Grant Application to Operate a Child Care Resource Center

Request for Proposals for Maryland

Maryland Family Network
1001 Eastern Avenue, 2nd floor
Baltimore, Maryland 21202

**Deadline for Submission
Friday, April 27, 2018
4:00 pm EST**

Proposal Description

Contract Term
Contracts are expected to be awarded FY 2019, July 1, 2018 – June 30, 2019, with options to renew annually based on directives from the Maryland State Department of Education.

Deadline for Submission:
Friday, April 27, 2018 by 4:00 pm EST

Technical Assistance Conference Call

A Technical Assistance meeting/conference call will be held on Thursday, April 5, 2018 from 1:00 – 3:00 pm. The meeting will be held at Maryland Family Network, 1001 Eastern Ave, 2nd floor, Baltimore, MD 21202. The conference call information will be shared to those who RSVP and request it. All participants must RSVP to CCRCRFP@marylandfamilynetwork.org no later than Tuesday, April 3, 2018.

Proposal Acceptance
MFN reserves the right to accept or reject any and all proposals received in response to this Grant Application; to waive or permit cure of minor irregularities; and to conduct discussions with prospective vendors in order to serve the best interests of the Maryland Child Care Resource Network. Grant applicants may be asked to participate in a conference with MFN in order to clarify their proposals.

The content of this Grant Application and the proposal of the prospective vendor will be incorporated by reference into any resulting contract. In the event of a dispute or conflict in the terms of the documents, the order of precedence shall be: the contract, this Grant Application, and the proposal.

Funding Sources
The award funded through this Grant Application is expected to be made with two sources of funds. See Appendix A for additional information regarding awards.
(1) The award funded with Child Care and Development Funds (CCDF) for Professional Developmental and Capacity Building Services is considered part of the core funding for the CCRC. Unless otherwise noted, all CCRC activities are funded through this source.
(2) The award funded with CCDF for Infant and Toddler Services is considered part of the core funding for the CCRC.

Purpose
Maryland Family Network (MFN), as the Statewide Coordinating Entity (SCE) for the Maryland Child Care Resource Network (MCCRN) through June 30, 2018, is seeking proposals from qualified vendors to operate a Child Care Resource Center (CCRC) in distinct service areas in Maryland.

Individual Child Care Resource Centers are expected to provide services to their designated jurisdiction, including: professional development; technical assistance, and consumer education. CCRCs are also a part of a statewide network and are expected to collaborate on developing training, sharing approved training, and sharing practices, methods, and protocols. This includes participation in regularly scheduled meetings, as well as workgroups on specific areas (e.g. strategic planning, new training, developing strategies for services to providers and parents).

The Maryland State Department of Education (MSDE) has issued a Grant Application for the SCE for FY 2019, which MFN will respond to in order to continue work as the SCE. Both the SCE grant and the CCRC contracts expected to be awarded FY 2019, July 1, 2018 – June 30, 2019, with options to renew annually as indicated by the Maryland State Department of Education.

Award of contracts for FY 2019 will be contingent on the availability of state and federal funds. If funding is not available for FY 2019 this grant application will be cancelled and contracts will not be awarded.

Throughout this Grant Application, the reference to CCRC indicates the vendor selected to operate a CCRC for a designated jurisdiction of the State of Maryland.

Required Services
The primary goal of CCRC services is to improve capacity and expertise among licensed child care providers through capacity building and professional development services through the CCRC and to address the needs of parents seeking quality early care and education programs. This includes strategic management support and leadership development for licensed child care providers that enroll in Maryland EXCELS, the state's child care quality rating and improvement system, the Maryland Child Care Credential, and other initiatives as identified by MFN and/or MSDE.

The CCRC will provide the following services:
- Professional Development as described in section 1.1 below;
- Capacity Building for improving the quality of programs as described in section 1.2 below; and
- Consumer Education as described in section 1.3 below.

