



COMMUNITY USE OF PUBLIC FACILITIES FY16 REQUEST FOR SUBMISSION

Before and After School Childcare for Montgomery County Public Schools

The Office of Community Use of Public Facilities (CUPF), on behalf of the Montgomery County Public Schools Board of Education, seeks applications from qualified organizations, businesses or individuals to provide licensed before and after school childcare services in designated Montgomery County Public Schools. Only applications for before and after school care during the school year will be considered. Successful applicants will receive a permit for the next school year. The permit will be renewed annually without a scheduled rebid for six (6) additional years except as noted below.

Background

Community Use of Public Facilities was created as an independent office by Montgomery County Government in 1978 to administer and coordinate the after-hours use of Montgomery County Public Schools and later County buildings by the community. The enabling legislation (Section 7, Maryland Education Article) established an Interagency Coordinating Board (ICB), comprised of key MCPS and County officials, as well as citizen representatives, to formulate community use policies. Community Use of Public Facilities (CUPF) has been given the authority to administer the before and after school childcare provider selection process as authorized by Board of Education Resolution 19-13 and Executive Regulation 15-14AMIII, Before and After School Childcare Programs in Public Schools.

There are approximately 120 before and after school licensed childcare programs in Montgomery County Public Schools. In January 2015 the Montgomery County Board of Education and the County formalized a process to bid before and after school shared space licensed childcare placements either on a seven (7) year schedule or as needed per Section 5(a) of County Regulation 15-14AMIII, Before and After School Childcare Programs in Public Schools.

All applications will be submitted through an on-line application and must be followed up with a paper copy delivered to our office on December 18, 2015 by 12 noon. Completed applications will be posted on a secure website which will only be available to designated raters. Raters will only have access to the school site after they have signed a disclosure form.

The application is posted under the Childcare tab at www.montgomerycountymd.gov/cupf.

Instructions and Requirements for Submitting Applications

A separate application form is required for each school site you wish to be considered (see attached listing of sites). Please note the following submission requirements:

- Submit **one** electronic copy of the completed PDF application form per site via email to childcare@montgomerycountymd.gov; and
- Submit **one** unbound printed copy per site of your online application. The date/time stamp on the paper copy will be used as delivery compliance confirmation; and
- Submit five (5) printed copies of the Parent Handbook per site application (if you have one) if you have not included a link in your application form.

- Optional:
 - Three (3) current reference letters per site application to supplement the required reference contacts in the application form.
 - Submit at least one printed copy per site of a recent (ex. 2014 or 2015) document demonstrating that your organization has or will have sufficient resources to operate the proposed program with your paper submission. (Ex: Financial statement provided by your accountant, last income tax return, line of authorized credit from your bank, or letter of reference).

The online application must be emailed and a paper copy must be received no later than 12:00 p.m. on December 18, 2015 to childcare@montgomerycountymd.gov. Deliver paper copies to:

Blaise DeFazio or Eleanor Wallace
 Community Use of Public Facilities
 255 Rockville Pike, Suite 201
 Rockville, MD 20850

Current providers wishing to be considered for their current location(s) MUST submit an application. Incumbents will not be interviewed if an application is not submitted.

Applications will not be forwarded to the selection committee if it is received after the deadline or if the applicant owes CUPF \$500 or more for 60 or more days as of October 19, 2015.

PLEASE NOTE:

- *The County is not responsible for undelivered applications by the U.S. Postal Service or email system.*
- The online application must be submitted in PDF format.
- Each electronic application must be transmitted separately via EMAIL. Include the name of the school and a portion of your name in the document file name, for example “*Montgomery Elementary Supercare.*” Please refer to the online application for additional instructions on how to name your files.
- Answer all questions thoroughly and accurately.
- Falsified information will invalidate your application.
- Applications will become the property of CUPF and will not be returned.
- **Include only requested information.** Camp flyers or other media will *not* be forwarded to the selection committee.
- **AT THE DISCRETION OF THE SELECTION COMMITTEE, ADDITIONAL MATERIALS MAY BE REQUESTED** of all applicants scheduled for an interview.

Application Rating/Interview Process

1. School-based selection committees will be formed for each school site. A minimum of five or maximum of nine individuals representing parents, community, PTA leadership, the community, and the school, including building services or administration, will be selected by each school principal or appropriate designee to serve on the school selection committee.

