

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

May 6, 2019

NOTICE TO OFFERORS

The following are follow-up questions following the site walk through and responses regarding RFP No. 4882.1, Childcare Provider for Up-County Childcare Center

FACILITIES

Question 1: Will building services staff be assigned to maintain classrooms throughout summer?

Answer: Building services will be provided year-round.

Question 2: Will there be building access during evening hours after 6:30 PM? Is there flexibility for circumstances including parents running late for pick-up?

Answer: The building will not be accessible after 6:30pm. However, arrangements will made to have the building remain open until parents have picked up their children. Please indicate in your response the needs of your program with regard to building accessibility.

Question 3: Will there be building access on weekends (e.g., staff wanting to work outside of their duty day? *Not ICB-related*)

Answer: Please refer to Attachment C, Lease Agreement Template, Section 1.10 which states:

1.10 Permitted Use. Tenant shall be permitted to use the Premises for the exclusive purpose of providing high-quality full-day child care services from 7:00 a.m. to 6:30 p.m., five (5) days during the week, Monday through Friday, excluding official school holidays ("School Hours"), and unless temporarily suspended as set forth in Article 25.11. Occasional use after School Hours and on weekends ("Occasional Use Hours") is permitted provided that scheduling is coordinated with the Interagency Coordinating Board for Community Use of Public Facilities and Services (ICB). Landlord shall not provide building services staff or heating or air-conditioning during Occasional Use Hours unless coordinated with ICB. On an official school holiday when the Building is closed and MCPS 12-month employees do not work, but Tenant conducts its use, Tenant shall pay the ICB approved fee for use of the Premises. Tenant will utilize the ICB web-based reservation system at: www.montgomerycountymd.gov/cupf/. Tenant also may use certain Common Areas of the Building shared with Landlord, user groups permitted by ICB, and the general public as provided in Landlord's policies and regulations. Common Areas permitted for use by Tenant are designated on Exhibit A.

Question 4: How many assigned parking spots will be available for parent drop-off and pick-up spots?

Answer: MCPS will work with the provider to assess the needs and determine an adequate numbers of spaces needed.

LEASE/RENT:

Question 5: Term of Lease: Will the bid be re-opened after 2 years prior to moving to a new location or will the current lease be extended?

Answer: A new lease will be executed after two years prior to moving to a new location.

Question 6: Is the use of the MCPS classroom space for before- and after-care included in the rental agreement?

Answer: In Section 4.0, Scope of Services, the provider must provide access to before-and after-care in the co-located MCPS classrooms.

Question 7: Is there an option for a third classroom during summer months? If so, what is the rate? Would this be bid separately?

Answer: The offeror may request additional spaces beyond the two classrooms. Should the offeror be interested in more than two classrooms, this should be indicated in the offeror's response to the RFP outlining their program plan. The rental rate is \$12.50 per square feet. The additional space(s) for the selected Offeror would not be bid separately.

Question 8: Regarding question 16 on original Q&A: Will rent payments begin when the classrooms are licensed or when MCPS provides the key?

Answer: The rental payments will begin on the date of occupancy.

Question 9: Regarding question 15 on original Q&A: Clarify rent per month and per year. RFP conflicts with the Answer to Question # 15. (Errata must be issued).

Answer: The current offering is for two classroom spaces, totaling approximately 1,680 rentable square feet. Calculating at \$12.50 per rentable square feet per year, the annual rent is approximately \$21,000 per year. Dividing the annual rent cost of \$21,000 by twelve (12) month, the monthly rent payment is \$1,750. Additional spaces for rent will be calculated at same rate of \$12.50 per rentable square feet per year. The rent cost is inclusive of classroom space use, utilities, and building services. The offeror needs to provide separate internet and phone services.

Question 10: Regarding a move to a new location in 2 years: Is there consideration of time required to obtain licensing once location is identified, so that there is no gap in service?

Answer: Our goal is to provide continuous services to families, therefore it is MCPS' intention to identify a new location with sufficient time for planning.

Question 11: What costs will the Offeror be required to pay for shared spaces, such as music room and gym?

Answer: Occasional use of music room and gym will not be charged. However, regular use of space will be charged at \$12.50 per rentable square feet per year.

LICENSING:

Question 12: Will MCPS ensure that childcare classrooms meet childcare licensing requirements at no cost to Offeror?

Answer: If any facility modifications are required to meet the childcare licensing requirement, MCPS will consider providing the necessary required modifications.

Question 13: Regarding question 22 in the original Q&A: If the Offeror intends to operate an additional classroom(s) during the summer, will MCPS pay for licensing requirements for the additional classroom(s)?

Answer: See question #13

Question 14: Regarding question # 21 on original Q&A: Since there will be a new location in two years, can the Offeror work towards MD Excels, and then wait until the new location is identified and licensed to complete Excels and accreditation?

Answer: The offeror must demonstrate that they are working towards accreditation within the first two years. Final accreditation may be obtained once in the new location.

MISCELLANEOUS:

Question 15: Can the Offeror contract with MCPS to provide breakfast and/or lunches?

Answer: Yes

Question 16: Will the Offeror be permitted to conduct fundraising activities?

Answer: Fundraising activities in accordance with MCPS policies are permitted. ICB approves use of all MCPS facilities, including Emory Grove Center, after regular hours including evenings and weekends.

Question 17: Can before and after-care services be provided to older students, including middle school students with special needs?

Answer: Before and after care are limited to preschool-aged children (three and four year-olds), however, MCPS may consider proving care to siblings who are older.

Question 18: Is there an existing Community Needs Assessment for the area surrounding Emory Grove Center?

Answer: MCPS has not conducted an assessment in this area, however, a childcare needs assessment may be available through the Montgomery County Department of Health and Human Services.

Question 19: Regarding 3 year old students with disabilities: At what point is the provider able to dismiss a student with disabilities? Is consideration given that enrolling students with disabilities requires hiring more experienced staff, with associated costs? Who defines the appropriateness of a student for the childcare program? What if the family does not avail themselves of the required services for their child? What if the child is chronically absent? Can the parents pay with subsidy if eligible?

Answer: MCPS staff will collaborate with the provider identifying possible 3 year old candidates and identifying solutions to difficult situations regarding students with disabilities. Please include associated cost with the inclusion program in the RFP.

Question 20: To address the bathroom ratio of 1:10, please see response below.

Answer: Required types and number of bathroom fixtures will be provided to meet the requirements.

Angela McIntosh-Davis, Team Leader
Procurement Unit

AMD

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

Accepted By: _____
(Name & Title)

Name of Company: _____