



# Request for Proposals

Family Child Care Networks  
New York City Department of Education (DOE)  
Division of Early Childhood Education (DECE)

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This Request for Proposals is issued through the HHS Accelerator system to those organizations prequalified in the relevant service areas. Likewise, proposals must be submitted through the HHS Accelerator system in the manner set forth in the 'Procurements' section of the system by those same pre-qualified organizations. Go to [www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator) to learn more.

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## Request for Proposals (RFP) Basic Information

<b>RFP Release Date</b>	06/12/2019
<b>Proposal Due Date</b>	08/12/2019 at 2:00PM
<b>Pre-Proposal Conference</b>	<p><b>Date:</b> TBD  <b>Time:</b> TBD  <b>Place:</b> TBD</p>
<b>Anticipated Contract Term</b>	July 1, 2020 - June 30, 2025, with up to three one-year extensions
<b>DOE Contact Email</b>	<a href="mailto:PreKRFP@schools.nyc.gov">PreKRFP@schools.nyc.gov</a>
<b>Questions Regarding this RFP</b>	<ul style="list-style-type: none"> <li>• Questions regarding this RFP must be transmitted in writing to the DOE Contact email, <a href="mailto:PreKRFP@schools.nyc.gov">PreKRFP@schools.nyc.gov</a>.</li> <li>• Questions received prior to the Pre-Proposal Conference will be answered at the conference.</li> <li>• Substantive information/responses to questions addressed at the conference will be released in an addendum to the RFP to all organizations that are prequalified to propose to this RFP through the Health and Human Services (HHS) Accelerator system, unless it is the opinion of the DOE that the question is of a proprietary nature.</li> <li>• The DOE cannot guarantee a timeline for response to written questions regarding this RFP.</li> </ul>
<b>Proposal Submission Overview</b>	<ul style="list-style-type: none"> <li>• <b>A separate and complete proposal, including all required documents, must be submitted for <u>EACH PROPOSED BOROUGH</u>.</b></li> <li>• Proposals must be submitted through <a href="#">HHS Accelerator</a>.</li> <li>• Detailed instructions about how to complete a proposal in HHS Accelerator can be accessed in the <a href="#">Provider Guide to Submitting Proposals in HHS Accelerator</a>.</li> <li>• Additional resources for using the HHS Accelerator system, such as user guides, videos, and training dates are listed on the HHS Accelerator website at <a href="http://www.nyc.gov/hhsaccelerator">www.nyc.gov/hhsaccelerator</a>.</li> <li>• For more information about submitting a proposal through the</li> </ul>

	HHS Accelerator system, please contact <a href="mailto:help@mocs.nyc.gov">help@mocs.nyc.gov</a> .
<b>Required Proposal Documents</b> <i>Please see Section 4 - "Proposal Instructions" for more information about submitting required documents.</i>	<ol style="list-style-type: none"><li>1. Structured Proposal Form (SPF)</li><li>2. Budget Form</li><li>3. Doing Business Data (DBD) Form</li><li>4. Attestation Form</li></ol>

## Section 1 – RFP Background and Overview

### A. RFP Background

#### a. Objective

The purpose of this request for proposals (RFP) is to identify eligible, high-quality Family Child Care Networks (Networks) that are willing to collaborate with the New York City (NYC) Department of Education's (DOE) Division of Early Childhood Education (DECE) to implement elements of the birth-to-five early care and education system outlined below.

All information in this RFP is subject to revision and to approvals by and funding appropriation from City, State, and Federal entities including the New York State Office of Children and Family Services (OCFS), the New York State Education Department, the New York City Law Department, the New York City Office of Management and Budget, and the U.S. Department of Housing and Urban Development. Nothing contained in this RFP should therefore be construed as creating any rights or entitlements for prospective participants.

#### b. Overview and Value Statements

New York City has one of the strongest and largest early care and education systems in the country. A majority of children and their families are served by community-based programs that contract with the City to offer early care and education that reflects the strengths and meets the needs of New York City's diverse neighborhoods.

Over the last decade, New York City has invested in initiatives to support and advance this system, including EarlyLearn NYC at the Administration for Children's Services (ACS) and Pre-K for All and 3-K for All at the DOE. New York City is now bringing all contracted birth-to-five early care and education services under the management of the DOE, and procuring services under new service models with the goals of increasing quality, equity, access, and sustainability. The services procured through this RFP and the DOE's recent RFPs for center-based services (the Birth-to-Five Services RFP and Head Start/Early Head Start Services RFP) combine what are currently DOE-contracted 3-K for All and Pre-K for All programs serving children who meet age and residency requirements with what are currently ACS-contracted EarlyLearn programs serving children whose families meet income and other eligibility requirements. There will now be one system, administered by the DOE, serving all children.

This birth-to-five system of early care and education is being redesigned to uphold a set of core values. In order to produce positive outcomes for children, families, and programs, the DOE seeks to:

- Provide children from birth to five years old with access to a high-quality early childhood program that is held accountable and supported to meet high expectations of program quality.
- Ensure a sustainable early care and education system that accurately reflects need across the city and sets up all programs for successful enrollment.
- Value the expertise of program leaders, educators, and staff and work together to meet community needs.
- Promote socioeconomic integration in early childhood classrooms, with the goal of creating socioeconomically and racially diverse classrooms.
- Provide extended day and year services and robust family supports to the families that need them most.
- Ensure leadership and teaching teams have the knowledge and skills they need to provide quality instruction to all children, and help programs continuously improve.

The considerations further outlined in the following sections of this RFP are aligned with and designed to uphold this vision.

### c. Key Features and System Shifts

On November 26, 2018, the DOE released an RFP Preview outlining the values, service options, supports, and standards that are expected to be part of the DOE's early childhood care and education system in 2020 and beyond. The RFP Preview was designed to provide information and solicit feedback in advance of the release of three RFPs for early childhood services: the Birth-to-Five Services RFP, the Head Start/Early Head Start Services RFP, and this Family Child Care Networks RFP.

After releasing the RFP Preview, the DOE held round-table meetings and information sessions with hundreds of early childhood programs, including Family Child Care Networks and affiliated providers, as well as briefings with advisory groups, advocates, elected officials, and other key stakeholders. The DOE also solicited and processed written questions and comments over a 30-day period, and released a response on February 1, 2019. The robust commentary from the early childhood community provided invaluable expertise and raised helpful questions to inform the DOE's RFP planning and design process. The DOE released the Birth-to-Five Services RFP on March 5, 2019 and the Head Start/Early Head Start Services RFP on March 13, 2019; details of both RFPs, including proposal due dates, can be accessed online via HHS Accelerator.

The DOE seeks to support and enhance the existing strengths of family child care as birth-to-four programs that promote continuous and responsive relationships, strengthen early learning skills, build resiliency, and lay the foundation for all future learning. Based on input from the early childhood community and thanks to New York City's ongoing commitment to expanding access to early care and education, the DOE is pleased to include the following in this Family Child Care Networks RFP:

- The DOE will build on and enhance the Family Child Care Network structure that has existed under EarlyLearn. Organizations awarded through this RFP will be funded to maintain a Network administrative staffing structure that allows them to provide robust support and monitoring to their affiliated family child care providers to ensure the delivery of high-quality services to children and families. Funding for affiliated provider costs will be determined using daily contract rates. For more information, see Section 3 - “Financing and Budgets.”
- In addition to Network administrative funding, organizations awarded through this RFP will receive significant ongoing support from the DOE, including:
  - On-site support visits and in-person professional learning sessions for Network leadership, staff, and affiliated providers;
  - Interdisciplinary instructional resources and family engagement supports; and
  - Administrative, budgetary, and enrollment supports.
- The RFP allows organizations to propose to offer 3-K for All school day and year services through their affiliated family child care providers, in addition to income-eligible services for infants, toddlers, and 3-year-olds. Expanding 3-K for All to family child care will offer families more choices for their children’s early education and care. Families may choose to enroll their children in family child care homes because of their many unique strengths, including:
  - Children can form strong relationships with caregivers by continuing in the same program from birth until they are eligible for Pre-K for All.
  - Children can interact with other children, including younger and school-age siblings, in a mixed-age setting.
  - Children can begin their early education in a familiar setting before transitioning to center- or school-based pre-K, if that is the family’s preference.
- The DOE encourages all organizations with previous experience supporting high-quality services in family child care settings to apply to this RFP. Organizations do not need to offer center-based services to apply.

Throughout New York City, there are varying levels of need for school day and year and extended day and year services, as well as varying levels of need for services for different age groups. Through this Family Child Care Networks RFP, the DOE aims to award slots that align to the needs of each community.

The DOE’s goal is to provide extended day and year services to the families that need them most. The total number of extended day and year slots, and the number of extended day and year slots for each age group (under 2 years, 2-years-old, 3-K for All



extended day and year services), awarded through this RFP will be based on available Child Care Block Grant (CCBG) funding.

Through this RFP, Networks may propose school day and year services for 3-year-olds at sites located in any of the 32 community school districts within New York City. The Mayor and Chancellor have announced that it is the City's goal to provide 3-K for All throughout the City; however, currently funding is only included in the City budget for 14 community school districts at this time (referred to as "Budgeted 3-K for All Districts" - community school districts 4, 5, 6, 7, 8, 9, 12, 16, 19, 23, 27, 29, 31, and 32).

Funding may not become available for school day and year 3-K slots in districts other than the budgeted 3-K for All districts before the time of award through this RFP. The DOE welcomes proposals for school day and year 3-K slots in all districts in case funding for additional districts should become available. Proposers should be aware that the DOE may choose not to award proposed 3-K services in these districts. Additional details and guidance about eligibility can be found in Section 1B(d) - "Continuity of Services" and 1C - "RFP Eligibility Requirements."

Please note that because extended day and year slots for 3-year-olds are funded by a variety of sources, the DOE anticipates making awards for these slots citywide, pending approval from the New York State Office of Children and Family Services (OCFS).

Also note that Network-affiliated family child care providers may continue to serve private pay and voucher children other than those children in seats contracted through the DOE, provided that the affiliated provider maintains compliance with all applicable OCFS regulations pertaining to group size and staff-child ratio.

## **B. Overview of Solicited Services**

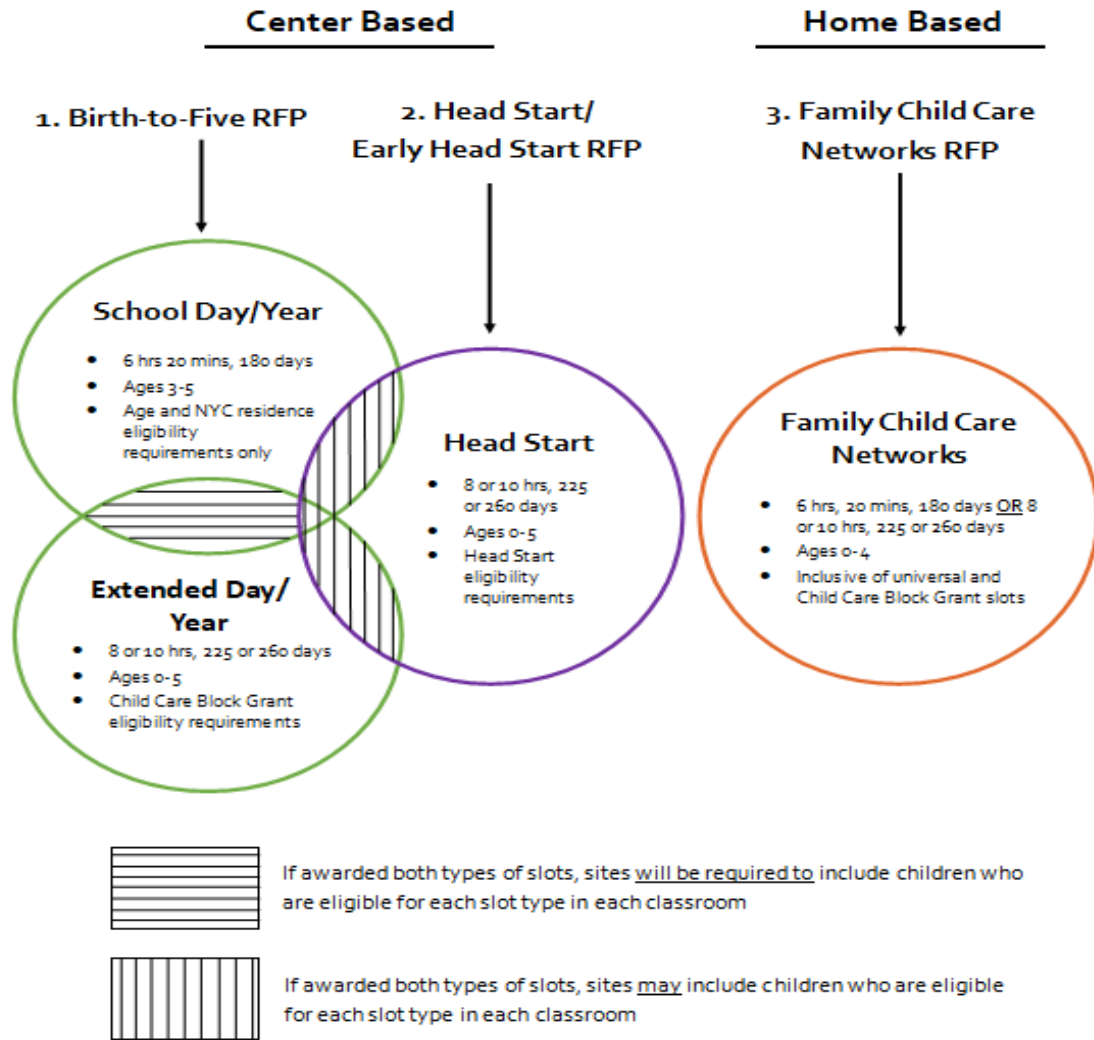
### **a. RFP Service Models**

To fulfill its vision for a birth-to-five system of early care and education, the DOE seeks vendors to serve children from birth to five years old beginning in July 2020. These services are being procured through three RFPs, shown in the chart below.

