



RFP QUESTIONS AND ANSWERS

RFP Q&A Number:	719180-RFP-02
Project Title:	Virtual Early Education Center Content Development
Application Deadline 11:59 pm CST:	February 8, 2019
Proposals must be emailed to:	719RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until:	January 18, 2019
Responses to questions will post on:	January 25, 2019

QUESTIONS AND ANSWERS

Question 1. For Part 1, is this for online or face-to-face training? If face-to-face, will it be delivered by Head Start staff? Resource and Referral agencies and other community trainers? Is AAP considering training segments that can be delivered for one-hour, several hours, one-day, and several-day trainings? Should the training resources include agendas, PowerPoints, handouts, and training activities?

Answer 1. The training layer would be used for face to face or online training. It can be delivered by HS staff, TA staff or CCR&R staff. The trainings created would not be more than an hour and ideally the training could be broken down into smaller segments of 10, 15 or 25 minutes. The training resources could consist of a training guide, conversation starter, ppts, and handouts.

Question 2. For Part 2, how extensive will the layer be? There are many resources that could be provided. Is there an estimate of about how many items AAP wants to have in a layer for the VEEC?

Answer 2. The EPR&R layer will be similar in size to the Safety Practices layer.

Question 3. What are your submission guidelines for this RFP, e.g. page limitations, font size, file size, margins?

Answer 3. The only requirements are those listed in the RFP.

Question 4. Is there a specific format required or preferred for the budget submission? Should the budget be included as a separate volume?

Answer 4. As stated in the RFP, both hourly rates and total budget are required.

Question 5. Is this a Cost reimbursement, Fixed price contract, etc.?

Answer 5. This is a fixed price contract.

Question 6. Is there an estimated award date?

Answer 6. February 22, 2019

Question 7. Will proposed consultants be subjected to interviews or further vetting by AAP?

Answer 7. We may follow up with additional questions. There is no formal interview or vetting process planned at this time.

Question 8. Will the consultant be required to travel to the AAP/NCECHW Office?

Answer 8. No

Question 9. Is there an overall level of effort that you anticipate for this work?

Answer 9. The EPR&R layer will be similar in size to the Safety Practices layer. There is not a set number of hours assigned to this project.

Question 10. Do you have an ideal number of hours of effort allocated for consultants?

Answer 10. The EPR&R layer will be similar in size to the Safety Practices layer. There is not a set number of hours assigned to this project.

Question 11. May the work be split into two consultancies?

Answer 11. Yes

Question 12. We understand that the ideal candidate / consultant should have experience in the areas of health, safety, wellness topics, Head Start or Child Care. Given the broad areas of expertise needed, it would help if you could provide us a sample profile / CV to help us present that maps to your specific requirement.

Answer 12. We are looking for a consultant familiar with early education, CFOC and HS standards, and EPR&R. We are not able to provide a sample profile or CV.

Question 13. What is the expected output format for each asset within the additional content layers that are within the scope of this proposal?

Answer 13. The EPR&R layer will be similar to the Safety Practices layer in scope. It will include standards, rationale, and resources.

Question 14. Per the scope listed in the product specifications, the total number of hyperlinked contents is expected to be over 200+. Do you have a high-level range for pages to be developed or a proposed word count that would need to be developed to meet the above scope?

Answer 14. The EPR&R layer will be similar to the Safety Practices layer in scope. The trainings created would not be more than an hour and ideally the training could be broken down into smaller segments of 10, 15 or 25 minutes. The training resources could consist of a training guide, conversation starter, ppts, and handouts. There is no set word count or page count for this project.

Question 15. Do you want us to provide price or efforts for hosting or integrating the content within the existing course?

Answer 15. The EPR&R layer will be similar to the Safety Practices layer in scope. The trainings created would not be more than an hour and ideally the training could be broken down into smaller segments of 10, 15 or 25 minutes. The training resources could consist of a training guide, conversation starter, ppts, and handouts. The content is hosted on AAP servers, and will be incorporated by internal teams with the help of our instructional design vendor.

Question 16. Would you require the consultant to be available at your premises during the planning discussions?

Answer 16. No

Question 17. Do you have a tentative timeline for the planning and development discussions?

Answer 17. The award date is February 22, 2019 and planning would begin after a contract is in place. This is a high priority project for the project officer, so it will need to be completed as soon as possible.

Question 18. What are the objectives and outcomes for the training layers?

Answer 18. The training layer would be used for face to face training. It can be delivered by HS staff, TA staff or CCR&R staff. The trainings created would not be more than an hour and ideally the training could be broken down into smaller segments of 10, 15 or 25 minutes. The training resources could consist of a training guide, conversation starter, ppts, and handouts.

Question 19. For this RFP, is there an opportunity to gather feedback from users of VEEC on topics or areas of interest? How will the NCECHW determine which training layers to update?

Answer 19. The NCECHW will determine training layer topics, based on our previous experience with trainings. We collect feedback from users separately.