



Commonwealth of the Northern Mariana Islands  
Department of Community and Cultural Affairs  
**Child Care and Development Fund (CCDF) Program**  
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March 10, 2023

Mandatory Pre-Proposal Meeting Minutes for RFP23-DCCA/CCDF-42300042

Time Started: 10:00a.m.

Ended: 10:30a.m.

Venue: CCDF Bldg. 1344/Virtual via google link

Participants (Organization): One Legacy (Ms. Janine Perez), RAS Consulting and Training (Dr. Rita A. Aldan), Evergreen Learning (Dr. Jasmin Niedo)

Participants (CCDF): Director (Maribel D. Loste), Accountant (Roselle C. Teregeyo), Administrative Assistant (Esther T. Wabol)

Summary of Discussions/Comments:

- CCDF Director welcomed all participants and informed all that the meeting will be recorded.
- Meeting started with introductions of all participants.
- CCDF Director proceeded with reading the questions submitted before the meeting and provided CCDF responses. A hard copy was provided to the organization who was present in person. Copies of the responses will be provided as well to those who participated via virtual. The responses will also be uploaded on to the child care website at [www.childcare.gov.mp](http://www.childcare.gov.mp).
- CCDF Director mentioned that since this was a Mandatory Pre-Proposal Meeting, only the organizations who attended the meeting will be able to submit a proposal.
- CCDF Director informed all that the names of the organizations who submitted the questions will not be named.
- CCDF Director informed that the primary purpose of the meeting is to address questions related to the RFP as well any additional questions that may be posed during the meeting. As a reminder, after this meeting, CCDF will no longer be able to address additional questions related to the RFP.
- Meeting proceeded with the CCDF Director reading the questions and providing responses.
- Number 4 question is two-fold. Hard copy only provided response to the first question. CCDF Director responded to the 2<sup>nd</sup> question during the meeting, "If not, who was directly involved in the daily piloting of QRIS in the CNMI." CCDF Response, "it would be the responsive proposer at the time"
- After completing the questions and CCDF responses, CCDF Director asked if there were additional questions or need for clarification regarding the RFP.
- RAS Consulting and Training (from herein will be referred to as RAS Consulting) commented that the information provided by CCDF is informative.
- RAS Consulting asked if the "leadership" in number 1 response is the same as the leadership in number 3 response. CCDF Director commented, "correct".
- RAS Consulting further clarified if it is the "CNMI CCDF Leadership"; CCDF Director responded with, "It is not the CNMI, but the CCDF Leadership-primarily the CCDF Administrator and Roselle for funding purposes."
- RAS Consulting additionally clarified, "she (Roselle) is considered the co-administrator." CCDF Director responded with, "correct".

- RAS Consulting shared the importance of data to inform full implementation of QRIS. It was understood that CCDF is unable to provide data regarding the pilot phase since CCDF entered into an agreement with pilot group. Any data gathered will be for internal purposes only. CCDF further shared regarding provider hesitation and the reassurance from CCDF regarding provider's participation in the pilot.
- RS Consulting asked questions related to the Procurement Process timeline.
- CCDF Director described the process to include:
  - March 16, 2023, submission of proposals to Procurement.
  - Based on previous experience, may take 60 days for Procurement to review submitted proposals.
  - Once Procurement completes reviews, forwards responsive proposers to CCDF.
  - CCDF has a process that includes reviewers from the same area, such as early childhood, that will review the proposals. These reviewers are not limited to CCDF staff, but will also include reviewers from outside of CCDF (RAS Consulting cited some examples, such as Head Start, Child Care Licensing to which CCDF responded with Yes and mentioned CHCC as well). Reviewers use rubrics to evaluate proposals. At least 3 reviewers will review the proposals.
  - Review process with CCDF may take 60 days since CCDF does have outside reviewers.
  - After CCDF reviews, proposals will go the usual routing process (back to Procurement, AG, Finance, etc.)
- RAS Consulting asked regarding close out and end of activities. It was clarified that for reimbursement purposes/payments, the organization has until Dec. 30, 2024 to close out the contract.
- RAS Consulting clarified regarding funding stream and if the funding will be from ARPA funds. CCDF Accountant clarified that the funding will be mixed that may include ARPA and CCDF regular funds.
- Comments from other organizations included,
  - "No questions" and "Thank you" from One Legacy.
  - "Thank you. That was informative about the process." from Evergreen Learning.
- RAS Consulting commented that CCDF has answered all questions the organization wanted to ask.
- RAS Consulting asked regarding "check-ins". CCDF clarified that it was a word used to differentiate between the licensing monitoring completed by the Child Care Licensing Program (CCLP) versus QRIS observations.
- RAS Consulting asked if the Licensed Center listing is up to date as listed in the website. CCDF responded that it should be. However, if any of the organizations present during the meeting is interested in getting a copy of the most updated licensed center listing, CCDF will request from CCLP. CCDF Admin Assistant will provide copy when ready.
- The CCDF Director asked if there were any additional questions. With no further questions or need for clarification, the mandatory pre-proposal meeting for **RFP23-DCCA/CCDF-42300042** ended at 10:30a.m.

## Responses to questions on RFP23-DCCA/CCDF-42300042

1. When was the CNMI QRIS developed and who developed it?

**CCDF Response:** The CNMI QRIS was developed by the CCDF Program Leadership from 2010-2015. With extensive technical assistance (TA) from the Office of Child Care Region 9 staff and Office of Child Care TA.

2. Which centers or providers in the CNMI was QRIS piloted?

**CCDF Response:** The CNMI QRIS was piloted in licensed center-based programs with a total of 7 centers participating. Unfortunately, CCDF is not able to provide the names of these centers since CCDF made an agreement with the pilot group that their names and data will not be published nor shared as these are for internal use only.

3. Does CCDF or CCLP have staff that facilitated the piloting of QRIS.

**CCDF Response:** CCDF Leadership (CCDF Administrator and Co-Administrator) facilitated the piloting of QRIS.

4. Was CCDF or CCLP directly involved in the daily piloting of QRIS? If not, who was directly involved in the daily piloting of QRIS in the CNMI.

**CCDF Response:** CCDF was not involved in the daily piloting of the QRIS. CCDF Responses provided during the meeting, "it would be the responsive proposer at the time"

5. Are there available QRIS data during the piloting that we can access.

**CCDF Response:** Although data was gathered throughout the piloting of the QRIS, as mentioned in no. 2 response, CCDF will not be able to share these data due to agreement with providers that their data will only be used internally.

What is the timeframe for the deliverables of the Scope of Work to fully implement the QRIS in the CNMI? From initial to ending?

**CCDF Response:** 13 months from Notice to Proceed. Responsive proposer should be ready to address the Scope of Work within 2-weeks of Notice to Proceed.

Is the project funded relative to the funding period of CCDF?

**CCDF Response:** Generally. For this contract, the goal is to provide Notice to Proceed by Sept. 1, 2023 with ending Sept. 30, 2024.

Please clarify Grant Management on Page 3 of 7 under Other Activities:

**CCDF Response:** The responsive proposer will also provide support with the **administration** of and with any and all additional grants that CCDF may make available to providers and the community throughout the duration of this contract. Some of these activities may include but is not limited to ARPA Funds activities, CCDF Summer Program, Preschool Development Grant Birth to Five (PDG B-5) etc. For example, but is not limited to: Preparing and finalizing grant application, accept and review applications, responsible for communicating updates and/or notices regarding policies and procedures relative to the grant, providing TA, review of reports, etc.

**Meeting Minutes updated as of March 20, 2023 to reflect the names of participants.**