*(1) Birth-to-Five (School Day and Year and Extended Day and Year) (RFP R#1267)*

*(2) Head Start/Early Head Start (RFP R#1268)*

**(3) Family Child Care Networks (this RFP)**



Through the three RFPs listed above, programs may propose to continue to offer services that are the same or similar to services offered at their program now. Or, programs may wish to change or expand the range of services offered.

Please note that under the previous EarlyLearn system, center-based and Family Child Care Network services were combined in a single contract for organizations offering both types of service models. The DOE will no longer be combining center-based and Family Child Care Network contracts in a single contract. This RFP is soliciting proposals for Family Child Care Network services only. Proposers seeking to apply for center-based services should apply to either the Birth-to-Five Services RFP or the Head Start/Early Head Start Services RFP.

### b. Options Within This RFP

Organizations awarded through this RFP will administer early care and education

services through a staffed Family Child Care Network (Network). Networks are comprised of a central administrative organization and a number of affiliated family child care providers. Networks are funded through a contract with the DOE. This funding is used to: 1) fund the administrative, instructional, and other support activities of the Network, 2) pay affiliated providers for the services offered to children and families.

Through this model, Networks are expected to:

- Hire and maintain effective central administrative staff, including a Network Director, Educational Director, Educational Specialists, Monitoring Specialists, Family Workers, and Administrative Assistants.
- Recruit affiliated providers and utilize a DOE-issued selection rubric to assess all providers for eligibility to serve different age groups and service models.
- Support affiliated providers' participation in an enrollment and eligibility system run and managed by the DOE (pending approval by OCFS).
- Track and pay affiliated providers for services offered to children and families.
- Maintain and report accurate and timely data to the DOE, OCFS, and other partner agencies, as requested.
- Complete regular on-site monitoring visits to ensure affiliated providers' compliance with all applicable regulations under OCFS, Department of Health and Mental Hygiene (DOHMH), Child and Adult Care Food Program (CACFP), DOE, and other regulatory agencies.
- Support affiliated providers in the implementation of curriculum that advances play-based, developmentally appropriate, and responsive early care and education experiences.
- Enhance and develop the capacity of affiliated providers through regular professional learning and practice-based coaching.
- Partner with affiliated providers to provide family engagement and support services, including parenting, mental health and wellness, special education, health and nutrition, and referrals to community-based services.
- Ensure that affiliated providers effectively serve children and families with specialized needs, including children with disabilities, children with medical needs, children who are emergent multilingual learners, and children living in temporary housing.

Networks will receive oversight and support from the DOE's central and borough offices to ensure compliance with all requirements.

Within this RFP, organizations may choose among several options for the services to be provided by their affiliated providers, related to the age range of children served, the length of the service day, and the number of operational days within each year.

Organizations will indicate the proposed services provided by the Network and affiliated providers as well as the number of slots for each service in each proposed Community School District in Tab 1 - "Service Model Proposal" of their *Attachment B - Budget Form*.

More information on completing this section in the Budget Form will be provided in Section 3 - "Financing and Budgets." **Organizations that are proposing staffed Networks with formal affiliations with family child care providers in more than one NYC borough must submit a separate and complete proposal, including all required documents, for each borough in which they are proposing services.**

The two types of service models available through this RFP are outlined below:

- **3-K for All School Day and Year Services:** Available to all 3-K aged children in budgeted 3-K for All districts (Community School Districts 4, 5, 6, 7, 8, 9, 12, 16, 19, 23, 27, 29, 31, and 32). The DOE welcomes proposals for 3-K for All school day and year slots in all districts, however proposers should be aware that the DOE may choose not to award proposed 3-K services in districts other than the budgeted districts listed here.
- **Extended Day and Year Services for children under 2 years, 2-year-olds, and 3-K for All children:** Available to children ages birth to four in **all** Community School Districts whose families meet income and other eligibility requirements based on Federal and State Child Care Block Grant (CCBG) guidelines (see Section 2 - "Service Expectations and Requirements" for more information on CCBG guidelines).

The table below summarizes the service models that organizations may propose through this RFP. Organizations may propose to offer (through their affiliated providers):

(1) 3-K for All School Day and Year Services **and** Extended Day and Year Services for children under 2 years, 2-year-olds, and 3-K for All; or

(2) Extended Day and Year Services for children under 2 years, 2-year-olds, and 3-K for All children **only**.

Organizations may not apply to offer **only** 3-K for All School Day and Year Services across their entire organization, although individual affiliated providers will be able to offer only 3-K for All School Day and Year Services.

Please note that organizations may only propose one of the four extended day and year options listed below at all of their affiliated providers, operating either eight (8) or ten (10) hours per day, and either 225 or 260 days per year. Organizations may not propose to offer two or more of the extended day and year options among their affiliated providers. Additional details and requirements for all service models are in Section 2 - "Service Expectations and Requirements" of this document.

Service Model	Hours per Day	Days per Year	Ages Served	Other Requirements
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<b>3-K for All School Day and Year</b>	6 hrs 20 min	180 days	3	NYC residency
<b>Extended Day and Year for children under 2 years, 2-year-olds, and 3-K for all children (CCBG)</b>	8 hrs	225 days	All ages, 0-4	CCBG eligibility requirements for children in these slots (see Section 2B(b)ii - "Child Eligibility" for more information)
	10 hrs	225 days	All ages, 0-4	CCBG eligibility requirements for children in these slots
	8 hrs	260 days	All ages, 0-4	CCBG eligibility requirements for children in these slots
	10 hrs	260 days	All ages, 0-4	CCBG eligibility requirements for children in these slots

### c. Age Definitions

Please note the age definitions below in relation to solicited services:

<b>Age Group</b>	<b>Definition</b>
<b>Under 2 years</b>	Children between the age of 6 weeks and 24 months
<b>2-year-olds</b>	Children over the age of 24 months who are not yet age-eligible to participate in 3-K for All
<b>3-K for All (3-</b>	Children who turn 3 by December 31 of the school year

year-olds)	
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#### d. Continuity of Services

The DOE aims to maximize opportunities for children to be served continuously at the same site for more than one year. In deciding which services to propose in affiliation with providers, organizations are asked to consider the following:

- Organizations proposing to offer extended day and year (CCBG) services to children under 2 years and 2-year-olds should **strongly consider** proposing to offer extended day and year (CCBG) and school day and year services to 3-year-olds, and propose at least the same number of slots in each age group to allow for continuity of services at their affiliated providers.
- Organizations may not propose to serve **only** 3-year-olds, either through extended day and year (CCBG) or school day and year services.

Organizations must indicate the age groups they propose to serve (through their affiliated providers) in Tab 1 - “Service Model Proposal” of their *Attachment B - Budget Form*. More information on completing this section in the Budget Form is provided in Section 4F(b)iii - “Tab 1: Service Model Proposal.”

Please note that the DOE **may prioritize organizations who propose to serve all age groups from birth-to-four** through their Network and affiliated providers when determining which proposers will be recommended for award.

**Additionally, the DOE may award different combinations of slots for specific age groups and service models than an organization proposes through this RFP.** For example, if an organization proposes to serve 75 children under 2 years and 25 2-year-olds, the DOE may award 50 under 2 years and 50 2-year-old slots instead. However, the DOE will not award slots for a specific age group or service model if an organization has not proposed to serve that age group or service model.

### C. RFP Eligibility Requirements

#### a. Who May Propose?

The following organizations are eligible to submit a proposal through this RFP:

- Organizations that currently offer Network services as a part of an EarlyLearn contract, and who wish to continue services into the 2020-21 school year and beyond, with currently affiliated and/or new providers:
  - Current EarlyLearn contracts will be extended only through June 2020.

- EarlyLearn contractors wishing to continue FCC Network services beyond June 2020 should propose through this RFP. Receiving an award through this RFP will be the only way for organizations to continue City-contracted FCC Network services into the 2020-21 school year.
- Organizations that are not current EarlyLearn contractors who would like to partner with the DOE to provide any of the services listed above beginning in the 2020-21 school year. **Proposers do not need to offer center-based early childhood services to apply to this RFP.**

**All proposers**, whether or not they currently operate a Network through EarlyLearn, must meet the following basic eligibility requirements:

- Be, or be part of, an established public or private non-profit or for-profit entity;
- Identify an administrative office with a physical address in the City of New York;
- Propose to serve a total of **at least 250 children** through affiliated providers (can be served through a combination of service models). For a Network proposing services in more than one borough (and thus submitting more than one proposal to this RFP), the DOE may award the Network fewer than 250 slots per borough.
- Have identified one or more proposed Network staff members with previous experience working with family child care providers that may include any of the following:
  - Leading a family child care network
  - Working as a family child care network staff member
  - Providing training, technical assistance, or coaching to family child care providers
  - Owning or working in a family child care home
  - Experience working for a state or city regulatory agency licensing family child care

See Section 4F(d) - “Attestation Form” for detailed information about completing an Attestation Form using the attached form.

The DOE strives to give all businesses, including Minority and Women-Owned Business Enterprises (MWBEs), an equal opportunity to compete for DOE procurements. Accordingly, the DOE encourages the participation of MWBEs in this engagement. To learn more information about how to become certified as an MWBE by New York City, visit the [New York City Small Business Services website](#). To learn more information about how to become certified as an MWBE by New York State, visit the [New York State Contract System website](#).

## **b. Affiliated Provider Registrations/Licenses**

The following table summarizes the appropriate operating registrations/licenses that Networks’ affiliated providers must possess to offer the service models described in this

RFP. Please note that affiliated providers do not need to be registered/licensed at the time of proposal, but **must be registered/licensed by:**

- **April 1, 2020 for providers beginning services in July 2020; or**
- **June 1, 2020 for providers beginning services in September 2020.**

<b>Provider Type</b>	<b>Regulatory Agency</b>	<b>Registration/ License Requirement</b>	<b>Service Models that may be offered with this Registration/License</b>
Family Day Care (FDC) providers	NYS Office of Children and Family Services (OCFS)	Family Day Care Registration	<ul style="list-style-type: none"> <li>● <b>School Day and Year Services</b> for 3-year-olds</li> <li>● <b>Extended Day and Year Services</b> for under 2 years, 2-year-olds, and 3-year-olds</li> </ul>
Group Family Day Care (GFDC) providers	NYS Office of Children and Family Services (OCFS)	Group Family Day Care License	<ul style="list-style-type: none"> <li>● <b>School Day and Year Services</b> for 3-year-olds</li> <li>● <b>Extended Day and Year Services</b> for under 2 years, 2-year-olds, and 3-year-olds</li> </ul>

### c. Geographic Considerations: Need for Services and Competition Pools

#### i. Overall Need for Services

Throughout New York City, there are varying levels of need for school day and year and extended day and year services, as well as varying levels of need for under 2 years, 2-year-old, and 3-year-old services. Through this RFP, the Birth-to-Five Services RFP, and the Head Start/Early Head Start Services RFP, the DOE aims to award slots that align to the needs of each community.

For all of the eligible organizations, the below table summarizes the scope of funding for each service model available through this RFP. Organizations may propose any of the service types listed in this table, regardless of the community school district of the proposed site location. However, the DOE may choose not to award or to award services other than those proposed in cases where funding is not available at the time of award. Additionally, the DOE may award different combinations of slots for specific age groups and service models than an organization proposes through this RFP.



Service Models	Budgeted 3-K for All Districts (Community School Districts 4, 5, 6, 7, 8, 9, 12, 16, 19, 23, 27, 29, 31, and 32)	All Other Community School Districts (Community School Districts 1, 2, 3, 10, 11, 13, 14, 15, 17, 18, 20, 21, 22, 24, 25, 26, 28, 30)
3-K for All School Day and Year	Funding included in City budget.	Funding may not be available; DOE may choose not to award or to award other service types.
Extended Day and Year for children under 2 years, 2-year-olds, and 3-K for All children	Funding included in City budget for a limited number of slots. Awards will be made subject to approval from OCFS for the transfer of funding to the DOE.	Funding included in City budget for a limited number of slots. Awards will be made subject to approval from OCFS for the transfer of funding to the DOE.

Note that through this RFP, organizations may propose 3-K for All school day and year services at affiliated providers located in any of the 32 community school districts within New York City. The Mayor and Chancellor have announced that it is the City’s goal to provide 3-K for All throughout the City; however, funding is only included in the City budget for 14 community school districts at this time (referred to as “Budgeted 3-K for All Districts” - community school districts 4, 5, 6, 7, 8, 9, 12, 16, 19, 23, 27, 29, 31, and 32).

Funding may not become available for 3-K for All school day and year slots in districts other than the Budgeted 3-K for All Districts before the time of award through this RFP. The DOE welcomes proposals for 3-K for All school day and year slots in all districts in case funding for additional districts should become available. Proposers should be aware that the DOE may choose not to award proposed 3-K services in these districts.

Extended day and year services for children under 2 years, 2-year-olds, and 3-K for All children are available in all Community School Districts for families who meet income and other eligibility requirements based on Federal and State Child Care Block Grant (CCBG) guidelines.

**ii. Determining Need in a Geographic Area**

Because **the DOE considers service need by geographic area when**

**determining which proposers will be recommended for award**, proposers are encouraged to consider their community's need for services when determining which services and how many slots they are proposing. In order to help proposers better understand the current need for specific services in their proposed site, the DOE has created *Attachment E - Estimated Service Need by School District*.

Using this resource, proposers can identify the community school district of their proposed sites and see estimates of service need across 3-year-old and extended day and year slots in each community school district:

- Estimates for needed 3-year-old slots are calculated across all setting types, including center-based care
- Estimates of extended day and year slots across all ages served in family child care settings by community school district

This information is meant to support Networks as they develop their proposal; the specific number of slots ultimately awarded in each community school district may differ based on updated need and geographic composition of proposals.

