



Early Childhood Assistance Program Request for Proposal (RFP) Voluntary Pre-Bid Meeting

January 23, 2020



Delaware
Department of Education



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Overview Early Childhood Assistance Program (ECAP)

Title 14 - Education

Part I

Free Public Schools

Chapter 30

EARLY CHILDHOOD EDUCATION PROGRAM

§ 3001 State Early Childhood Education Program.

(a) The Department of Education shall be authorized to provide early childhood educational services to eligible children, which shall include preschool age children who live in poverty, using such funds as are appropriated by the General Assembly for that purpose.

(b) The Department of Education shall provide the early childhood educational services by contracting with public and private providers, including, but not limited to, providers administering federal Head Start programs within the State; provided however, that state funds paid to such contracting providers shall not be used to supplant state and/or federally funded programs or to make a federal Head Start provider ineligible for a Head Start expansion grant. All contracts may be in place for a period not to exceed 3 years; provided that there is sufficient funding contained within the annual appropriations act and the contractor adheres to the required Head Start performance standards, which include parental involvement and receipt of acceptable monitoring results which will be completed at least once during the contract period.



Overview Early Childhood Assistance Program (ECAP)

https://education.delaware.gov/families/office_of_early_learning/ecap_partners/

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ECAP Partners

The following child care programs participate in the Delaware Early Childhood Assistance Program. This Program is a state-funded, comprehensive child development program for income-eligible families with preschool age children or for children with documented delays or disabilities.



Important Deadlines

January 23

Voluntary
Pre-Bid Virtual
Meeting

January 29

Deadline for
Questions

February 5

Response to
Questions
Posted

February 19

2:00PM EST

Deadline for
Proposals

March/April

Estimated
Notification of
Award



Questions Due: January 29th

RFP Question and Answer Process

The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than **January 29, 2020**. All questions should be posted on DDOE's website at: <https://doeapppublic01.doe.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 the date of **February 5, 2020**. 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.

Section number

Paragraph number

Page number

Text of passage being questioned

Questions not submitted electronically shall be accompanied by a CD and questions shall be formatted in Microsoft Word.



Eligibility Requirements

1. All programs must serve preschool-aged children, defined as children who are at least three-years-old to kindergarten eligibility age, at most five-years-old.
2. All programs must assure their ability to meet any required criteria derived from the federal [Head Start Act of 2007](#) and [2016 Head Start Program Performance Standards \(HSPPS\)](#), and any subsequent federal [Information Memorandums \(IMs\)](#) and [Program Instructions \(PIs\)](#) as articulated by DOE.
3. The facilities used by a program must meet state, tribal, or local licensing requirements, even if exempted by a licensing entity. When state, tribal, or local requirements vary from DOE requirements, the most stringent provision takes precedence (Cited from HSPPS 1302.21).
4. All proposed ECAP sites within the program must be participating in [Delaware's Quality Rating and Improvement System \(QRIS\) Stars](#).
5. All programs must collect and enter formative assessment data for each child in proposed ECAP classroom(s). Programs must use DOE-approved formative assessment tools.
6. All programs must establish formal management of program, child, and family data using a DOE-approved data management system.



Eligibility Requirements

Delaware's highest quality preschool programs commit to:

1. Serving unserved and underserved communities;
2. Establishing high standards and continuous quality improvement processes through implementation of required Head Start Program Performance Standards and other evidence-based early childhood care and education best practices that result in comprehensive, high-quality early learning services;
3. Collaborating with partners across the early childhood care and education system to assure the delivery of holistic services to children and families where needed;
4. Participating in and facilitating shared learning across all Early Childhood Assistance Programs.

All grantees will be required to adhere to DOE's monitoring requirements to assess fulfillment of above-stated eligibility requirements as well as progress toward grantee's determined program goals as written in this application.



Complete Application Package

- Each vendor solicitation response should contain the following required forms, and optional forms if applicable:
 - Transmittal Letter as specified on pg. 1 of the RFP including applicant's experience, providing similar services.
 - Vendor proposal package including pricing.
 - 1 complete, signed, and notarized copy of the non-collusion agreement (attachment 2).
 - 1 completed RFP exception form (attachment 3).
 - 1 completed confidentiality form (attachment 4).
 - 1 completed business reference form (attachment 5).
 - *If applicable*: 1 complete and signed copy of the subcontractor information form (attachment 6).
 - 1 completed Appendix B – Program Structure and Service Delivery Chart
 - At least 1 completed Appendix C – Proposal for Funding Chart A
 - *If applicable*: at least 1 completed Appendix D – Current ECAP Site Chart B

Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.



Application Package Formatting



- Each proposal must be submitted with **6** paper copies including a price proposal and **2** electronic copies on separate USB memory drives. For electronic copies, please provide a separate pricing file from the rest of the RFP proposal responses.
- All properly sealed and marked proposals are to be sent to the State of Delaware and **received no later than 2:00 PM (Local Time) on February 19, 2020**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:
Meaghan Brennan
DE Department of Education, Finance Office, Rm. 275
401 Federal Street, Ste. 2
Dover, DE 19901
- Vendors are directed to clearly print **“BID ENCLOSED”** and **“CONTRACT NO. 2020-10”** on the outside of the bid submission package.



Criteria for Selection

Criteria	Weight
Program Governance	25%
Program Operations	25%
Enrollment and Data Management	15%
Family Engagement & Community Partnerships	25%
Site Information Chart(s)	10%
Total	100%





Appendix B: Program Structure and Service Delivery Chart

Instructions:

Complete the chart below with a brief description of your program's current structure and service delivery. You must fill out Column 2 **OR** Column 3 of the chart for each row.

