



**Garrett County Partnership for Children and Families, Inc.
Garrett County Local Management Board**

PUBLIC NOTICE: REQUEST FOR PROPOSALS

TITLE: RFP 10-106
FY 2010 Northern Garrett Child Care
ISSUE DATE: April 30, 2009

Description of Desired Services:

Under the supervision of the **Garrett County Partnership's** President/CEO or his/her designee, the selected bidder shall be responsible for providing *wrap around child care services for northern Garrett County*, as described in the "RFP 10-106: FY 2010 Northern Garrett Child Care Response Specifications" document.

Issuing Organization and Legal Authority:

Garrett County Partnership for Children and Families, Inc. / Local Management Board
Contracts Officer: Crystal Stewart, President/CEO cstewart@garrettpartnership.org
12423 Garrett Highway, Oakland, MD 21550 TEL: 301-334-1189 FAX: 301-334-1893

Obtaining Specifications and Response Documents:

RFP 10-106 Response Specifications documents, including required attachments, will be available for download at the Garrett County Partnership website at: <http://www.garrettpartnership.org> beginning May 28, 2009. Follow the "**RFP 10-106**" link at the top of the page.

Proposal Submission Process:

Sealed proposals subject to the conditions listed in the RFP 10-106 Response Specifications document will be received until **4:30 PM on June 22, 2009** for furnishing services and contract deliverable items described therein. All proposals submitted must be enclosed in a sealed envelope that is clearly marked "**Request for Proposals 10-106: FY 2010 Northern Garrett Child Care**" on the outside of the envelope. Additional details regarding the proposal submission process are included in the RFP 10-106 document, which is posted online.

Any and all questions concerning the specifications in this Invitation for Informal Competitive Proposals **must be submitted in writing via e-mail** to: Sherri Garlitz, Projects Coordinator, sgarlitz@garrettpartnership.org on or before June 15, 2009 at 4:30 PM. A summary of all questions and answers will be posted on the Garrett Partnership website under the "RFP 10-106" link.

The Partnership for Children and Families, Inc. / LMB reserves the right to accept or reject any or all responses to this solicitation for proposals, to cancel this Invitation for Informal Competitive Proposals and/or to waive technicalities in any part thereof deemed to be in the best interest of Partnership/LMB.

Proposal Opening:

Sealed proposals will be opened by the **Partnership's** President/CEO, in the presence of one or more witnesses, at the **Partnership** office after **4:30 PM on June 22, 2009**.

RESPONSE SPECIFICATIONS DOCUMENT
RFP 10-106: FY 2010 Northern Garrett Child Care

INTRODUCTION / STATEMENT OF PURPOSE

The **Garrett County Partnership for Children and Families, Inc.**, hereinafter referred to as the “**Partnership**” is the designated Local Management Board (LMB) for Garrett County, Maryland in accordance with Title 8 of the Human Services Article, Maryland Annotated Code, §8-407. The **Partnership** is governed by a Board of Directors and is charged with planning, coordinating, funding and monitoring interagency services to children, youth and families. The **Partnership** is soliciting for sealed proposals from individuals or organizations interested in providing *wrap around child care services for northern Garrett County*. Interested applicants must have prior experience and/or the capability to comply with the stated requirements of this Request for Proposals. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor(s), hereinafter referred to as the “**Contractor**,” to provide the *Northern Garrett Child Care* services for the **Partnership**.

It is the **Partnership’s** intent to extend the *Northern Garrett Child Care* contract for two additional years, on a year-by-year basis, by mutual agreement between the **Partnership** and the **Contractor**, under the same terms and conditions, provided that funding is available.

A. BACKGROUND

The primary function of the **Partnership** is to improve outcomes for children and families by working with community partners to plan, coordinate and monitor health and human service programs in Garrett County, Maryland. The LMB Vision is: “*Garrett County youth will achieve success within safe and healthy families and communities.*”

The Partnership anticipates receiving FY 2010 **Community Partnership Agreement (CPA)** funding from the **Governor’s Office for Children** and is in need of a *wrap around child care services for northern Garrett County* to support the following Local Management Board Strategic Plan goal(s):

- Goal Two: Support Our Out-of-School Time Programs
- Goal Three: Support Asset Development and Positive Life Choices for Our Youth
- Goal Four: Support Our Special Needs and Transition Age Youth
- Goal Five: Support Our Families at Their Level of Need

These *wrap around child care services* are also expected to have a favorable impact on the following Maryland Child Well-Being Results areas:

- Healthy Children
- Children Enter School Ready to Learn
- Children Successful in School
- Children Completing School
- Children Safe in their Families and Communities
- Stable and Economically Independent Families
- Communities that Support Family Life

B. SCOPE OF WORK

The scope of work for this contract shall be to provide *wrap around child care services for northern Garrett County* for the **Partnership**, as specified in this RFP. The **Contractor** will represent the **Partnership's** interests and keep the **Partnership** fully informed of all activities related to this effort.

