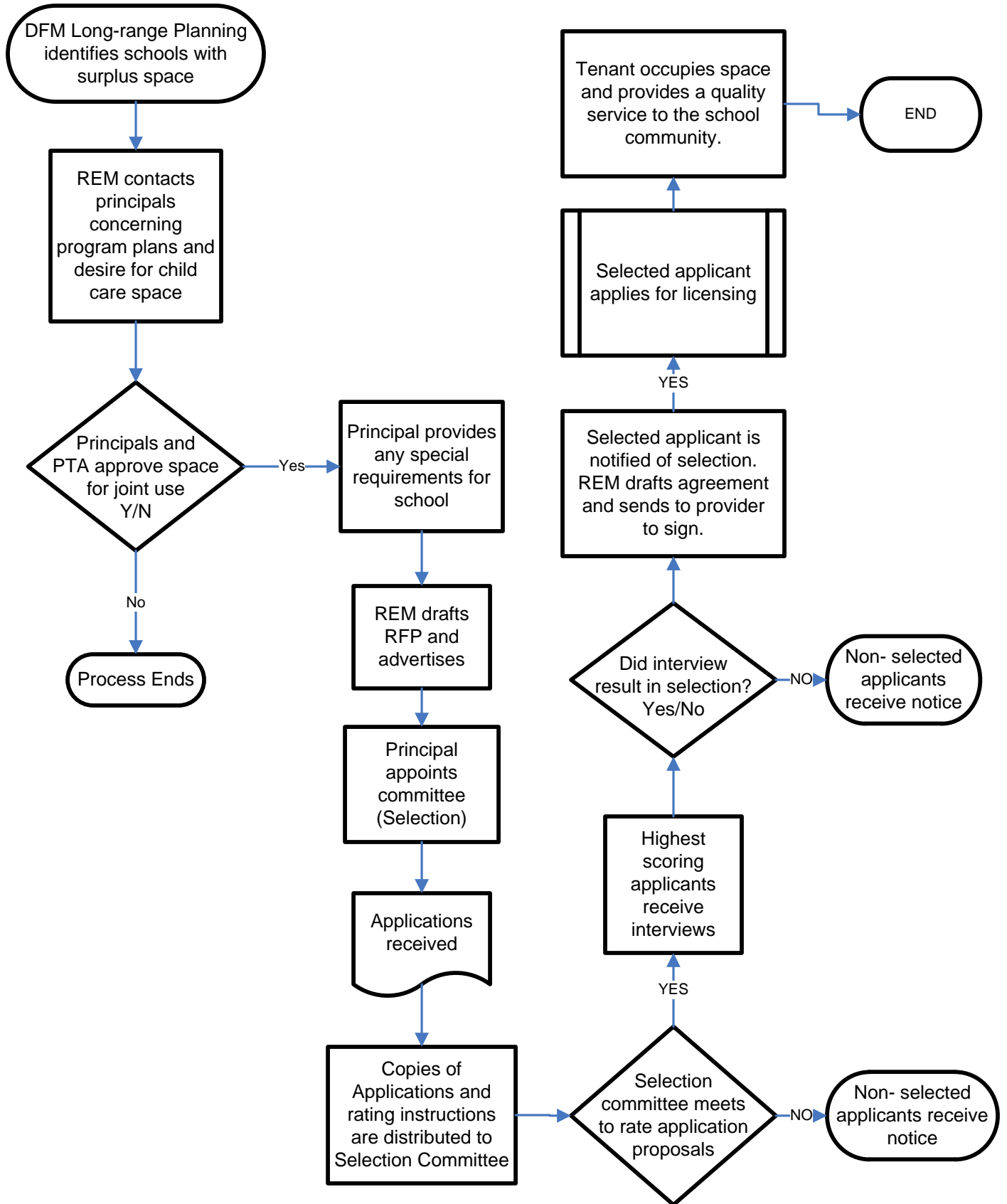


Joint Occupant Selection Process (Child Care)

Real Estate
Management Team



Real Estate Management
Joint Occupant Selection Process

Review Date	Process Owner	Customers	Critical to Quality	Measures	Approximate Timeline
July 11, 2014	REM	Potential tenants	Clear and timely communications of expectations	Financial	8-12 months

Background:

1. DFM Long-range Planning staff and REM staff will schedule an annual meeting at the beginning of the budget process to identify potential surplus space in school facilities.
2. REM staff will visit the schools and discuss potential use for Childcare with the principal. If principal agrees to the proposed use, they will provide any special program requirements to REM staff.
3. REM will draft a request for proposal seeking interest for a Childcare use. RFP will be publicly advertised in the local newspaper, eMaryland Marketplace, and the REM webpage.
4. The school principal will appoint a selection team in accordance with established policies and procedures. REM s Proposals will be rated according to the criteria contained in the RFP.
5. Interviews with the top rated offerors will be scheduled and determine a finalist. The interview process will also be rated.
6. The selection committee will make a recommendation to award. REM staff will send a Notice of Award to proposed provider.
7. REM staff will draft a lease and negotiate the lease terms and conditions with the proposed tenant.
8. Selected provider will be subject to all state, federal, and local licensing requirements and will be responsible for the costs of compliance.
9. Lease will be executed and tenant will occupy space.