**Providers in all zip codes within New York City are eligible to submit a proposal to this RFP** and to propose any service model or models outlined above. However, the DOE considers service need by geographic area when determining which proposers will be recommended for award and for how many slots a program should be awarded. The DOE welcomes proposals for 3-K for All school day and year slots in all districts; however, proposers should be aware that the DOE may choose not to award proposed 3-K services in districts other than the budgeted 3-K for All Districts outlined in Section 1C(a) - "Who May Propose?" above. Additionally, the DOE may award different combinations of slots for specific age groups and service models than a Network proposes.

The DOE strongly encourages Networks to **use *Attachment E - Estimated Service Need by School District* to inform their proposed service types and slot numbers**. These service need estimates were created using publicly available data from the American Community Survey as well as DOE administrative data on historical early childhood enrollment. This information is intended to provide guidance for Networks in considering which services to offer; however, in making awards, the DOE relies on the most up-to-date data regarding geographically-based service need **at the time of award recommendations**. Please note that the slot ranges outlined in these tools **do not** represent the exact number of slots the DOE will ultimately award. Awards will be based on the most up-to-date community need projections and are all contingent on the availability of funding.

### iii. Competition Pools

The entire pool of proposers to this RFP will be subdivided into smaller competition

pools based on the area of New York City in which they are proposing to provide services through affiliated providers. Competition pools are defined by the five New York City boroughs, as the following:

- Bronx
- Brooklyn
- Manhattan
- Queens
- Staten Island

Please note that organizations proposing to provide services through affiliated providers in multiple boroughs will need to **submit a separate and complete proposal, including all required documents, for each proposed borough**. For example, if your Network will provide services in both Queens and Brooklyn, you will be required to submit two proposals, one to the Queens competition pool and one to the Brooklyn competition pool.

## Section 2 – Service Expectations and Requirements

### A. General Expectations and Requirements for All Service Models

The DOE has expectations and requirements that are applicable across all settings, including family child care, to ensure consistent delivery of high-quality early childhood care and education services. Key expectations and requirements for Networks and affiliated providers, along with required DOE systems and supports, are outlined below.

#### a. Quality Expectations

All Networks and affiliated providers will be held to a consistent set of quality expectations as set forth in the [DECE Early Childhood Framework for Quality \(EFQ\)](#). The EFQ describes the DOE’s vision for high-quality birth-to-five programs and applies to all service models, including the school day and year and extended day and year. This framework will replace the DECE Program Quality Standards (PQS) effective September 2019. The EFQ is comprised of six research-based “Elements” of quality, aligned with the DOE’s [Framework for Great Schools](#) (FFGS), as outlined below. Networks are encouraged to review the full [EFQ](#), which outlines sample leadership and teaching team practices for each Element listed below. The DOE reserves the right to change the content of the EFQ as it deems necessary.

#### **DECE Early Childhood Framework for Quality (EFQ)\***

\*Modified for Family Child Care

##### **Element 1: High-quality programs respect and value differences.**

- Networks and affiliated providers build trust by creating a community in which all children, families, staff feel welcome and included, embracing diversity in many forms – including, but not limited to: race, ethnicity, socioeconomic status, home language, country of origin, immigration status, ability, special needs, religion, gender, gender expression, sexual orientation, housing status, and cultural background and experience.  
{FFGS: trust}

##### **Element 2: High-quality programs create safe and positive environments.**

- Networks and affiliated providers create healthy, nurturing, and predictable environments for all children, families, and staff.  
{FFGS: supportive environment}

##### **Element 3: High-quality programs advance play-based learning and responsive instruction.**

- Networks and affiliated providers engage children in a variety of play-based and developmentally appropriate learning experiences, and ensure that instruction is based on children’s individual strengths, interests, and needs. {FFGS: rigorous

instruction}

**Element 4: High-quality programs promote families' roles as primary caregivers, teachers, and advocates.**

- Networks and affiliated providers build relationships with families and communities in order to provide meaningful opportunities and resources that support children's development and the whole family's well-being.  
{FFGS: strong family-community ties}

**Element 5: High-quality programs work collaboratively towards continuous quality improvement.**

- Networks and affiliated providers use data to improve Network and FCC program quality in partnership with families and communities.  
{FFGS: collaborative teachers}

**Element 6: High-quality programs demonstrate strategic leadership.**

- Networks and affiliated providers build and use organizational culture, structure, and resources to promote and execute a shared vision for quality.  
{FFGS: effective school leadership}

## **b. Foundational Programmatic Expectations**

Aligned to the EFQ, all Networks will be required to support and monitor their affiliated providers to ensure all providers fulfill foundational DECE programmatic expectations, including:

- Implement a consistent yet flexible schedule that is appropriate to the age and individual needs of children, including a variety of both child- and adult-initiated activities. See *Attachment F – Family Child Care Network Policy Appendix* for sample daily schedules.
- Collect and analyze data using valid and reliable screening and authentic assessment tools approved by the DOE to individualize each child's learning experience and advance child outcomes as outlined in the [Head Start Early Learning Outcomes Framework \(ELOF\)](#) for infants to 3-year-olds.
- Implement DOE-provided curricular resources (examples [here](#)), or an approved alternate curriculum. *More information on approved curricula and the approval process will be available at a later date.*
- Create a safe, nurturing, and predictable learning environment with the appropriate quantity of high-quality materials.
- Support children's growth and development by offering nutritious meals and snacks, providing daily gross motor play, teaching safe and healthy habits, and assisting children in meeting their toileting needs.
- Develop a foundation for children's social-emotional learning, build secure attachment between caregivers and children, and use age-appropriate strategies to promote positive behavior, as outlined in the [DOE Statement on Positive](#)

[Behavior Guidance](#) (or successor document). *Please note that children may not be expelled or suspended from affiliated providers.*

- Employ culturally responsive strategies to empower families in their role as a child’s primary caregiver, teacher, and advocate.
- Use DOE guidance and best practices to support children and families with specialized needs, including children with disabilities, children with medical needs, children who are emergent multilingual learners, and children living in temporary housing.

### c. Regulatory Requirements

The NYS Office for Children and Family Services (OCFS) is the regulatory agency governing family child care, with the NYC Department of Health and Mental Hygiene (DOHMH) as an agent of OCFS in New York City. As such, all Network-affiliated providers are subject to and expected to comply with **all** aspects of the NYS OCFS regulations set forth in parts 413, 416 and 417 of the Compilation of Codes, Rules and Regulations of the State of New York that apply to Family Day Care and Group Family Day Care providers.

### d. Adherence to DOE Policy and Participation in DOE Systems and Supports

#### i. DOE Policy Expectations

All Networks will be required to comply with all policies described in their contracts and relevant DECE Policy Handbooks.

*Attachment J - Statement of Assurances* is a summary of key policies and requirements that apply to Networks who contract with the DOE. Networks that are recommended for award through this RFP will be required to abide by the policy expectations outlined in the Statement of Assurances, as well as all other policies outlined in this RFP and any subsequent policy guidance.

To support Networks in completing their proposals for this RFP, updated guidelines and requirements related to the policy topics listed below can be found in the *Attachment F - Family Child Care Network Policy Appendix*:

- Staff Qualifications
  - Network Staff Qualifications
  - Affiliated Provider Staff Qualifications (and substitutes)
- Security Clearances
- Meals and Child and Adult Care Food Program (CACFP) Participation
- Safety Plan Requirements
- Supervision
- Affiliation Agreements
- Appeals Process
- Daily Schedules

- Scheduling guidance for infants
- Scheduling guidance for toddlers
- Sample 3-K for All School Day Schedule (6 hours, 20 minutes)
- Sample 8-hour schedule for mixed age programs
- Sample 10-hour schedule for mixed age programs

Additionally, Networks will be required to utilize a DOE-issued FCC provider selection rubric to assess all affiliated providers for eligibility to serve different age groups and service models. A sample 3-K FCC Provider Selection Rubric can be found in *Attachment H - Sample Provider Selection Rubric*. However, the DOE will release additional FCC provider selection rubrics for specific age groups and service models.

Upon determination of a provider's eligibility to affiliate with a Network, Networks must utilize a DOE-approved Provider Affiliation Agreement. A sample 3-K Provider Affiliation Agreement can be found in *Attachment G - Sample Provider Affiliation Agreement*. However, the DOE will update requirements for Provider Affiliation Agreements for different age groups and service models prior to the start of services.

## ii. Participation in DOE Systems and Supports

All Networks and affiliated providers will be required to participate in a range of systems and supports provided by the DOE to facilitate implementation of high-quality early care and education services, as detailed in the section below. Additionally, Networks and affiliated providers are expected to be responsive to all in-person, phone, and email communications from the DOE and ensure that the DOE has accurate contact information for leadership on an ongoing basis.

### 1. Site Supports

All Networks and affiliated providers will have access to a system of coordinated supports from DOE staff, including supports in the areas of instruction, mental health and wellness, family and community engagement, program operations, policy compliance, contracting, and enrollment. Network- and affiliated provider-specific supports will be determined based on need and availability. Networks and affiliated providers are expected to actively engage with staff from the DOE, other agencies, and community partners to improve program and quality. Representatives from the DOE, OCFS, and DOHMH must be allowed to visit, observe, and evaluate the services provided by DOE-contracted programs at any time.

DOE staff will regularly visit Networks and affiliated providers to understand how the Networks and their affiliated providers are implementing the requirements outlined in this RFP and provide necessary supports. Networks and affiliated providers must provide DOE staff conducting these visits with

access to all relevant data and information, be responsive to feedback, and address any identified concerns.

## **2. Program Assessment**

Networks will be required to ensure that affiliated providers participate in quality assessments, such as CLASS (Classroom Assessment Scoring System) and ERS (Environmental Rating Scales), administered by Networks, the DOE, DOE partners, and other City and State agencies. The DOE will utilize valid and reliable program assessment tools in conjunction with other data and information to measure the extent to which Networks and affiliated providers are successful at implementing the Early Childhood Framework for Quality (EFQ) and to inform various support efforts.

## **3. Data Systems and Reporting**

Networks will be required to maintain and report accurate and timely data utilizing the appropriate data systems that the DOE has designated for eligibility, enrollment, child screening, authentic assessment, child time and attendance, staff qualifications and clearances, budgeting, and other purposes. Additionally, Networks must respond to any programmatic, fiscal, progress, and other reporting requests from the DOE within the number of days requested.

Networks must establish procedures on data management in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with Federal, State, and local requirements.

To ensure the safety of children and staff, all staff members and volunteers at DOE-contracted Networks and affiliated providers who have direct contact with children, or who have access to confidential information about staff or children, must complete required eligibility clearance procedures prior to starting work. All employees and volunteers in DOE-contracted Networks and affiliated providers must be fingerprinted by the DOE, and their eligibility status must be tracked in the DOE web-based Personnel Eligibility Tracking System (PETS). For additional security clearance requirements for staff and volunteers, see *Attachment F - Family Child Care Network Policy Appendix*.

Networks and affiliated providers must assist the DOE in obtaining Medicaid compliance documents for their children who receive related services per an Individualized Education Program (IEP). Those documents include, but are not limited to, a parental consent form and prescription(s) for the provision of service.



#### 4. Streamlined Enrollment

Networks and affiliated providers will be required to participate in an enrollment system run and managed by the DOE. Participation in the DOE's streamlined enrollment systems requires Networks to use DOE systems to track and administer enrollment and waitlists for affiliated providers, adhere to all deadlines, and comply with all DOE enrollment policies.

The DOE finds that streamlined enrollment is favored by families, fosters equity and access, and results in the vast majority of families receiving a top choice program, while also allowing the DOE to work with programs to maximize enrollment for all programs. The DOE expects to update the existing enrollment system to better meet the needs of programs offering the extended day and year service model by:

- Ensuring that only children who meet the eligibility requirements for extended day and year will be matched to those slots; and
- Creating simpler ways for children to enroll on a rolling basis at any point during the year.

Through the streamlined enrollment system, children are matched to programs based on slot availability, family preference, and a set of priority group criteria. Networks may not select which children are matched to their affiliated providers. Currently, priority for admission is given to the following student applicant groups in the following order (this structure is subject to change):

- Currently-enrolled children
- Siblings of currently-enrolled children
- Current recipients of other free or subsidized services provided by the organization
- All other children

The DOE's streamlined enrollment system is centered on family preference. Families may apply to up to 12 programs through the enrollment system, ranked in order of preference. They are matched to their highest ranked program that can take children from their priority group. It is up to each family to decide whether or not to apply to a program where their child is currently or was previously enrolled, and to decide how to rank the programs on their application. For that reason, the DOE cannot guarantee that children will receive offers to the program they currently attend or previously attended.

Networks and affiliated providers may not discourage families from applying to other programs, implement any outreach or enrollment practices that discriminate against any child or family, or offer financial incentives to encourage families to apply for a slot.

## B. Service Model Expectations and Requirements

While some expectations and requirements are consistent across all service models, others differ. These differences are based on the purposes of the service models, funding streams, and other factors.

### a. School Day and Year Service Model Option

This service model provides free 3-K for All services to 3-year-old children, aligned to the DOE school day and year.

The school day and year service model is subject to revision and to approvals by and funding appropriation from City, State, and Federal entities including the New York State Education Department.

Organizations will indicate their proposed services as well as proposed number of slots for each service in Tab 1- “Service Model Proposal” of their *Attachment B - Budget Form*. More information on completing this section in the Budget Form will be provided in Section 4F(b) - “Budget Form.”

#### i. Program Eligibility

Networks with the following licensed/registered affiliated providers are eligible to offer the school day and year service model:

- Group Family Day Care (GFDC) providers (18 N.Y.C.R.R. Part 416)
- Family Day Care (FDC) providers (18 N.Y.C.R.R. Part 417)

See Section 1C(b) - “Affiliated Provider Registrations/Licenses,” for more information on licensing requirements.

#### ii. Child Eligibility

Children must meet all of the below requirements to participate in the school day and year service model.

