
Staffed Family Child Care Hub Pre-Bid Conference

August 2, 2024



Office of Early Childhood

Agenda

Slides	Topic	Speaker(s)
1 - 4	Opening: Conference Logistics	Deb Flis
5 - 9	Welcome & Introductions	Deb Flis
10 - 16	Program & Strategy Overview	Deb Flis
17 - 23	RFP Overview	Laura Dunleavy
24 - 27	Submission Logistics	Cathy Lenihan
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30 - 34	Anticipated Questions	Laura Dunleavy
35 - 38	Closing: Key Dates & Reminders	Deb Flis



Disclaimer

This presentation includes brief descriptions of the RFP specifications and requirements but does not fully elaborate on all required elements. As a result, this presentation does not supersede what is stated in the RFP or its appendices. Proposers are responsible for ensuring that their proposal is complete and accurate according to the information and requirements contained in the full RFP.

OEC will respond to submitted questions in writing after the conference. Proposers are responsible for ensuring that they read the official responses, even if their question was verbally answered during the conference.



Logistics of RFP Conference

The OEC will post slides on our website and on the state contracting portal after this conference.

- If you are having any technical issues, you may also email oec.rfp.eceqi@ct.gov with your questions instead.
- Please type all questions into the question box.
- All questions typed in the question box during this conference will be recorded, and **responses to questions will be posted in writing on the OEC's website and the State Contracting Portal after the conference.**

Welcome



CONNECTICUT
**STAFFED
FAMILY
CHILD CARE
NETWORKS**



CONNECTICUT Early Childhood

OUR MISSION:

To partner with families of young children to advance equitable early childhood policies, funding and programs; support early learning and development; and strengthen the critical role of all families, providers, educators, and communities throughout a child's life. We will assertively remove barriers and build upon the strengths of historically disenfranchised people and communities to ensure fair access to OEC resources.

OUR VISION:

All young children in Connecticut are safe, healthy, learning, and thriving. Each child is surrounded by a strong network of nurturing adults who deeply value the importance of the first years of a child's life and have the skills, knowledge, support, and passion to meet the unique needs of every child.

Our Guiding Principles

- Intentionally frame our organization's policies, practices and resources through the lens of advancing equity and anti-racism
- Partner with families and communities to create family-driven programs that honor diverse languages, values, strengths and experiences
- Conduct our internal and external relationships to promote respect, collaboration, and team growth
- Deliver excellence and innovation in all aspects of agency work
- Foster an efficient, coordinated, caring and professional culture throughout the agency
- Value early childhood as a critical time of learning through play and positive social and emotional connections to promote optimal development of the whole child within their family and community
- Engage in continuous quality assessment to improve outcomes for children, families and early childhood providers
- Advocate for funding and promote partnerships to support early childhood services
- Ensure equitable access and respect for parent choice within all early childhood services



OUR WORK

OEC is a state agency that oversees a network of programs and services that help young children and families thrive. OEC is made up of various divisions and programs which include:



Early Care and Education (ECE)

Support more than **400** ECE programs serving over **40,000** children



Care 4 Kids

Provide child care subsidies for lower income families who are working or are in approved education activities



Home Visiting

Provide parenting and child development support to families of young children and pregnant women



Birth to Three

Provide supports for families whose children have developmental delays



Parent Cabinet

Advisory group that partners with OEC to elevate family voice and develop family-centered policies, programs, and practices



Licensing

License and inspect more than **4,000** child care and youth camp programs to ensure health and safety



Background Checks

Oversee comprehensive background checks for child care providers



Quality Improvement

Provide early childhood professionals with supports to improve child care practices



Agency Administrative Functions

Fiscal, Legal, Communications, Information Technology, Data & Research



Government & Community Relations

Outreach and engagement with key stakeholders and partners

The Early Care and Education and Quality Improvement Division



The ECE/QI Division is responsible for...

- Managing the State's Quality Improvement Supports
 - Accreditation Quality Improvement Supports (AQIS)
 - Staffed Family Child Care Networks (SFCCNs)
- Overseeing funding for Child Day Care Contractors, School Readiness Grantees, Smart Start Programs in center- and school-based settings
- Supporting providers in the implementation of the OEC's foundational documents (Early Learning and Development Standards, Documentation and Observation for Teaching Systems, etc.)