C. CONTRACT DELIVERABLE ITEMS AND PROJECT SCHEDULE

Under the supervision of the **Partnership's** President/CEO or his/her designee, the **Contractor** shall be responsible for providing *wrap around child care services for northern Garrett County*. The work for the **Contractor** shall commence on **July 1, 2009** and end on **June 30, 2010**. Contingent on available funding, it is the **Partnership's** intent to extend the *Northern Garrett Child Care* contract for two additional years (FYs 2011 and 2012), on a year-by-year basis, by mutual agreement between the **Partnership** and the **Contractor**, under the same terms and conditions.

Northern Garrett Child Care Goals:

- Goal 1: The **Contractor** shall provide full-day center-based child care services for low-income children and their siblings in northern Garrett County from July 1, 2009 through June 30, 2010.
- Goal 2: The **Contractor** shall provide center-based child care services for low-income children and their siblings in northern Garrett County after school and on days that schools are closed during each school year.
- Goal 3: The **Contractor** shall employ staff necessary for the implementation of the *Northern Garrett Child Care* program.

Any and all requests for changes to the project schedule are to be in submitted in writing by the **Contractor**. The Partnership President/CEO will review and respond in writing (or via e-mail) to requests for schedule changes within 10 calendar days of the request and, based on any compelling circumstances presented, will grant requests at his/her sole discretion.

D. STATEMENT OF WORK (Summary of Proposed Tasks)

With the support of the **Partnership**, the **Contractor** shall comply with the following Contract Deliverable Items:

- 2.1 The **Contractor** shall complete and submit a detailed **Action Plan / Timeline** to the **Partnership** by **October 15, 2009**. The **Action Plan / Timeline** shall specify the key action steps, with timeframes, for implementation of *Northern Garrett Child Care*.
- 2.2 The **Contractor** shall operate a full-day (7:00 AM – 6:00 PM) licensed child care center in northern Garrett County Monday through Friday throughout the year when schools are not in session.
- 2.3 The **Contractor** shall operate an after school (3:00 PM – 6:00 PM) licensed child care center on weekdays throughout the year when schools are in session during the school year and the summer months with the exception of major holidays, etc.;
- 2.4 The **Contractor** shall employ qualified staff to provide child care every day of program operation. The staff-to-child ratio shall comply with the State guidelines for licensed child care centers.

- 2.5 The **Contractor** shall obtain criminal background checks for all paid staff and volunteers (prior to hiring) who have direct contact with program participants. “Regular direct contact” is defined as participating in program operations in the capacity of staff or volunteer for four (4) or more hours a week. Criminal background checks shall be conducted by law enforcement and shall include National and State criminal history check and fingerprint check, along with a sworn statement disclosing the existence of a criminal conviction, probation before judgment, not criminally responsible disposition, or pending criminal charges without a final disposition. The **Partnership** shall require documentation of completed background checks for all staff and volunteers; verification shall be provided by an authorized official of the **Contractor**.
- 2.6 The **Contractor** shall offer *wrap around child care* services on a voluntary basis, with preference given to children served by the Grantsville Head Start Center, along with their siblings, ages 3 to 13.
- 2.7 The **Contractor** shall provide transportation to the *Northern Garrett Child Care* center – from Grantsville Elementary School, Route 40 Elementary School, and Northern Middle School – for enrolled children on days that schools are in session.
- 2.8 The **Contractor** shall assess and charge a fee for child care services based on each family’s income. The Head Start sliding fee scale will be followed, and DHR Purchase of Care Vouchers will be accepted.
- 2.9 The **Contractor** shall ensure that parental permission for participation in the program evaluation and for tracking / reporting of evaluation data for program participants is requested at the time of enrollment. Services will not be withheld or denied if a family chooses to opt out of the program evaluation.
- 2.10 The **Contractor** shall administer the Attkisson CSQ-8 client satisfaction survey to parents of enrolled children, twice annually. Staff shall administer the CSQ-8 according to the approved LMB protocol. CSQ-8 forms will be provided by the **Partnership**.
- 2.11 The **Contractor** shall submit semi-annual and annual program reports to the **Partnership**, as specified in the ‘Contract Terms’ section of this document.
- 2.12 The **Contractor** shall give credit to the **Partnership** and the **Governor’s Office for Children**, as the funding sources, on all materials that are disseminated to the public.
- 2.13 A **Contractor** representative shall participate in all pertinent State and local meetings, as requested by the **Partnership**.
- 2.14 The **Contractor** shall cooperate with the **Partnership** and the **Governor’s Office for Children** to conduct periodic site visits to monitor programming, as well as individual service records.
- 2.15 The **Contractor** shall assure that the program’s written policies and procedures are up to date and reflect current program operations.