1. **Age: 3-K for All:** Children must turn 3 by December 31 of the school year.
2. **Residency:** Children must be residents of New York City to participate in 3-K for All. Children participating in this service model do not need to have documented proof of citizenship or legal immigration status.
3. **Income:** There are no family income requirements for children to be eligible to participate in this model. All children meeting the age and residency requirements listed above are eligible to participate.
4. **Family Share:** There are no family fees to participate in this model. Programs are permitted to offer fee-based services outside of DOE-funded hours; however, participation in these fee-based services is completely voluntary for families attending 3-K for All. Networks and their affiliated

providers may **not** require families to participate in any fee-based service as a condition of their child’s enrollment in 3-K for All.

**iii. Days and Hours of Service**

Under the school day and year service model, Networks and affiliated providers must provide the following:

1. **Days of Service:** Networks and affiliated providers must provide a minimum of 180 total service days per year, as detailed below. It is expected that most Networks will align their start and end dates with the DOE school year (August/September to June), which must be the schedule followed by all affiliated providers. If a Network prefers to have different start and end dates than the DOE school year, they must receive approval from the DOE prior to the contract start date.
2. **Hours of Service:** Networks and affiliated providers must provide a minimum of 6 hours and 20 minutes of care and instruction to children each day. All affiliated providers must adhere to the start and end hours identified by the Network and approved by the DOE. During these hours:
  - Affiliated provider and assistant provider must be consistent or DOHMH-approved substitutes.
  - Affiliated providers must follow DOE-provided daily scheduling guidelines.
  - Affiliated providers must follow all applicable OCFS regulations.
3. **Flexible Scheduling:** Networks may request flexibility for individual affiliated providers in meeting the requirements for hours and days of service. This process occurs on an annual basis and takes place after RFP award decisions are made; additional information will be made available to Networks found eligible for an award.

All Networks’ selected days and hours of service must be communicated in advance to the DOE and to all prospective and enrolled families and followed by all affiliated providers.

The following table summarizes the types and number of service days required under the school day and year service model.

Types of Service Days	Number of Service Days
<b>Program Days</b> <i>On program days, Networks and affiliated providers are open for children to receive care and education.</i>	A minimum of 176 program days are required under this option.
<b>Professional Learning Days</b> <i>On professional learning days, affiliated providers</i>	A minimum of 4 professional learning days

<p><i>including their assistants may participate in professional learning activities offered by the DOE, another City agency (e.g. DOHMH), or planned by the Network. DOE staff will work with Networks to determine the Network’s professional learning plan each year. Networks and affiliated providers are not required to provide care and instruction to children on professional learning days, but may choose to offer care and instruction by providing qualified substitutes. Affiliated providers must submit all required documentation for approval of substitute(s) to DOHMH.</i></p> <p><u>Note:</u> Networks may offer affiliated providers and their assistants an hourly equivalent of the 4 professional learning days if it is not feasible for the Network to offer a full day of professional learning activities. For Networks who select this option, a minimum of 25 hours of professional learning activities must be offered to affiliated providers and their assistants annually. These training hours should be aligned to OCFS required training content, whenever possible. The Network and their affiliated providers will still be responsible for offering the total number of required service days (180).</p>	<p>(or a total of 25 hours of professional learning activities) are required under this option.</p>
<p><b>TOTAL SERVICE DAYS</b></p>	<p>Minimum of 180</p>

**iv. Group Size/Ratio**

The following table summarizes the maximum group size and the staffing requirements for each age group in the school day and year service model as defined by the NYS Office for Children and Families Services requirements (18 N.Y.C.R.R. Parts 413, 416 & 417). For the purposes of this RFP, “lead affiliated provider” refers to the qualified individual who holds primary responsibility for children’s care and education in a program; “assistant provider” refers to an individual who is an approved staff member of the program and works under the supervision of the lead affiliated provider.

### Group Family Day Care

Age Group	Group Size	Staffing Requirements
3-K for All	12*	One lead affiliated provider and one assistant provider are required.

\*This number assumes the GFDC provider serves 2-4 children under 2 years (24 months) and the remaining 8-10 children are 3-K for All children, but this number may vary based on the number of 2-year-olds served by the affiliated provider's program. If the family child care provider's own children under the age of six are present, they must be included in the group size.

Affiliated providers' programs may not exceed the overall capacity for their program as determined by the appropriate licensing agency, even if these capacities are lower than the ratios outlined above.

### Family Day Care

Age Group	Group Size	Staffing Requirements
3-K for All	6*	One lead affiliated provider is required.

\*This number assumes the FDC provider serves at least 2 children under 2 years (24 months) and the remaining 4 children are 3-K children, but this number may vary based on the number of 2-year-olds served by the affiliated provider's program. If the family child care provider's own children under the age of six are present, they must be included in the group size.

Affiliated providers may not exceed the overall capacity for their programs as determined by the appropriate licensing agency, even if these capacities are lower than the ratios outlined above.

## v. Staff Qualifications

The following table summarizes the staff qualification requirements at the Network and affiliated provider level for 3-K for All in the school day and year service model. For more detailed information on staff qualification requirements for programs offering the school day and year service model, see *Attachment F - Family Child Care Network Policy Appendix*.

Age Group	Staff Qualification Requirements
3-K for All	<p><b>Networks:</b></p> <p>Education Director overseeing 3-K for All services must have:</p> <ul style="list-style-type: none"> <li>● Bachelor’s degree in Early Childhood Education or a related field of study; and</li> <li>● Teaching license or certificate valid for services in the early childhood or childhood grades as pursuant to New York State regulations.</li> </ul> <p>Educational Specialist provides coaching support to affiliated providers to ensure the provision of quality services. Must have or be working toward:</p> <ul style="list-style-type: none"> <li>● Bachelor’s degree in Early Childhood Education or a related field of study.</li> </ul> <p><b>Affiliated Providers:</b></p> <p>The lead affiliated provider or the assistant provider must have a Family Child Care Child Development Associate credential or be enrolled in a study plan that will lead to the attainment of this credential within 18 months from the start of services.</p>

**b. Extended Day and Year Service Model Option**

This service model provides 8 or 10 hours of programming for 225 or 260 days per year to children under 2 years, 2-year-olds, and 3-year-olds who are eligible under Child Care Block Grant (CCBG) requirements.

The extended day and year service model is subject to revision and to approvals by and funding appropriation from City, State, and Federal entities including the New York State Office of Children and Family Services.

Networks will indicate their proposed services as well as proposed number of slots for each service in Tab 1 - “Service Model Proposal” of their *Attachment B - Budget Form*. More information on completing this section in the Budget Form will be provided in Section 4F(b)iii - “Tab 1: Service Model Proposal.”

**i. Program Eligibility**

Networks with the following licensed/registered affiliated providers are eligible to offer the extended day and year service model:

- Group Family Day Care (GFDC) providers (18 N.Y.C.R.R. Part 416)
- Family Day Care (FDC) providers (18 N.Y.C.R.R. Part 417)

See Section 1C - “RFP Eligibility Requirements” for more information on licensing requirements.

## ii. Child Eligibility

Children must meet all applicable Federal and State eligibility requirements, including New York State CCBG and OCFS guidelines, to participate in the extended day and year service model. Through a streamlined eligibility and enrollment system, the DOE will work to ensure that only children who meet CCBG eligibility requirements are matched to CCBG-funded extended day and year slots. As needed, programs will be responsible for helping families utilize the DOE’s streamlined enrollment system and submit eligibility documentation. Programs must follow all processes and policies related to eligibility established by the DOE and other City agencies.

### 1. Age:

- *Under 2 years:* Children must be between the age of 6 weeks and 24 months.
- *2-year-olds:* Children must be over the age of 24 months, but not yet age-eligible to participate in 3-K for All.
- *3-K for All:* Children must turn 3 by December 31 of the school year.

### 2. Residency:

Children must be residents of New York City to participate in this service model. Children participating in the extended day year service model must have documented proof of citizenship or legal immigration status.

### 3. Family Income and Work Requirements:

Families seeking extended day and year services will provide documentation through a central enrollment system to determine whether they meet the following income and work requirements:

- Children and families receiving extended day and year services are required to meet an income limit of 200% of the State Income Standard (SIS). This standard is established according to CCBG funding guidelines.
- Families of participating children must document an approved reason for care. For two-parent households, each parent must have a reason for care. Examples of possible reasons for care include:
  - Employment (minimum of 20 hours per week)
  - Vocational training/educational activities
  - 4-year college student working at least 17.5 hours per week
  - Looking for work (for a period of up to 6 months)
  - Receiving services in response to domestic violence
  - Experiencing homelessness as defined by the McKinney-Vento Act; for more information about determining whether a child is classified as homeless, see the National Center for Homeless

Education's "[Determining Eligibility for Rights and Services under the McKinney-Vento Act.](#)"

- Families who use employment or vocational/educational activities as a reason for care must be approved for a number of authorized child care service hours based on their work or vocational/educational schedule.
  - Families receiving cash assistance (CA), Temporary Assistance for Needy Families (TANF), or income maintenance, foster parents, and families receiving protective or preventive services may also be eligible for extended day and year services funded through CCBG.
4. **Family Share:** Families of children participating in this service model must pay a fee to programs, which will be based on family size, family income, and priority code (a code assigned to a family based on reason for care and used to calculate family share). Networks are responsible for collecting fees from families on a weekly basis. Networks must use the fee schedule provided by the DOE, in accordance with Federal and State CCBG regulations, which will utilize a sliding scale of the family's gross income after subtracting the applicable State Income Standard (SIS) level. Fees will also vary depending on the type of care received, as outlined below:
- Families of participating children under 2-years and 2-year-olds will pay a full-time fee to cover all hours of service provided.
  - Families of participating 3-year-old children will pay a part-time fee to cover the additional hours of care they receive through the extended day and year model (beyond the 180 days per year and 6 hours and 20 minutes per day of the school day and year service model). Note that this represents a change from existing policy.
- Note: The following families do not pay a fee:
- Families receiving cash assistance (CA), Temporary Assistance for Needy Families (TANF), or income maintenance
  - Families receiving protective services
  - Families experiencing homelessness

### iii. Days and Hours of Service

Under the extended day and year model, Networks must select the number of days per year and the number of hours per day the Network and affiliated providers will offer services (one option for days and one option for hours). Networks' selected days and hours of service must be communicated in advance to the DOE and to all prospective and enrolled families and followed by all affiliated providers. Networks offering the extended day and year service model must adhere to additional requirements around tracking time and attendance for eligible children to ensure compliance with Federal and State CCBG regulations.

1. **Days of Service:** Through the extended day and year model, Networks may choose to offer either 225 or 260 days of services between July 1 and June



30. Networks should propose to offer the days of service that best meet the needs of the communities they serve.

- *Under 2 years and 2-year-olds*: Networks and affiliated providers offering the extended day and year model for under 2 years and 2-year-olds must meet the same service expectations on all program days.
- *3-K for All*:
  - Core Days: Networks offering the extended day and year model for *3-K for All children* must designate 180 days of the year that will constitute their “core days” at the beginning of the contract period, within parameters established by DOE. It is expected that most Networks will align their start and end dates with the DOE school year (August/September to June). If Networks prefer to have a different start and end dates than the DOE school year, they must receive approval from the DOE prior to the contract start date. All affiliated providers must adhere to the start and end dates identified by the Network and approved by the DOE. On core days:
    - Lead affiliated provider and assistant provider must be consistent, or DOHMH-approved substitutes.
    - Programs must follow DOE-provided daily scheduling guidelines.
    - Affiliated providers must follow all applicable OCFS regulations.
  - Additional Days: “Additional days” refers to days that Networks and affiliated providers offer to CCBG-eligible 3-K for All children outside of the core 180 days. On additional days:
    - Lead affiliated provider and assistant provider must be consistent, or DOHMH-approved substitutes.
    - Networks and affiliated providers must continue to follow DOE-provided daily scheduling guidelines.
    - Affiliated providers must adhere to all applicable OCFS regulations.

The following table summarizes the types and number of service days required under the extended day and year service model.

Types of Service Days	225-day option	260-day option
<b>Program Days</b> <i>On program days, the Network and affiliated providers are open for children to receive care and education.</i>	A minimum of 217 program days are required under	A minimum of 238 program days are required under

	this option.	this option.
<p><b>Professional Learning Days</b>  <i>On professional learning days, affiliated providers and their assistants may participate in professional learning activities offered by the DOE, another City agency (e.g. DOHMH), or planned by the Network leader. DOE staff will work with Networks to determine the program’s professional learning plan each year. Networks and affiliated providers are not required to provide care and education to children on professional learning days, but may choose to offer care and education by providing qualified substitutes. Affiliated providers must submit all required documentation for approval of substitute(s) to DOHMH.</i></p> <p><u>Note:</u> Networks may offer affiliated providers and their assistants an hourly equivalent of the 4 professional learning days if it is not feasible for the Network to offer a full day of professional learning activities. For Networks who select this option, a minimum of 25 hours of professional learning activities must be offered to the affiliated providers and their assistants annually. These training hours should be aligned to OCFS required training content, whenever possible. The Network and their affiliated providers will still be responsible for offering the total number of required service days.</p>	<p>A minimum of 4 professional learning days (or 25 hours of professional learning activities) and a maximum of 8 professional learning days are required under this option.</p>	<p>A minimum of 4 professional learning days (or 25 hours of professional learning activities) and a maximum of 12 professional learning days are required under this option.</p>
<p><b>Clerical Days</b>  <i>Networks may opt to schedule some service days as clerical days. Appropriate activities on clerical days may include:</i></p> <ul style="list-style-type: none"> <li>• <i>Family-provider conferences or</i></li> </ul>	<p>No minimum number required; Networks may schedule up to 4 clerical days</p>	<p>No minimum number required; Networks may schedule up to 8 clerical days</p>

<p><i>other family engagement activities</i></p> <ul style="list-style-type: none"> <li>● <i>Data entry for authentic assessment or developmental screening</i></li> <li>● <i>Meetings and/or collaborative planning time for affiliated providers and assistant providers</i></li> <li>● <i>Furniture arrangement and home displays</i></li> </ul> <p><i>Networks and their affiliated providers are not required to provide care and education to children on clerical days, but may choose to offer care and education by providing qualified substitutes. Substitutes must have prior-approval from OCFS.</i></p>	<p>under this option.</p>	<p>under this option.</p>
<p><b>Holidays</b></p> <p><i>Networks operating the 260-day option may take up to 10 paid holidays annually. Networks and their affiliated providers are not required to provide care and education to children on holidays, but may choose to offer care and education by providing qualified substitutes. Substitutes must have prior-approval from OCFS.</i></p>	<p>None (holidays are not credited toward the 225-day minimum)</p>	<p>No minimum number required; Networks may be credited for up to 10 holidays under this option.</p>
<p style="text-align: center;"><b>Total Service Days</b></p>	<p style="text-align: center;"><b>225</b></p>	<p style="text-align: center;"><b>260</b></p>

2. **Hours of Service:** Through the extended day and year model, Networks may choose to offer either 8 or 10 hours of care and education on each program day. Networks should propose to offer the hours of service that best meet the needs of the communities they serve.
- *Under 2 years and 2-year-olds:* Networks and affiliated providers offering the extended day and year model for children under 2 years and 2-year-olds must meet the same service expectations for all hours of the program day (8 or 10 hours).
  - *3-K for All children:*
    - Core Hours: Networks offering the extended day and year model for 3-K for All children must designate 6 hours and 20 minutes of each program day that will constitute their “core hours” at the beginning of the contract period, within parameters established by

the DOE. All affiliated providers must adhere to the start and end hours identified by the Network and approved by the DOE. During core hours:

- Lead affiliated provider and assistant provider must be consistent, or DOHMH-approved substitutes.
- Programs must follow DOE-provided daily scheduling guidelines.
- Affiliated providers must follow all applicable OCFS regulations.

