



Expanding High-Quality Infant and Toddler Coursework
through a partnership with the Office of Early Learning

Request for Information

Request No. DOE 2018-14

- Deadline to Respond -
January 5, 2018 at 2:00 pm (local time)

Request for Information - RFI No. DOE 2018-14

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR INFORMATION (RFI)" for the design of three separate web based infant and toddler credit bearing courses that will align with the Child Development Associate (CDA) Credential™. The RFI consists of the following documents:

- I. Introduction
- II. Scope of Services
- III. Vendor Information Package (VIP) Response Requirements

In order for your response to be considered, the Request for Information response shall be executed completely and returned in a sealed envelope **clearly displaying the RFI number and Vendor name by 2:00pm (Local Time) on January 5, 2018.**

Responses must be mailed to:

**Delaware Department of Education, Finance Office
Attn: Meaghan Brennan
401 Federal Street, Suite 2
Dover, DE 19901**

Should you need additional information, please call Meaghan Brennan at (302) 735-4170 or email Meaghan.Brennan@DOE.k12.de.us

I. INTRODUCTION

A. RFI DESIGNATED CONTACT

All requests, questions, or other communications about this RFI must be made in writing to the Delaware Department of Education (DDOE). Address all communications to the person listed below; communications made to other State of Delaware personnel or attempts to ask questions by phone or in person will not be allowed or recognized as valid. Vendors shall rely only on written statements issued by the RFI designated contact.

Meaghan Brennan
Delaware Department of Education, Finance Office
401 Federal Street, Suite 2
Dover, DE 19901 or Meaghan.Brennan@DOE.k12.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

B. CONTACT WITH STATE EMPLOYEE

Direct contact with State of Delaware employees other than the DDOE Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the DDOE who require contact in the normal course of doing that business.

C. RFI OBLIGATION

The RFI is a request for information only, and is not a solicitation to provide goods and services to the DDOE. There will be no contract awarded because of this RFI. Nothing in the Vendor Information Packages, or in DDOE's remarks or responses to the Vendor Information Packages or any individual Vendor, will be considered binding for a future contract.

1. *Confidentiality*

All information included in this RFI is confidential and only for the recipient's knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

2. *Ownership of Materials*

Ownership of all documentary material originated and prepared for DDOE pursuant to this RFI shall belong exclusively to DDOE; therefore, any and all documents submitted may be returned only at the option of DDOE. DDOE reserves the right to use any and all information contained in a Vendor Information Package to the extent permitted by law.

3. *Vendor Ethics and Integrity*

The Vendor is obligated to meet high standards of ethics and integrity in order to be considered a qualified Vendor by DDOE. These standards can be violated according to the conditions identified below:

- The Vendor and employees shall not offer or give any gift, gratuity, favor, entertainment, loan, or any other thing of material monetary value to any DDOE employee.
- The Vendor and employees shall take no action to create an unfair, unethical or illegal competitive advantage for itself or others.

4. *Costs Associated With Submission*

Neither DDOE nor the State of Delaware shall be liable for any of the

costs incurred by a Vendor in preparing or submitting a Vendor Information Package, including, but not limited to preparation, copying, postage and delivery fees, and expenses associated with any demonstrations or presentations which may be offered or accepted as a result of the RFI. Each Vendor Information Package should be prepared simply and economically, providing a straightforward, concise description of the Vendor's ability. Emphasis should be on completeness and clarity of content.

5. *Disclosure of Vendor Information Package Contents*

The State of Delaware is a public agency as defined by State law and, as such, it is subject to the Delaware Freedom of Information Act, 29 Del. C. Ch. 100. Under the law, all State of Delaware records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person.

All information submitted by a Vendor may be treated as public information by DDOE unless the Vendor properly requests that information be treated as confidential or proprietary at the time of submitting the Vendor Information Package. Vendors are encouraged to familiarize themselves with the provisions of the relevant laws and administrative rules governing the release of information by DDOE to the public.

Any Vendor Information Package that contains information that the Vendor wishes to remain confidential must submit the “confidential” information in a separate, sealed envelope labeled “Proprietary Information”. The envelope must contain a letter from the Vendor’s legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not a “public record” as defined by 29 Del. C sec. 10002(d), and briefly stating the reasons that each document meets the said definitions.