1.1   Professional Development
- CCRCs shall provide training and professional development to build capacity for improving the ability of child care professionals to deliver quality, research-based early learning opportunities to all children, including those from low-income families, children with disabilities, Dual Language Learners, and children with developmental or mental health concerns.

- CCRCs shall collaborate on the development of new training and independently develop new training to be approved under the MCCRN Training Approval and shared by the CCRCs.

- CCRCs shall collaborate or independently revise previously-approved workshops, both Network and CCRC, to be shared and/or approved under the MCCRN Training Approval.

- CCRCs shall share MSDE-approved training workshops with the MCCRN and CCRCs.

- CCRCs shall actively market and advertise the availability of the elearning/online professional development service as identified by MFN, including providing a direct link on the CCRC website.

- All trainers, staff and contractual, will be observed at a minimum annually by a CCRC staff member who is approved to conduct training by the Office of Child Care. The observation tool is provided by MFN.

- CCRCs shall advertise monthly the availability of scheduled training and professional development through the Statewide Training Clearinghouse Calendar. CCRCs shall include information regarding the availability of online/eLearning and training available onsite at a child care program, as appropriate.

- Professional development offerings shall be based on the Core of Knowledge and be updated regularly (at least annually) to include subject matter for caregivers of children birth to eight using *Healthy Beginnings, Standards for Implementing Quality Early Childhood Programs,* and the *Early Learning Standards,* when applicable.

- Professional development opportunities must include professional development on all domains of learning as defined in the R4K Framework and Early Learning Standards in collaboration with MSDE.

- All professional development opportunities must:
  - Take into consideration not duplicating training or development opportunities that are offered by other training organizations, e.g., community colleges and other training organizations;
  - Include training required under Code of Maryland Regulations 07.04.02; http://earlychildhood.marylandpublicschools.org/trainers
  - The training and trainers must meet initial and continuing training and education requirements from the Office of Child Care;
  - Offer trainings in specified topics based on needs and upcoming initiatives in collaboration with MSDE;
  - Present training opportunities in varied venues, such as on-line, hybrid format, on evenings and weekends; and
  - Report on and include evaluation of training services.

1.2   Capacity Building for Improving Quality of Programs

- CCRCs shall assist early care and education professionals to achieve quality education and care of children through on-site appraisal, strategic management, and leadership development.

- CCRCs shall assist licensed providers in utilizing state and/or local resources, including the State's Early Childhood Accreditation Project, the Maryland Child Care Credential, Training and Voucher Reimbursement programs, Child Care Career and Professional Development Fund, and Maryland EXCELS.

- CCRCs shall support early care and education professionals to participate in the Maryland Child Care Credential Program and Maryland EXCELS and meet the requirements to move to a higher level:
  - Support shall include phone consultation, technical assistance group sessions, and individual sessions. These sessions may occur at the CCRC offices, on site at provider locations, or at other identified locations, including virtual learning communities;
  - The needs of each participating program/provider shall be assessed to determine the level and frequency of technical assistance offered; and
  - If a determination is made by the CCRC that services requested exceed the customary level of services, a fee may be assessed to the program. The CCRC will consult with MFN's Deputy Director for Resource and Referral Services for approval of such a fee prior to the implementation of that fee.

Activities described in this subsection are funded through the CCDF: Infants and Toddlers with a focus on increasing the amount of high-quality infant and toddler care and improving the overall quality of care of programs serving infants and toddlers.

- The CCRCs shall improve child care services for infants and toddlers (birth through three years of age) through specialized training and technical assistance for infant and toddler providers through infant-toddler specialists by using the Healthy Beginnings Guidelines. See Appendix C for a sample job description.

1.3   Consumer Education

- The SCE and the CCRCs will provide publications for conferences, seminars and meetings for parents, providers, and the public regarding child development and the accessibility, availability, and quality of child care services.

- The CCRCs will assist MFN in marketing and promotion of LOCATE: Child Care (LOCATE) by distributing materials approved by MFN in the resource room, and at community or local events.

