



ADMINISTRATION FOR
CHILDREN & FAMILIES



The Mechanics of Contracting for Child Care

State and Territory Administrators Meeting

July 15, 2015



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)

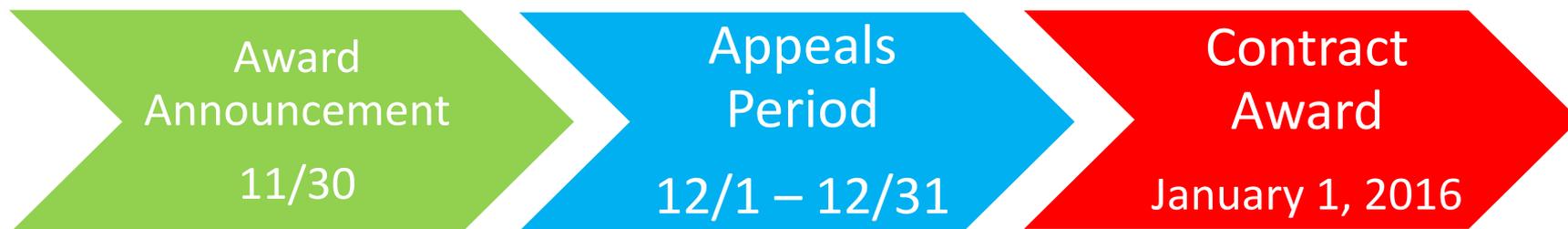
Conducting the Bidding Process

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)



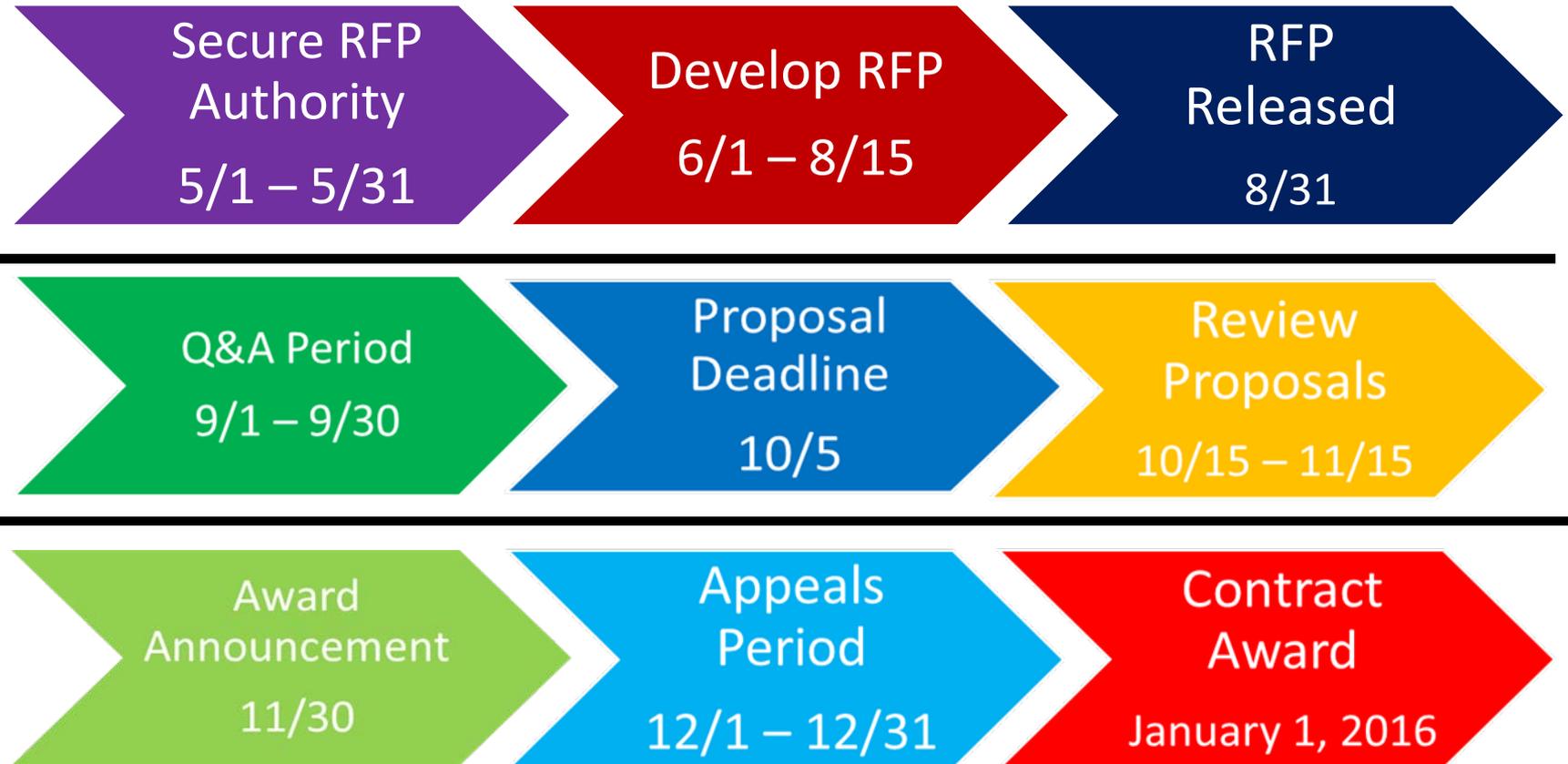
Procurement Timeline



Procurement Timeline



Procurement Timeline



Conducting the Bidding Process

Informing Potential Contractees

Q&A Period
9/1 – 9/30

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

Conducting the Bidding Process

Creating the Review Team

Review
Proposals
10/15 – 11/15

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

Conducting the Bidding Process

Equity and Fairness

Appeals
Period
12/1 – 12/31

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

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

