

Request for Competitive Applications (RFA)
for
**Stevens School Child Development
Center**

DCPS Early Childhood Education Division Early Learning Partnership Program



**District of Columbia Public Schools
Early Childhood Education Division
1200 First St. NE
8th Floor
Washington, DC 20002**

**RFA Release Date: July 29, 2019
Application Deadline: August 30, 2019**

Incomplete or late applications **will not** be reviewed.

For more information, please contact Alaina Smith at (202) 815-2691 or Email: alaina.smith@dc.gov

Request for Applications from Early Childhood Education Providers

The District of Columbia Public Schools (DCPS) is issuing this Request for Applications from OSSE licensed & Gold rated, Level II early childhood education provider(s) in the District of Columbia, ("Provider"), to operate a child development facility (CDF) serving infants and toddlers younger than three years old at Stevens School located at 1050 21st Street, NW, Washington, D.C. 20036. The selected Provider shall provide all personnel, management, supervision, and other necessary resources to license and operate the CDF and perform the requirements outlined below and set forth fully in a Memorandum of Agreement (MOA) to be executed by the selected Provider and DCPS. The Provider must include a detailed timeline for starting the delivery of services which should not exceed 90 (ninety) days after the MOU is fully executed by both parties.

The selected Provider will operate a high-quality early childhood education program under said MOA with an initial term of five years pending annual program reviews to be conducted by the DCPS Early Childhood Education Division (DCPS ECED).

Application Request Objectives:

DCPS seeks to collaborate with a high-quality early childhood education Provider to offer early childhood education services for approximately 8 infants and 8 toddlers at the CDF. Applicants must at a minimum demonstrate evidence of the following:

- Proven experience of at least 10 years operating an OSSE licensed and Gold rated, high-quality early childhood education program for infants and toddlers in the District of Columbia (additional accreditation QRIS, NAEYC preferred).
- Willingness to be monitored yearly by the Office of the State Superintendent of Education (OSSE) and a commitment to cooperate with this monitoring effort using the Infant/Toddler Environmental Scale Tool (ITERS) and/or CLASS instrument.
- Demonstrated experience processing and providing support for families to access childcare subsidy vouchers in the District.
- Proven experience in the implementation of an early childhood educational program for infants and toddlers focused on promoting physical, social, emotional, and intellectual development of children using an OSSE-approved curriculum.
- Proven experience operating an early childhood education program that prioritizes working with families and supporting parent engagement.
- A current Provider Agreement with OSSE to provide subsidized child care services.
- A commitment to promoting school readiness for children under 5 from low-income families through education, health, social and other services (Early Head Start and/or Head Start familiarity preferred).
- A commitment to ensuring every student feels loved, challenged, and prepared to positively influence society and thrive in life by promoting equity, empowering staff, ensuring excellent centers/schools, educating the whole child, and engaging families.

Section I: Terms and Requirements

1. License Fee and Operating Costs

The selected Provider will be required to obtain a building-use license and enter into a space usage agreement with the D.C. Department of General Services (DGS). This agreement will include a facilities management service fee. The facilities management service fee will be based on the % of usable school building space occupied by the CDF. The facilities management service fee will cover the cost of normal facilities management expenses including but not limited to landscaping, snow/ice removal, and building engineering services.

The selected Provider will not be charged fees or expenses outside of the facility management fee. DCPS will cover operational expenses including water, gas, and electrical service.

The selected Provider will be financially responsible for all other CDF operational costs including but not limited to, insurance, personnel (including instructional, custodial, and security), classroom furnishings and supplies, cleaning materials, telecommunications and internet costs, and any other costs associated with the operation of a CDF.

2. Term

The initial term of the MOA shall be for five (5) years with the possibility of five (5) successive one (1)-year renewal options, pending annual review by DCPS ECED, and upon agreement by DCPS and the Provider. The option to extend the term of the MOA will be subject to the programmatic requirements of DCPS and Provider's compliance with performance standards outlined in the MOA.

