
Staffed Family Child Care Hub Pre-Bid Conference

August 20, 2021



Connecticut Office
of Early Childhood

Agenda

Slides	Topic	Speaker(s)
3 - 4	Opening: Conference Logistics	Deb Flis
5 - 9	Welcome & Introductions	Commissioner Beth Bye
10 - 13	Program & Strategy Overview	Commissioner Beth Bye
14 - 22	RFP Overview	Laura Dunleavy & Karin Bent
23 - 26	Submission Logistics	Karin Bent
27 - 28	Evaluation Criteria	Cathy Lenihan
29 - 31	Anticipated Questions	Laura Dunleavy
32 - 35	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.

- Please type all questions into the question box. If you are having any technical issues, you may also email oec.rfp.eceqi@ct.gov with your questions instead.
- All questions asked during this conference will be recorded, and **answers 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 Office of 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

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.

- Quality is uneven across providers
- Barriers to provider success include
 - isolation,
 - physical demands of the work,
 - insufficient remuneration
- Networks support providers and impact the child care system by:
 - Increasing the supply of infant and toddler care
 - Improving quality
 - Alleviating isolation
 - Providing training
 - Creating economies of scale that can save providers time and money

See pages 9 – 11 of the RFP.

Project Objectives

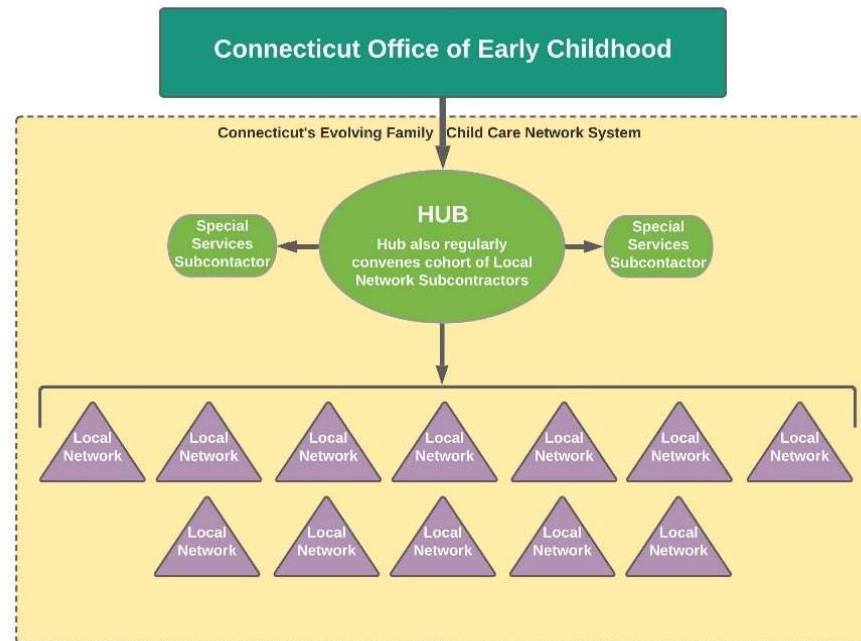
OEC seeks an entity to partner on the leadership and strengthening of the infrastructure for staffed family child care networks.

- Scale and coordinate services of regional networks
- Manage the performance of the network system and the individual networks
- Partner with the OEC to prepare a competitive RFP to select regional networks*
 - Contract executed by July 1, 2022
- Exercise facilitative leadership that balances group process, builds trusting and respectful relationships, and produces shared and measurable results

* **Please note:** To avoid conflicts of interest, the contractor selected as the Hub will not be permitted to bid for a regional network role in the next network procurement cycle.

See page 11 of the RFP.

Vision for Success



The addition of the Hub will:

1. **improve networks' direct service delivery**
2. formalize the emergent **communities of practice** capacity-building model and introduce **shared services** concepts into its system of FCC support

See pages 11 – 16 of the RFP.



RFP Overview

Timelines



For RFP Submission:

August 27, 2021

5:00 p.m. EDT

*Deadline for
questions*

August 27, 2021

5:00 p.m. EDT

*Letters of Intent
due (optional)*

September 20, 2021

5:00 p.m. EDT

Proposals due

For RFP Questions:

Tuesdays (August 17, 24, 31)

*Answers to questions
will be posted*

August 31, 2021

*Amendments to the
RFP will be finalized*

Organizational Expectations

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

See pages 16 - 17 of the RFP.

Staffing Expectations

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



See page 17 of the RFP.