- The CCRC will promote LOCATE to parents who contact the CCRC looking for child care by providing the toll free 1-800 number or the link to MarylandFamilyNetwork.org where parents can access LOCATE: Assist, the on-line intake form, and information about quality child care.

- The CCRC will encourage providers to participate in LOCATE: Child Care including providers calling the Provider Support Line to leave vacancy information and assisting a provider to complete the questionnaire or update provider information through the online portal.

- The vendor shall publish the LOCATE: Child Care Complaint Policy (Appendix D) in the vendor's newsletter (print or digital) at least annually and notify MFN when the Complaint Policy is published.

- In the event that the CCRC receives a complaint pertaining to a potential violation by a regulated child care program, the CCRC shall follow the LOCATE procedures outlined below:
  - File the complaint with the regulatory agency, if appropriate;
  - Notify LOCATE: Child Care at MFN of the complaint by telephone;
  - Send a copy of the completed complaint form to MFN; and
  - Report, via telephone or in person, the particulars of the complaint and the outcome to the LOCATE: Child Care Director.

- The CCRC shall access the regional LOCATE: Child Care database of regulated child care on at least a monthly basis. This data is to be utilized in the CCRC work with the local child care provider community.

Program Standards

- The CCRC shall provide a resource room to the child care community, open during regular business hours or other schedule approved by Maryland Family Network. The resource room will have available for free or at reduced costs materials and/or equipment for use by the public. Examples of materials and equipment includes but is not limited to die-cut materials, photocopier, computer/laptop, printer, books, DVDs, craft supplies, laminator, and bookbinder.

- The CCRC shall provide a training room/space, adequate to serve the needs of the CCRC's jurisdiction.

- The CCRC shall maintain membership in Child Care Aware of America and submit to MFN annually proof of membership.

- The vendor shall maintain a website that meets the standards established by Child Care Aware of America for CCRC websites (Appendix E). **If vendor collects any information on website users, the vendor shall have a Privacy Policy available on the website describing how such information will be used.** At a minimum, the vendor shall have control over the content of the website and be able to make changes in content in a timely manner either directly or through its website manager.

- All materials, information, publications, and the like, produced under this grant are considered "work for hire." As such, all materials, information, publications and the like become the property of MSDE and shall be treated as such. **All program materials shall contain the following MSDE "work for hire" statement:**
  "This publication was produced as a work for hire for the benefit of and, with funds from, the Maryland State Department of Education."

- The CCRC will provide the Maryland Family Network logo, Maryland Child Care Resource Network logo, and the Maryland State Department of Education logo on all program materials, including, but not limited to, fliers, monthly calendars, newsletters, brochures, digital communication (eblasts), stationary, website, and press releases used or sent by the CCRC. The logos are to be placed as provided and not modified or distorted in any way.

- Any existing products, if revised or issued as second editions, should include the copyright sign at the bottom of the page "© *year (as appropriate)* Maryland State Department of Education."

- As a member of the Maryland Child Care Resource Network, the CCRC shall indicate this on all program materials with the following statement:
  "*Name of Agency* is a member agency of the Maryland Child Care Resource Network with funding provided by Maryland Family Network *and…*" It is at the discretion of the CCRC to determine which funding sources to identify in this statement.

- The CCRC will comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) regarding access to electronic and information technology. MFN will provide annually a review of the CCRC website indicating Section 508 compliance.
  http://www.section508.gov/content/learn/laws-and-policies

- The CCRC will ensure equitable access to, and equitable participation in, activities and services will be conducted with assistance, by addressing the special needs of child care providers or other program beneficiaries in order to overcome barriers to equitable participation (General Education Provisions Act (GEPA), Section 427).

Program Staffing
- All candidates for positions funded in part or in full with funds provided under this award must be vetted and approved by designated staff (Deputy Director and/or Assistant Deputy Director of Resource and Referral Services) of MFN prior to an offer being made.

