



Request for Proposals

After School Childcare Services
for

Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf
(MECDHH/GBSD)

August 2022



1. Administrative Issues

1.1 Introduction/Overview

MECDHH/GBSD is seeking proposals for the provision of childcare services. The intent of this is to ensure that families of MECDHH/GBSD preschool students in need of after school care for their children have access to such. Students are between the ages of three to five and may be deaf, hard of hearing, or hearing.

MECDHH/GBSD will provide, at no cost to the vendor, building space that includes the use of one classroom with furniture and a limited supply of developmentally appropriate toys.

1.2 Purpose and Scope of Services

Eligible applicants for this RFP are individuals who have experience working with young children and have initiated the process for becoming licensed by the state of Maine.

Vendors must be willing to provide qualified childcare providers who are skilled users of American Sign Language (or provide sign language interpreters), consumables such as paint and paper, a handbook for the childcare program, a schedule that incorporates best practices in child development, and proof of liability insurance. Vendors may open the childcare service to children who are not students at MECDHH/GBSD.

Services must be provided from 3:00 pm to at least 5:00 pm and must be provided by a minimum of two childcare providers at all times.

1.3 Procurement Timeline

Public Advertisement	August 4, 2022
RFP Published	August 4, 2022
Deadline for Submitted Questions.....	August 11, 2022
Proposal Due Date.....	August 17, 2022
Committee Review	August 18-19, 2022
Finalists Notified.....	August 22, 2022
Contract Development	August 22-26, 2022
Preferred Initiation of Services	September 6, 2022



1.4 Administrative Information

- a. The RFP Administrator is:
Karen Hopkins, *Executive Director*
One Mackworth Island
Falmouth, ME 04105
Karen.hopkins@mecdhh.org
- b. From the date on which this RFP is released and during the period up to and including the date on which a notice of intent to award is issued, prospective bidders shall contact only the RFP Administrator above with regard to this procurement. Direct or indirect attempts by a prospective bidder, its employees, agents or representatives, to contact other representatives of MECDDH/GBSD to obtain information or for other purposes regarding this RFP or the procurement process may result in the disqualification of a bidder's proposal.
- c. In NO CASE shall verbal communication override written communication. Only written communications are binding on MECDDH/GBSD.
- d. MECDDH/GBSD assumes no responsibility for representations concerning this RFP or procurement, which are, or may not be made by its employees, agents, or representatives prior to the execution of an Agreement, unless such representations are specifically incorporated into this RFP in writing. Any information provided by a bidder verbally shall not be considered part of that bidder's proposal. Only written communications from a prospective bidder within established timelines and received by MECDDH/GBSD shall be accepted.
- e. Bidders may submit questions regarding this RFP via email to the RFP Administrator*.

***The deadline for bidder submitted questions is August 10, 2022.**

1.5 Format of the Proposal

The "Official Proposal" must be submitted electronically as an attachment. The subject of the email must include "RFP for Childcare Services." The proposal is to be emailed to suzy.sargent@mecdhh.org no later than 4:00 pm August 17, 2022.

Bidders shall follow the proposal instructions given in Section 2 of this RFP.

- a. Cover Letter as described in Section 2.1
- b. Bidder Qualifications as outlined in Section 2.2
- c. Plan for program as outlined in Section 2.3

1.6 Terms of RFP

- a. The term of any agreement resulting from this RFP will be for three years.
- b. In the event it becomes necessary to revise any part of this RFP prior to the scheduled submittal date, an amendment or an addendum shall be issued to all potential bidders who have received this RFP.



1.7 Rejection of RFP

MECDHH/GBSD reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty for any one of the following reasons:

- a. Failure to deliver the proposal by the deadline, August 17, 2022 at 4:00 pm
- b. Failure to follow the proposal format instructions as specified in Section 1.5

1.8 Withdrawal of Proposals

Proposals may be withdrawn, modified, and resubmitted at any time prior to the time set for the receipt of proposals (August 17, 2022 by 4:00 PM)

1.9 Disposition of Proposals

Written proposals submitted in response to this RFP become the property of MECDHH/GBSD. The proposals shall not be returned to bidders, except as specified in this RFP.

1.10 Clarifications of Releases

MECDHH/GBSD may, but is not required to, request a bidder to clarify in writing any and all aspects of a proposal; however, bidders will not be allowed to alter or amend their proposals through the clarification process. MECDHH/GBSD reserves the right to contact and to discuss a bidder's performance with the bidder's other clients and former clients.