Service Expectations

Expected Core Services

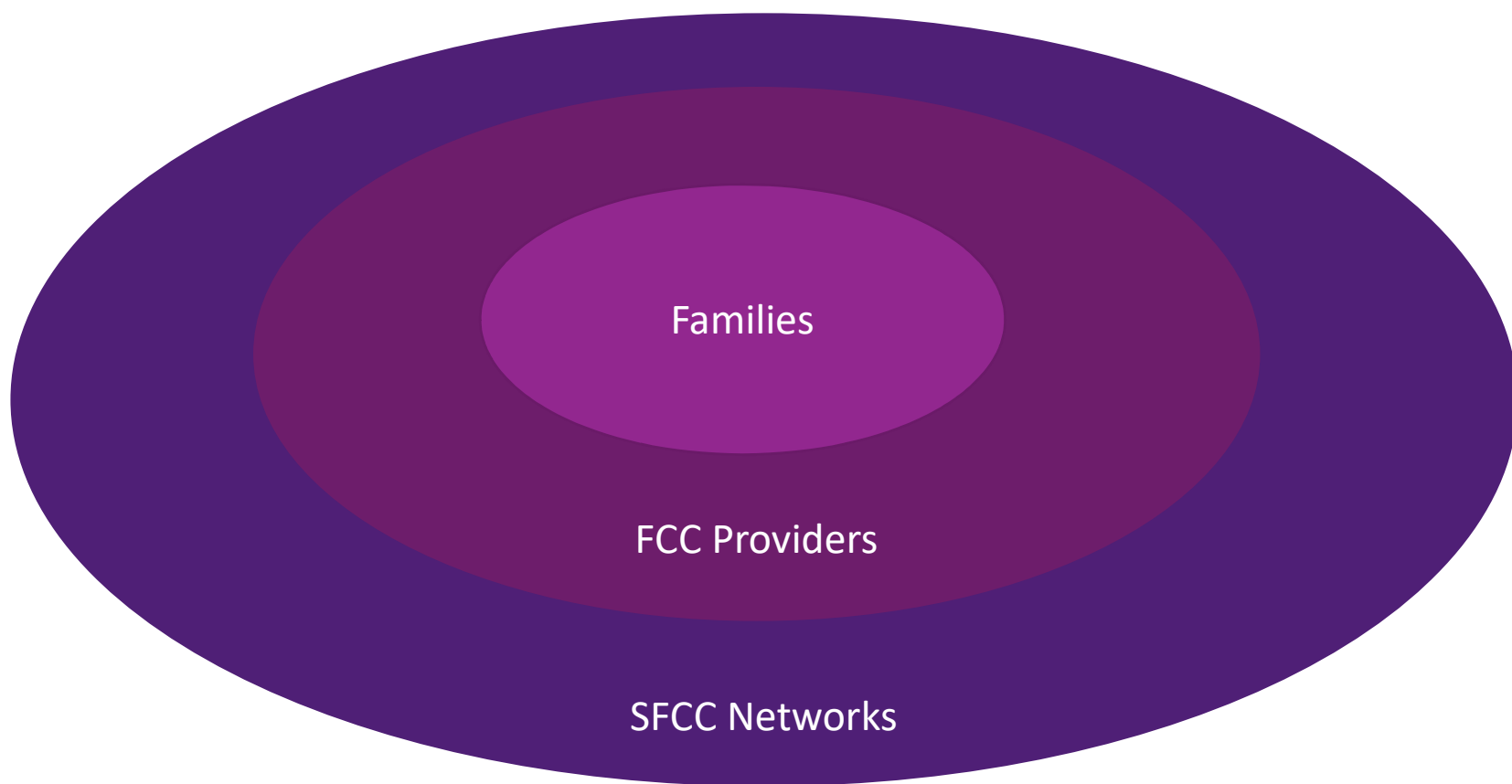
- **Oversee Infrastructure of SFCC Networks**
- Strategic Planning and Program Development
- Marketing and Enrollment
- **Business Readiness Assessments**
- **Capacity Building and Technical Assistance**
- Network Capacity Building
- Resource Commons
- **Data Collection and Evaluation**

See page 17 - 21 of the RFP.

Aspirational Services

- **Business Management**
- Enhanced Marketing and Enrollment
- **Workforce Development**

Target Population



See pages 17 - 18 of the RFP.