2. All selection committee members will sign a statement disclosing possible conflicts of interests, such as any relationships they have with any of the applicants before receiving the applications. Raters will also be asked to affirm to their ability to provide a fair and objective assessment and agree not to disclose possible proprietary information.

Individual rater points will be awarded based on for the following criteria:

Application Rating Area	<u>Max. Points Awarded</u>
• Applicant Qualifications & Experience	20
• Program Implementation and Services	25
• Program Budget, Fees and Financial Status	15
• Parent Involvement & Conflict Mediation	15
• Personnel and Staffing Plan	20
• Non-Profit Organization	<u>5</u>
Application Review Total	100
• Interview Rating Total	<u>100</u>

3. All raters must use the rating form provided (no exceptions). The scores of all the raters will be added together. The top ranked applicants will be scheduled for an interview. A minimum of three providers must be interviewed. If fewer than three applications are received, all applicants will be interviewed.
4. During the interview, the childcare selection committee will ask each applicant the same set of pre-determined questions developed by the committee. Additional questions may only be asked to clarify information previously provided in the interview.

The rating points for the review of applications and interview will be combined. The applicant with the highest combined rating will be offered the opportunity to provide services. Upon choosing a childcare provider, the childcare selection committee will notify CUPF of the selected childcare provider for each school. CUPF will post the decision on its website for 30 days.

Committee members may also review surveys or other feedback collected by the principal within the past six months. Feedback older than six months will not be reviewed.

CUPF staff will be in attendance during all committee meetings but will not participate in the selection decision.

If only one provider is interested in a site, the application will be reviewed by the committee to determine if all of the requirements/qualifications are met. If so, the selection committee may direct CUPF to issue the sole applicant a permit for the site.

Applicants can request a review of the committee’s decision if they feel that there was a violation of the process as outlined in County Regulation 14-15AMIII. A written complaint addressed to the CUPF Director must be made within five days of CUPF’s posting the decision online. The Interagency Coordinating Board will make a decision on the merits of the complaint.

Provider Requirements

When submitting an application, providers must agree to:

1. Certify that the representative submitting the application has the authority to make obligations on behalf of the organization and the information is true and correct.
2. Allow unannounced site visits to current location(s) by selection committees.
3. Acknowledge that disqualification from further consideration is possible if the selection committee reports inappropriate efforts by the applicant to influence the outcome of the committee's decision.
4. Accept State, Federal and County childcare subsidy vouchers.
5. Required enrollment in Maryland Excels when the law is in full effect.
6. Participate in a transition plan if not selected (as applies).
7. Identify which answers in their proposal may contain proprietary or confidential information in the opinion of the applicant. For more information on the Maryland Public Information Act (MD PIA) visit <http://www.oag.state.md.us/opengov/pia.htm>.
8. If selected, maintain insurance and MSDE compliance.
9. Retain the proposed fees for the 2016-17 school years.

Permitting Requirements

The selected provider must:

1. Guarantee their program will be operational no later than the first day of school. Providers are responsible for ensuring that all licensing and insurance requirements are met before the start of the school year. This includes:

Completing and submitting licensing paperwork required by the Maryland State Department of Education (MSDE) Child Care Licensing Office no later than May 13, 2016. Additional information regarding MSDE licensing is available by calling 240-314-1400 or visiting their website:

http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/licensing_office_mont.htm, and
http://www.marylandpublicschools.org/msde/divisions/child_care/child_care.htm.

2. Submit a CUPF facility use request form for the upcoming school year to include a deposit of the estimated first month's payment to CUPF by July 15, 2016.
 - a. Submit a Certification of General Liability Insurance naming the County as additional insured with the facility applications. See attached sample. Failure to provide this insurance will make the selection offer null and void.
3. Comply with ICB use and fee policies to include:
 - a. Signing an ICB Facility Use License Agreement (FULA) (applies to new providers).
 - b. Providing timely information to CUPF regarding changes to facility use permits.
 - c. Adhering to the payment schedule outlined in the permit issued by CUPF. Monthly payments will be due no later than the last day of the previous month. Delinquent payments may result in cancellation of the permit with 30 days' notice.
 - d. Paying the applicable rates when scheduling classes and activities offered by a for-profit entity (such as karate, gymnastics, art classes, etc.). Activities which allow

participation by students other than those enrolled in the before and after-school program will require a separate application/permit, and will not be covered by the childcare fee schedule.