It is expected that program assessment (such as CLASS and ERS) will be conducted during core hours.

- **Additional Hours:** “Additional hours” refers to hours that Networks and affiliated providers offer to CCBG-eligible 3-K for All children outside of the core 6 hours and 20 minutes. During additional hours:
  - Lead affiliated provider and assistant provider must be consistent or DOHMH-approved substitutes.
  - Affiliated providers must follow DOE-provided daily scheduling guidelines
  - Children should have opportunities to engage in additional play-based centers, gross motor activities, outdoor play, and quiet activities in alignment with the [ELOF](#) for 3-year-olds.
  - A meal or snack must be provided to children.
  - Affiliated providers must adhere to all applicable OCFS regulations

*See Attachment F - Family Child Care Network Policy Appendix for sample daily schedules for different service models and age groups.*

- 3. Flexible Scheduling:** Networks may request flexibility for individual affiliated providers in meeting the requirements for hours and days of service. This process occurs on an annual basis and takes place after RFP award decisions are made; additional information will be made available to Networks found eligible for an award.

#### iv. Group Size/Ratio

The following table summarizes the maximum group size and the staffing requirements for each age group in the extended day and year service model as defined by the New York State Office of Children and Family Services regulations (18 N.Y.C.R.R. Parts 413.2(b)(2)(3)). For the purposes of this RFP, “lead affiliated provider” refers to the qualified individual who holds primary responsibility for children’s care and education in an affiliated provider program; “assistant provider”

refers to an individual who is an approved staff member of the program and works under the supervision of the lead affiliated provider.

**Group Family Day Care (GFDC)**

<b>Age</b>	<b>Maximum Group Size</b>	<b>Staffing Requirements</b>
<b>Under 2 years</b> (6 weeks-24 months)	4 children under the age of 24 months	One lead affiliated provider and one assistant provider are required
<b>2-year-olds</b> (over 24 months, but not yet age-eligible to participate in 3-K for All).	8-10*	One lead affiliated provider and one assistant provider are required.
<b>3-K for All</b> (Children must turn 3 by December 31 of the school year).	8-10*	One lead affiliated provider and one assistant provider are required.

\*This number assumes the GFDC provider serves 2-4 children under 2 years (24 months) and the remaining children are either 2-year-olds or 3-K for All children but this number may vary based on the ages of the children served by the affiliated provider's program. If the family child care provider's own children under the age of six are present, they must be included in the group size.

Affiliated providers' programs may not exceed the overall capacity for their program as determined by the appropriate licensing agency, even if these capacities are lower than the ratios outlined above.

**Family Day Care (FDC)**

<b>Age</b>	<b>Maximum Group Size</b>	<b>Staffing Requirements</b>
<b>Under 2 years</b> (6 weeks-24 months)	2 children under the age of 24 months	One lead affiliated provider is required

<b>2-year-olds</b> (over 24 months, but not yet age-eligible to participate in 3-K for All).	4-6*	One lead affiliated provider is required.
<b>3-K for All</b> (Children must turn 3 by December 31 of the school year).	4-6*	One lead affiliated provider is required.

\*This number assumes the FDC provider serves 2 children under 2 years (24 months) and the remaining children are either 2-year-olds or 3-K for All children but this number may vary based on the ages of the children served by the affiliated provider's program. If the family child care provider's own children under the age of six are present, they must be included in the group size.

Affiliated providers' programs may not exceed the overall capacity for their program as determined by the appropriate licensing agency, even if these capacities are lower than the ratios outlined above.

#### v. Staff Qualifications

The following table summarizes staff qualification requirements at the Network and affiliated provider levels for each age group in the extended day and year service model. For more detailed information on staff qualification requirements for programs offering the extended day and year service model, see *Attachment F - Family Child Care Network Policy Appendix*.

<b>Under 2 years and 2-year-olds</b>	<p><b>Network Staff:</b> Education Director overseeing under 2 years and 2-year-olds services must have:</p> <ul style="list-style-type: none"> <li>● Bachelor's degree in Early Childhood Education or a related field of study; and</li> <li>● Teaching license or certificate valid for services in the early childhood or childhood grades as pursuant to New York State regulations.</li> </ul> <p>Educational Specialist provides coaching support to affiliated providers to ensure the provision of quality services. Must have or</p>
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	<p>be working toward:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Early Childhood Education or a related field of study.</li> </ul> <p><b>Affiliated Providers:</b> The lead affiliated provider and the assistant provider must have at least 30 hours of specialized infant/toddler development training on an annual basis. These training hours will be provided during scheduled professional learning days by the Network in collaboration with the DOE and could be counted toward the OCFS required training hours.</p>
<p><b>3-K for All children</b></p>	<p><b>Network Staff:</b> Education Director overseeing 3-K for All services must have:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Early Childhood Education or a related field of study; and</li> <li>• Teaching license or certificate valid for services in the early childhood or childhood grades as pursuant to New York State regulations.</li> </ul> <p>Educational Specialists provide coaching support to affiliated providers to ensure the provision of quality services. Must have or be working toward:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Early Childhood Education or a related field of study.</li> </ul> <p><b>Affiliated Providers:</b> The lead affiliated provider or the assistant provider must have a Family Child Care Child Development Associate credential or be enrolled in a study plan that will lead to the attainment of this credential within 18 months from the start of services.</p>

## Section 3 - Financing and Budgets

### A. Process for Determination of Contract Value

Proposers must submit a completed Budget Form (Attachment B) with their proposal. Additional details regarding Budget Form completion can be found in Section 4F(b) - “Budget Form.” If found eligible for award, proposers will be required to participate in the DOE budget development process to determine the annual contract value and one-time start-up funding awarded. Proposers must successfully complete the budget development process and have their budget approved by DOE for their contract to be registered.

**Contract finalization is subject to registration by the NYC Comptroller’s office.**

During the budget development process, a per-child rate will be determined for each age group and service option awarded. The per-child rates will be the unit charge for the term of the entire contract, and the per-child rate for each service option multiplied by the total number of awarded slots will determine the total annual contract value. Payments will then be calculated based on the methodology outlined in Section 3F - “Payment Model.” Payments will be disbursed according to the payment schedule outlined in Section 3G - “Payment Schedule.”

### B. Budget Structure

Per-child costs will be calculated across two primary categories: (1) Network Administrative Costs and (2) Affiliated Provider Payment Costs. Outlined in the table below are the various subcategories within the Network Administrative Costs category.

While proposers will not be able to transfer funds between network administrative and affiliated provider funding categories, they will have some flexibility to transfer funding within the administrative sub-categories (e.g. Personal Services and OTPS), as long as they remain in compliance with applicable DOE and funding requirements.

Funding Category	Sub-Categories	Funding Calculation Notes
Network administrative costs	Personal Services <ul style="list-style-type: none"> <li>• (e.g. education director, educational specialists, monitoring specialists, etc.)</li> </ul> OTPS <ul style="list-style-type: none"> <li>• (e.g. insurance, staff security clearances, curriculum materials, or parent services, occupancy.)</li> </ul>	Funding will be determined by the DOE using a rate setting methodology that takes into account the specific needs of a given service model and age group.



Affiliated Provider Costs	<ul style="list-style-type: none"> <li>• Payment to affiliated providers based on enrollment</li> </ul>	Funding will be based on daily contract rates.
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### C. Funding

All funding is subject to revision and to approvals by and funding appropriation from City, State, and Federal entities including the New York State Office of Children and Family Services (OCFS), the New York City Law Department, and the New York City Office of Management and Budget (OMB). Nothing contained in this RFP should therefore be construed as creating any rights or entitlements for prospective participants.

Funding for network administrative costs will be determined using a rate setting methodology that takes into account the needs of a given service model and age group. Proposers will receive funding for network administrative costs that will, on average, meet or exceed the average per-child funding currently provided to ACS-contracted networks offering similar days and hours of service. Network administrative costs for school day and year services will be adjusted to account for the reduced number of service days.

Funding for affiliated provider costs will be determined using the contract daily rates outlined below. Proposers should budget accordingly when completing their Budget Form (Attachment B).

Age of Child	Daily Rate
Under 2 years	\$37.00
2-year-olds	\$35.00
3-K School Year	\$33.00
3-K Extended Year	\$33.00

### D. Budget Guidance

Prior to completing their Budget Form (Attachment B), proposers must review the following guidance on positions to be included as part of your Network staffing structure:

#### a. Network Administrative Costs: Personal Services (PS)

##### i. Full Time Equivalent (FTE) Network Director

Proposers must budget for a Network Director to be responsible for all aspects of program management and implementation including compliance, audits, supervision, professional development, provider recruitment, family services, and enrollment. The

Network Director should have or be working towards an MSW or MSED in Early Childhood Education or have a degree in business or management with experience managing early childhood and family services and background in family child care.

**ii. FTE Educational Director**

Proposers must budget for an Education Director to be responsible for supporting educational services in family child care settings by providing guidance and professional learning on the implementation of an appropriate mixed-age evidence-based curriculum that supports children under 2 years, 2-year-olds, and 3-K for All services. In addition, the Educational Director is responsible for the supervision and mentoring of other educational staff and supporting coaching with providers, child assessments, authentic assessments, and serving special populations. The Educational Director should have an MSED in Early Childhood Education, a New York State teacher certification, and at least two years of documented experience as a teacher in a program for children under six years of age.

**iii. FTE Educational Specialist**

Proposers must budget for Education Specialists to provide coaching visits twice a month to affiliated providers and support the planning and implementation of an evidence-based curriculum within a mixed-age home-based settings. The Educational Specialist should have or be working toward BA/BS in early childhood with experience working with infants/toddlers. The DOE recommends that Networks include funding for up to one Education Specialist for every seventeen providers in their proposed budget.

**iv. FTE Health/Nutrition/Safety Monitor Specialist**

Proposers must budget for Monitor Specialists to provide monthly home visits to all affiliated providers. Monitor Specialists should have or be working toward an Associate Degree or Child Development Associate credential with training on nutrition, health, and safety. The DOE recommends that Networks include funding for up to one Monitor Specialist for every 30 providers in their proposed budgets.

**v. FTE Family Worker**

Proposers must budget for Family Workers to support family services and family engagement activities under the guidance of the FCC Network Director or Educational Director. The Family Worker is responsible for addressing individual family needs, providing referrals and resources, and designing monthly parent engagement activities in collaboration with the educational staff. The Family Worker should have or be working toward an Associate Degree or Child Development Associate credential with experience working with families with young children. The DOE recommends that proposers include funding for up to one Family Worker for every 15 providers in their proposed budget.

#### vi. FTE Administrative Assistant

Proposers have the option of budgeting for an Administrative Assistant to support administrative tasks for tracking enrollment, attendance, CACFP, affiliated providers payment, and other administrative tasks. The Administrative Assistant should have or be working toward an Associate Degree in administration or a related field.

#### vii. Fringe

Proposers must budget to provide legally required fringe and cover all required payroll taxes. In addition, proposers should consider providing health insurance, retirement plans, and other fringe benefits for staff.

### b. Network Administrative Costs: Other than Personal Services (OTPS)

The DOE recommends that proposers budget to cover OTPS costs related to supporting affiliated providers. Examples of costs include curriculum materials, supplies, field trips, etc. In addition, the DOE recommends that proposers budget to cover occupancy costs such as rent/mortgage payments, utilities, minor office maintenance and repairs, licenses, permits, facility inspections, etc.

*Note: Networks will be required to participate in the Child and Adult Care Food Program (CACFP) unless they receive a waiver from the DOE. Participating Networks can receive reimbursement for a maximum of two meals and one snack or two snacks and one meal from CACFP per child. Networks with high proportions of income-eligible children may be able to cover all food expenses with CACFP funding. Networks will be required to report on their CACFP reimbursement to the DOE.*

### c. Affiliated Provider Costs

Funding for affiliated provider costs will be calculated using daily contract rates. This funding will cover the affiliated provider payment costs to provide services for the proposed number of children under 2 years, 2-year-olds, and 3-K for All children. Proposers will be expected to pay their affiliated providers twice a month, and this funding will not be transferable to another cost category. Proposers must ensure that affiliated providers compile and provide, upon request from the DOE, documentation showing how the fee received is being distributed related to bills, salaries, food, and all other expenses related to their program.

## E. Start-up Funding

Networks may propose limited start-up funding for Network and/or affiliated provider furniture and equipment. Proposers requesting start-up funding will be required to complete Tab 3 - "Start-up Proposal" of the Budget Form (see Section 4F(b)v - "Tab 3: Start-up

Proposal” for more information). Proposers should be prepared to provide details about their planned use of any proposed start-up funds. If awarded, programs will negotiate their start-up costs during the budget development process.