1.11 Proposal Evaluation and Award

All proposals submitted shall be evaluated in accordance with the requirements set forth in Section 2 of this RFP. The Agreement shall be awarded to the bidder who has accumulated the most points in accordance with the evaluation criteria outlined in Section 3.

This RFP, as well as the successful bidder's response to this RFP, together with all addenda and clarifications, shall become part of the contractual obligation and shall be incorporated by reference into the ensuing Agreement with the successful bidder.

1.12 Gratuities

The laws of Maine provide that it is a felony to offer, promise, or give anything of value or benefit to an employee with the intent to influence that employee's acts, opinion, judgment, or exercise of discretion with respect to that employee's duties. Evidence of violations of this statute will be reported to the appropriate prosecuting attorney.

1.13 Conflicts between Terms

- a. MECDHH/GBSD reserves the right to accept or reject any exception taken by a bidder to the terms and conditions of this RFP. Should a successful bidder take exception to the terms and



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105

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conditions required by the MECDDHH/GBSD, the bidder's exceptions may be rejected and the entire proposal declared non-responsive.

- b. These exceptions should be noted conspicuously and noted as exceptions to the RFP. MECDDHH/GBSD may elect to negotiate with the successful bidder regarding Agreement terms that do not materially alter the substantive requirements of this RFP.

1.14 Costs of Preparation of Proposal

No payments shall be made to cover direct, indirect, or associated costs incurred by a prospective or successful bidder in the preparation of its proposal(s) in response to this RFP or any other submission made under this RFP.

1.15 Miscellaneous

- a. MECDDHH/GBSD reserves the right to accept or reject any or all proposals without penalty.
- b. MECDDHH/GBSD reserves the right to waive minor deficiencies and informalities if, in the judgment of MECDDHH/GBSD, its best interests will be served. Failure to comply with a mandatory requirement is not a minor deficiency or informality that will be waived.

2. General Requirements

2.1 Cover Letter

Each applicant will provide a cover letter to the proposal that includes the following:

- a. Name, address, phone number, and email address of the prime bidder(s)
- b. Brief history of the bidder's experience with childcare programs and services
- c. References
- d. Anticipated date of start

2.2 Bidder Qualifications

Applicants must provide a copy of the Maine licensure or information about when the license was applied for and anticipated date of receipt.

2.3 Plan for Program

Applicants must describe how they will ensure the provision of high-quality childcare services for deaf, hard of hearing, or hearing students attending the MECDDHH/GBSD preschool program.

- a. Provide a sample schedule for the time with the children that includes best practices in child development

Each applicant will provide specific descriptions about how they will address the following priorities:

- a. Ensure that interstate criminal background checks and fingerprinting are completed on all



employees

- b. Ensure that all employees have valid CPR/First Aid training
- c. Hire childcare providers who are skilled users of American Sign Language or provide licensed interpreters
- d. Develop a handbook for the childcare program
- e. Obtain liability insurance

2.4 Proposal Organization

To ensure consistency of presentation, MECDHH/GBSD requests that proposals be organized as follows:

- a. Cover Letter as described in Section 2.1
- b. Bidder Qualifications as outlined in Section 2.2
- c. Plan for program as outlined in Section 2.3

3. Proposal Evaluation Process

An Evaluation Committee, consisting of MECDHH/GBSD personnel, will evaluate all responses to this RFP.

- a. Accepted proposals will be reviewed to initially determine if minimum submission requirements have been met.
- b. The review will verify that the proposal was received by the date and time specified in Section 1.3 (Procurement Timeline), and that the proposal is sufficiently responsive to the needs outlined in the RFP to permit a complete evaluation of the proposal itself.
- c. Failure to meet minimum submission requirements could result in the proposal being rejected and not included in the evaluation process.
- d. Upon receipt, the proposal information will be disclosed to the Evaluation Committee members only.
- e. Bidders may not contact members of the Evaluation Committee except at the request of the MECDHH/GBSD RFP Administrator.

3.1 Evaluations of Proposals

- a. Accepted proposals will be evaluated by the Evaluation Committee based on the bidders' responses to the requirements detailed in Section 2.
- b. Selections will include information obtained by reviewing the bidder's proposal documents and by contacting references.
- c. The Evaluation Committee shall be under no obligation to contact bidders for clarification of proposals but shall reserve the right to do so at any time prior to the Agreement award.
- d. Each proposal will be evaluated based on the criteria outlined in Section 2 of this RFP.
- e. Based on the results of the evaluation, the proposal determined to most appropriately address the childcare needs of MECDHH/GBSD, taking into account all of the evaluation factors, will be selected by MECDHH/GBSD.