



REQUEST FOR PROPOSAL (RFP)
CHILD CARE FUNDING AND FINANCE IN PENNSYLVANIA: THE TRUE COST OF QUALITY PART II

BERKS COUNTY INTERMEDIATE UNIT
1111 COMMONS BOULEVARD
READING, PA 19612

THE PENNSYLVANIA KEY
200 N. THIRD STREET
3RD FLOOR
HARRISBURG, PA 17101

OCTOBER 15, 2018

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1. SUMMARY AND BACKGROUND

Berks County Intermediate Unit (BCIU) in coordination with the Office of Child Development and Early Learning (OCDEL) and the Pennsylvania Early Learning Investment Commission (PAELIC) is currently accepting proposals to investigate the cost of providing high quality early care and education across Pennsylvania. Part I of this project, *CHILD CARE FUNDING & FINANCE IN PENNSYLVANIA: Budgeting for Survival or Paying for the True Cost of Quality?* (<https://www.researchforaction.org/publications/child-care-funding-finance-pennsylvania-budgeting-survival-paying-true-cost-quality/>) conducted by Research for Action found that:

- Infant and toddler care is more expensive than PreK or school age care
- Current revenue streams and reimbursement rates are inadequate to cover the cost of infant and toddler care and as a result providers are opting to serve more preschoolers and fewer infants and toddlers.
- Compensation in child care programs is low leading to heavy turnover and hiring of less-qualified staff.

Knowing that infant toddler care is expensive, and our current financing system is inadequate to cover the costs of quality leading to further decline in quality via low wages, turnover, and less qualified workforce, Part II of this study aims to answer the question ‘how much would it cost to support high quality care across Pennsylvania?’ Part II will build upon the previous work, using a much more robust data set to estimate the true cost of high quality care compared to care that meets minimum standards and how those costs vary across regions. The findings from Part II will help inform the evolution of Pennsylvania’s child care financing and quality systems to enable the greatest access to high quality care for the most at risk children.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **5 pm EST, Friday November 9, 2018**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the organization submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Berks County Intermediate Unit legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this investigation is to create an estimate of the actual cost to provide high quality care to infants and toddlers across Pennsylvania, including adjustments for regional cost differences. The analysis should include:

- Determination of the differences in costs by provider quality level (e.g. meeting minimum standards, STAR 2, 3, or 4).
- Determination of the differences in costs by provider type (home-based, center, etc)
- Determination of the differences in costs by other provider characteristics including enrollment size, use of public financing and other factors
- Estimation of market rates for private-pay only providers by quality level (meeting minimum standards, STAR 2, 3, or 4)
- Understanding of cost category differences across regions

The analysis should also include policy and budget recommendations that support the provision of high quality care to all eligible infants and toddlers.

Project Description:

Because there is no statewide data on provider finances, little is known about the true cost of high-quality child care and how high-quality Pennsylvania providers are currently making ends meet. In an effort to better understand this issue, OCDEL would like to investigate how early education providers of different sizes, and community contexts from across the Commonwealth finance high-quality child care.

4. PROJECT SCOPE

The sample should include at least twenty (20) early childhood providers. However, proposals for larger sample sizes will be considered with justification and the analysis of the Market Rate Survey (MRS) data must be incorporated into the proposal. Those providers must represent varying regions of the Commonwealth and include urban, suburban and rural sites. Additionally, providers operating as non-profits, for-profits and faith-based must be included.

The methodology must include interviews with administrators and staff as well as document analysis of financial statements and internal budgeting documents. Additionally, a comprehensive literature review of current research should be conducted in support of the proposal's methodology and study design.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **5 pm EST, Friday November 2, 2018. (Postmark by said date and time is allowable)**

Evaluation of proposals will be conducted from **November 12, 2018 until November 23, 2018**. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **November 23, 2018**.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by **November 30, 2018**.

Notifications to bidders who were not selected will be completed by **November 30, 2018**.

Project Timeline:

- October 2019: Preliminary report made to the Pennsylvania Key/OCDEL
- December 2019: Public report made available
- January 2020: Public events conducted

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following categories in accordance with the format below:

<i>Example Budget:</i>	Budget Amount:	Narrative with formulas:
Personnel	\$ 52,890.00	<i>include budget narrative & calculations for each line item here.</i>
Fringe Benefits	\$ 39,520.00	
Travel	\$ 15,997.00	
Equipment	\$ -	
Supplies	\$ 2,500.00	
Contractual	\$ 3,400.00	
Other	\$ 100,000.00	
Negotiated Indirect Costs	\$ 17,144.00	
Total	\$231,451.00	

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in conducting research on early childhood initiatives from a statewide or National perspective.
- List of how many full time, part time, and contractor staff in your organization anticipated to be working on this project (Include role, title and experience).
- Testimonials from past clients on completed research projects (At least two (2)).
- Timeframe for completion of the project

8. PROPOSAL EVALUATION CRITERIA

BCIU will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to research design as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their proposal based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit two (2) copies of their proposal to the address below by **5 pm EST, Friday November 9, 2018.**

9. Discrimination Policy

Pennsylvania Key and the Berks County Intermediate Unit does not discriminate based on race, creed, color, sex, nationality, ethnic origin, age, or disability in the administration of its policies, hiring practices, employment practices, and admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of its operations.