3. Use

The selected Provider's sole use of the CDF shall be as a licensed CDF serving infants and toddlers. When enrolling students, the Provider will be expected to prioritize Head Start eligible families living within the Stevens School boundary to ensure smooth transition of children and families into PK at Stevens or the PK3 program of their choice.

4. Equipment, Maintenance, and Repairs

The Provider shall, at its sole cost and expense, in accordance with all applicable laws and licensure requirements set forth by the DC Department of Consumer and Regulatory Affairs (DCRA), and the OSSE that enables the Provider to properly operate a childcare development center, keep the CDF clean, well maintained and in good repair during the term of the MOA. Such responsibilities include:

- a. The selected provider shall furnish all appliances, equipment, furniture, supplies, storage, decorating, painting, and signage necessary for the efficient and effective operation of

the CDF; and

- b. The selected provider shall be responsible for all costs associated with securing, maintaining and repairing telecommunications and computer equipment, and Internet access.

Additional responsibilities will include, but may not be limited to: (1) trash removal; (2) daily cleaning and tidying of the CDF premises in alignment with Early Head Start standards, including cleaning and disinfecting all table tops, changing tables, counter tops, toys and chairs as per licensing requirements; (3) performing janitorial and pest control services; and, (4) nonstructural repairs and maintenance.

DCPS shall be responsible for routine maintenance of the plumbing system, heating, ventilation, and air conditioning systems, structural components, and the building exterior of the licensed space.

5. Insurance

The selected provider shall be required to maintain insurance coverages set forth in Appendix A and the MOA. All such insurance shall name “District of Columbia, a municipal corporation” as an additional insured/loss payee, and provide for a waiver of subrogation in favor of the District of Columbia. All insurance shall be placed with insurers that are reasonably acceptable to the District of Columbia Office of Risk Management (“ORM”). ORM insurance requirements will be included in the MOA. All such insurers shall be licensed in and approved to do business in the District of Columbia.

6. Permits

The selected provider shall be responsible for obtaining any and all District licenses required to operate an early childhood education program at the CDF and to conduct business in the District of Columbia.

Section II: Application Scoring

Application Scoring Overview		
Application Section	Description	Point Possible
Accreditation and Licensure	Applicants must demonstrate ability to obtain and maintain licensure and accreditation.	12
Funding	Applicants must demonstrate long term funding security. Funding is not included in this partnership.	5
Schools and Services	Strong applications will demonstrate commitment to serving children and families in alignment with the Early Head Start mission, vision, and Performance Standards .	12
Curriculum	Strong applications will demonstrate commitment to evidence based	10
Operations/Policy	Applicants should approach this section as an opportunity to provide a holistic view of their organization and it's fit with the Stevens School and	11

	DCPS ECE community.	
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Section II: Application - Provider Program Information *(to be completed by Applicant).*

ACCREDITATION & LICENSURE:

<i>Applicants Must Complete this Section</i>	
PROVIDER NAME:	
<hr/>	
Name	
PROVIDER CONTACT INFORMATION:	
<hr/>	
Street Address	
<hr/>	
City, State, Zip Code	
<hr/>	
Website	
PROVIDER POINT OF CONTACT:	
<hr/>	<hr/>
Name	Title
<hr/>	<hr/>
Email	Phone number
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1. Is your organization currently accredited to operate an early childhood education program or pursuing accreditation? If so, by which association(s) (NAEYC, NHSA, etc.) *(1 point)*? _____

2. If your organization is currently accredited, please provide the expiration date(s) of current certificate(s) *(1 point)*.

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3. Does your organization currently hold a valid license from the Office of the State Superintendent of Education (OSSE) to operate a child development facility in the District of Columbia (3 points)?

Yes ____ No ____

4. Has your organization ever had its OSSE-issued child development facility license suspended or revoked (1 point)? If yes, please explain.

5. Will your organization be able to provide and maintain proof of insurance at coverage amounts required by the District of Columbia Office of Risk Management (2 points)? Please reference Section I, part 5 and Appendix A.