Program & Strategic Vision



Office of Early Childhood

Background & Problem Statement

Family Child Care providers need and deserve supports to create sustainable businesses that provide developmentally-oriented services that support children and their families.

Provider success is constrained by:

- Access and leveraging state resources
- Working alone in a physically demanding job
- Language and technological barriers

Networks support providers and impact the child care system by:

- Relationship building and partnership with new and existing FCC providers
- Enhancing the professional skills of providers
- Retaining experienced FCC providers through supports to improve the overall quality of their businesses.

See pages 8 – 10 of the RFP.



Project Objectives

OEC seeks an entity to partner on the leadership and strengthening of the infrastructure for staffed family child care networks.

- The Hub serves as a superstructure over the individual SFCCNs.
- The Hub will be responsible for sharing and coordinating resources and services
- The Hub will advance the SFCCN system's goals of:
 - increasing the supply of infant and toddler care, particularly in child care deserts;
 - improving the quality of licensed home-based child care;
 - supporting providers as they seek national accreditation;
 - expanding the child care options available to working families; and
 - providing access to professional training, educational credentials, and networking opportunities.

See page 10 of the RFP.



Essential Qualifications

Key competencies include:

- knowledge and awareness of the unique function of FCC provider businesses,
- proven ability to build relationships with FCC providers and/or SFCCNs,
- a collaborative leadership style,
- an organizational business practice that can serve as a model for collaboration and communication within the Hub system, and
- a deep understanding of racial equity

See page 10 of RFP



Key Concepts

Facilitative Leadership – Requires the ability to skillfully balance three components of productive collaboration:

- a group process that brings out the best in participating network organizations,
- builds trusting and respectful relationships among participants, and
- produces shared and measurable mission-critical performance and results.

Communities of Practice –

- Bring together groups of people who interact on an on-going basis around a shared interest.
- CoP are composed of FCC providers who meet regularly around their shared interest in the business and practice of early childhood education.
- These CoP are nurtured by the Hub and SFCCNs, each of which has significant experience in the early childhood field.
- They build a sense of community among providers who would otherwise operate in isolation.

