda Request for Proposal (RFP) for CalWORKs Stage One Child Care Services.

All questions are taken from written questions emailed by potential Bidders or questions provided in real time during the Bidders Conferences. The County of Alameda shall be noted as "County" in the answers to these questions. The Questions and Answers are the final stances of the County. Please consider this document in preparation for your bid response.

<b>Questions and Answers:</b>
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- Q1) On page 14 of the Bid Response Packet, question #2 states "Describe how sufficient your project budget is sufficient to support the proposed activities." Can you please clarify?
- A1)** See page 2 above of this Addendum No. 1 / Questions & Answers document
- Q2) For the Bid/Budget Form on Page 13 of the Bid Response Packet, is it acceptable for our agency to use the actual operating expense line items our agency uses rather than those listed on the form template?
- A2)** Your organization may provide a modified budget template to address the proposed operating costs. If coordination with County personnel is needed, it should be described in the budget detail, ensuring that the work to be performed aligns with the proposed services listed in the program design section.
- Q3) Will the due date of 4/29/2025 be extended?
- A3)** No, the bid response due date of 4/29/2025 will not be extended.
- Q4) The Bid/Budget Form (page 19) has a line item: "Direct Client Costs". Are "Direct Client Costs" reimbursement payments to providers?
- A4)** Direct Client Costs refer to operational expenses generated from direct services provided to the clients. The contractor will be reimbursed at a flat rate.
- Q5) Will the County provide the average cost of care for the 1,600 children requiring CalWORKs Stage One Child Care services? This information was provided previously in the 2017 RFP (page 4). If Direct Client Costs are provider payments, the average cost of care is needed to estimate this line item.
- A5)** The 2025 RFP Specifications, Terms & Conditions document is the most recent document for this procurement and contracting opportunity and supersedes any previous RFP terms, specifications, conditions, and evaluation criteria.

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Under this procurement, contractor will be reimbursed at a flat rate. Payments made to child care providers must not exceed the Regional Market Rate (RMR) ceilings established by the state. For the current RMR reimbursement ceiling, refer to [Reimbursement Ceilings for Subsidized Child Care - Child Development \(California Dept of Social Services\)](#).

- Q6) If total actual provider payment costs exceed the budgeted amount, will the contractor be reimbursed for the provider payment overage? Provider payments could increase because of factors out of the contractor's control such as an increase in the number of families eligible for and seeking support of CalWORKs services.
- A6) Contractor cannot be reimbursed beyond the total annual contract amount. Reimbursement should only be for direct/indirect expenses associated with the program and not a percentage of provider payments.
- Q7) CDSS advances its Alternative Payments contractors a percentage of the provider payments prior to the start of the contract, does the County follow a similar practice?
- A7) It is not our standard practice to guarantee advance payments; however, all contracts are subject to negotiation with the Program department and Finance team.
- Q8) In the 2017 and 2019 Stage One RFPs, the question was posed as: "Does the bidder have relevant experience and performance in supporting this type of contract with governmental and nonprofit agencies?" (10 points - same point value).
- A8) See A5 (paragraph 1).
- Q9) We understand the budget template provided on page 19 of the RFP can be modified or a budget template of bidders choosing can be used so long as all operating costs are included. Does this allow an agency to (1) either omit line items from the template on page 19 if they are not applicable (e.g. Postage) and/or (2) consolidate categories where like-expenses are charged (e.g. Rents & leases of structures and utilities are grouped as "Facility" expenses in our general ledger)?
- A9) See A2.
- Q10) How does a bidder submit signatures, as the guidance is currently contradictory. Is DocuSign accepted as a valid form of signature, or should we use actual signatures?
- A10) In reference to page 35 of the RFP Specifications, Terms & Conditions document, Bid Response preparation and Format section: Bidders must submit (1) original hard copy with original (ink) signatures or electronic signatures (DocuSign is acceptable). Bidders must also submit an electronic copy of their proposal in a single PDF file (with Optical Character Recognition preferred) and must be an exact scanned image of the original hard copy.
- Q11) How is the selection committee chosen?

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**A11)** The County Selection Committee (CSC) may be composed of County staff and other parties that may have expertise or experience related to the Stage One Child Care services that are being procured. The CSC will score the proposals according to the Evaluation Criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals will be within the sole judgment and discretion of the CSC.

The CSC reflects a diversity of skills. Committee members may be Alameda County employees, employees of other public agencies, or representatives from the private sector, but may not be an individual who was involved in any way with the development of specifications for the proposed product or service in the solicited RFP.

**Q12)** Will the County reword question 1 – Relevant Experience? The differences between the enrollment, case management, payment to providers, reporting, quality assurance, and auditing for Stage 1, Stage 2, and CAPP are miniscule. As the question is worded and scored this provides an incumbent an excessive advantage in point accumulation. An incumbent vendor already has an inherent advantage. If evaluators treat this as a yes/no question, a non-incumbent would have a 10-50 point disadvantage for a process that is extremely and overwhelmingly similar.

**A12)** See page 2 above of this Addendum No. 1 / Questions & Answers document for the revised sections pertaining to this question.

**Q13)** Can you provide your projection of the number of children / families to be served per region. And is there consideration for families served that do not access child care?

**A13)** The numbers presented in the chart below reflect the anticipated monthly caseloads for families to be served across the 4 regions. These figures are based on historical data and trends. It is important to note that Alameda County does not guarantee a minimum or maximum number of clients to be served in any given region.

Region 1	Region 2	Region 3	Region 4
635	240	100	50

Children who do not access childcare cannot be properly accounted for in terms of payments made to providers. The budget must thoroughly reflect the services required for this program.

**Q14)** Is it at the discretion of the the Committee to conduct vendor interviews, can you give us an example as to when that would happen?

**A14)** If the CSC Committee determines that more information or clarification is needed from the proposed vendors, they will reach out to schedule an interview. If a bidder is selected for an interview, it will tentatively take place on June 10, 2025. The date is subject to change and will be confirmed at the appropriate time.

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Q15) Are direct personnel expenses fixed costs, and is the admin portion the earned component? For example, if we propose that we're going to provide services to 180 children but we only get 150, will the expenses be fixed?

**A15)** The State mandates that the counties cover the provider payments, not to exceed the RMR ceiling costs, as this funding is pass-through and intended for contractors to distribute to the providers. This differs from the direct and indirect expenses that the contractors are permitted to charge. Reimbursement to contractors should only be for direct/indirect expenses associated with the program and should not be calculated as a percentage of provider payments.

Q16) If bidding on two regions is it advisable to show a separate budget for each region with a consolidated total?

**A16)** Yes

Q17) If the projections are off and they substantially increase or decrease, then what would be the mechanism for adjusting the budget that's approved in a three-year contract?

**A17)** Budget adjustments to any awarded contract can be discussed with the Program department and reviewed by the Finance/Accounts Payables team at the appropriate time.