Yes ____ No ____

6. Will your organization be able to sign a Memorandum of Agreement (MOA) with DCPS which, among other things, requires your organization to submit to background checks, assume liability for activities related to your program, assume certain risks related to operating on DCPS property, indemnify the District/DCPS in certain circumstances, and waive certain claims against the District/DCPS (2 points)?

Yes ____ No ____

7. Is your organization licensed to serve children ages 0-3 years (2 points)?

FUNDING:

1. Please select your main funding sources below (1 point).

Local ____ Federal ____ Other (*grant, tuition, etc.*) ____

2. Is your organization a Head Start or an Early Head Start grantee or sub-grantee (2 points)?

Yes ____ No ____

3. Briefly describe your organization's plan to fund an early learning center serving 8 infants and 8 toddlers minimum at Stevens (2 points).

SCHOOLS & SERVICES:

1. Please select the ward(s) in which your organization currently works (1 point):

WARD 1 ☐

WARD 2 ☐

WARD 3 ☐

WARD 4 ☐

WARD 5 ☐

WARD 6 ☐

WARD 7 ☐

WARD 8 ☐

2. What services (*in addition to early childhood education*) is your organization qualified to provide to enrolled children & their families (1 point)? _____

3. Does your organization participate in the USDA Child and Adult Care Food Program (CACFP) (1 point)?

Yes ____ No ____

4. Are meals and snacks provided to children enrolled in your program daily (1 point)?

Yes ____ No ____

If yes, please specify which meals (*breakfast, snack, lunch, etc.*) below & attach a sample daily menu with your completed application.

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5. Does your organization have a contract with the Office of the State Superintendent of Education (OSSE) to provide subsidized child care services *(2 points)*?

Yes ____ No ____

6. Family engagement is a top priority for DCPS. Please briefly describe your organization's philosophy of family engagement. Please also provide 2-3 examples of how your organization engages with and supports families enrolled in your program *(2 points)*.

Philosophy: _____

Example 1: _____

Example 2: _____

Example 3: _____

7. Is your organization willing to align its family services practices to those of the DCPS Head Start Schoolwide Model and to collaborate with the DCPS ECE Family Services team to support

children and families (2 points)? [See Head Start Program Performance Standards 45 CFR Chapter XIII RIN 0970-AC63; Subparts E \(page 42\) and G \(page 54\).](#)

Yes ____ No ____

8. Is your organization capable of serving a student population with a minimum of 85% of families receiving subsidy or a paying for services using a childcare voucher (2 points)?

Yes ____ No ____

CURRICULUM:

1. Briefly describe your organization's philosophy on developmentally appropriate early education & early childhood development (1 point).

2. Does your organization utilize an evidence-based curriculum (2 points)?

Yes ____ No ____

If yes, please name & briefly describe.

3. Is the curriculum used by your organization aligned to the DC Early Learning Standards (1 point)?

Yes ____ No ____

4. Does your organization use a research-based classroom quality assessment system (2 points)?

Yes ____ No ____

If yes, please name & describe.

5. Does your organization use a specific model or research-based student progress assessment system (2 points)?

Yes ____ No ____

If yes, please name & describe.

6. Should your organization be selected, are you willing to collaborate with DCPS ECED to create & implement a seamless transition plan for toddlers transitioning from your program at Stevens into a DCPS PK3 classroom (or the preferred preschool education setting of the parent) (1 point)?

Yes ____ No ____

7. Has your program been assessed using the CLASS or ITERS instruments within the past 2 years (1 point)?

Yes ____ No ____

If yes, please attach the most recent aggregate program assessment data with your completed application.

OPERATIONS / POLICY:

1. Is your organization willing/able to operate year-round (1 point)?

Yes ____ No ____

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2. Does your organization have the capacity to open before 8am, and remain open until 6pm Monday through Friday (1 point)?

Yes ____ No ____

3. Does your organization utilize a Parent Handbook and/or parent orientation process (1 point)?

Yes ____ No ____

If yes, please attach a copy of the handbook or an overview of the family orientation process with your completed application (1 point).