Additional information pertaining to civil rights, school district policies, and grievance procedures can be obtained by contacting the compliance officers listed below between 8:00 AM to 4:00 PM Monday-Friday. This notice is available from the compliance officers in large print, on audiotape, and in Braille.

10. Discrepancies and Omissions

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof, shall submit such questions or concerns via email Dr. Marnie Aylesworth at marayl@pakeys.org. Addenda that may issue to this RFP shall be considered a part of the RFP and shall become part of any final Contract that may be awarded to the successful Vendor.

11. Termination Provision

The Sales Agreement may be terminated by either party by providing written notice as mutually agreed and specified in the Agreement. In the event Vendor breaches any of the terms or conditions of the Agreement, the Agreement may be terminated by Pennsylvania Keys and BCIU at any time with or without notice. If termination for such a default is affected by Pennsylvania Keys and BCIU, any payments due to Vendor at the time of termination may be adjusted to cover any additional costs to Pennsylvania Keys because of Vendor's default. Upon termination Pennsylvania Keys may take over the work and may award another party an agreement to complete the work under the Agreement. If after Pennsylvania Keys termination for a default by Vendor it is determined that Vendor was not at fault, then Vendor shall be paid for eligible services rendered and expenses incurred up to the date of termination.

12. Taxes

The Pennsylvania Keys and Berks County Intermediate are tax-exempt agencies.

13. Disputes

Exclusive jurisdiction and venue for any dispute relating to any matters pertaining to any bid (or to any contract resulting from any bid) shall be by non-jury trial in the Court of Common Pleas of Berks County Pennsylvania; and any such dispute shall be governed by the laws of the Commonwealth of Pennsylvania.

Each bidder must submit two (2) copies of their proposal to the address below by **5 pm EST, Friday November 9, 2018.**

**The Pennsylvania Key
Attn: Dr. Marnie Aylesworth-Hogan, Executive Director
200 N. Third Street
3rd Floor
Harrisburg, PA 17101**

REQUEST FOR PROPOSAL

TO: The Pennsylvania Key

Gentlepersons:

We, the undersigned, herewith propose and agree to furnish to each participant accepting this proposal any one or all of the items that we have priced at the prices set opposite each item on the attached proposal sheet.

This proposal is subject to all the terms and conditions, specifications, and other documents incorporated herein and we hereby agree to acknowledge purchase orders executed by the Berks County Intermediate Unit, to furnish such items/services as may be awarded to us, and to furnish such security as required. Such purchase orders when duly executed by us and provided to the participants shall constitute a valid binding agreement between us, our legal representatives, and successors.

We understand that the Berks County Intermediate Unit reserves the right to reject any or all proposals not deemed satisfactory or to select one or more items from bid.

The undersigned bidder certifies to having read General Proposal Requirements, Supplemental Proposal Conditions, Specifications, and all of which purchase orders as shall be executed by the Berks County Intermediate Unit constitute the contract documents and offers to provide the items/services as specified to the participants in exact accordance with these specifications and conditions at the prices stated on the attached proposal sheets.

We have filled in the appropriate blank:

Proposal Name _____

Individual _____ (Seal)

Name of the individual trading as (Trade Name)

Partnership _____ (Seal)

Name of Partnership trading as (Name of Partnership)

Corporation _____ (Seal)

Name of Corporation

Mailing Address _____

Telephone Number _____ Date _____

Name of Responsible Officer _____

Signature and Title _____

*If Minority Firm or Women’s Business Enterprise, please check here and provide authentication

NOTE: **PLEASE COMPLETE AND RETURN BY RFP OPENING.** This signed proposal and Non-Collusion Affidavit must be returned to Dr. Marnie Aylesworth-Hogan, Executive Director, PA Key, 200 North 3rd Street., 3rd Floor, Harrisburg, PA 17101.

(Rev 8/05/14)

NON-COLLUSION AFFIDAVIT

CONTRACT FOR _____

(List Name of item or Job you are bidding on)

STATE OF _____:

: s.s.

COUNTY OF _____:

I state that I am _____ of

(Title)

(Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers.

I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.

(2) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before RFP opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of contemporary proposal.

(4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive proposal.

(5) _____,

(Name of my firm)

its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal

law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____,

(Name of my firm)

understands and acknowledges that the above representations are material and important, and will be relied on by the Berks County Intermediate Unit in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Berks County Intermediate Unit of the true facts relating to the submission of proposals for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ day of _____,

(Notary Public)

(Rev 8/05/14)