

5. SECTION B - SCOPE OF SERVICES:

5.1. BACKGROUND

- 5.1.1. Montgomery County's (the County) Department of Health and Human Services (DHHS), Early Childhood Services (ECS) has a strong tradition of supporting high quality early care, education and parent support services to promote quality early childhood education through child care providers. The County is committed to ensuring that adequate supply of early childhood education programs are available to meet the demand from families within the community. Pre-pandemic child care may look different than the current climate for child care. The pandemic has changed many industries within the county, childcare being highly impacted as families lost jobs and wages, businesses closed, and the work environment has changed for many businesses as they transition to hybrid work situations for employees.
- 5.1.2. In March 2020, when child care shut down due to the COVID-19 pandemic, the child care industry changed its administration of daily operations. Out of the pandemic though, many opportunities were created for the industry including funding available through the State of Maryland and the Federal government. Almost \$600 million has been infused into the child care system in Maryland and many County child care providers have taken advantage of this funding in addition to local grants to sustain their businesses. According to the Maryland State Department of Education (MSDE), about 96% of child care providers are currently open, but most of those businesses are operating at 50% pre-pandemic capacity. Montgomery County child care providers follow suit with 98% open while operating at 40% enrollment. With the need for child care being at the forefront of our workforce and economy, the Montgomery County Early Care and Education Initiative (ECEI) is looking for ways to assist families in finding affordable, accessible and quality child care.
- 5.1.3. Not only were County child care businesses affected by the pandemic, families with children lost jobs, had to work with transitioning their children to virtual learning and teleworking families had to balance work with in-home learning for their children and child care for their birth to preschoolers. The pandemic changed the way County residents look and utilize child care within Montgomery County.
- 5.1.4. All businesses within Montgomery County were affected in some way with the COVID-19 pandemic after shutting down and allowing workers to telework. This ability to conduct business with employees working from home changed the working paradigm. Businesses are now allowing employees to shift to hybrid work situations which automatically changes how those same employees will need child care.

5.2. INTENT

- 5.2.1. As part of the 2020 Early Care and Education Initiative Action Plan, the County intends to solicit proposals from the community to conduct a child care supply and demand study which includes a marketing analysis. The report will analyze supply and demand, and provide marketing studies in high need areas in the county for placement of child care centers for the Child Care in Public Space Program (CCIPS) in the Department of Health and Human Services (DHHS) and in commercial space.
- 5.2.2. The County intends to award one (1) contract under this Request for Proposal (RFP). The total estimated Fiscal Year 2022 compensation for the contract resulting from this Solicitation is a range from \$150,000 to \$175,000. The County makes no guarantee of a specific compensation amount. All compensation payable under any contract resulting from this solicitation is subject to and

contingent upon the State and County's appropriation and encumbrance of funding for this program described in this solicitation.

5.2.3. Subcontractors will be permitted for this study at the discretion of the offeror.

5.2.4. In the event the County receives additional funding for services requested under this solicitation, the County reserves the right to expand the existing scope of services for the resulting contract. Such additional services are not guaranteed and will only be requested if funds for additional services are appropriated and encumbered by the County. These expanded services may be added during negotiations or added via an amendment to the Contract.

5.3. **SCOPE OF SERVICES**

5.3.1. The Offeror awarded a Contract as a result of this Solicitation (herein referred to as "Contractor") must provide the following:

5.3.1.1. Determine the demographics of the County including families, children age 5 and under, and children with special needs living in the County.

5.3.1.2. Determine program components of each child care program within the County (ex. Capacity, age groups served, staff language capacity, Quality Rating and Improvement System (QRIS) rating, subsidy participation rates, etc.)

5.3.1.3. Determine the impact of COVID on County child care providers (ex. loss of enrollment, loss of revenue, additional costs for safety protocols, staffing issues, etc.).

5.3.1.4. Determine the impact of COVID on County families receiving, and looking for child care (ex. What are parents looking for? Location?, Full time care/Part-time care, cost, shift to telework).

5.3.1.5. Categorize the different types of child care within the County based into one of the following:

5.3.1.5.1. Parental Care;

5.3.1.5.2. Non-Parental Care (family, friends, neighbors);

5.3.1.5.3. Publicly Funded Programs (Early Head Start, Head Start, Public PreK) and;

5.3.1.5.4. Regulated Child Care

5.3.1.6. Identify the gaps in child care in the County including, but not limited to, gaps in who is being served and where they are being served.

5.3.1.7. Use a variety of methodologies (surveys, focus groups, labor market information, etc.) to gather information for this supply and demand study. Surveys of families and child care providers, focus groups of families and child care providers, labor market information for workforce estimates, travel shed information of working parents and, but not limited to, demographic information on income, race/ethnicity, population growth (families with children), etc.

5.3.1.8. Determine current and future trends for any job/labor market changes within the County – can be tied to economic development in the community - What businesses are coming into the county and/or region? What types of jobs are needed and available? What workforce is needed to fill these jobs?