Data & Technology Expectations

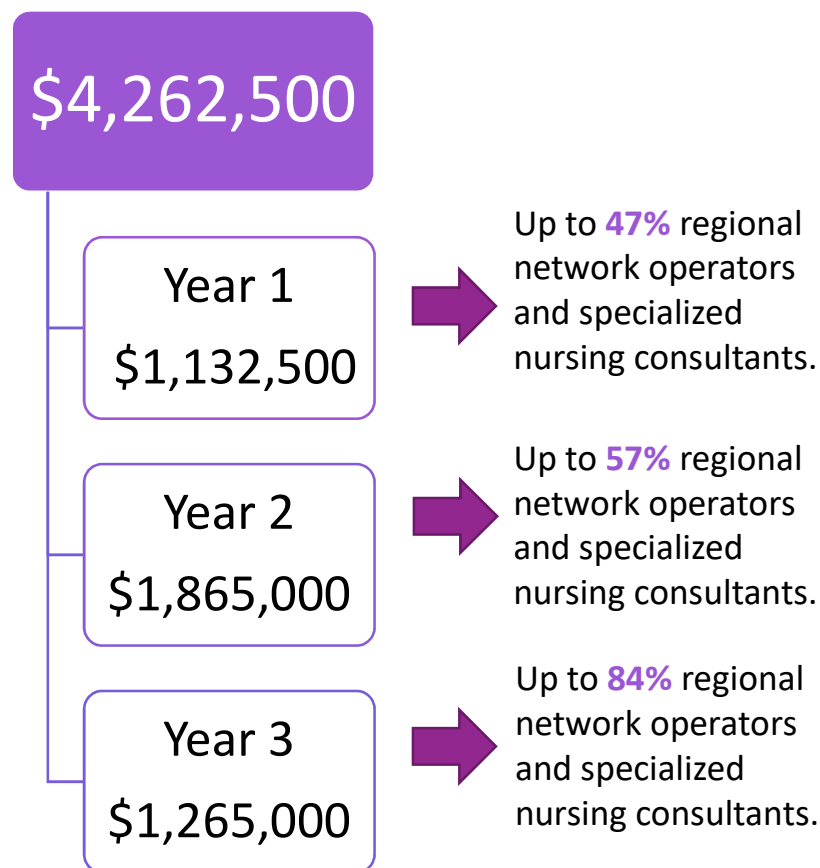
- Technology Assessments
- Technology Utilization
- Data Security, Privacy, Confidentiality



See page 21 of the 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

- Hub/Contractor to partner with OEC on contract management processes
- Expectations for contract management include:
 - Regular meetings
 - Assessing strategy/progress
 - Assessing network satisfaction
 - Understanding disparities/disproportionalities
 - Advancing shared services
- Data sharing and reporting agreements.



See page 23 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://webprocure.perfect.com/wp-web-public/#/bidboard/bid/92439?customerid=51>
 - Note: Register at the state portal and subscribe to this RFP; you will receive email updates when new documents are added or
- 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
- Table of Contents
- Executive Summary
- 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
- 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?*

See page 25 of the RFP.

Proposal Checklist

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



See page 47 – 48 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 35 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)



Evaluation Criteria

How We'll be Scoring Proposals

Evaluation Criteria

Evaluation Criterion Title	Weight
Organizational Strengths	25%
Facilitative Leadership	20%
IT, Data Evaluation, and Performance Management	20%
Work Plan	15%
Financial Profile	10%
Budget and Staffing Plan	10%

See page 26 - 28 of the RFP.



Anticipated Questions

And things to keep in mind



I don't think I'm a good fit for the Hub but I'm interested in becoming a network operator. Can I apply for that now?

- No, one of the Hub's first tasks will be to conduct a competitive bid process for CT Staffed Family Child Care Local Networks.
- The bid process will take place in the Spring of 2022. During this process is when new application for being a network operator will be accepted.

Can I bid for the Hub role and still bid for a network role later?

- Yes, if your agency was not selected as the Hub contractor.
- The bid process for local networks will take place in the Spring of 2022 for contracts starting in July 2022.



Key Dates and Reminders

Timelines



For RFP Submission:

August 27, 2021

5:00 p.m. EDT

*Deadline for
questions*

August 27, 2021

5:00 p.m. EDT

*Letters of Intent
due (optional)*

September 20, 2021

5:00 p.m. EDT

Proposals due

For RFP Questions:

Tuesdays (August 17, 24, 31)

*Answers to questions
will be posted*

August 31, 2021

*Amendments to the
RFP will be finalized*

Contact Information

Official Contacts

Africka Hinds

Erma Esangbedo

Office of Early Childhood

E-mail: OEC.RFP.ECEQI@ct.gov

Telephone: (860) 500 – 4549

Mail: 450 Columbus Blvd, Suite 205

Hartford, Connecticut 06103

RFP information

State Contracting Portal

<https://webprocure.perfect.com/wp-web-public/#/bidboard/bid/92439?customerid=51>

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!**