E. REPORTING, EVALUATION AND MONITORING REQUIREMENTS

1. *Reports*

A **Semi-Annual Program Report** is due on or before **January 10, 2010** and covers program progress from July 1, 2009 through December 31, 2009. An **Annual Progress Report** is due on or before **July 10, 2010** and covers program progress from July 1, 2009 through June 30, 2010. A **FINAL Annual Program Report** (*as needed*), annual data for program performance measures, and year-end expenditure reports for FY 2010 are due on or before **August 15, 2010**. The format for the Semi-Annual and Annual Program Reports shall follow the outline approved by the Garrett County Local Management Board Evaluation and Monitoring Committee:

- Program Overview
- Highlights of Progress to Date
- Challenges and Opportunities, and
- Program Performance Measures (Addendum B-1)

2. *Evaluation*

The **Contractor** shall cooperate with implementation of all evaluation activities required by the **Partnership**, the **Maryland Children's Cabinet / Governor's Office for Children**, and/or other funders. Evaluation and monitoring are a team function lead by the **Partnership** staff. Evaluative reports, including CSQ-8 results, are the property of the **Partnership** and permission to utilize data products is required.

3. *LMB Monitoring*

The Garrett County Local Management Board is responsible for monitoring the programs for which they contract with private or public agency vendors. The **Contractor** shall comply with all requests for program and fiscal monitoring required by the **Partnership** acting as the agent of the LMB.

The **Contractor** shall facilitate a site review to be conducted by the **Partnership** at least one time during the period of this Contract, and more frequently as needed to monitor any remedial actions. Site reviews will be scheduled by appointment and shall include, but not be limited to, materials or activities relevant to program implementation such as program files, individual case or family records, financial records, resource materials, formal and/or informal client feedback, program observations, etc.

4. *Maryland Children's Cabinet Monitoring*

This Contract shall be implemented and monitored in compliance with terms and conditions specified in the State of Maryland Policies and Procedures Manual for Local Management Boards issued July 10, 2006 by the Maryland Children's Cabinet (including any subsequent updates).

The **Contractor** shall comply with any and all requests by the **Partnership** and **State** agencies to access all information, including client records, consistent with State/ Federal laws.

F. COMPENSATION – INVOICES, PAYMENT SCHEDULE AND RECORD RETENTION

The **Contractor** shall submit invoices at the end of each month during the Contract period, using a direct billing method. Invoices for the previous month are to be submitted by the 10th day of the following month. All invoices shall be submitted electronically (via e-mail), along with signed original copies. Each statement is also to include a detailed breakdown and documentation (e.g. copies of receipts, etc.) of all charges for that monthly period, following the line item budget in the approved **Contract Budget**.

Invoices under the direct billing method shall be based upon actual services rendered and actual unit costs. The **Partnership** will pay all such invoices promptly (generally within 30 days) unless any items thereon are

questioned, in which case payment will be withheld pending verification of the amount claimed and the validity of the claim. The **Contractor** shall provide complete cooperation during any such investigation. Faxed copies of invoices are not sufficient for billing and reimbursement purposes. Invoices under the direct billing method shall be forwarded to the following address:

Garrett County Partnership for Children and Families, Inc. / LMB
Attention: Sherri Garlitz
12423 Garrett Highway
Oakland, MD 21550

1. *Expenditure Reviews*

On behalf of the Garrett County Local Management Board, the **Partnership's** representative or an independent auditor hired by the **Partnership** may review program receipts for selected months on a random basis. Please be prepared to facilitate these on-site expenditure reviews, which will be scheduled by appointment.