**Note that start-up funds will be issued as a one-time payment and will be provided on a reimbursement basis once a contract has been registered. Therefore, awarded Networks will be required to pay for any upfront start-up costs, before receiving reimbursement from the DOE. Awarded Networks will not receive reimbursement for any funds spent prior to the date of award.** In the event that a program spends less than initially estimated on start-up, the DOE will only reimburse based on actual expenses subject to the provision of proper documentation.

The amount payable for start-up will be determined at the sole discretion of the DOE. Start-up funding is not guaranteed and start-up funds requested will be carefully scrutinized to ensure they are fair and reasonable, and align with the needs of the Network and affiliated providers.

#### a. Parameters

- Networks may propose for start-up funding to purchase new, age-appropriate furniture and equipment to ensure that their affiliated providers can meet all DOE requirements.
- Examples of furniture and equipment that may be purchased include: tables, chairs, storage, and instructional material. Note: programs with an existing ACS contract that received start-up funding for furniture and equipment within the past five years should only propose for funds to replace aged, broken, or missing furniture and equipment.

#### b. Projected Available Funding

Networks may propose for up to \$1,000 per affiliated provider.

## F. Payment Model

Awarded Network payments will be calculated every month based on monthly enrollment for each service option and age group. The details of the payment model are outlined below.

For each service option and age group, awarded Networks will report their enrollment on a monthly basis to the DOE (Network and affiliated providers will be required to track attendance on an ongoing basis for all service options (e.g. school day and year and extended day and year slots). See Section 2A(d)ii - “Participation in DOE Systems and Supports” for more information).

**Extended Day and Year Programs Only:** Each month’s payment will be reduced to account for fees due to be collected from parents, as per CCBG requirements. See Section

2B(b)ii - “Extended Day and Year Service Model Option: Child Eligibility” for more information on fees.

## G. Payment Schedule

Payments will only be disbursed to awarded Networks with contracts registered by the New York City Comptroller. The DOE cannot legally disburse any contractual payments prior to registration.

### a. Start-up Funds

If a program proposes and is awarded start-up funds, this funding will be disbursed with the advance payment described below. Start-up funding is only available in the first year of the contract.

### b. Monthly Payments

With the exception of start-up funding, awarded programs will be paid monthly on an annual schedule for the duration of the contract, based on the DOE’s fiscal year that runs from July 1 to June 30. Subject to contract registration, the monthly payment schedule will begin in July for extended day and year slots and in September for school day and year slots. The payment schedule will end in June for all programs.

- Advance Payment
  - Networks will receive 25% (3 months) of their full annual contract value within the first month of services, subject to the DOE and NYC payment processing timelines.
- Monthly Payments
  - For each month after the start of services, Networks will receive a monthly payment based on enrollment. A portion of the balance of the advance payment will be subtracted from future monthly payments. *Note: payment will not be provided until a Network submits the requested budgets, invoices, reports, or other documentation to the DOE.*
- June Payment
  - The June payment will be disbursed once the Network has met all end-of-year requirements and will factor in any adjustments needed to reconcile end-year expense reporting to total payments.

**Note: All payments are subject to contract registration timelines. Any delay in the contracting process may delay or prevent contract registration and disbursement of payments. Should there be contract registration delays for any vendors otherwise responsive, permitted, and in compliance with the requirements of DOE and the regulatory agencies (DOHMH, Department of Buildings, New York City Fire Department), the DOE will pursue bridge loans to assist with cash flow through The Fund for the City of New York.**

In order to receive payment, awarded Networks will be required to submit budgets, reports, invoices, and other forms of documentation to the DOE. Networks will receive specific guidance on this process once they have completed the contracting process. **Networks will also be required to provide regular expenditure reports to account for their utilization of the contract funds.**

All funds paid out by the DOE in a given fiscal year (July 1 through June 30) must be used for expenses accrued by the Network within the same fiscal year (funding cannot be carried over from one fiscal year to another). In the event that a contracted program's total payments for the fiscal year exceed their spending for the same fiscal year:

- The DOE will deduct the amount a contracted Network does not spend from any remaining balance for the current fiscal year; and/or
- The DOE will deduct the amount a contracted Network does not spend from the following fiscal year's payments; and/or
- The DOE may request that a contracted Network immediately refund the total unspent amount in the form of a corporate check.

Should the needs of the system call for changes to the payment schedule and/or model, the DOE reserves the right to select a payment schedule and/or model that is in the City's best interests. The DOE would do so with consideration of the needs of Networks and would attempt to integrate those interests and the perspective of its Networks into any new payment structures that might be introduced.

## H. Cost Allocation

Awarded proposer will be required to perform two types of cost allocation. Both types are defined here:

- **Cost allocation to funding sources awarded through this RFP:** Contracts awarded through this RFP may be supported by different funding sources as outlined in Section 3K - "Funding Sources." Core day and year hours for 3-K are expected to be funded with City funding, and subject to New York State OCFS approval, additional days and hours for 3-K as well as services for 2-year-olds and children under 2 years are expected to be funded through the Child Care Block Grant. Awarded Networks must allocate costs between these different funding sources, according to the proportion of the type of service being provided, *within the contract awarded from this RFP.*
- **Cost allocation between DOE-contracted services and other funding sources:** Many Networks are supported by funding sources outside of the contract awarded through this RFP (e.g. private grants, foundation support). Where any staff, OTPS, or other costs associated with a DOE-funded program are also supporting non-DOE-funded services, networks *must* appropriately allocate those costs.

All awarded Networks will be required to submit and regularly update Cost Allocation Plans. These plans will be essential to meeting all the requirements for payment mentioned in

Section 3H - “Cost Allocation.” All awarded Networks will receive support from the DOE to create and maintain these plans as part of the budgeting process. Plans are subject to the approval by the DOE.

The DOE will establish and release detailed fiscal management guidance and expectations for cost allocation on or around the start of the contract period (July 1, 2020). Please refer to the [ACS EarlyLearn NYC Fiscal Manual](#) to see previous examples of Cost Allocation and Allocation Plan requirements.

## **I. Budgeting and Record Keeping Requirements**

Awarded Networks must comply with all DOE budgeting, reporting, and fiscal practices as communicated through this RFP, the program’s contract, the DOE, and any applicable City, State, or Federal funding authority. Awarded Networks offering extended day and year slots and receiving CCBG funding will be required to keep records of any parent fees collected.

All awarded Networks must comply with Generally Accepted Accounting Principles (GAAP). The GAAP are uniform minimum standards of and guidelines for financial accounting that apply to both nonprofit and for-profit organizations. All Networks will be required to use an appropriate bookkeeping methodology or system and to maintain accurate and complete records to support reporting requirements. Networks will also be required to retain all records for up to seven years in compliance with the requirements of the DOE, Federal, State, and local authorities.

In subsequent years of the contract, awarded Networks will be required to submit a budget and receive approval from the DOE prior to receiving any payment from the DOE. All budgets will be subject to the DOE’s requirements regarding allowable cost categories and expenditures.

With the exception of the advance payment described in Section 3G(b) - “Monthly Payments,” awarded Networks will be expected to submit monthly invoices in order to receive payment. Invoices will document the details of the service period and the children for whom payment will be made. Awarded Networks will also be responsible for submitting regular expenditure reports to the DOE Borough Office. Expenditure reports must account for expenditures on behalf of the birth-to-five program. The DOE will verify that all expenses are fairly allocated and comply with the DOE’s guidance on allowable expenditures. If an awarded Network fails to properly document an expenditure, that cost may be subject to disallowance and may result in a reduction in payment to the program.

The DOE will establish and release detailed fiscal management guidance and expectations in advance of the start of the contract period (July 1, 2020). For sample guidance, please review the DOE’s current [Pre-K for All Expenditure Guide](#) and the [ACS EarlyLearn NYC Fiscal Manual](#).

## J. Audits

Awarded Networks must comply with any audit or review process as required by the DOE or any other audit or review processes associated with the applicable funding sources. Audits will review Network documentation of actual program expenditures, allowable costs, cost allocation, internal controls, governance, and more. All expenditures are subject to review by the DOE at any time.

## K. Funding Sources

A variety of funding sources are expected to support the service models outlined above. The United States Federal government and New York State administer several grants that the New York City Department of Education has been awarded or allocated. Additionally, New York City supports 3-K for All (services for 3-year-olds) with discretionary fund sources, including City Tax Levy (CTL). Under 2 years and 2-year-olds care, as well as extended day and year care for 3- and 4-year-olds, are expected to be supported in part by the New York State Child Care Block Grant (subject to State OCFS approval), CTL, and parent contributions.

This initiative is partially supported by the Federal Community Development Block Grant (CDBG) program. Networks that meet CDBG requirements may be awarded a CDBG-funded award. Such programs will be considered a Federal subrecipient and must work with DOE to ensure Federal compliance requirements are met.

**Services scheduled to be awarded through this RFP are subject to State approval and funding appropriation by related City, State, and Federal entities.**



## Section 4 – Proposal Instructions

### A. General Guidelines

You are strongly advised to thoroughly read all parts of this RFP before beginning your proposal, including all relevant attachments, appendices, and/or addenda. Taken together, these documents will provide guidance to you as you plan your Network and compose answers to the questions in *Attachment A - Structured Proposal Form*, *Attachment B - Budget Form*, and other required RFP documents.

In addition to thoroughly reviewing all sections of this RFP and related documents, you are also encouraged to review *Attachment I - Essential Steps for Proposal Submission*, which includes guiding questions and a submission checklist that can aid proposers in understanding different RFP elements. Please note that this document is not intended to replace close and careful review of this RFP and related documentation, but is instead intended to be a supplemental resource to support you in your proposal submission process. The DOE encourages you to read the RFP in its entirety to understand all requirements.

Your proposal must be submitted using the “Procurements” tab of the HHS Accelerator system at [nyc.gov/hhsacceleratorlogin](https://nyc.gov/hhsacceleratorlogin). The proposal submission process includes, but is not limited to, entering credentials and responses into HHS Accelerator, uploading documents, such as the Doing Business Data Form, and completing and submitting required documents, such as the Structured Proposal Form and Budget Form, that further detail information about your proposed Network.

You are responsible for the timely electronic submission of proposals. The HHS Accelerator system will only allow you to submit proposals prior to the Proposal Due Date and Time. **Proposals received after the Proposal Due Date and Time will not be accepted**, except as provided under the [Department of Education Procurement Policy and Procedures](#), Section 3-03(g)(5) - “Late Proposals.” While the DOE has worked to streamline the proposal submission process, please note that the time required to complete and submit all the required documents is significant, and you should allow sufficient time. The DOE **strongly recommends that you complete and submit your proposal at least 24 hours in advance of the Proposal Due Date and Time.**

Please note that a **separate and complete proposal, including all required documents, must be submitted for EACH PROPOSED BOROUGH**. For example, if your Network will provide services in both Queens and Brooklyn, you will be required to submit two proposals, one to the Queens competition pool and one to the Brooklyn competition pool. If your Network provides services in multiple boroughs and you are therefore required to submit multiple proposals, Questions 2-9 in the Structured Proposal Form may be consistent and copied across all your proposals, but you are advised to individualize your responses to Question 1 based on information specific to each borough.

The required *Attachment B - Budget Form* is unique to each borough and should be completed individually and submitted separately for each proposal. If your Network will provide services in multiple boroughs you are required to submit multiple borough-based proposals. Therefore, each budget that you submit should include only the information associated with the related borough. For example: if your Network will provide services in both Queens and Brooklyn, the proposed slot numbers by school district and the list of potential affiliated providers included in the Budget Form you submit with your proposal to the Queens competition pool should only include information for your potential services, slot numbers, and potential affiliated providers located in Queens.

Proposers submitting more than one proposal are encouraged to link common documents, such as the required *Attachment C - Doing Business Data Form*, from their HHS Accelerator Document Vault to multiple proposals where applicable. Information on all required documents submitted with your proposal must be consistent with your profile in HHS Accelerator, including Provider's Legal Name, Tax ID, and Vendor Address (the business address affiliated with your Network). You must verify your Provider Legal Name and Tax ID by referencing your Evidence of Business Type document, which was submitted during the HHS Accelerator prequalification process.

For more detailed information about New York State business types and the documents you should reference to verify your Provider Legal Name and Tax ID, you are encouraged to visit [The New York State Division of Corporations, State Records and UCC website](#).

## **B. PASSPort Disclosure Filing (formerly known as Vendor Information Exchange System (VENDEX) Forms or Certificate of No Change)**

To be eligible for this contract, your organization must enroll and file disclosures in the [Procurement and Sourcing Solutions Portal \(PASSPort\)](#). In advance of the award process, all proposers should ensure that PASSPort disclosures are in "Filed" status and all information is up-to-date. You will be able to access PASSPort using the login credentials you use to access HHS Accelerator. For more information about PASSPort, please visit [www.nyc.gov/passport](http://www.nyc.gov/passport).

## **C. HHS Accelerator Guidance**

Detailed instructions about how to submit your proposal in [HHS Accelerator](#), as well as other technical information about using the HHS Accelerator system, can be accessed in the [Provider Guide to Submitting Proposals in HHS Accelerator](#), also included in *Attachment K – Important FCCN Reference Guide and Acronyms List*. Instructions for "Completing and Submitting Proposals in the System" begin on page 5 of the guide. It is strongly recommended that you reference this guide as you complete and submit your proposal in HHS Accelerator.

Additionally, resources for using the HHS Accelerator system, such as user guides, videos, and training dates are listed on the HHS Accelerator website at [www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator). For more information about submitting a proposal through the HHS Accelerator system, please contact [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).

An overview of the instructions for submitting a proposal through the HHS Accelerator system can be found below.

