

# TENANT SELECTION PROCEDURES FOR CHILD CARE PROGRAMS IN MONTGOMERY COUNTY FACILITIES

## I. PROGRAM OF REQUIREMENTS

The Department of Health and Human Services (DHHS) in coordination with the Department of Public Works and Transportation (DPWT), other relevant county agencies and appropriate community groups (Civic associations, local advisory boards, Parent Teacher Associations, etc.) will develop general program requirements for specific child care facilities. These requirements will be based on County policy, facility design, community needs and may vary from site to site.

## II. ADVERTISEMENT

An announcement of availability of space will be advertised at least once in a newspaper of general circulation in the County, as well as on the County website and sent to those names listed in the current child care space list maintained by DHHS, current tenants in County space and any interested individuals or organizations.

## III. PROGRAM ANNOUNCEMENT

Any person interested in applying for the available space will be sent the program announcement. The program announcement will include:

- location of space and facility specifications, including conditions or provisions specific to the site;
- terms of the lease and rent to be charged;
- selection process information including:
  - date, place and time of tour of the facility (**for new spaces only**);
  - date, place and time of submission of application;
- general information about the selection process and criteria; and
- number of copies of the application required.

The announcement will be prominently posted at each site being selected or re-bid as notification to parents, community members and child care staff.

## IV. APPLICATION

Any person interested in applying for the available space must submit a bound (**no rubber bands, paper or binder clips**) application in the form required by DHHS and which includes the following information:

- qualifications of the applicant;
- scope of services to be provided;
- budget information, including a fee schedule;

- statement of financial responsibility; and
- any other information deemed necessary by the County.

## **V. RECEIPT OF APPLICATIONS**

When an application is received in the Early Childhood Services Office of DHHS, staff will certify the date and time and number of copies received. Any application received after the announced deadline for submission shall not be considered. Incomplete applications will not be considered.

## **VI. COMPOSITION OF THE SELECTION COMMITTEE**

The Tenant Selection Committee will consist of at least three, but no more than seven members. One third of the Committee members shall be chosen from among the following community groups:

- Commission on Child Care
- Civic and community associations
- Local governing bodies (municipalities)
- Local government center or advisory boards
- Parent Teacher Association or other parent representative
- School staff

The remaining Committee members shall be chosen from the following agencies:

- Department of Health and Human Services
- Department of Public Works and Transportation
- Montgomery County Public Schools
- Community Use of Public Facilities
- Department of Recreation
- Maryland National Capital Park and Planning Commission

The Committee will be chaired by the Program Manager for Child Care in Public Space or their designee.

## **VII. SELECTION COMMITTEE MEETINGS**

The Selection Committee may hold initial and subsequent meetings to review the received applications, the program of requirements, the method of scoring the applications, the procedure for applicant interviews, and how recommendations will be made to the Director of DHHS. The Selection Committee will meet as necessary in order to review and make a recommendation on the applications received. The Program Manager for Child Care in Public Space or staff from the Early Childhood Services Office will be responsible for scheduling and facilitating all meetings.

## **VIII. REVIEW OF THE APPLICATIONS**

A packet of all applications to be considered will be delivered to each member of the Selection Committee by the Program Manager for Child Care in Public Space or their designee. When the Committee members receive the packet of applications, each application must be reviewed.

At the first review meeting members will discuss each application and individually assign a score to the written proposal. The scores for each application will be averaged. Applications with an average score below 50 will not be considered.

The scores will be used to determine which applicants may be called for an interview with the Committee, or to determine which applicant shall be awarded the available space. The committee will determine the number of applicants to be interviewed, if any, based on scores 80 and over.

## **IX. APPLICANT INTERVIEWS**

Applicants to be interviewed will be notified of the interview date and time by Program Manager for Child Care in Public Space or their designee. Each applicant being interviewed will be allotted the same amount of time to expand upon the information in their application, answer Committee questions, and for any clarifications. Prior to the interview, Committee members may review the Office of Child Care (OCC) licensing file, if the applicant operates an existing program(s), or make a visit to an existing site operated by an applicant or view the view MSDE, Division of Early Childhood Development website <http://www.checkccmd.org> for inspection findings.

The Selection Committee may ask questions of individual applicants in order to expand on or clarify information provided within the application. These questions may be presented to individual applicants to respond to in writing prior to interview or orally during the interview. Any questions or areas not covered in the initial application which the Committee wishes to otherwise ask at the interview must be asked of ALL applicants interviewed.