- The CCRC must employ a full-time CCRC Program Director to oversee this project. The selection of the individual to fill this position is a joint decision between the CCRC and MFN. The Program Director should have experience in a variety of child care settings, and with personnel management, budgets, and advocacy for early childhood education.

- The CCRC must employ at least a 0.5 FTE Infant Toddler Specialist who works with child care programs and professionals serving children from birth through three years. See Appendix C for a sample job description.

- The CCRC is expected to employ or contract sufficient qualified professional staff to fulfill the requirements of this RFP as contained in Section 3: CCRC Services.   Minimum qualifications for professional staff must include, but are not limited to:
    - Bachelor's Degree in Early Childhood Education, Child Development, or a closely related field;
    - Recent experience and a minimum of 4 years working in a regulated child care program such as a family child care home, child care center, nursery school, public PreK, school-age program, or Head Start/Early Head Start;
    - Knowledge of child care delivery system, including quality improvement areas (accreditation, environmental rating scales, etc.);
    - Strong oral and written skills;
    - Ability to establish rapport with parents, caregivers, the general public; and
    - Computer skills, including Microsoft Office and knowledge of current webinar and related technology.

Reporting Requirements
The SCE shall apply the Results Based Accountability (RBA) process to the work of the CCRCs to evaluate the effectiveness of all funded activities. To view the most recent RBA document, see Appendix B. The CCRC shall submit program data, including statistical reports on professional development and capacity building activities in a format specified by MFN, to MFN on a monthly basis or as needed by MFN and the funder.

Required reports include, but are not limited to:
- Monthly capacity building/technical assistance activity;
- Monthly professional development conducted;
- A quarterly progress report that shall reflect activities of the previous quarter in relation to the goals and objectives as established by this proposal;
- Annual financial *Single Audit and Internal Control* report performed by an external public accounting firm;
- Annual cumulative listing of all property purchased or acquired under the CCRC contract; and
- A final progress report that summarizes all grant activity for the grant period beginning July 1, 2018 and ending June 30, 2019.

Proposal Submission Requirements
Components
Provide responses that are brief and concise, capturing only vital components of your proposal. Proposals must contain the following information, assembled in the order indicated:
- Cover Letter
- Project Abstract
- Table of Contents
- Project Narrative
    - Program activities specifically addressing services to be performed supporting program standards outlined in 1.1, 1.2, and 1.3
    - Staffing Plan/ Organizational Chart
    - Estimates of Participants to Be Served (Attachment A)
    - Action Plan (Attachment B)
    - Evaluation and Dissemination Plan
- Management Plan (Attachment C)
- Advisory/Steering Committee
- Letters of Commitment from Partners
- Budget
    - Attachment D (one per funding source)
    - Budget Narrative
- Works Cited (if appropriate)

For applicants who did not operate a Child Care Resource Center during FY 2018.
- Annual financial *Single Audit and Internal Control* report performed by an external public accounting firm for FY 2016
- Operations guidelines used by the organization and intended for use with the operations and staff of the CCRC, such as personnel manual, board of directors handbook, operations procedures, etc.   Electronic copies of this submitted with the written proposal are acceptable.

Format Requirements
- All pages of the narrative must use one-inch margins, have page numbers, and use line spacing of 1.5 and a type size of 11- or 12-point font. Charts may use single line spacing and a type size of 10-point font.
- All pages of the proposal should be on standard size (8.5"x11") paper of regular weight.
- Bound copies are to use metal binder clips or rubber bands. They should not be bound by glue, spirals, wire, staples, or within binders.
- All tables and charts must follow prescribed/provided formats.

An original proposal, three (3) paper copies, and a flash drive containing the proposal in Word format must arrive at Maryland Family Network by the specified deadline. Budgets may be scanned PDFs but all other components are to be in Microsoft Office programs. The proposal should be mailed or delivered to the attention of Steve Rohde at Maryland Family Network. Faxed and emailed proposals will not be accepted.

