

Maryland State Department of Education
RFQ #R00R420089
Request for Quotation

Issue Date: **May 13, 2014**

Title: Consultant for matters and issues related to accrediting and validating public and private funded early care and education programs – child care, Head Start, nursery school, public school pre-kindergarten and kindergarten.

Specifications:

Purpose:

The purpose of this bid proposal is to acquire the service of consultants to assist the Maryland State Department of Education (MSDE), Division of Early Childhood Development (DECD) with implementing accreditation and validation visits. This shall be done in accordance with the guidelines identified in The Accreditation Project. This position will be responsible for conducting accreditation visits and providing leadership and technical support to early childhood and school age child care programs seeking MSDE Accreditation.

Background:

In Maryland State Department of Education’s (MSDE) current early care and education system, the elements of quality are manifested differently among the various types of providers. Early childhood prekindergarten and kindergarten programs in public schools are governed by state regulations and operated by local boards of education. Head Start programs for children (birth to five) are governed by the Federal government and operated by local organizations, most of them not-for-profit agencies. Center-based child care and nursery programs are operated privately and are licensed by the MSDE Office of Child Care.

As a result of different regulations, early care and education programs tend to be perceived by consumers and policy-makers as a fragmented, inconsistent, and conflicting system of early care and education of young children and youth. The *MSDE Standards for Implementing Quality Early Childhood Programs* and *MSDE Standards for Implementing Quality School-Age Child Care Programs* define program standards across the various types of programs but do not replace program-specific licensing regulations. MSDE Standards provide greater focus on quality features in early learning and gives the early childhood and school-age child care community the opportunity to improve its services to customers.

Nature of Work:

The DECD is seeking consultants to conduct accreditation visits for public/non-public early childhood and school-age child care programs.

The consultants shall be responsible for conducting accreditation visits, providing technical assistance, and submitting required documentation to MSDE. These responsibilities include the following:

1. Attend training and meetings related to MSDE Accreditation Project;
2. Complete required documents and mail to MSDE; and
3. Input required data into a specific database.

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Program Improvement Visit – Up to 8 hours

1. Observe each classroom/learning environment using the *MSDE Standards for Implementing Quality Early Childhood Programs* and/or *MSDE Standards for Implementing Quality School-Age Child Care Programs*;
2. Review Binder Documentation using the Required Documentation Checklist;
3. Provide technical assistance in accordance with the Accreditation Standards, Best Practices/Rationale and Required Evidence;
4. Provide notes regarding technical assistance and suggestions based on the Accreditation Standards, Best Practices/Rationale and Required Evidence;
5. Input final data into a specific database; and
6. Complete and submit required documents to MSDE within three (3) days of visit.

Validation Visit – Up to 6 hours

1. Classroom Observation – a minimum of two (2) hours. Observe one classroom in each age range served in the program. Observation period in any one classroom should be no less than 20 minutes.
2. Complete ratings using the *MSDE Standards for Implementing Quality Early Childhood Programs* and/or *MSDE Standards for Implementing Quality School-Age Child Care Programs*;
3. Review program binders and complete Required Documentation Checklist and Staff Qualifications form;
4. Complete Validator Commendation Report and Validation Visit Verification form;
5. Submit required documents and forms to MSDE within three (3) days of visit.

Orientation Visit – 2 hours

1. Present MSDE Accreditation Orientation using provided PowerPoint presentation;
2. Provide a sample set of the Instrument during orientation;
3. Answer questions;
4. Provide sign in sheet and Orientation Evaluation Survey;
5. Submit required documents and forms to MSDE within three (3) days of presentation.

**Offeror must submit a bid for a minimum of two deliverables listed above or all three.
Refer to Exhibit A**

Partial/Multiple Consultants:

The MSDE reserves the right to award contract to multiple consultants for the services and materials required in this RFQ.

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Offeror Qualifications:

A. Essential Requirements:

The consultant shall have:

1. Demonstrated knowledge of State regulations for center-based child care, Head Start, nursery school, prekindergarten and kindergarten programs;
2. Working knowledge of MSDE Accreditation Program Standards and Accreditation process;
3. At least five years experience in early childhood or school age programs (public prekindergarten, kindergarten, center-based child care, nursery school and Head Start);
4. Excellent organizational skills, as well as good oral and written communication skills;
5. Ability to attend three consecutive days of training;
6. Participate in computer-based assessments;
7. Collaborate with other Accreditation Consultants from across the state;
8. Conduct a minimum of two accreditation visits per year;
9. Demonstrated proficient to advanced computer skills; and
10. Have access to a working, up-to-date computer.

B. Education Requirements:

1. College degree in Early Childhood Education, Elementary Education, Special Education or related field.

Term Of Contract:

The term of the Contract shall be **one year** from the date of final notification of contract award.

- **Contract will be on an as-needed basis, with no guarantees of work.**

Submission:

The Offeror **must** submit a letter of interest, resume that demonstrates the required qualifications for the services required and the **signed (using a blue ink pen)** bid form Exhibit A to provide the service detailed in the Nature of Work. The submission must be received by the submission time and due date.