If no, is your organization willing to develop and implement a parent handbook in consultation with DCPS ECED to be provided to Stevens School administration and families upon enrollment in your program (1 point)?

Yes ____ No ____

4. If your organization does not currently have a parent handbook or guide, or if the following information is not included in it, please attach a separate document outlining your organization's policies on the following (1 point):

- Student Enrollment
- Student Discipline
- Withdrawal & Termination Policy
- Typical Daily Schedule

5. In addition, please provide the following information via link to specific section(s) of your organization's website, or a document submitted with your organization's completed application (5 points).

- a. Organization snapshot including:

- i. Year founded/incorporated
- ii. Organization type (for/non-profit, etc.)
- iii. Number and location of existing child development facilities
- iv. Human Capital Overview:

1. Number of employees by job type (ex: # lead teachers, # assistant teachers, # center directors # professional development staff/instructional coaches, etc.)
2. Summary of experience/education of instructional staff (include specialized training/certifications/degrees)

- v. Financial Overview:

1. Relevant budget/annual review information.

- b. A sample timeline for obtaining required licenses/permits

- c. A sample schedule for beginning operations of the child development facility at Stevens School.

Appendix A

I. LIABILITY

The selected CDF provider shall be solely liable for all property damage and bodily injury claims arising from or related to the services provided by Selected Provider and Selected Provider Personnel pursuant to the MOA. DCPS shall not be liable, whether by way of contribution or otherwise, for any damages incurred by the selected provider or provider personnel, or arising from any acts or omissions of the provider or provider personnel, in connection with the provision of services under the MOA or CDF program.

II. INSURANCE

- A. **GENERAL REQUIREMENTS.** Selected Provider shall procure and maintain, during the entire period of performance under the MOA, the types of insurance specified below. Selected Provider shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under the MOA. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. Selected Provider shall require all its subcontractors to carry the same insurance required herein.

All required policies shall include the District of Columbia as an additional insured and shall contain a waiver of subrogation.

If Selected Provider and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by Selected Provider and subcontractors. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

1. Commercial General Liability Insurance. Selected Provider shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured and shall be primary and non-contributory with any other insurance maintained by the District of Columbia.
2. Workers' Compensation Insurance. Selected Provider shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the MOA is performed.

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3. Employer's Liability Insurance. Selected Provider shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
 4. Umbrella or Excess Liability Insurance. Selected Provider shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$5,000,000 per occurrence, including the District of Columbia as additional insured. All liability coverages must be scheduled under the umbrella.
 5. Professional Liability Insurance (Errors & Omissions). Selected Provider shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under the MOA. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$1,000,000 annual aggregate.
 6. Sexual/Physical Abuse & Molestation. Selected Provider shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate. The policy coverage shall include the District of Columbia as an additional insured. This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.
 7. Cyber Liability Insurance. Selected Provider shall provide Cyber Liability Insurance, with limits not less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Selected Provider in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.
- B. PRIMARY AND NONCONTRIBUTORY INSURANCE. This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under Selected Provider policy provided that:
1. The additional insured is a Named Insured under such other insurance; and
 2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.
- C. DURATION. Selected Provider shall carry all required insurance until all work is accepted by the District, and shall carry the required coverages for five (5) years following final acceptance of the work performed under the MOA.

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- D. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT SELECTED PROVIDER'S LIABILITY UNDER THE MOA.
- E. **SELECTED PROVIDER'S PROPERTY.** Selected Provider and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- F. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. Selected Provider shall include all the costs of insurance and bonds in the contract price.
- G. **NOTIFICATION.** Selected Provider shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and/or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. Selected Provider shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. Selected Provider will also provide the CO with an updated Certificate of Insurance should his insurance coverages renew during the MOA.
- H. **CERTIFICATES OF INSURANCE.** Selected Provider shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work.
- I. **DISCLOSURE OF INFORMATION.** Selected Provider agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by Selected Provider, its agents, employees, servants or subcontractors in the performance of the MOA.