



Commonwealth of the Northern Mariana Islands
Department of Community and Cultural Affairs
Child Care and Development Fund (CCDF) Program
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Questions and Responses to RFP24-DCCA/CCDF-42400013:
CNMI Early Childhood Workforce Registry

Questions submitted prior to the bidders' call on 12.21.23:

1. Functionality B.15 – Can you please explain what type of information can be provided in response to this item regarding Workforce Data Resources?

Response: Functionality item B.15 “Workforce data reports (see Reports section)”, refers to the Reporting and Analytics section of the RFP – items B.49 – B57.

2. Workforce Registration B.17 – This item includes reference to an **Evaluator** role that does not appear to be referenced anywhere else in the RFP. Can you clarify the Evaluator Role? What is the Evaluator’s job responsibilities?

Response: Those in the evaluator role would be the following positions: child care licensing staff, CCDF staff, and QRIS assessors. Their responsibilities are to monitor compliance with regulations and standards, typically through inspection.

3. Workforce Registration B.22 – Can you describe how you intend to use OCR capabilities?

Response: Because CCDF relies on hard copy, optical character recognition (OCR) might be needed to import both legacy data, as well as certain data on an ongoing basis.

4. Data Conversion D.8 - Do you have an existing system we will be exporting data from and into the new system?

Response: There is no existing registry system. Current and legacy data are stored primarily in hard copy. Certain data are also stored on Excel spreadsheets, pdfs, Word documents and on Google drive (spreadsheets).

5. How many CNMI staff (including CCDF staff, licensors, trainers, etc) do you anticipate using the system?

**Response: There are approximately 21 staff, currently.
CCDF currently has 9 staff;
Child Care Licensing has 4 staff;
There are 4 trainers;
and there are 4 staff that oversee the family child care programs.**

6. Approximately how many early childhood providers (directors, teachers, family childcare providers) does CNMI have in the field?

Response: CCDF estimates there are less than 300 directors, teachers, and family child care providers, including Head Start and Early Head Start. (Note that this is only an estimate as there is no current workforce registry.)

7. Would also like to ask for any details you can provide regarding item *A.5 The Vendor must be able to secure all data pursuant to all territory and federal data statutes, regulations, and policies*. Specifically, are there specific regulations or policies that we must meet? If so, can you please provide details or a link to the policies published online?

Response: Child Care Development Fund (CCDF) & Child Care Licensing Program (CCLP) website

<https://www.childcare.gov.mp/>

CCLP Licensing forms (called applications) – includes documents such as background check procedures, inspection checklist, etc... There are also links to CCLP operating procedures.

<https://www.childcare.gov.mp/cclp/>

CCLP Rules and Regulations <https://cnmilaw.org/pdf/admincode/T55/T55-40.1.pdf>
Draft licensing regs (scroll to the bottom) <https://www.childcare.gov.mp/>

QRIS standards <https://www.childcare.gov.mp/ccdf/qrisk/> Year 4 standards

CCDF Regulations <https://cnmilaw.org/pdf/admincode/T55/T55-60.pdf>

CCDF Forms https://www.childcare.gov.mp/ccdf/#ccdf_forms

CCDF State Plan https://www.cnmicclp.gov.mp/wp-content/uploads/2021/05/DRAFT-FFY2022-2024_CNMI-CCDF-STATE-PLAN-05.08.2021.pdf

Questions asked on the call:

8. Does the CNMI have any regulations on data storage or handling PII (personally identifiable information) in addition to federal requirements?

Response: There are no additional regulations on data storage or handling PII.

9. It appears that in the SOW there are items that conflict with each other – “out of the box” and another that says customized. (This question refers to RFP items A.1 & A. 3.)

Response: The vendor qualifications include the requirement that vendors have experience developing and successfully implementing state/territory-level ECE/child care workforce registries. Given this, it is the expectation that the vendor has some “base” registry functionality, and that some customization will be needed for the CNMI’s regulatory and business rules. It is NOT anticipated that this would be a completely custom build from the ground up.