2. *Maintenance of Fiscal Records*

The **Contractor** shall be required to maintain financial records on an accrual basis in accordance with Section 7-403 of the State Finance and Procurement Article of the Annotated Code of Maryland and Generally Accepted Accounting Principles (GAAP) or its successors.

3. *Document Retention and Inspection*

Financial records must be maintained for six (6) years after reconciliation or until an audit is completed on behalf of the Maryland Children's Cabinet, whichever is later. Upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded Federal and/or State auditors who shall have substantiated in writing a need thereof in the performance of their official duties, and such other persons as are authorized by the **Partnership**.

4. *Service Records*

- i. Upon completion of services, service records must either be retained by the LMB or returned to and retained by the lead agency that referred the child to the LMB, as applicable.
- ii. Service records must be retained for five years after the child turns 21 years old.
- iii. Service records in any form generated or arising from the use of State funds provided under a contract or CPA covered by this [LMB] Manual are the sole and exclusive property of the State.

Responses to the FY 10-106 Request for Proposals must follow the outline in the “General Requirements” sections below.

G. GENERAL REQUIREMENTS: Northern Garrett Child Care

1. Offeror’s Qualifications and Experience:

- a. Provide a brief (1 paragraph) overview of the offeror organization or entity and include size and staffing information;
- b. Outline management and supervisory plan, including back-up coverage (please outline in chart or graphic format);
- c. List qualifications and experience of staff assigned to this project (attach résumés of supervisory staff and job descriptions for program coordinator and program assistants as **Attachment A**);
- d. Describe ability, capacity, organization, facilities and skill of the offeror to provide the services required [please address *key* deliverables listed in the Statement of Work – items 2.1-2.15]; and
- e. List partnerships with other community organizations that may benefit the program.

2. Location and Letter of Commitment – Attachment B

- a. Specify the location of proposed program site and attach a letter of commitment (**Attachment B**) from the site owner/operator, if not the Contractor.

3. Prior Experience and/or Capacity

- a. Describe prior experience and/or ability of the offeror to provide the required services within the time specified without delay, interruption or interference.
- b. Describe quality of performance of previous contracts or services for the **Partnership** or other similar entities.

4. Outreach / Enrollment / Scheduling

- a. Describe strategies/ability to reach families in need of *wrap around child care* services, including those with poor academics or high truancy.
- b. Estimated the number of youth to be served.
- c. Describe capacity or potential to accommodate underserved youth, particularly students with physical or developmental disabilities.
- d. Describe strategies to actively involve parents / families in program activities.

G. PROPOSAL SUBMISSION PROCEDURES AND DEADLINES

One original and four copies of sealed proposals will be received at the **Garrett County Partnership for Children and Families, Inc.** at 12423 Garrett Highway, Oakland, MD 21550 until **4:30 PM, June 22, 2009**. All proposals submitted should be enclosed in a sealed envelope and should be clearly marked “**Request for Proposals 10-106: FY 2010 Northern Garrett Child Care**” on the outside of the envelope. Any proposals received after 4:30 PM on June 22, 2009 will not be considered for award, and shall be immediately returned, unopened, to the bidder.

Prospective contractors shall use the following outline for submission of a proposal:

1. Response Cover Sheet – Containing 1) name of individual/organization submitting proposal; 2) mailing address; 3) contact person(s); 4) contact information (telephone, fax, email); 5) Federal Identification Number (as applicable); and 6) proposed total budget. *Please use the format provided on the “Response Cover Sheet”.*
2. Response to General Requirements – Summarize relevant qualifications, skills, background and experience in response to the “General Requirements” section of the Request for Proposals. The

“Response” document is limited to three (3) pages. The format for the “Response” is single-spaced, 12-point font, with one-inch margins.

3. Résumé (or Curriculum Vitae) – for supervisory staff assigned to the project and Job Descriptions for program coordinator and program assistant shall be submitted as **Attachment A**.
4. Letter of Commitment from the proposed program site owner/operator, if not the Contractor, shall be submitted as **Attachment B**.
5. Cost Proposals An annual detailed Budget shall be submitted as **Attachment C**, *using the formatted budget sheet provided*.