5.3.1.9. Define the Child Care Market -

5.3.1.9.1. Demand side factors - "total demand" = if care was sought for every child under age 3 or under age 5

5.3.1.9.2. Supply side factors – programs serving infants and toddlers (zero up to age 3) and all preschoolers (zero up to age 5)

5.3.1.10. Scan of all regulated child care providers in the County that are rated for quality as Level 3 or higher in Montgomery County as determined by Maryland State Department of Education (MSDE) Maryland EXCELS Quality Rating and Improvement System (QRIS)

5.3.1.11. Define, determine and identify any child care deserts within Montgomery County.

5.3.1.12. Identify the systems in place to access current slots within the County addressing (birth – age 3, toddler care, before and after care, summer care, children with special needs).

- 5.3.1.13. The study must address areas of the county that have been disproportionately affected by COVID and how, through an equity lens, provide recommendations and solutions that are beneficial to all children living within the county.
- 5.3.1.14. Develop an online interactive mapping tool showing demographics, gaps in child care in the County, show all child care providers and their quality ratings and any other requirements as requested by the County.
- 5.3.1.15. In the event the County requires an additional study(ies) and as funding becomes available, the County will issue a Task Order Proposal Request (TOPR) to the Contractor. In response to the TOPR, the Contractor will provide a proposal which must address all of the elements described in the TOPR. The rates for the staff providing services under Task Orders will be determined during negotiations and included in the Contract resulting from this solicitation. The County makes no guarantee that any minimum number of, or any, TOPRs will be issued under the Contract.

5.4. **RECORDS AND REPORTS**

5.4.1. **THE COUNTY HAS BROKEN DOWN THE REPORTING AND DELIVERABLES FOR THIS PROJECT INTO THREE (3) PHASES:**

5.4.1.1. **PHASE I (REPORT DUE AT END OF FIRST TWO MONTHS OF CONTRACT):**

Data Collection and Analysis Report – includes, but not limited to, specific geographic areas of need; current demographic data of families/children living in the county and within the areas of need; demographic data on children with special needs; projections of families/children moving into and out of the county, data on businesses and employment projections, etc.

5.4.1.2. **Phase II (report due at end of fifth month of contract):**

- Completion on The State of Supply and Demand of Child Care in Montgomery County (Report)
- Report will include number of current slots, number of open slots, projection of slots needed, etc.
- Report will include a Findings and Recommendations section
- Report will include areas of intervention and investment needed, as well as a summary of successes, challenges, and solutions in making linkages with the community.
- Comprehensive report will include PDF mapping to display demographics, location of child care providers, child care deserts, etc.
- Finalization of online interactive mapping tool that will be synced to the County's GIS Mapping Tools.

5.4.1.3. **Phase III (report due at end of six months of contract):**

- Action Planning with Early Care and Education Initiative Steering Committee/Other Stakeholders
- Development of Action Plan (Report)

6. **SECTION C - PERFORMANCE PERIOD**

6.1. **TERM**

The anticipated start of this program is immediately upon signature by the Director, Office of Procurement and will continue for two years after contract execution. The Contractor must also perform all work in accordance with time periods stated in the Scope of Services. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term two (2) times(s) for up to two (2) years each.

6.2 **PRICE ADJUSTMENTS**

- 6.2.1. Prices quoted are firm for a period of two years after execution of the contract. Any request for a price adjustment after this two-year period is subject to the following:

- 6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee
- 6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor’s request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor’s request is based on its net increase in costs in delivering the goods/services under the contract.
- 6.2.1.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
- 6.2.1.4. The County will not approve a price adjustment request that exceeds a cap that will be agreed upon during contract negotiations with the successful offeror.
- 6.2.1.5. The County will approve only one price adjustment for each contract term, if a price adjustment is approved.
- 6.2.1.6. The price adjustment, including its effective date, must be incorporated into a written contract amendment.
- 6.2.2. If pricing is based on percentage discounts, the percentage discount is fixed throughout the term of the contract.

7 SECTION D - METHOD OF AWARD/EVALUATION CRITERIA

7.1 PROCEDURES

- 7.1.1. Upon receipt of proposals, the Qualification and Selection Committee (QSC) will review and evaluate all proposals in accordance with the evaluation criteria listed below under Section D.7.1.9.a.
- 7.1.2. Vendor interviews will be conducted with the three highest scoring offerors that achieve at least a score of 60 points based on the QSC’s score for each written proposal. The interview criteria that will then be utilized are listed below under Section D.7.1.9.b.
- 7.1.3. The QSC will make its award recommendation of the highest ranked offeror based on the QSC’s combined written and interview scores with a minimum score of 120, and its responsibility determination.
- 7.1.4. The Using Department Head will review and forward the QSC recommendation with concurrence, objection, or amendment to the Director, Office of Procurement.
- 7.1.5. The Director, Office of Procurement, may approve, approve with conditions, or reject the Using Department Head’s recommendation.
- 7.1.6. Upon approval of a recommended award to a proposed awardee, by the Director, Office of Procurement, the County will enter into negotiations with the proposed awardee. If a contract cannot be successfully negotiated with the proposed awardee, the Using Department will proceed to negotiations with the next highest ranked offeror after obtaining approval from the Director. If the Director approves, negotiations may be held simultaneously or successively with one or more offerors prior to making an award.
- 7.1.7. After the successful conclusion of negotiations, the Director will publicly post the name(s) of the proposed awardee.
- 7.1.8. The County reserves the right to cancel the solicitation. The solicitation cancellation will be publicly posted.

7.1.9. EVALUATION CRITERIA

a. Written Proposal Evaluation Criteria

The QSC will evaluate the written proposals based on the following criteria.

		Possible Points