



**Early Childhood Educator Statewide Workforce Study RFA
(Responses to questions submitted by May 22, 2012)
May 25, 2012**

1. The funding availability period is listed by fiscal years (July-June for 3 years and July-December for the final year) yet the reporting periods state that reports are due at the end of each calendar year. Given that each workforce study is really three different studies (teachers, directors and family child care providers) and that tasks (in particular for the first year) include: advertising, hiring and training staff, survey creation, field testing the survey for validity, accuracy and ease of completion, securing the population data, stratifying the sample based on regions, type of license, size of program and auspice of programs, conducting a three-tiered survey approach, securing a high level of responses through multiple email reminders, multiple mailings and multiple phone calls, replacing non-responding programs and again performing the three tiered survey approach, performing data entry, checking data, cleaning data, performing data analysis on the whole data set, breaking apart the data and performing analysis on data subsets, designing the final report, and final writing and editing of the report will taking quite a bit of time, is there flexibility with these dates, specifically for year one which currently allows for, at most, a six month timeframe?

[Due dates for reports have been established to be consistent with the Scope of Work and timeline submitted to the U.S. Department of Education. Requests for changes in due dates are subject to approval by DCDEE and the U.S. Department of Education, following a procedure that the U.S. Department of Education will specify.](#)

2. Because DCDEE does not collect data on the auspice of programs as described in the most recent workforce study, will weighting the data to ensure representation based on this 2011 workforce study substitute for the requirement of stratifying by this characteristic?

[DCDEE does collect data on the auspices of programs and will make this information available to the contractor.](#)

3. To ensure unduplicated responses, online surveys require a personal email sent specifically to each email address. Will you supply us with a current, valid, email address for each child care center? family child care home? child care program teacher and other staff? If you are unable to provide us with a personal email address for any subgroup, will the requirement of online surveys be waived for that subgroup?

[The Division of Child Development has possession of electronic mail contacts for approximately 74% of licensed facilities \(not individuals\). This information will be shared](#)

with the contractor chosen for this project. The contractor is encouraged to work toward collection of a greater percentage of electronic contacts, but may collect data through telephone contact or written survey from participants for whom an email address is not available. As expressed in the RFA, follow-up contact is required to ensure a high response rate and accurate information.

4. Similarly, teachers, in particular, are rarely available while at work. Will you provide us with a current, valid home phone number for each teacher or, if not, will this requirement be waived?

The Division does not have phone numbers for teachers in centers. If a telephone number is not available for an individual participant, the Contractor is encouraged to attempt telephone contact through the teacher's center. However, the requirement for telephone contact will be waived if an individual phone number is not available. As expressed in the RFA, follow-up contact of some kind is required to ensure a high response rate and accurate information.

5. If questions on the workforce surveys have previously been determined to be valid, accurate and easy to complete, must they be retested? If not, what, if any, documentation is needed?

Documentation explaining how each survey question has been validated is required. Questions from past surveys do not need to be retested, but documentation of the methods used in the past to determine their validity, accuracy, and ease of completion must be provided.

6. Once collected, raw data is cleaned, weighted, analyzed, sliced into parts then analyzed again. Data used by "participating organizations" at any point along the process will yield results that differ from our final analysis. How can we be assured of the integrity of our data once the information is used by others?

The terms of the Race to the Top Early Learning Challenge grant require that all data collected as a part of the workforce studies, and all results and analyses, be considered public information. Data and results of each study will be shared upon request after data collection is complete and the contractor has reported the results to DCDEE. Data will not be shared with others earlier in the process of each study.

7. What format is "compatible with current DCDEE technology" for electronic submission (for both report and raw data)?

The Division of Information Resource Management (DIRM) specifies requirements for data compatibility. The Division will work with the contractor to complete the IT Determination Form as part of the contracting process and DIRM will review it to



determine that the format for the data to be submitted is compatible with the Division's current system.

DCDEE will communicate any additional formatting requirements to the contractor at least two month before the due date for submission of reports.

8. Because the study would include a comparison to 2003 and 2011 data as applicable, use of the 2003/2011 survey instruments would necessarily serve as the basis for a comparison study. These products are the copyrighted property of Child Care Services Association and as such, the surveys used for the studies under this contract would not be considered part of the “products” considered public documents. Does this fit with the RFA requirement?

The contractor is expected to design surveys to be appropriate for the goals of this project and to obtain DCDEE approval for surveys before they are used. Surveys may be similar to past surveys if they meet the goals of this project, but the surveys used for this project become the property of DCDEE to be shared with others as specified by the terms of the RTT-ELC grant.