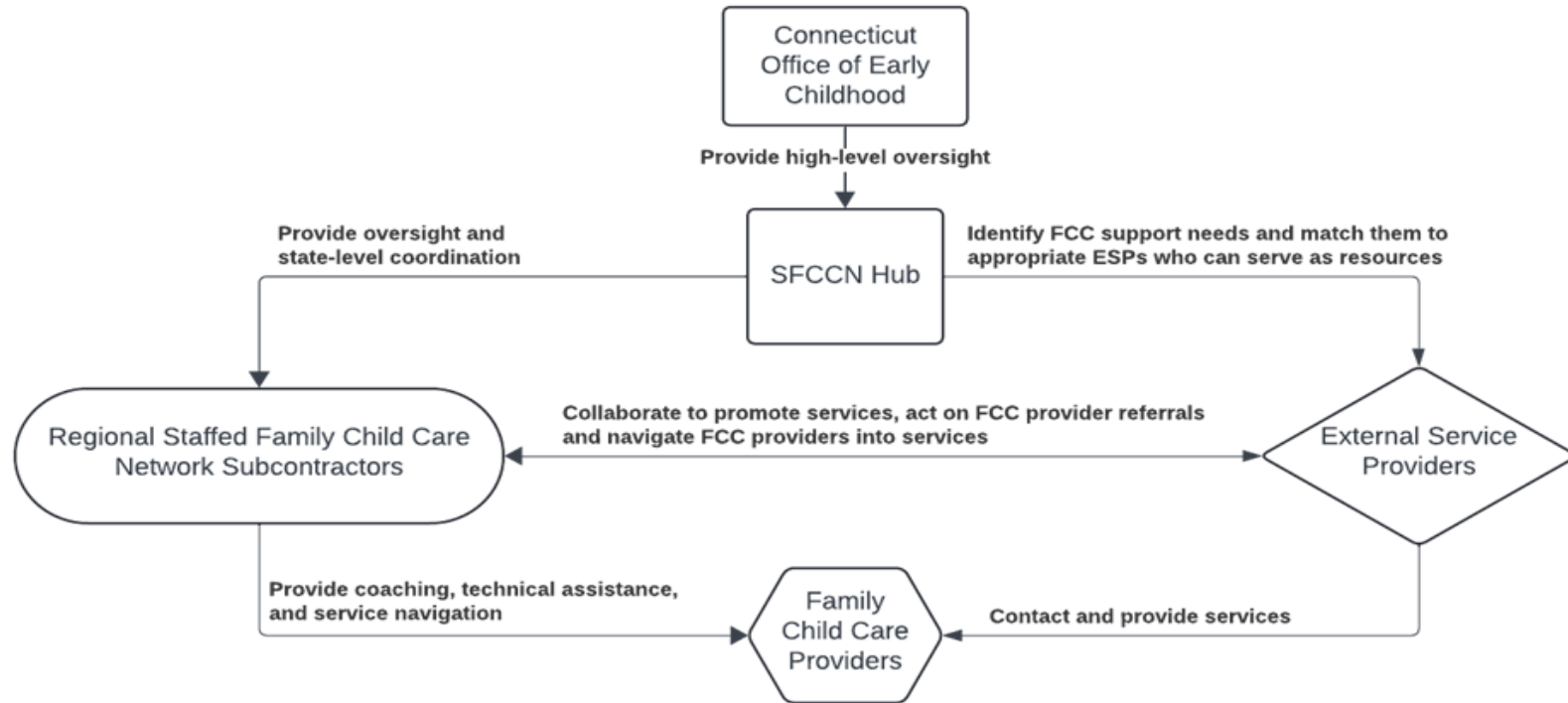
Shared Services –

- Reduced or shared costs and time through joint purchasing, staff sharing, centralized administration, or some combination.
- Shared program or administrative capacity-building using common tools and systems, shared mentoring and supervision, and collaborative improvement processes.
- Reinvestment of cost and time savings into enhanced program quality

See page 10-11 of RFP



Essential Functions of the SFCCN System



See pages 12 – 14 of the RFP.

Essential Functions of the SFCCN System cont.

The SFCCN system is intended to improve provider retention and increase provider supply in the following priority areas:

- **Child Care Deserts**, areas where the supply of licensed early childhood education providers is insufficient
- **Infant/Toddler Care**, limited supply of infant/toddler care statewide.

The Hub provides a superstructure to SFCCNs to ensure regional SFCCNs are fully equipped to succeed.

See page 12 of RFP



RFP Overview



Staffing Expectations

- Governance & Leadership
- **Dedicated Personnel**
- Diverse Workforce



See page 18 of the RFP.



