

**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**April 29, 2019**

**NOTICE TO OFFERORS**

**The following are questions and responses regarding  
RFP No. 4882.1, Childcare Provider for Up-County Childcare Center**

Question 1: The proposal instructions include a requirement to submit one “redacted” copy. Is this an eighth printed copy (counting the original as well as the six duplicates), and is the information to be redacted solely the name of the organization and its address and contact information?

**Answer: You may redact any information you deem confidential. This copy would be provided in the event that MCPS receives a public information request.**

Question 2: Mandatory Submissions 9b, under Section B, Program Implementation and Services, requires demonstrated ability to provide a 12-month program. Does the 12-month service requirement apply to Before and After services as well?

**Answer: Yes**

Question 3: Mandatory Submissions 7c, under Section B, Program Implementation and Services, makes reference to “community-based instruction that will be incorporated into the school week, including plans to maintain safety in the community.” Could you please clarify what is meant by “community-based instruction” in this context?

**Answer: The term ‘community-based instruction’ refers to any efforts to connect and partner with elements of the surrounding community including the local fire station, grocery stores, senior centers, etc. to expand learning for young children and families beyond the Early Childhood Center.**

Question 4: Can an applicant meet the 11 ½ hour service requirement through two programs (i.e., could the 11 ½ hours be split)? Can the operation hours be reduced to 11 hours, from 7am to 6pm?

**Answer: Yes, we are open to the flexibility of the offeror running a program from 7 a.m. to 6 p.m.**

Question 5: To which regulator will the program be subject with regard to teacher qualifications?

**Answer: The Maryland State Department of Education (MSDE)**

Question 6: Under 4.0, Scope of Services, does the referenced agreement to collaborate with MCPS to support parent engagement and staff training opportunities extend to all staff and parents served in the facility as a whole, or simply to the program providing the services requested in the RFP?

**Answer: The collaboration will occur between MCPS and the community-based program, therefore, parent engagement opportunities will extend to all families at the Early Childhood Center**

Question 7: Please provide the hours during which the building will be accessible.

**Answer: The building will be accessible from 7:00am to 6:30pm.**

Question 8: Are onsite facilities available which are suitable for meal prep, and if so, what are their specifications?

**Answer: The Emory Grove Holding Center has elementary school level standard kitchen equipment that can be shared for meal preparation purposes.**

Question 9: Does the possibility exist to waive rental costs until start-up expenses are recouped?

**Answer: No**

Question 10: Are there any arrangements in place for transportation-related program activities such as field trips?

**Answer: Field trips may be planned collaboratively. MCPS will look for opportunities to share costs wherever possible.**

Question 11: 4.0, Scope of Services, includes a requirement to “offer two spaces per class for three-year old students with disabilities to be enrolled, at no cost to the students’ families or MCPS.” Apart from the referenced MCPS-provided “itinerant special education and related services”, is the expectation that the offeror cover the costs for these children?

**Answer: The offeror is expected to cover the base costs for these children. All services associated with special education will be provided free of charge to the offeror.**

Question 12: Is the facility at Emory Grove, 18100 Washington Grove Lane, currently vacant? Do the classroom spaces in question meet current COMAR standards? What, if anything, will be done to the space/grounds in preparation for the offeror to move into the space?

**Answer: A portion of Emory Grove Holding Center is currently being utilized for occasional staff training purposes. The classroom spaces meet current COMAR standards for public school purposes. If any facility modifications are required to meet the intended use, MCPS will consider providing the necessary required modifications.**

Question 13: What funds, if any, are available for start-up budget costs?

**Answer: There are no MCPS funds available to the offeror for start-up costs.**

Question 14: Are there funds available to support this project in addition to parent pay and child care subsidy?

**Answer: There are no MCPS funds available for parent pay and child care subsidy. However, eligible parents may access existing child care subsidy funds for payment to the offeror.**

Question 15: What is the actual square footage of the space for which rent would be paid – and what is the estimated monthly rent for the facility? Is the rent payment “fully loaded” to cover all expenses of occupancy, utilities, phones and cleaning?