The Committee members will document the interviewee answers. Based on the information presented in the written application and the interview, the Committee will use the average of those scores to determine a final score for each applicant.

Based on applications and interviews the Committee may decide that there are no viable applications that are responsive to the request or appropriate for the site. The Committee may recommend that the space be re-advertised.

## **X. RECOMMENDATIONS FOR SELECTED TENANT**

Based on the final score, the Committee will make recommendations for a first choice tenant and alternates to the Director of DHHS, or designee, via the Administrator for Early Childhood Services. The Director of DHHS, will make a final decision. All decisions on tenant selection made by the Director of DHHS will be final. The Director will notify the Director of DPWT, or designee, of the recommended tenant and alternates.

If the recommended applicant accepts, a real estate license will then be negotiated between the tenant and the Department of Public Works and Transportation.

Applicants not selected will be notified by the Program Manager for Child Care in Public Space or their designee.

## **XI. PUBLIC INFORMATION**

All copies of applications and attachments become the property of Montgomery County and, upon written request, are available for public review. Applicants will be given the opportunity during the application process to indicate which parts of their applications they consider confidential and proprietary information. The County will determine under the State Public Information Act if the information will be protected on a case by case basis.

Paper and electronic copies of all applications, supplemental information, scoring data will be kept for 4 years by the Department of Health and Human Services, Early Childhood Services.

## **XII. TRANSITION PLAN**

If the current tenant is not awarded the child care space, the Program Manager for Child Care in Public Space or their designee will initiate a Transition Plan to ensure a smooth transition between child care tenants/providers. The transition plan will include the following:

- The current tenant will be required to notify affected parents and staff immediately upon being notified by the Program Manager for Child Care in Public Space or their designee that they have not been selected to continue as the tenant.

- The Program Manager for Child Care in Public Space or their designee will:
  - post notification of new child care provider at the child care site in a location easily visible to parents within one week of award notification. The notification will include:
    - schedule of transition, including any necessary closures to facilitate the new child care provider occupancy of the space;
    - name and contact information of new provider; and
    - name and contact information of the Program Manager for Child Care in Public Space
  - coordinate any maintenance and cleaning needs with DPWT Facilities staff;
  - work with the new provider and the Office of Child Care licensing specialist assigned to the site to initiate licensing paperwork and to schedule licensing inspection dates with the State licensing authority; and
  - assemble and staff a Transition Advisory Committee to guide the transition.

### **XIII. TRANSITION ADVISORY COMMITTEE**

- **PURPOSE**

To guide the transition at County owned child care sites in public space and facilities when the current child care provider is not awarded the site. The transition should minimize disruption to the affected children and families receiving child care services from the child care provider at the affected public space.

- **COMPOSITION OF THE TRANSITION ADVISORY COMMITTEE**

The Transition Advisory Committee will consist of three to five parent representatives receiving child care services from the current child care provider, at least one staff representative from the current child care provider, and at least two representatives from the new child care provider. The Committee will be chaired by the Program Manager for Child Care in Public Space or their designee.

- **TRANSITION COMMITTEE RESPONSIBILITIES**

- Determine frequency and schedule of meetings during the transition period.
- Identify areas of consideration during the transition period for:
  - Children
  - Parents
  - Current Child Care Provider
  - New Child Care Provider
  - Community members

- Develop strategies to manage each consideration effectively and a system to communicate these strategies and other information to all interested parents on a regular basis.

- **CONTINGENCY PLAN**

If current child care provider vacates the space prior to the date of vacation as specified by the County in writing, a Contingency Plan developed by the Early Childhood Services office and the standing transition committee will address the opening of the new program as soon as possible to minimize disruption to the families and children being provided child care services by the current child care provider.

The current child care provider is required by the terms of the real estate license and by the Office of Child Care to operate a child care program in compliance with OCC guidelines as long as current child care provider occupies the space. The current child care provider is required to give the County 30 days advanced notice of the providers intent to vacate the space.

Upon notification by the current child care provider of intent to vacate the public child care space earlier than specified, in the Real Estate agreement, the Contingency Plan will take effect. The Program Manager for Child Care in Public Space or their designee will immediately notify new the new child care provider and OCC licensing specialist of the change and initiate the licensing paperwork. The child care provider will identify the earliest possible start date and the level of service to be provided. Updated transition information will be posted at the site in a location clearly visible to parents, community members and school personnel. The Transition Advisory Committee will monitor of the contingency plan and parent representatives from current program will be asked to facilitate communication with other parents in the program.