Submission Component Details

Cover Letter
Introduce the sponsoring agency submitting the proposal, connections to the jurisdiction to be served by the CCRC, and other information relevant to understanding the sponsoring agency.
- Limited to one (1) page
- Signed in blue ink by the appropriate organizational representative

Project Abstract
Introduce the concept of how the program will operate the CCRC. It should be factual, brief (limited to 1 page), and focused on program efforts. It should cover core aspects of the proposal while addressing some or all of the following questions:
- What is the problem?
- What populations, parents, schools, providers, or geographic areas will be served?
- What are the (paraphrased) goals and objectives?
- What are the (paraphrased) strategies to be employed?
- Who are the partners and what are their roles?

Table of Contents
- The cover letter is considered to be page "i" (lower case, Roman number one).
- The project abstract is page "ii" (lower case, Roman number two).
- Do not list the Table of Contents in the table of contents.
- Table of Contents page(s) are numbered iii, iv, etc.
- The project narrative is the first page and is numbered "1". Subsequent pages are numbered consecutively.
- Attachments are not indicated with page numbers.
- Label appendices as "Appendix A, Appendix B" etc.

Project Narrative
The project narrative should address the required components of operating a CCRC as indicated in this grant application. Proposed plans should be as clear, detailed, and as specific as possible as to how goals and outcomes will be achieved. Reference attachments or appendices as appropriate. The text is limited to seven (7) pages, not including attachments.
- Program activities specifically addressing services to be performed supporting program standards outlined in 1.1, 1.2, and 1.3
  - Explain the specific activities and plans to meet the requirements as outlined in the indicated sections of this request for proposals.
  - Consider frequency, duration, intended audience, etc. for all professional development and capacity building services
- Staffing Plan/ Organizational Chart
  - Indicate who and how CCRC staff will coordinate and provide professional development, capacity building, and infant toddler services to the child care community.
  - Include an organizational chart with position titles and incumbent staff members, as appropriate. This chart should include all positions, not just those funded in full or in-part by the CCRC funds.

- o Include a job description for all positions funded fully or in-part with funds under this contract.
  - o Include a current resume for all incumbent staff members.
- Attachment A: Estimates of Participants to Be Served
  - o For training, indicate the estimated number of workshops to be conducted and estimated number of attendees. This is designated by grant, with "other" indicating funds outside the scope of this grant but which actively support the intended goals and outcomes.
    - For infant/toddler grant supported trainings, only 25% of the total workshops may be achieved through the supporting breastfeeding workshop.
    - The 45-hour infant/toddler series counts as 1 workshop.
  - o For technical assistance, indicate the estimated number of cases, contacts, and group sessions. This is designated by grant, with "other" indicating funds outside the scope of this grant but which actively support goals and outcomes. Technical Assistance activities are defined as:
    - Contacts: support activities provided in a single point of interaction, through a variety of means including phone, email, and in-person
    - Cases: compilation of support activities provided over an extended period of time through in-person, phone, and email
    - Group Sessions: a support activity of multiple providers focused on a common issue, goal, or activity
  - o eLearning refers to the modules purchased through the MFN selected vendor. Unique participants indicates the total number of participants, unduplicated, who have purchased modules through the local CCRC's website. Completed modules indicates not the total number of modules purchased by all participants but rather those modules successfully completed during the fiscal year.

- Attachment B: Action Plan
  - o Responsible party must identify a specific position/title.
  - o Goals, objectives, and milestones are the outcomes proposed for the project. Strategies are broad approaches and activities are specific approaches outlining how these outcomes will be achieved.
  - o Goals should address the main aspects of the proposed projects and be related to the core services provided by the CCRC.
  - o Objectives are the outcomes anticipated for each year of the project and are directly related to a goal. Objectives may break the long-term goal into steps or address factors contributing to meeting the goal.
  - o Milestones are established to measure progress during the year as goals and objectives are not evaluated until the end of the year. Milestones should be evaluated either monthly or quarterly.
  - o Strategies are the methods, procedures, and/or techniques employed to accomplish outcomes.
  - o Activities are specific steps taken to achieve objectives and goals and indicate the direct services provided to the clients.
  - o Do not included management activities such as reporting in the Action Plan.
- Evaluation and Dissemination Plan