4. Comply with applicable Montgomery County Public School policies such as those regarding use of heat producing appliances. Reimburse schools directly for any use of their office equipment such as fax and copier machines, or other supplies. Enrollment of students from other schools requires prior authorization by the principal.
5. Maintain a current roster and waitlist to provide to the principal upon request. You may also be asked to meet with the principal or his/her designee on periodic basis, provide copies of parent surveys and/or discuss/address various concerns (ex. supervision of children, staffing, etc.).

ICB Fees

For information on school use fees and policies, please visit <http://www.montgomerycountymd.gov/cupf>. Providers will be designated as to which fee or fees apply based on the following:

- Non-Profit Status
- For-Profit Status

Before and after school childcare fees apply only during the school year and do not apply to programs open to students not enrolled in the before and after school program.

Site Specific Requirements

Site specific requirements identified by the school are provided in Attachment A.

Note: Applicants should not directly contact selection committee members regarding this process without permission from the principal. If your organization is the current provider at an advertised site, do not solicit your services outside of this process in an attempt to influence the decision of the school's selection committee. If you need additional information about the site, please email blaise.defazio@montgomerycountymd.gov.

ACORD_(R)		CERTIFICATE OF INSURANCE			ISSUE DATE (MM/DD/YY) 09-26-2011	
TENANT'S BROKER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED TENANT NAME AND ADDRESS		COMPANIES AFFORDING COVERAGE				
CODE SUB-CODE		COMPANY LETTER A				
		COMPANY LETTER B				
		COMPANY LETTER C				
		COMPANY LETTER D				
		COMPANY LETTER E				
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR. <input type="checkbox"/> OWNERS & CONTRACTOR'S PROT.	SAMPLE			GENERAL AGGREGATE	\$ 3,000,000
					PRODUCTS-COMP/OPS AGGREGATE	\$ 1,000,000
					PERSONAL & ADVERTISING INJURY	\$ 1,000,000
					EACH OCCURRENCE	\$ 1,000,000
					FIRE DAMAGE (Any one fire)	\$ 100,000
					MEDICAL EXPENSE (Any one person)	\$ 5,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (Per Person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASE - POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
A	OTHER Property					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS						
Certificate holder is included as additional insured for operations conducted by the named insured.						
CERTIFICATE HOLDER				CANCELLATION		
Montgomery County, Maryland Attn. Community Use of Public Facilities 600 Jefferson Plaza, Suite 600 Rockville, MD 20852				Should any of the above described policies be cancelled Before the expiration date thereof, notice will be delivered in accordance with policy provisions.		
				AUTHORIZED REPRESENTATIVE <div style="text-align: right; font-family: cursive; font-size: 1.2em;">Agent</div>		
ACORD 25-S(7/90)				(c) ACORD CORPORATION 1990		

Attachment A: Site Specific Requirements

School Site	Normal School Day*		Other times of operation (professional/administrative holidays)	Primary Space available for program	Site Specific Requests (ex staff fluent in Spanish, services to address high number of special needs children, homework assistance, etc.)
	Start – End Times before school day (including half day)	Start – End Times after school day			
Ashburton ES	7:00-9:00 am	2:30-6:00 pm	Half days 12:45p-6:00p Full days 7:00a-6:00p	APR	Recreation and outdoor play. Homework assistance.
Bethesda ES	7:00-9:00 am	3:00-6:30 pm	Half days – 12:30p-6:30p Full days – 7:00a-6:30p	APR/with Stage	Socialization with other children. Outdoor play. Option for drop-ins. Affordable on a sliding scale. Special needs support. Bilingual staff.
Clearspring ES	6:30-8:30 am	3:00-6:00 pm	Half days – 12:30p-6:00p Full days – 6:30a-6:00p	APR/with Stage	Access to the playground and gym when not in use.
Clopper Mill ES**	7:00-9:30 am	3:45-6:30 pm	Half days – 1:30p-6:30p Full days – 7:00a-6:30p	APR	Staff fluent in Spanish. Homework assistance. Autism-trained staff.
Cresthaven ES	7:30-9:25 am	3:50-6:30 pm	Half days – 1:30p-6:30p Full days – 7:30a-6:30p	APR	Homework support for upper elementary grades (3-5). Spanish speaking preferred.
Darnestown ES	7:00-9:30 am	3:45-6:30 pm	Half days –1:30p-6:30p Full days – 7:00a-6:30p	APR	Drop-in services. Provide childcare during winter & spring break and on professional days.
Georgian Forest ES	7:00-9:30 am	3:30-6:30 pm	Half days – 12:30p-6:30p Full days - 7:00a-6:30p	APR	Affordable rates (80% families living in poverty). Possibly scholarships. Support homework completion. Provide snack.
Glen Haven ES	7:00-9:00 am	3:00-6:00 pm	Half days – 12:30p-6:00p Full days – 7:00a-6:30p	APR	Homework assistance.