### **HHS Accelerator Proposal Submission Instructions**

1. Log into HHS Accelerator using your login credentials
2. Select the tab that says “Procurements”
3. Click on the Procurement Title for this RFP “Family Child Care Networks”
4. Select the button on the screen that says “Proposal Summary”
5. Select the button on the screen that says “Add New Proposal”
6. Select the tab that says “Proposal Details” to begin entering required information about your proposed Network in HHS Accelerator
  - a. The “Proposal Details” tab displays all information that must be entered directly into HHS Accelerator for your proposed Network
  - b. An overview of what information must be submitted in the “Proposal Details” tab is detailed in the table in Section 4D - “Instructions on Completing the “Proposal Details” Tab in HHS Accelerator” below
7. Select the “Proposal Documents” tab and upload all required documents
  - a. An overview of how to complete the required documents is detailed in the table in Section 4E - “Summary of Required Documents” below
  - b. You must link or upload these documents in the “Proposal Documents” tab for this RFP. Please note that documents you save to your “Document Vault” in HHS Accelerator will NOT be viewable to the DOE. If you save your documents to the “Document Vault,” they must be linked to the appropriate slot in the “Proposal Documents” tab in order to be submitted for this RFP
8. Click the “Submit Proposal” tab, select the confirmation boxes, enter your credentials, and click “Submit” to submit your proposal to the RFP. There are three indicators that you have successfully submitted a proposal:
  - a. You will see a green bar that says “Submitted;”
  - b. Your status will say “Submitted” on the final HHS Accelerator screen; and
  - c. You will receive an email from HHS Accelerator confirming your submission.

You may save your proposal information in HHS Accelerator and return to it to make any edits **before the proposal due date and time** by clicking the “Save” button at the bottom of the HHS Accelerator screen. You will not be able to make changes to your proposal documents after the proposal due date and time.

If you submit your proposal before the proposal due date and time, you may retract your documents and make edits before the proposal due date and time, but you must remember to **re-submit** your proposal and receive confirmation that your proposal was successfully

submitted. Please note that you may not retract your documents after the proposal due date and time.

## D. Instructions on Completing the “Proposal Details” Tab in HHS Accelerator

In addition to thoroughly reviewing this section, proposers are also encouraged to review the two-page *Attachment I - Essential Steps for Proposal Submission*, when completing their “Proposal Details” in HHS Accelerator.

The following table contains additional instructions on how to complete the “Proposal Details” tab in HHS Accelerator.

Proposal Details Section	Instructions for Completion
<b>Proposal Title</b>	<p>Enter your <b>Proposal Title</b> in the designated space under “Basic Information” in HHS Accelerator.</p> <ul style="list-style-type: none"><li>• Your Proposal Title should be specific to the Network you are proposing and should include the name of your proposed Network and the borough where you intend to locate your Network.</li><li>• If you are submitting separate proposals for more than one borough, please ensure that each proposal title is reflective of the borough that corresponds to the specific proposal.</li><li>• For example, if you are proposing two Networks, and your first proposal is for “ABC Network” located in the Bronx and your second proposal is for “ABC Network” located in Manhattan, your title for proposal one should be “ABC Network - Bronx” and your title for proposal two should be “ABC Network - Manhattan.”</li></ul>

<b>Competition Pool</b>	<p>Select your <b>Competition Pool</b> from the drop-down menu in this section.</p> <ul style="list-style-type: none"><li>• Your competition pool is the borough in which your Network’s affiliated providers will be located. This is the location where your affiliated providers will serve children.</li><li>• If you are proposing for more than one borough, you must submit a separate proposal for each borough and submit each proposal in the appropriate borough-based competition pool. <b>Please note that listing more than one address or borough per proposal submission does <u>NOT</u> mean that your proposal will be considered for award for more than one borough.</b> The only way to be considered for award in multiple boroughs is to submit a separate completed proposal for each borough that your Network intends to provide services.</li><li>• Please note that <b>providing an incorrect or inconsistent vendor address or Network borough or selecting the incorrect competition pool may result in a finding of non-responsive and/or make you ineligible for award</b> as your proposal may be evaluated in the incorrect competition pool.</li></ul>
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<p><b>Provider Contact</b></p>	<p>Select a <b>Provider Contact</b> for your organization in the drop-down menu next to “Select a member from your organization.”</p> <ul style="list-style-type: none"> <li>● The person selected from the drop-down menu will be the main contact for your program throughout the proposal evaluation process and may receive frequent notifications about your proposal, including time sensitive requests for additional documents, requests for site visits, and notification of award recommendation decisions. <ul style="list-style-type: none"> <li>○ The fields for Name, Office Title, Email Address, and Phone will automatically populate once you select your provider contract from the drop-down menu.</li> <li>○ If the automatically populated information for the Provider Contact’s Name, Office Title, Email, Address and/or Phone is incorrect or changes, you can edit these at any time before or after proposal submission.</li> <li>○ To change any of this information, select the tab that says “Organizational Information,” select “Update Members and Users,” and make revisions as necessary.</li> <li>○ If the primary contact for your proposal changes at any time during the evaluation period, it is essential that you also email <a href="mailto:PreKRFP@schools.nyc.gov">PreKRFP@schools.nyc.gov</a> immediately to notify the DOE of this change.</li> </ul> </li> <li>● The selected provider contact <b>must</b> have an active email account, be able to answer questions about your proposal, and <b>be responsive, particularly via email and phone, throughout the RFP evaluation process.</b> <ul style="list-style-type: none"> <li>○ <b>You may be found non-responsive and/or ineligible for award if the DOE is unable to connect with the person who is listed as your Provider Contact.</b></li> <li>○ Do not select a person as the Provider Contact who is likely to be on leave or unreachable during the period when your proposal will be under review.</li> </ul> </li> </ul>
<p><b>Service Unit - Total Funding Request</b></p>	<p>Enter your <b>Total Contract Value</b> from your completed Budget Form.</p> <ul style="list-style-type: none"> <li>● This figure must match the figure listed in cell F37 in Tab 4 “Summary (For Agency Use)” of your completed Budget Form.</li> <li>● Please remember that you are required to complete a separate budget for each borough-based proposal that you submit, so this figure will be specific to the borough affiliated with this individual proposal.</li> </ul>

<p><b>Questions</b></p>	<p>Please carefully read the instructions below before responding to the questions in the “Proposal Details” tab of HHS Accelerator. It is essential that you correctly and completely enter your responses in accordance with the guidance below.</p> <p>Please note that <b>you <u>CANNOT</u> use the following special characters</b> in your responses to these questions:</p> <ul style="list-style-type: none"> <li>● *</li> <li>● &amp;</li> <li>● “ ”</li> <li>● ‘</li> </ul> <p>Using these characters in the HHS Accelerator system may invalidate your responses, so please ensure that your responses are free of the above outlined characters.</p>
	<ol style="list-style-type: none"> <li><b>1. Enter the name(s) of the principal owner/operator(s) affiliated with your organization.</b> <ul style="list-style-type: none"> <li>○ This response should include any Executive Director(s), Chief Executive Officer(s), or equivalent.</li> <li>○ Multiple principals should be separated by a semicolon (;). For example: John Smith; Sally Reed.</li> <li>○ The answer to this response may be different from the information provided in your “Provider Contact” information.</li> </ul> </li> <li><b>2. Are you submitting any additional proposals to this Family Child Care Networks RFP for <u>other boroughs</u>?</b> <ul style="list-style-type: none"> <li>○ If no, please enter “No.”</li> <li>○ If yes, please enter the borough(s) of other Network(s) being proposed through this RFP. Multiple boroughs should be separated by a semicolon (;). For example: Bronx; Staten Island</li> </ul> </li> <li><b>3. Has <u>your organization</u> ever been found to be a non-responsible vendor by any New York City agency?</b> <ul style="list-style-type: none"> <li>○ If no, please enter “No.”</li> <li>○ If yes, please enter “Yes.”</li> </ul> </li> <li><b>4. Has <u>your organization</u> ever had a contract with any New York City agency terminated for cause?</b> <ul style="list-style-type: none"> <li>○ If no, please enter “No.”</li> <li>○ If yes, please enter “Yes.”</li> </ul> </li> <li><b>5. Has <u>your organization</u> ever had a DOHMH child care license suspended for any reason?</b> <ul style="list-style-type: none"> <li>○ If no, please enter “No.”</li> <li>○ If yes, please enter “Yes.”</li> </ul> </li> </ol>

<p><b>Service Site Information - Site Name and Address</b></p>	<p>Add the <b>Site Name</b> and <b>Address</b> for your proposed site.</p> <ul style="list-style-type: none"> <li>● Click “Add Site” to enter the Network-specific details of where your central Network offices will be located. This information should match the Vendor Address included in your Business Application during the HHS Accelerator prequalification process.</li> <li>● A pop-up window will appear. You will be required to complete the following fields: Site Name, Address 1, Address 2, City, State, and Zip Code. <ul style="list-style-type: none"> <li>○ The “Site Name” indicated <u>should be your exact Network name.</u></li> <li>○ It is essential that your “Address” is correct and complete, and matches the Vendor Address included in your Business Application submitted during the prequalification process in HHS Accelerator. This address may not match the selected competition pool if your central office is located outside of the borough where you intend to work with affiliated providers to provide your proposed services (see above for competition pool details). <ul style="list-style-type: none"> <li>■ Please note that <b>providing an incorrect or inconsistent address, or selecting the incorrect competition pool may result in a finding of non-responsive or make you ineligible for award</b>, as your proposal may be evaluated in the incorrect competition pool.</li> </ul> </li> </ul> </li> <li>● Click “Save” to save your Site Name and Address details.</li> <li>● Please note that if you are proposing for more than one borough, you <b>must submit a separate proposal for each borough</b> and submit each proposal in the appropriate borough-based competition pool that corresponds with the location of your Network’s affiliated providers. <ul style="list-style-type: none"> <li>○ <b>Listing more than one address or borough in this field per proposal submission does <u>NOT</u> mean that your proposal will be considered for award at multiple boroughs.</b> The only way to be considered for award in multiple boroughs is to <b>submit a separate completed proposal for each borough in which your Network intends to provide services.</b></li> </ul> </li> <li>● It is essential that your Network Name and vendor address are consistent on all proposal documents. Submissions with inconsistencies in Network name and/or vendor address may be found non-responsive and ineligible for award through this</li> </ul>
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## E. Summary of Required Documents

The following section details which documents are required as part of proposal submission. It is essential that you read through **ALL** information in Section 4E - “Summary of Required Documents” and Section 4F - “Detailed Instructions on Completing Required Documents.” Reading through these sections in their entirety is the only way to ensure that you are completing all the necessary documents and submitting a completed proposal to this RFP. In addition to thoroughly reviewing Section 4E - “Summary of Required Documents” and Section 4F - “Detailed Instructions on Completing Required Documents,” you are also encouraged to review *Attachment I - Essential Steps for Proposal Submission* when completing and submitting required documents to this RFP.

Required documents must all be uploaded via the HHS Accelerator system. Please note the following:

- Proposal document file size cannot exceed 12 MB.
- Your Structured Proposal Form **must** be submitted in Word (.doc, .docx) format. Structured Proposal Forms submitted in PDF (.pdf) format may not be accepted.
- Your Budget Form **must** be submitted in Excel (.xls, .xlsx) format. Budget Forms submitted in PDF format will not be accepted.
- Other proposal documents must be in one of the following file formats: Word (.doc, .docx), PDF (.pdf), or Excel (.xls, .xlsx)
- Please note that certain required documents must be completed and submitted using the forms and templates provided as attachments, including *Attachment A - Structured Proposal Form, Attachment B - Budget Form, and Attachment D – Attestation Form.*

Required Document	Description
<b>Structured Proposal Form - Attachment A</b>	<ul style="list-style-type: none"> <li>● The Structured Proposal Form (SPF) includes 9 questions and is the primary source of evidence you will provide that will be assessed to determine the quality of your proposed Network. <b>Your responses should be representative of all service models and age groups you are proposing for the Network.</b></li> <li>● Your Structured Proposal Form should be submitted to the indicated required document slot labeled “Structured Proposal” in HHS Accelerator and should be named as follows: <i>SPF for [YOUR PROPOSAL TITLE HERE]</i></li> <li>● You must complete the Structured Proposal Form using the provided form in <i>Attachment A - Structured Proposal Form</i>. Please note that this document must be saved and submitted in Word (.doc, .docx) format. You may <u>not</u> submit this form as a PDF (.pdf).</li> <li>● Please see Section 4F(a) - “Structured Proposal Form” below for detailed information and instructions.</li> </ul>
<b>Budget Form - Attachment B</b>	<ul style="list-style-type: none"> <li>● You must submit a completed Budget Form outlining the costs associated with running your proposed Network using <i>Attachment B – Budget Form</i>.</li> <li>● The Budget Form is where you will indicate the service models and number of slots you are proposing to offer in each school district within each borough through your Network.</li> <li>● You are required to submit one budget per proposal submitted to this RFP. For example, if your proposed Network will provide services through affiliated providers in both Queens and Brooklyn, and you will therefore be submitting two proposals, one to the Queens competition pool and one to the Brooklyn competition pool, you will need to complete and submit two separate budgets, one for Queens and one for Brooklyn. Each budget you submit should include only the relevant borough-based information, such as slot numbers and potential affiliated provider information.</li> <li>● Your Budget Form should be submitted to the indicated required document slot labeled “Budget” in HHS Accelerator and should be named as follows: <i>Budget for [YOUR PROPOSAL TITLE HERE]</i></li> <li>● You must complete the Budget Form using the provided Excel template in <i>Attachment B - Budget Form</i>. Please note that this form must be saved and submitted in Excel (.xls, .xlsx) format.</li> </ul>

	<p>Your budget may <u>not</u> be submitted in PDF (.pdf) or Word (.doc, .docx) format.</p> <ul style="list-style-type: none"> <li>• Please see Section 4F(b) – “Budget Form” for detailed information and instructions.</li> </ul>
<b>Doing Business Data Form - Attachment C</b>	<ul style="list-style-type: none"> <li>• A completed <a href="#">Doing Business Data Form</a> (DBD) is required for any provider seeking to do business with New York City.</li> <li>• You must sign and date this form at the time the document is uploaded to HHS Accelerator.</li> <li>• Your completed Doing Business Data Form should be submitted to the indicated required document slot labeled “Doing Business Data Form” in HHS Accelerator and should be named as follows: <i>DBD for [YOUR PROPOSAL TITLE HERE]</i></li> <li>• Please see Section 4F(c) – “Doing Business Data Form” for detailed information and instructions.</li> </ul>
<b>Attestation Form – Attachment D</b>	<ul style="list-style-type: none"> <li>• You must submit a complete Attestation Form that identifies one or more proposed Network staff members with previous experience working with family child care providers.</li> <li>• You must complete the Attestation Form using the provided form in <i>Attachment D - Attestation Form</i>.</li> <li>• You must sign and date this form at the time the document is uploaded to HHS Accelerator.</li> <li>• Please see Section 4F(d) - “Attestation Form” for detailed information and instructions.</li> </ul>

## F. Detailed Instructions on Completing Required Documents

### a. Structured Proposal Form

The Structured Proposal Form (SPF) is included as *Attachment A – Structured Proposal Form*. **You must submit your completed Structured Proposal Form using the provided attachment when submitting your proposal to this RFP.** If you submit an alternate template, your proposal may not be evaluated or may receive a lower evaluation score, as responses submitted outside of the provided template may not be aligned with the character counts or specific content of the questions asked. Please note that questions included in the SPF have changed since previous RFPs and the DOE strongly discourages proposers from submitting Structured Proposal Forms completed during previous RFPs as part of this RFP submission process. Please note that this document **must be saved and submitted in Word (.doc, .docx) format**. You may not submit this form as a PDF (.pdf).