**RFP 10-106: FY 2010 Northern Garrett Child Care
EVALUATION CRITERIA AND AWARD PROCESS**

The Selection Committee for RFP 10-106 will independently read, review and evaluate each proposal and selection of qualified candidates will be made on the basis of the criteria listed below.

Proposal Checklist

Description	Received
1. Submitted, one original and 4 copies	
2. Submitted, Response Cover Sheet and Checklist	
3. Submitted, Response to General Requirements (limited to 3 pages, or less)	
4. Submitted, Résumé and/or Job Descriptions , for staff assigned to the project – <i>Attachment A</i>	
5. Submitted, Letter of Commitment – <i>Attachment B</i>	
6. Submitted, Annual Budget – <i>Attachment C</i>	

Initial Proposal Scoring Matrix

Criterion	Points
Meets Basic Qualifications	
Organization and Staff Qualifications (reference Attachment A)	25
Related Work Experience and/or Demonstrated Capacity,	20
General Requirements Document (demonstrates general/specific skills and abilities)	30
Proposed Cost (reasonableness of fees)	25
TOTAL POINTS POSSIBLE	100

The contract will be offered to the responsive bidder with the highest average proposal score and based on any other pertinent factors. As needed, the Garrett County Partnership for Children and Families, Inc. / LMB will work with selected vendors to negotiate budgets. The time frame for scoring proposals may be up to 30 days after the proposal closing date of June 22, 2009. However, efforts will be made to expedite the selection process.

**RESPONSE COVER SHEET AND CHECKLIST
RFP 10-106: FY 2010 Northern Garrett Child Care**

Response Cover Sheet

1.	Name of Organization or Individual Applicant:								
2.	Mailing Address:								
3.	Contact Person(s):								
4.	Phone Number: Fax Number: Email Address:								
5.	Federal Identification Number (if applicable):								
6.	Total Budget:								
7.	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 60%; text-align: center;">_____</td> <td style="border: none; width: 40%; text-align: center;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Signature of Authorized Official</td> <td style="border: none; text-align: center;">Date</td> </tr> <tr> <td colspan="2" style="border: none; text-align: center;">_____</td> </tr> <tr> <td colspan="2" style="border: none; text-align: center;">Printed Name of Authorized Official and Title</td> </tr> </table>	_____	_____	Signature of Authorized Official	Date	_____		Printed Name of Authorized Official and Title	
_____	_____								
Signature of Authorized Official	Date								

Printed Name of Authorized Official and Title									

Response Checklist (please submit the Response to this RFP in this order):

- ONE Cover Sheet and Check List
- One original and four (4) copies submitted
- Response to General Qualifications
- Résumés and/or Job Descriptions – Attachment A
- Letter of Commitment – Attachment B
- Budget – Attachment C

ATTACHMENT C

Year 1 Budget – Northern Garrett Child Care

FY 2010 Partners After School School Year Budget	PAS Site Amt. Requested	Narrative
Salaries		Salaries
Supervisor		__ hours per week x __ weeks x \$ ____ per hour
Supervisor Fringe		__ %
Program Coordinator		__ days x __ hours per day x \$ ____ per hour
Program Coordinator Fringe		__ %
Program Assistant(s)		__ days x __ hours per day x \$ ____ per hour
Program Assistant Fringe		__ %
<i>Salaries Sub Total</i>		<i>Salaries Sub Total</i>
Contracted Services		Contracted Services
Transportation		Transportation from schools to program site and transportation for field trips
<i>Contracted Services Sub Total</i>		<i>Contracted Services Sub Total</i>
Supplies and Materials		Supplies and Materials
Administrative Supplies		Paper, ink, toner, pencils, pens, plates, cups, plastic ware, etc.
Academic Supplies		Software, books, workbooks, academic games, etc.
Art Supplies		Scissors, glue, crayons, crafting materials, etc.
Athletic Supplies		Balls, games, jump ropes, fitness supplies, etc.
Food		Daily snack and drink
<i>Supplies and Materials Sub Total</i>		<i>Supplies and Materials Sub Total</i>
Other		Other
Insurance		\$ ____ per month
Travel and Training		Training for coordinators and assistants as well as travel to purchase supplies, etc. Detail __
Background Checks		Background checks
Rent		\$ ____ per month for 12 months
Utilities		\$ ____ per month x 12 months
Other....		Other....
<i>Other Sub Total</i>		<i>Other Sub Total</i>
Total		Total