6. *Vendor Standing For Any Subsequent RFP*

An RFI response is not mandatory for a Vendor to later receive an RFP and to bid on such requests. Nonetheless, as a result of the RFI submission, Vendors may jeopardize their qualifications to receive an RFP and participate in the State’s bidding process if the Vendor furnishes any statement, representation, warranty, or certification in connection with this RFI or a contract resulting from an RFP that is materially false.

D. RFI QUESTION AND ANSWER PROCESS

The Department will allow written requests for clarification of the RFI. All RFI questions shall be received no later than December 18, 2017. All questions should be posted on DDOE's website at:

<https://DDOEapppublic01.DDOE.k12.de.us/BidManagementPublic/#home>

All questions will be consolidated into a single set of responses and posted on both DDOE's website, as well as the State's website at www.bids.delaware.gov by December 21, 2017. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format.

Deviations from this format will not be accepted.

Responses will not contain vendor information. Questions must be submitted in the following format:

Section designation

Page number

Text needing clarification.

II. SCOPE OF SERVICES

A. PURPOSE

The purpose of this RFI is to provide the DDOE Office of Early Learning (OEL) with information regarding the development of a three course infant and toddler online certificate. Courses should articulate as college credits and serve as the course content needed to apply for the Child Development Associate National Credential™. DDOE invites higher education institutions to submit their capabilities and interests relative to this RFI. DDOE may reference this material as indicative of capabilities in the event a Request for Proposal (RFP) is issued.

B. STATEMENT OF NEEDS

DDOE OEL is currently examining options for the development of an infant and toddler web-based certificate that will articulate into college credits. This certificate should consist of three courses and should meet the needs of the Child Development Associate (CDA) Credential™.

BACKGROUND: DELAWARE'S EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT SYSTEM:

The Delaware Office of Child Care Licensing (OCCL) mandates requirements for early learning professionals to hold qualifications to work in licensed child care programs. Qualifications range from intern, assistant teacher, teacher, curriculum coordinator, to

early childhood administrator. For Delaware's early learning professionals to obtain a qualification to work in a licensed early learning program, individuals must meet the educational and experience options identified by OCCL. One of those options is for the early learning professional to obtain at least 120 clock hours of content that is required in order to meet the requirements set forth by the Child Development Associate (CDA) Credential™. The CDA is a nationally recognized credential in the field of early childhood education. It is based on a set of competency standards which guide early learning professionals' work toward becoming qualified teachers. Delaware developed a course that contains the coursework identified from the CDA known as Teaching Early Care and Education (TECE). TECE is currently offered through four (4) Adult Education facilities across the state. The last revision for TECE was conducted in 2006 and is currently not articulated into credits.

OEL would like to add another option for early learning professionals, particularly in obtaining infant and toddler specific content knowledge. This new opportunity should focus on infant and toddler development and meet all the requirements for obtaining a Child Development Associate (CDA) Credential™. Due to early learning professionals' time limitation, the course should be web based. The courses should include all the content necessary for the early learning professionals to have their portfolios complete for CDA application and align for college credits. OEL will contract with a Program Manager/Coach to facilitate monthly cohort meetings and provide onsite coaching to individuals who participate.

VENDOR INFORMATION PACKAGE (VIP) RESPONSE REQUIREMENTS

1. COVER LETTER

Each VIP response shall have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number and email address.

2. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each VIP response shall be submitted with one (1) paper copy and one (1) electronic copy on a flash drive. VIP responses are to be sent to the DDOE and received no later than January 5, 2018 at 2:00 pm (local time). The VIP response shall be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

Delaware Department of Education, Finance Office
Attn: Meaghan Brennan
401 Federal Street, Suite 2

Dover, DE 19901
RFI No. DOE 2018-14

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above will be returned unopened.

3. REQUIRED RESPONSES (Limit 6 pages)

(a) Vendor Background

- (i) Please supply a narrative history of your organization and proof of financial viability.
- (ii) Provide data regarding your organization's management structure, number of employees and other pertinent information regarding your business.

(b) Service Provision

- (i) Describe the services, processes and structures your organization would use to address the needs outlined in the "Statement of Needs" section of this RFI.

(c) Budget

- (i) Include a budget page outlining the costs for provision of service.