- If you **currently implement** the following comprehensive services, described in Column 1, fill out Column 2 only.
- If you **do not currently implement** the following comprehensive services, fill out Column 3 only to describe your plans to meet implementation standards.

If you choose to include information that crosses multiple subsections, please reference the original section where it is first written.

Column 1: ECAP deliverables

Column 2: Please describe in this column, how your program currently meets the deliverable in Column 1.

Column 3: Please describe in this column, how you propose to meet the deliverable in Column 1 with supports as needed.



Appendix B: Program Structure and Service Delivery Chart

Column 1: ECAP deliverables	Column 2: Please describe in this column, how your program currently meets the deliverable in Column 1.	Column 3: Please describe in this column, how you propose to meet the deliverable in Column 1 with supports as needed.
<u>Program Governance</u>		
1. List your program's vision, mission, and goals, as applicable.		
2. What is your program's governing body structure (e.g. Head Start Governing Body)?		
3. What is your program's family engagement body structure (e.g. Parent Committee and Policy Council, Parent Teacher Association, etc.)?		
4. What percentages of your staff hold at least an Associate's Degree? Describe whether any staff are working towards higher education degrees.	Administration: Teacher: Assistant Teacher:	
5. What is your approach to ongoing professional development for all staff, including how you determine the effectiveness of these activities?		



Appendix B: Program Structure and Service Delivery Chart

6. How do you continuously self-assess progress towards your program's goals?		
<u>Program Operations</u>		
7. What evidence-based curricula do you use at your program? Please list all.		
8. What formative/summative assessment tools do you implement? Please list all.		
9. How do you implement your evidence-based curricula in coordination with your assessment cycle? Include how you follow practices of inclusion, as outlined in the Delaware Early Childhood Inclusion Guide , if applicable.		
10. How do you complete or obtain a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills? Please indicate which developmental screening tool(s) that you use.		



Appendix B: Program Structure and Service Delivery Chart

Enrollment and Data Management

11. What data management system do you use to track program, child, and family data?		
12. How do you identify unserved and underserved communities through the completion of a community assessment?		
13. How do you follow Head Start's Recruitment, Selection, Enrollment, and Attendance Program Performance Standards to enroll children and families who meet Head Start eligibility requirements?		



Appendix B: Program Structure and Service Delivery Chart

Family and Community Engagement and Partnerships

14. How do you recognize families' roles as children's lifelong educators and encourage families to engage in their child's growth and development?		
15. How do you collaborate with existing community programs to assure the delivery of holistic services to families when needed?		
16. How do you collaborate with families to promote their children's health and well-being by providing medical, oral, nutrition, and mental health support services?		
17. How do you ensure smooth transitions into kindergarten for children and their families (e.g. transition plan, partnership with school districts, DE Readiness Teams, etc.)?		



Appendices C and D

STATE OF DELAWARE
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Appendix C: PROPOSAL FOR FUNDING **SITE INFORMATION CHART(S)**

Instructions – Proposal for ECAP Funding:

If you are requesting ECAP funding through this proposal:

Fill out **Chart A** for each site within your program that will be supported by ECAP funding. With Chart A, you will be indicating the number of children you wish to serve at each site with ECAP funding. You are required to complete multiple charts if you have multiple sites where you are requesting ECAP-funded enrollment.

Additional instructions for Chart A:

- **In Box #4**, identify whether you anticipate serving only 3-year-olds, only 4-year-olds, or both 3- and 4-year-olds depending on community need.
- **In Box #5**, provide a brief explanation of evidence to demonstrate that the proposed site(s) is the area(s) of greatest need for ECAP services for 3- and/or 4-year-olds based on your assessment of community need.



Appendices C and D

Site Information Chart A - Proposal For Funding	
1. Site Name	
2. Site Address	
3. Geographic service area (list zip codes or communities)	
4. Proposed number of ECAP-funded seats <u>at this site</u>	3-year-olds: 4-year-olds: 3- and 4-year-olds:
5. Explanation of why this area is one of the greatest need for ECAP services for 3- and/or 4-year-olds based on your community needs assessment	
6. Current total number of children served	3-year-olds: 4-year-olds:
7. Current total number of children on waitlist, by age, if applicable	3-year-olds: 4-year-olds:
8. Current staff-child ratio and group size, by age	3-year-olds: 4-year-olds:
9. Does this site currently serve children with disabilities?	Yes/No
10. Overall hours of operation	
11. Site's yearly duration (list number of days and operating days per week)	
12. Site Star level	
13. Does this site participate in the CACFP program?	Yes/No
14. Will transportation be offered to and from this site?	Yes/No
15. Bullet any anticipated changes to questions 1-14 for this site between July 1, 2020 and June 30, 2023, if applicable.	



Appendices C and D

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Appendix D: CURRENT ECAP SITE INFORMATION CHART(S)

Instructions – For Programs Currently Awarded ECAP Funding:

If your program is **currently receiving ECAP funding**, please fill out **Chart B for each site** within your program. If you currently have multiple sites that are ECAP-funded, please complete this chart for every site for which you are currently receiving funding. If your program does not currently receive ECAP funding, do not complete **Chart B**.

Site Information Chart B - For the 2019-2020 School Year ONLY	
1. Is this a 2019-2020 ECAP site? If so, how many seats are ECAP-funded?	
2. Total number of students served with ECAP funds:	3-year-olds: 4-year-olds:
3. Number of students on ECAP-funded waitlist, by age:	3-year-olds: 4-year-olds:
4. Overall ratio and group size, by age:	3-year-olds: 4-year-olds:
5. Hours of ECAP-funded operation:	
6. Site's yearly duration (number of days):	



RFP Designated Contact

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Education Associate, Financial Reporting and Contracting

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Dover, DE 19901

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Communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact (above).



Questions?





Thank You!