- o Indicate how progress will be measured within the CCRC to determine if goals, objectives, and milestones are being achieved. This can include the required reports but should also outline internal evaluation procedures.
    - o Include information on how information pertaining to the project and outcomes will be shared with MFN, stakeholders, and individuals with interest in the CCRC activities.
- Works Cited, if appropriate

Management Plan
The management plan indicates the specific timeline for project implementation.
- Attachment C: Management Plan Worksheet
    - o Outlines a detailed and time-specific plan with pre-assigned responsibilities
    - o List in chronological order all major management and service-related actions necessary to implement the project.
    - o Assign an approximate month for each action. If the action is ongoing, indicate the range of months over which it will be implemented. Indicate on the worksheet the position that is responsible for accomplishing each action.
    - o Reporting requirements included in this RFP should also be included in your Management Plan. These include the annual financial report, submission of progress reports to MFN, and the final report.

Advisory/Steering Committee
The proposed project must have a steering/advisory committee to oversee the implementation of the project. While this can be the Board of Directors for the program, there needs to be clear evidence that members represent major stakeholders, including one (1) group provider and one (1) home provider at a minimum. The duties and responsibilities, proposed members, sample agenda, and proposed meeting dates of the committee **must** be included. This is limited to two (2) pages.

Letters of Commitment from Partners
The proposal must include a letter of commitment from each partner outlining who the partner is, the role of each in the proposed project, and the specific contributions each will make to the project in the form of financial support, equipment, personnel, or other resources. An adequate number of partners in relation to the size of the jurisdiction and number of licensed child care providers must be included.

Budget
Refer to Appendix A for the projected awards for each jurisdiction. Using Attachment D: FY2019 CCRC Budgets and Budget Modifications, a completed budget is to be submitted for each funding/grant source: *CCDF Professional Development and Capacity Building* and *CCDF: Infants and Toddlers*. The workbook contains multiple tabs, clearly labeled, including two with instructions for completing the worksheets.

A completed budget includes:
- Grant Budget Form C-1-25
    - o Only complete Line 214.
    - o All calculations will occur automatically.
- Budget Detail

- o There are 5 budget categories which correspond to the 5 categories on the C-1-25; these categories may not be changed.
- o Indicate under each category the line items as appropriate. Leave blank any categories without line items.
- Salary Detail

If an agency has a Negotiated Indirect Cost Rate Agreement or an Indirect Cost Letter that states the agency is able to charge more than 10% for indirect charges, this letter/agreement must be included in the budget materials. Without these, the limit for indirect cost charges is 10% of the total award.

Each of the core funding sources provided by this grant must be supplemented by the CCRC with a **ten-percent (10%) match.** The amount of the match and the sources of the match for each grant must be outlined in the budget narrative. Sources of the match may be financial or in-kind (i.e. rent, space and occupancy costs, equipment). The explanation is to be detailed and include specific (actual or estimated) values of the in-kind sources. No other information is to be included in the narrative; this is limited to one (1) page.

- Appropriate use of funds includes:
  - o Staffing costs;
  - o Contractual services;
  - o Materials and supplies;
  - o Office operations (i.e. lease of space, communications, etc.);
  - o Office equipment (i.e. computers and copies used in standard office operations); and
  - o Indirect costs not to exceed 10%.
- Funds from this grant may not be used for:
  - o Supplanting existing services;
  - o Capital improvement; and
  - o Costs incurred prior to award of a contract.

Program and Technical Assistance Contacts
Steve Rohde, Deputy Director Resource and Referral Services
srohde@marylandfamilynetwork.org

Lacey Tsonis, Assistant Deputy Director Resource and Referral Services
ltsonis@marylandfamilynetwork.org

All inquiries are to be directed to CCRCrfp@marylandfamilynetwork.org.
The deadline to submit inquiries is Monday, April 23, 2018.