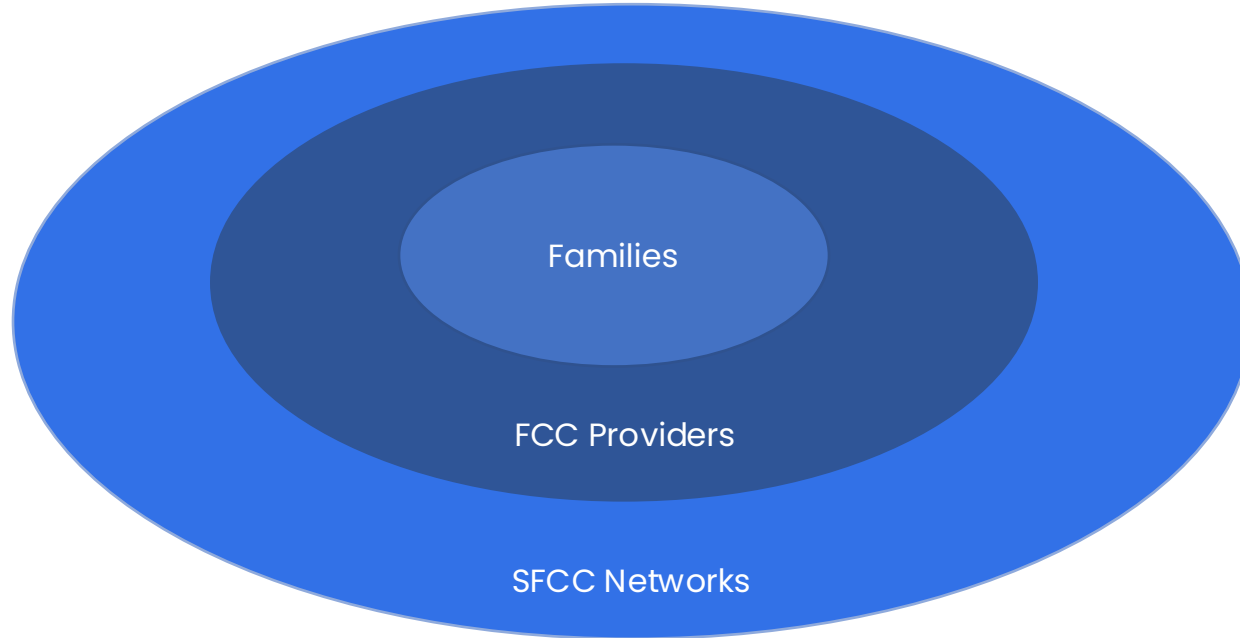
Organizational Expectations

- Early Care and Education
- Track Record of Success
- **Innovation and Change Management**
- Strategic Alignment
- **Facilitative Leadership**
- Knowledge of State and Regional Nuances
- Organizational development
- Fiscal Management

See pages 17 – 18 of the RFP.



Target Population



See pages 18 of the RFP.

Service Expectations

Core Services

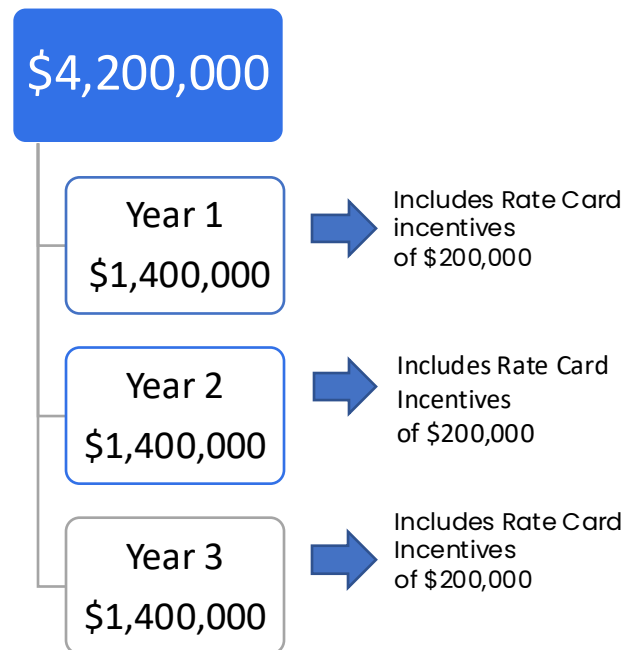
- Oversee Infrastructure of SFCC Networks
- Strategic Planning and Program Development
- Marketing and Enrollment
- **Providing Technical Assistance to Networks**
- Network Capacity Building
- Resource Commons
- **Data Collection and Evaluation**
- **Rate Card**

See page 18-20 of RFP



Financial & Budget Expectations

- Program Funding Sources
- Total Available Funding & Award Period
- Cost Standards
 - annual administrative costs to 10% of the total budget



See pages 21 - 22 of the RFP.

Contract Management

OEC's focus for contract management is outcomes-oriented.

Expectations for collaborative contract management include:

- Frequent, regular meetings between OEC and the Hub
- understanding disparities and disproportionalities between SFCCNs; and advancing greater adoption of shared services among SFCCNs and their members;
- Timely submission of progress updates and fiscal reports; and
- Open lines of communication to proactively address challenges and course correct.



See page 22 of the RFP.



RFP Logistics

What You Need to Know to Submit a Proposal



Where to Find/Submit Information

- Information and all documentation are available in electronic format on the State Contracting Portal
 - Go to <https://portal.ct.gov/DAS/CTSource/BidBoard>
 - Note: Register at the state portal and subscribe to this RFP; you will receive email updates when new documents are added
- Also available on the OEC's website at: <https://www.ctoec.org/rfps/sfccn-rfp/>
- All questions/communications, LOIs, and the final proposal should be emailed to oec.rfp.eceqi@ct.gov

Submission & Formatting Requirements

- Cover Sheet (Page 1)
- Table of Contents
- Executive Summary
- Required Attachments
- 35-page limit for main body of the proposal
- 8.5 x 11 page size
- 12-point, Times New Roman font
- Normal margins
- 1.5 line spacing

We are not judging how visually “beautiful” your proposal is, but a readable document that is simple to navigate makes it easier for us to focus on the substance of your proposal!

