

Redding and Early Childhood Assistance Program (ECAP) Request for Proposals (RFP) Bidder's Guide

This Bidder's Guide is to be a companion to the Delaware Department of Education's (DOE) Redding and ECAP RFP.

This document only includes part of the RFP. It only intends to serve as a walkthrough of some of the essential aspects of the RFP.



This RFP is available electronically through the State of Delaware Procurement website at www.bids.delaware.gov. Paper copies will not be available.

Acronyms and Key Terms:

- RFP:** Request for Proposals
- DDOE/DOE:** Delaware Department of Education
- ECAP:** Early Childhood Assistance Program
- Redding:** Redding Consortium for Educational Equity
- HS:** Head Start
- HSPPS:** Head Start Program Performance Standards
- OHS:** Office of Head Start
- QIS:** Delaware's Quality Improvement System
- Vendor:** Program applying for the ECAP/Redding program
- FOIA:** Freedom of Information Act
- ACA:** Affordable Care Act
- COI:** Certificate of Insurance
- SBI:** State Bureau of Identification
- DSCYF:** Department of Services for Children Youth and Their Families
- OMB:** Office of Management and Budget
- DTI:** Department of Technology and Information
- EIT:** Electronic and Information Technology
- VPAT:** Voluntary Product Accessibility Template
- EEAAP:** Equally Effective Alternative Access Plan
- IRS:** Internal Revenue Service
- FTI:** Federal Taxable Income
- FBI:** Federal Bureau of Investigation
- FERPA:** Family Educational Rights and Privacy Act
- COPPA:** Children's Online Privacy Protection Act
- IMS:** IMS Global Learning Consortium
- Ed-Fi:** Ed-Fi Alliance
- CEDS:** Common Education Data Standards
- PII:** Personally Identifiable Information
- PHI:** Personal Health Information
- HIPAA:** Health Insurance Portability and Accountability Act
- CDA:** Child Development Associate
- CACFP:** Child and Adult Care Food Program

Section I: Overview

Mark these important dates on your calendar and mark to prepare at least a week prior, as needed.

- **(p.1) Important Dates**
 - **Wed., Jan. 25 at 1:00 pm** - Pre-bid meeting is crucial, as there is a limited time allowed for questions to be submitted.
 - **Thurs., Feb. 2** - If you miss the meeting or think of additional questions later, submit all questions before this deadline & follow the requirements on p. 11 of the RFP.
 - **Mon., Feb. 13** - All responses will be posted here:
<https://bids.doe.k12.de.us/#viewproposal?propID=418>
Be sure to follow up after to review all of the submitted questions & answers.
 - **Tues., Feb. 28 at 2:00 pm - DEADLINE FOR PROPOSALS**

Section II: Scope of Services

- **(p. 3) Program Site Eligibility Requirements**
- Review these eight items first to see if your program can apply. If unsure, create a list of questions for the pre-bid meeting to clarify.
- Note that funds can be used to serve infants, toddlers, and/or preschool children, as defined in the RFP.

Section III: Required Information

- **(p. 4) You have only ONE CHANCE to submit a COMPLETE application.**
- See Checklist (last page of document)

Section IV: Professional Services RFP Administrative Information

- **(p. 5) Contact for questions** - must be written only

Erika Martine-Duquette
DE Department of Education, Finance Office
401 Federal Street, Ste. 2
Dover, DE 19901
Email: Erika.Martine-Duquette@doe.k12.de.us

Section IV: Scope of Services (continued)

Be sure to allow plenty of time for mail/delivery, or you may choose to deliver in person.

- **(p. 6) B. RFP Submissions:**
 - One (1) paper copy, including the pricing file **AND**
 - One (1) electronic copy (USB memory drive)
 - Pricing file saved as a separate document
 - Identical information should be on the paper & the electronic copies
 - **DUE DATE** – Must be received no later than **2:00 pm on Feb. 28**
 - Include the required specifics on the outside of the envelope/submission packet
 - Print “**BID ENCLOSED**” and “**CONTRACT NO. 2023-12**”
 - **(p. 8) #9 Concise Proposals** – Be sure to complete all requirements while including only what is required.
 - **(p.11) #14a RFP Question & Answer Process**
 - All questions due by close of business on **Thurs., Feb. 2**
 - Follow the required format
 - Section number*
 - Paragraph number*
 - Page number*
 - Text of the passage in question*
 - A CD and questions shall accompany questions not submitted electronically and be formatted in Microsoft Word.
- All responses posted by **Mon., Feb. 13**
- **(p.12) #21. Revisions to the RFP**
 - Check the State of Delaware’s website for any addendums.
- **(p. 12) #23 Business References**
 - Provide at least three (3) business references using Attachment 5
 - These may not include any State Employees.
 - These can be vendors you’ve conducted business with, such as supply companies—for example, Becker’s School Supplies or Lakeshore Learning.
- **(p. 13) C. RFP Evaluation Process**
 - **(p. 14) 2. Proposal Selection Criteria**
 - Ensure that all instructions are met when submitting your proposal, so you qualify for the review process.
 - Criteria Weight – See the chart for each area that is required
 - Be detailed but concise in your responses. Evaluators will not be able to make assumptions about your capabilities.
 - **(p. 15) 5. Oral Presentations**