- **Exhibit A: Cost per visit includes all costs incurred both direct and indirect in delivering a service. Mileage reimbursement will be covered at the State determined rate.**

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Place of Work:

Consultants must be able to travel to early childhood and school-age programs (public schools, Head Start, nursery schools, center-based child care) within the State of Maryland.

Most Favorable Bid Price:

The State reserves the right to award the contract to the responsive and responsible bidder submitting the most favorable bid price for providing the goods and services, as specified in this RFQ.

Submission Due Date:

The interested individuals **must** submit a resume, letter of interest, and the **signed (using a blue ink pen)** bid form (Exhibit A) by 2:00 p.m., June 19, 2014. Please submit one original (1), which shall be identified as such, **and two (2) complete copies of the original (include letter of interest etc.) to:**

Alan Delman
Maryland State Department of Education
200 West Baltimore Street, 2nd Fl. Rm. #219
Baltimore, Maryland 21201

- **Late bids shall not be accepted**
- **E-mailed or Faxed bids shall not be accepted**

Shipping Instructions:

1. When shipping the bids to MSDE by courier, please use the address as follows:

**ATTN: Receiving and Shipping Department
Mail Room – C/O Alan Delman
Maryland State Department of Education
200 West Baltimore Street, 2nd Fl. Rm. #219
Baltimore, MD 21201**

2. When hand delivered, please use the 6 North Liberty Street entrance of the building with the packages marked as follows:

ATTN: Mail Room – C/O Alan Delman

Mail room hours are from 8:00 A.M. to 5:00 P.M.

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- **All bids submitted shall be identified with the RFQ Number R00R420089, Title, and Due Date inscribed on the left-hand corner of the mailed envelope and or package under the return address. Bids shall not be accepted without this information including expressed packages, such as FedEx and UPS.**

Contact Person:

Questions should be addressed to Alan Delman by 2:00 P.M., May 29, 2014 at the following:

adelman@msde.state.md.us

Note: Please refer to RFQ #R00R420089 when contacting Alan Delman.

- **All communications pertaining to this RFQ shall be addressed to Alan Delman by e-mail only.**

Note: All responses to questions submitted, if any, shall only be posted on “emarylandmarketplace” as **Addendum #1** and or **Q & A** after the due date of questions are received. I suggest you register with “emarylandmarketplace” at “no charge” to access the addendums. Just click register and follow the screens. There may be other opportunities from other State agencies out there. There shall be no mailing of the Addendums. The link to “emarylandmarketplace” to register is as follows:

<http://emaryland.buyspeed.com>

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**EXHIBIT A
BID FORM**

DETAILED COST CATEGORY	Total #	Times	Cost per	Total Cost
Required Training	3	X	\$175.00	\$525.00
Required Meetings	2	X	\$175.00	\$350.00
*TOTAL COST				\$875.00

DETAILED COST CATEGORY	Proposed # of Visits	Times	Cost per Visit	Total Cost
Program Improvement Visit		X	\$300.00	\$
*TOTAL COST				\$

DETAILED COST CATEGORY	Proposed # of Visits	Times	Cost per Visit	Total Cost
Validation Visit		X	\$225.00	\$
*TOTAL COST				\$

DETAILED COST CATEGORY	Proposed # of Visits	Times	Cost per Visit	Total Cost
Orientation		X	\$100.00	\$
*TOTAL COST				\$

Note: Exhibit A bid form shall not be altered.

***Submit this Exhibit A and all supportive itemized costs, a letter of interest and a resume. Submit one (1) original, which shall be identified as such, and two (2) complete copies of the original (include letter of interest etc.**

- **Exhibit A: Cost per visit includes all costs incurred both direct and indirect in delivering a service. Mileage reimbursement will be covered at the State determined rate.**
- **All bids submitted shall be identified with the RFQ Number R00R420089, Title and Due Date inscribed on the left-hand corner of the mailed envelope and or package under the return address. Bids shall not be accepted without this information including expressed packages, such as FedEx and UPS.**
- **Late bids shall not be accepted**
- **E-mailed or Faxed bids shall not be accepted**

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EXHIBIT A (CONTINUED)
BID FORM

VENDOR'S NAME: _____

PRINT

VENDOR'S ADDRESS: _____

City

State

Zip

VENDOR'S FEDERAL ID or SS# _____

NAME OF AUTHORIZED: _____

PRINT

SIGNATURE: _____

TITLE: _____

ARE YOU A REGISTERED MINORITY BUSINESS ENTERPRISE: YES ___ NO ___

IF YES: MARYLAND STATE CERTIFICATION # _____

IF YOU ARE NOT REGISTERED AND YOU QUALIFY PLEASE CONTACT THE FOLLOWING
TO REGISTER:

[http:// www.mdot.state.md.us](http://www.mdot.state.md.us)

ARE YOU A REGISTERED SMALL BUSINESS: YES ___ NO ___

IF YES: MARYLAND STATE CERTIFICATION # _____

IF YOU ARE NOT REGISTERED AND YOU QUALIFY PLEASE CONTACT THE FOLLOWING
TO REGISTER:

<http://www.dgs.maryland.gov>

TELEPHONE NO: _____ DATE: _____

E-MAIL: _____

FAX NO. _____