Reminders:

- Include page numbers and label each attachment
- Make sure any scanned attachment is legible
- Budgets should be submitted in their original spreadsheet format provided by OEC
- Before you submit your proposal, ask yourself:
 - *If I was reading through this proposal, would it be easy for me to find the information I’m looking for?*
 - *Do I have to strain my eyes or rotate the document multiple times before I can read the content?*

Proposal Checklist

This is a tool to help you put together your proposal.



See page 45– 46 of the RFP.

Proposal Content Checklist

- ☐ **Cover Sheet** including required information:
 - RFP Name or Number
 - Legal Name
 - FEIN
 - Street Address
 - Town/City/State/Zip
 - Contact Person
 - Title
 - Phone Number
 - E-Mail Address
 - Authorized Official
 - Title
 - Signature
- ☐ **Table of Contents**
- ☐ **Executive Summary:** high-level summary of proposal and cost, two-page maximum
- ☐ **Main Proposal Body** (not to exceed 25 pages)
- ☐ **Required Attachments**
 - Work Plan
 - Staffing Plan
 - Résumés of Key Personnel
 - Memoranda of Agreement/Understanding for Subcontractors (Indicate "No relevant memoranda" if this is not applicable to you)
 - Last Three Years of Audited Financial Statements (respondents with less than three years' organizational history should include audited financial statements for whatever years you have available)
 - Most Recent Organizational Budget
 - Most Recent Statement of Financial Activities (Profit and Loss Statement)
 - Minutes from Last Two Board Meetings
 - Copy of your data security and privacy policies, if available (Indicate "in

Evaluation Criteria

How We'll be Scoring Proposals



Evaluation Criteria

Evaluation Criterion Title	Weight
Organizational Strengths	15%
Cultural Humility, Equity, and Linguistic Competence	5%
Facilitative Leadership	30%
IT, Data Evaluation, and Performance Management	25%
Financial Profile	10%
Budget and Staffing Plan	15%

See page 26 – 27 of the RFP.



Anticipated Questions

And things to keep in mind



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Will the selected Hub Contractor release a competitive RFP for regional networks?

No. The selected contractor will work with OEC and the existing regional networks to devise a transition plan that ensures FCCs are able to continue accessing SFCCN services for the three-year term of the awarded agreement.



Can an existing network apply and be awarded as the Hub contractor?

Yes. Per the RFP, page 34 under the heading Transition Plan, if you are currently an SFCCN contracted to the current Hub, and are awarded the Hub contract, you would need to competitively procure for a new SFCCN subcontractor and transition services to the selected operator.



Can an existing network apply and be awarded as the Hub contractor?

Yes. Per the RFP, page 34 under the heading Transition Plan, if you are currently an SFCCN contracted to the current Hub, and are awarded the Hub contract, you would need to competitively procure for a new SFCCN subcontractor and transition services to the selected operator.



Will Nurse Consultation Services continue under the newly awarded Hub contract?

No. We are responding to provider feedback, utilization data and surveys by turning our emphasis to increased translation services, staffing and community connections that provide culturally and linguistically tailored services.



OEC

Key Dates and Reminders



Office of Early Childhood

Timelines



For RFP Submission:

August 5, 2024

5:00 p.m. ET

*Letters of Intent Due
(Optional)*

August 23, 2024

5:00 p.m. ET

Deadline for questions

September 4, 2024

5:00 p.m. ET

Proposals due

For RFP Questions:

Tuesdays (July 30, August 6, 13, 20, 27)

Answers to questions will be posted

August 27, 2024

*Amendments to the RFP will be
finalized*



Contact Information

Official Contact

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RFP information

State Contracting Portal

<https://portal.ct.gov/DAS/CTSource/BidBoard>

Office of Early Childhood Website

<https://www.ctoec.org/rfps/sfccn-rfp/>

For more information, see pages 4 – 7 of the RFP. All RFP inquiries must be made in writing.



THANK YOU!



Office of Early Childhood