While this may occur, it is not a routine part of the evaluation process.

Section V: Contract Terms and Conditions

- **(p. 16) 4. General Information**
 - a. Term of the contract is for one (1) year
 - There will be two (2) extensions for one year each.
 - e. If a contract is awarded, you will be expected to incorporate the terms of the RFP within 20 days after the award of the contract.
- **(p. 16) 5. Collusion or Fraud**
 - The proposal cannot be made with anyone else submitting a bid.
 - Employees or officials of the State of Delaware can only participate indirectly in preparing the proposal.
 - If there was any advanced knowledge that gave advantages before the opening of proposals, this could void that proposal.
 - All contact with State of Delaware employees, contractors, or agents of the State of Delaware concerning this RFP shall be conducted strictly with the manner, forum, and conditions outlined in this RFP.
- **(p. 17) 8. General Contract Terms**
 - **d. Licenses and Permits**
 - Before receiving an award, the successful vendor shall either furnish the State of Delaware with proof of the State of Delaware Business License or initiate the process of application where required.
 - A waiver will be granted for nonprofit entities. Nonprofits must supply an IRS 501c3 Designation letter for waiver consideration.
 - **(p. 20) g. Insurance**
 - 3. Minimum coverage limits listed
 - If awarded a contract, copies of insurance policies will be required.
 - **(p. 22) k. Vendor Emergency Response Point of Contact**
 - Required if awarded a contract

Section VI: Attachments

- **(p. 34)** Refer to the list of attachments and appendices required as part of the proposal
- If you are not interested, complete Attachment 1 with reasons.
- **(p. 35)** Note which attachments & which appendices must be included in the proposal (See Checklist also)
 - **(p. 37) Attachment 2** – Must be notarized
 - **(p. 63) Appendix A** - Lists the minimum requirements of submissions & required format of the final proposal submission

Allow time for this when preparing your proposal.

Section VI: Attachments (continued)

- **Appendix B: Program Comprehensive Services Chart**
 - **(p. 64 - 66)** Notice you can submit a proposal even if you do not meet these requirements. You need to include how you plan to meet the requirement by using Column 3. If you're already meeting the requirement, complete Column 2.
- **Appendix C: Proposal for Funding Site Information Chart(s)**
 - **(p. 67 - 68)** Here is where you provide the details of the children you're serving and the number of seats you are applying for with the Redding and/or ECAP funds.

Redding and ECAP Request for Proposals (RFP) Checklist

- Transmittal Letter
- OCCL License
- Business License
- Scope of Work Responses
- General Evaluation Requirements capabilities
- Attachment 2– Non-Collusion Statement **NOTE: Must be Notarized**
- Attachment 3 – Exceptions (even if no information is listed. Must check the box.)
- Attachment 4 – Confidentiality and Proprietary Information
(even if no information is listed. Must check the box.)
- Attachment 5 – Business References
- Attachment 9 – COVID 19 Policy Acknowledgment Form
- Additional Attachments if relevant, such as Attachment 6 if subcontractors will be involved
- Complete Appendix B - Program Comprehensive Services Chart
- Complete Appendix C - Site Information Charts
 - Staff-to-Child Ratios
- Refer to Appendix A: Minimum Mandatory Submission Requirements
- Completed Submission must be in this format:**
 - One (1) paper copy of the vendor proposal paperwork. This must be an original copy, marked “ORIGINAL” on the cover, and contain original signatures. Paper copy must include all required documents including a price proposal.
 - AND**
 - One (1) electronic copy of the vendor proposal saved to a USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (USB should minimally have two separate files: proposal and pricing.) Electronic copy of the proposal must be identical to the paper version and include all required documents.

Prepare prior to start of the contract:

- Evidence of Delaware Business license or nonprofit designation
- Proof of insurance
- Proof of amount of insurance (See Section V, Item 8, subsection g for required amount)