Agenda

• Establishing Contract Goals

• The Rules of Procurement

• Conducting the Bid
Agenda

• Components of the Contract

• Monitoring Contracts

• Evaluation
Goals of the Contract

Target Specific Needs for Program

• Quality Child Care Slots for Low Income Children
• Serve Vulnerable Populations
  – Homeless
  – Children with Special Needs
  – Migrant Families
Goals of the Contract

Target Specific Needs for Program

• Encourage Increased Supply in Certain Areas
  – Inner City
  – Rural

• Support Partner Programs
  – Early Head Start-Child Care Partnerships
  – Quality Afterschool and Summer Programs
  – Pre-K
Refining the Goals and Framing the Scope

Defining Parameters

- Number of Awardees
- Size of Award
- Geographic
- Type of Provider
- Age Groups
- Funding Limitations
- Length of Contract
- Renewal Options
Procurement Rules and Process

Who’s in Charge?

- Authority to Contract
- Allocating Budget
- Managing the Process
- Staff Resources (yours or Finance’s?)
Procurement Rules and Process

Type of Procurement

• Request for Information (RFI)
• Sole Source
• Simplified Bid
• Competitive Bid (RFP)
Conducting the Bidding Process

Timeline

• Start with the Begin Date of Contract
  – Build timeline *backwards* from there

• Ensure time for possible appeals
Procurement Timeline
(Assumes a January 1, 2016 Start Date)

- **Award Announcement**: 11/30
- **Appeals Period**: 12/1 – 12/31
- **Contract Award**: January 1, 2016
Procurement Timeline

- **Q&A Period**: 9/1 – 9/30
- **Proposal Deadline**: 10/5
- **Review Proposals**: 10/15 – 11/15
Procurement Timeline

- **Secure RFP Authority**: 5/1 – 5/31
- **Develop RFP**: 6/1 – 8/15
- **RFP Released**: 8/31

National Center on Child Care Quality Improvement
Procurement Timeline

- Secure RFP Authority
  5/1 – 5/31

- Develop RFP
  6/1 – 8/15

- RFP Released
  8/31

- Q&A Period
  9/1 – 9/30

- Proposal Deadline
  10/5

- Review Proposals
  10/15 – 11/15

- Award Announcement
  11/30

- Appeals Period
  12/1 – 12/31

- Contract Award
  January 1, 2016
Conducting the Bidding Process

Informing Potential Contractees

- Advance Information on Expectations
- Q & A Process
  - Ensure all answers are provided to all potential bidders
- Bidder’s Conference

Q&A Period
9/1 – 9/30
Conducting the Bidding Process

Creating the Review Team

- Understanding of the Program Goals
- Understanding of Contractee Qualifications
- Mix of Program and Fiscal

Review Proposals
10/15 – 11/15
Conducting the Bidding Process

Equity and Fairness

- All Bidders should receive the Same Information
- All Bidders should follow same Rules
- Opportunity for Appeal

Appeals Period
12/1 – 12/31
Components of the Contract

Parties to the agreement
- Contract Manager
- Full Legal Name/Status of Contractee
  - Binds the correct entity

Length of Agreement
- Determines investment
- End Date Activities Defined
  - Renewal Requirements
  - End Date Activities
Components of the Contract

Statement of Purpose
• Guides the Work
• Grounds the Discussion in cases of Disagreement
  – Should be able to point back to Statement of Purpose

Lay Out Expectations
• What can the $$ be Used For?
• Spell out Details of Services Expected
• Performance Measures and Performance Earning
• Ownership of Data and Records
Components of the Contract

• Reporting Requirements
  – Programmatic Reporting
  – Fiscal Reporting/Reimbursement

• Record Retention

• Allowable Expenditures
  – Equipment Purchases
  – Renovations/Capital Improvements

• Boilerplate Requirements

• Audit Requirements
Contract Monitoring

Fiscal Oversight

• Who?
  – Contract Manager
  – Fiscal Staff

• Financial Reporting
  – Reimbursement
  – Federal Reporting
Contract Monitoring

Program Oversight

• Basic Compliance
  – Meeting terms of Contract

• Performance Measures
  – Meet minimum requirements
  – Exceed and earn
Contract Evaluation

How did the Contractee perform?
• Met/Exceeded performance goals
• Compliance Issues
• Contract Renewal Standards

How did the Contract perform?
• Goals of the Contract
• Replication?
Questions & Discussion