Jones Lane ES	6:30-9:00 am	2:45-6:30 pm	Half days – 12:45p-6:30p Full days – 6:30a-6:30p	APR	Affordable for working parents especially for more than one child. Sliding scale based on family income. Possible MCPS employee discount. Convenient hours and open on non-state/federal holidays. Safe environment; rooms convenient for activity. Collaboration with the school and parent community.
Kensington Parkwood ES	6:30-9:30 am	3:15-6:30 pm	Half days – 1:00p-6:30p Full days – 6:30a-6:30p	APR/with Stage	Open during school breaks/days off. Flexibility in timing and days used. Variety of activities available. Stable and experienced staff members. The ability to program for students with special needs.
Lakewood ES	6:30-9:00 am	2:45-6:30 pm	Half days – 12:45p-6:30p Full days – 6:30a-6:30p	APR	None.
Luxmanor ES	7:00-8:40 am	3:25-6:30 pm	Half days – 12:55p-6:30p Full days – 7:00a-6:30p	APR	Homework assistance. Organized activities. Fluent/consistent communication with families. Reasonably priced program. Consistent staffing.
Matsunaga ES	6:30-9:30 am	3:15-6:30 pm	Half days – 1:00p-6:30p Full days – 6:30a-6:30p	APR	Open during winter and spring breaks and on professional days.
Meadow Hall ES	7:00-9:00 am	3:30-6:30 pm	Half days – 12:00p-6:30p Full days – 7:00a-6:30p	APR	None.
Parkland MS**	N/A	2:45-6:30 pm	Half days – 12:15p-6:30p Full days – 8:00a-6:30p	Cafeteria	Science, Technology, Engineering, and Math (STEM) focus. Homework support. Recreation and outdoor activities. Field trips.

Rock Creek Forest ES	7:00-9:00 am	3:45-6:30 pm	Half days – 1:00p-6:30p Full days – 7:00a-6:30p	APR	Homework assistance. Experience with special needs. Staff preferred to be fluent in Spanish (not required).
Silver Spring International MS	N/A	2:45-6:30 pm	Half days – 12:15p-6:30p Full days – 8:00a-6:30p	Cafeteria	None.
Stonegate ES**	7:00-9:00 am	3:00-6:30 pm	Half days – 12:30p-6:30p Full days – 7:00a-6:30p	APR	Homework assistance; outdoor play; affordable; availability of enrollment; sound provider reputation; flexible hours.
Strathmore ES	7:00-8:45 am	3:00-6:30 pm	Half days – 12:30p-6:30p Full days – 7:00a-6:30p	APR	Homework support. Communication/Relationship with staff to support/reinforce school wide expectations and community outreach events. Use of language line to communicate with parents. Flexibility and accessibility to use of more than one space in the school (APR) in order to support after school events when daycare may need to move to another space. Direct access to daycare for parents.
Strawberry Knoll ES	6:15-8:45 am	3:00-6:30 pm	Half days – 12:45p-6:30p Full days – 6:15a-6:30p	APR	Ability to work with students in Autism/PEP program
Waters Landing ES	6:15-9:00 am	3:30-6:30 pm	Half days – 1:00p-6:30p Full days – 6:15a-6:30p	APR	Fluent in Spanish. Possible MCPS employee discount.
Woodfield ES	6:30-9:00 am	2:45-6:30 pm	Half days – 12:45p-6:30p Full days – N/A	APR	None.

* Program Hours are approximate based upon current schedules. Exact program hours for next school year will be available at the time of interviews.

**New schools for before and after school childcare.

APR = All Purpose Room. A standard All Purpose Room can generally be licensed for a minimum of 20 or a maximum of 60 students, which is dependent on the provider's staffing.