**Answer: The current offering is for two classroom spaces, totaling approximately 1,680 rentable square feet. The annual rent is approximately \$21,000 per year or \$1,750 per month. The rent cost is inclusive of classroom space use, utilities, and building services. The offeror needs to provide separate internet and phone services.**

Question 16: Will rent be payable before the 2 classrooms are licensed by MSDE Office of Childcare? Is there a prorated rental cost for the space in MCPS classrooms used for wraparound services?

**Answer: The rent will be payable on occupancy date established in the executed lease agreement. There is no prorated rental cost for the space used for wraparound services.**

Question 17: Will the program have access to an All Purpose room, Media Center, Playground and Kitchen?

**Answer: The program may allow access to the additional spaces noted above as well as others. Use of the space and price may be negotiated.**

Question 18: What is the expectation concerning a gap in service when the program is made to relocate after two years – to facilitate MSDE re-licensing in a new location? Is it expected that the second location will be close by, or will it be necessary to recruit a second group of families?

**Answer: Our goal is to service students in a similar catchment area.**

Question 19: Is there an expectation that the program will cover the cost of snacks and meals, or can they be provided by MCPS?

**Answer: MCPS will look for opportunities to share costs wherever possible.**

Question 20: What staff training and parent engagement and training will be provided by MCPS? What training is the offeror expected to provide in addition to CPR?

**Answer: MCPS has the capacity to provide parent and staff training in a variety of topics related to child growth and development and school readiness. The offeror may also provide**

training on topics related to child growth and development and school readiness. This is an area where collaboration between the offeror and MCPS could occur.

**MCPS may include childcare program staff members and parents in training opportunities as appropriate.**

Question 21: What level of service is meant by the term “high quality childcare”? What are the requirements for curriculum, etc. Is there an expectation that the program will become accredited and move up in EXCELS within a certain period of time?

**Answer: The program would be expected to implement MSDE- approved curricula for child care/preschool programs. According to MD EXCELS, high quality programs include the following:**

- **Children’s developmental progress measured**
- **Staff have increased training and experience:**
- **The Director and at least 60% of lead staff hold: a current Maryland Child Care Staff Credential at Level 3 or higher; an Administrator Credential at Level 1 or higher; or the equivalent credential training for that level.**
- **Opportunities for families to engage in the program**
- **Activities informed by early learning guidelines**
- **Family-teacher conferences held at least once a year**
- **Licensed and inspected to determine safety, cleanliness, proper supervision of children, and staff qualifications**
- **Activities support each and every child’s individual needs;**
- **Early Childhood Centers in MCPS will participate in MD EXCELS and Accreditation and will align this cycle with the program.**

Question 22: As the 4 MCPS classrooms only operate during the school year, is there an expectation to offer full day child care for the families in these classrooms during the summer?

**Answer: If the expectation is that the program run for 12 months, then yes, the vendor may operate a 12-month child care program, inclusive of MCPS’ non-instructional days as identified in the MCPS calendar.**

Question 23: Will the 4 MCPS classrooms be licensed by MSDE Office of Childcare – so that they will be approved for wraparound services during the summer and after hours? Will the MCPS classroom materials be available to the offeror for use during wrap around hours?

**Answer: Classroom materials contained within a teacher’s classroom may be accessible by the offeror during extended time. The Early Childhood Center Coordinator and supervisor of the offeror will meet to develop shared agreements on the use of materials.**

Question 24: Will Mo Co DHHS Children, Youth and Families be a partner in this effort? What resources and expertise can they be expected to provide?

**Answer: This proposal is a partnership solely between MCPS and the offeror. However, MCPS regularly collaborates with DHHS CYF and will continue to explore how we will partner to expand public/private partnerships.**

Angela McIntosh-Davis, Team Leader  
Procurement Unit

AMD

Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted By: \_\_\_\_\_  
(Name & Title)

Name of Company: \_\_\_\_\_