**You are required to submit one Structured Proposal Form (SPF) per proposal**, regardless of age groups or service types proposed. If you are proposing services in

multiple boroughs and are therefore submitting multiple borough-based proposals, please note that Questions 2-9 may be consistent and copied across your proposals, but you are advised to individualize your responses to Question 1 based on information specific to each borough.

Your SPF should be uploaded into the **required document** slot labeled “Structured Proposal Form” in HHS Accelerator, and should be named as follows to ensure proper consideration of this documentation during the evaluation process:

*SPF for [YOUR PROPOSAL TITLE HERE]*

The SPF includes 9 questions and provides you the opportunity to describe your capacity to provide high-quality early childhood care and education if awarded through this RFP. Proposers should ensure that their answers to all SPF questions are representative of all proposed service models and age groups. The Structured Proposal Form includes 9 questions related to Program Vision and Community Need and [Early Childhood Framework for Quality \(EFQ\)](#) Elements, for a total of 100 available points across the following criteria:

- Program Vision and Community Need
- EFQ Element 1: Respect and value differences
- EFQ Element 2: Create safe and positive environments
- EFQ Element 3: Provide opportunities for active learning and responsive instruction
- EFQ Element 4: Promote families’ roles as primary caregivers, teachers, and advocates
- EFQ Element 5: Work collaboratively towards continuous quality improvement
- EFQ Element 6: Demonstrate strategic leadership

Point distributions across and within these elements are further detailed in Section 5B - “Proposal Evaluation Considerations.”

## **b. Budget Form**

You are required to complete a budget proposal outlining the costs associated with running your proposed Network using *Attachment B – Budget Form*. **You must submit your completed Budget Form using the provided attachment when submitting your proposal to this RFP.** If you submit an alternate template, your proposal may not be evaluated, or you may be found non-responsive to the requirements of this RFP. Please note that the Budget Form has changed since previous RFPs and the **DOE will not accept Budget Form templates from previous RFPs** as part of this RFP submission process. Please note that your completed Budget Form **must be saved and submitted in Excel (.xls, .xlsx) format.** Your budget may not be submitted in PDF (.pdf) or Word (.doc, .docx) format.

**A note on automatic calculations:** Sections of the budget form will automatically calculate totals or present information based on your entries. To ensure that the budget form is accurate and fully functional, your excel preferences must be set so that workbook calculations are set to automatic. This is the default option, but if formulas do not appear to be updating automatically please refer to [tinyurl.com/ExcelAutoCalcHelp](http://tinyurl.com/ExcelAutoCalcHelp) under the header “Change when a worksheet or workbook recalculates.”

**You are required to submit one Budget Form per proposal (i.e. one budget per proposed borough).** The Budget Form is where you will indicate which service models and the number of slots that you are proposing to offer within each borough (and school district) through your Network. The Budget Form is also where you will provide information about your potential affiliated providers within each borough.

You must transfer required information from your Budget Form to the respective question in the “Proposal Details” tab of HHS Accelerator (see Section 4D - “Instructions on Completing the “Proposal Details” Tab in HHS Accelerator” for additional details). All service models proposed for the entire Network proposed through this RFP should be included on a single Budget Form (one form per borough).

When submitting your Budget Form, please ensure that important identifying information is correct and consistent with the answers to the questions in the “Proposal Details” in HHS Accelerator (e.g. Network name, EIN). Your **Budget Form** should be uploaded into the **required document** slot labeled “Budget” in HHS Accelerator, and should be named as follows to ensure proper consideration of this documentation during the evaluation process:

*Budget Form for [YOUR PROPOSAL TITLE HERE]*

Before submitting your Budget Form, please make sure that you have not left fields blank, that all the information is consistent, and matches your proposal narrative. Conflicting or incomplete information may prevent the DOE from evaluating your proposal, or may cause the DOE to find your proposal non-responsive to this RFP.

#### **i. Proposed Cost Guidelines**

When completing the Budget Form, you should propose costs that are both reasonable to support your proposed service models and fairly allocated. If your proposal is recommended for award through this RFP, you will be required to participate in a budget development process. Your proposed budget must reflect a reasonable estimation of the costs that would be incurred to meet all program requirements for your proposed service models and slots as outlined in Section 2 - “Service Expectations and Requirements” and Section 3 - “Financing and Budgets” of this RFP.

If the costs in your Budget Form do not appear to be fair or reasonable, the DOE reserves the right to make inquiries into all information provided in your Budget Form, to negotiate rates, and/or to make a determination of non-award for your proposal.

## ii. Before Completing Your Budget Form

To begin completing your Budget Form, ensure that you have Microsoft Excel - version 2007 or higher on your computer. You may not complete your Budget Form using Apple Numbers or any program other than Microsoft Excel. Your Budget Form must be submitted in .xls or .xlsx format. If you submit an alternate template, or if you submit your Budget Form saved as a .pdf, .doc, .docx, or any other format other than .xls or .xlsx, your proposal may not be evaluated, or you may be found non-responsive to the requirements of this RFP.

Please note that there are 5 tabs included in *Attachment B - Budget Form*. You can see the tabs in the bottom of your Excel workbook. When you click on each tab (e.g. Tab 1 - "Service Model Proposal") new worksheets will appear. The following sections outline more detailed instructions on completing each tab of your Budget Form.

## iii. Tab 1: Service Model Proposal

- Before You Begin  
You are not required to enter any information in the "Before You Begin" section. Please read the instructions and context in order to better understand how the Budget Form works.
- Identifying Information  
In order to complete "Identifying Information," please open the "Proposal Details" tab in HHS Accelerator and copy the requested information into the yellow boxes in your Budget Form. Before moving to "Service Model," check to make sure you have typed in or selected an answer for all 3 boxes.

Do not enter anything into cell I20.

- Service Model  
Within the Family Child Care Networks RFP, proposers may choose from several options for age range of children served, length of the service day, and number of operational days per year. This section of the Budget Form will ask you to indicate which of these service model options you are proposing. If you have questions about the available service models, please refer back to Section 1B - "Overview of Solicited Services" of this RFP.
  - Ages Served (Question 1)
    - Question 1: Which ages does your Network propose to serve?

Use the drop down menus in the yellow boxes (Column L, Cells 40-45) to select “Yes” or “No” for each age range. “Yes” indicates that you are proposing to offer slots for children in this age range. “No” indicates that you are not proposing to offer slots for children in this age range. You must answer either “Yes” or “No” for every age range.

- For definitions of the age ranges and information on continuity of care, you may refer to Section 1B(c) - “Age Definitions” of this RFP.
- Hours and Days Option (Question 2)
  - Question 2: Please indicate the combination of hours and days your Network will offer through your affiliated providers.
    - Proposed Hours Per Day: Use the drop down in F50 to select the extended day option your Network proposes to offer through your affiliated providers: “8” or “10.”
    - Proposed Days Per Year: Use the drop down in K50 to select the extended day option (in number of days) that your Network proposes to offer through your affiliated providers: “225” or “260.”
- Borough and District Information (Questions 3-4)
  - Question 3: Please indicate which borough this proposed budget is intending to serve.  
Borough: Use the drop down in K53 to select the borough where your proposed Network will provide services.
  - Question 4: Please indicate the number of slots your Network intends to serve through your affiliated providers in each community school district. Note that Networks most propose to serve a total of **at least 250 children** through affiliated providers (can be served through a combination of service models). For a Network proposing services in more than one borough (and thus submitting more than one proposal to this RFP), the DOE may award the Network fewer than 250 slots per borough. Use the rows provided (rows 62-77) to enter information on your proposed slots per district. **Please leave any rows you do not need blank.**

To respond to this question, use the chart starting in row 62 to outline the proposed slots you intend to offer per district.

- **Borough (Column A)** - This column will automatically fill based on the borough you selected in K54. You will not enter information in this column.
- **District (Column C)** - Use the drop down to select the community school district.
- **School Day and Year 3-K for All (Column D)** - Enter the

number of slots you plan to offer in this district for School Day and Year 3-K for All.

- **Extended Day and Year Under 2 (Column F)** - Enter the number of slots you plan to offer in this district for Extended Day and Year services for children under 2 years old.
- **Extended Day and Year 2 Year Olds (Column G)** - Enter the number of slots you plan to offer in this district for Extended Day and Year Services for 2-year-olds.
- **Extended Day and Year 3-K for All (Column H)** - Enter the number of slots you plan to offer in this district for Extended Day and Year 3-K for All.
- **Total Slots (Column K)** - This column will automatically calculate the total number of slots proposed in each district. You will not enter information in this column.

- Summary (for DOE use only)

This section contains a summary of the slots and service model(s) you have proposed. While you will not be able to change any information in this section directly, you may use it as a way to check over your proposal. If the information in this section looks different from what you anticipated, you should review your answers to Questions 1-4 for accuracy.

If the formulas in this section do not appear to be functioning correctly, please refer to the instructions on automatic workbook calculations at the beginning of this section.

#### iv. **Tab 2: Program Costs Proposal**

- Program Costs Proposal Overview

This section states the expectations that your proposed costs should meet:

- Reasonableness - Your proposed costs should be reasonable. They should not exceed what a reasonable person would pay for an item, staff member, or service in similar circumstances. They should also not discount or under-state the costs of operating the program your proposal describes. If your proposal includes a service, you must reasonably represent what it will cost to operate in this tab.
- Fairly Allocated - The purpose of this budget is to accurately represent the costs of operating the program you have proposed. If there are items, staff members, or services that will also benefit a program operating at your Network but not solicited in this RFP, the cost for that item, staff member, or service must be split fairly between the two programs.



- Network Administrative Costs  
This RFP defines Network Administrative Costs as costs that can be directly attributed to the Network. The cost categories that fall under this definition are: Network Directors, Educational Directors, Educational Specialists, Family Workers, Instructional Materials and Supplies, Instructional Equipment/Furniture, Instructional Field Trips, etc.
- Network: Personal Services (PS)  
Use the rows provided (rows 19-56) to enter information about your Network staff. **Please leave any rows you do not need blank.** You should know in advance what the proposed wages are for each member of your Network staff.

If your proposed staff roster includes a position that splits time between two Network functions, then you will need to list each function as a different position. (e.g. if you are proposing to hire a staff member who will spend 75% of their time as a family worker and 25% as an administrative assistant, they should have two lines that represent these positions in Network Personal Services.

You will be asked to fill out the following information for every staff line:

- **Staff Title (Column A)** - Type in the position title.
- **Annual Salary (Column B)** - Enter the position's annual salary. For hourly staff, estimate total annual earnings.
- **Fringe Rate (Column C)** - Enter the fringe rate for **this position**. Unlike in previous RFPs and current DOE practice, fringe rates may vary between roles. At a minimum, you must ensure that you account for all federal, state, and local required payroll taxes.
- **% of Cost Allocated to Services Proposed in this RFP (Column D)** - Fill in the percentage of the position's salary related to the services proposed under this RFP. For example:
  - Your Network proposes to hire a staff member who will spend 50% of their time as a monitor specialist and 50% of their time as a CACFP nutritionist. Since 50% of their wages should be funded by CACFP, you would allocate 50% of this staff member's wages to the services proposed in this RFP.
  - If you are unsure how to calculate the percentage for this column, ask yourself the following: Would this person spend all of their work time on the Network in this proposal?  
If the answer to this question is yes, then enter 1005 into this column. If the answer to this question is no, then you will need to calculate a fair and reasonable allocation

based on this position's job description. Enter that percentage into the cell in this column.

- **Total Annual Cost Allocated to this Budget (Column E)** - Calculated automatically.
- **Explanation of Allocation (Column F)** - Provide a short description of the methodology used to calculate the position's salary and the allocation from column D.

The subtotal at the end of this section (row 58) should include the total portion of your payroll for Network administrative personal services that can be attributed to the Family Child Care Network's budget.

- Network: Other than Personal Services (OTPS)  
Network OTPS are costs that are directly associated with supporting affiliated providers.

Proposers will be required to provide the following information for each cost category:

- **Total Annual Cost (Column C)** - Enter the estimated annual cost for the cost category. Please be sure to calculate a reasonable cost based on the number of slots and service model that you are proposing.
- **% of Cost Allocated to Services Funded by this RFP (Column D)** - Fill in the percentage of the cost related to the services proposed under this RFP. The percent in this column should accurately reflect the distribution of benefit to affiliated providers from items paid for in these categories. For example:
  - *Example:* Your network purchases office equipment and furniture that are only used by staff under this proposal. The percentage allocated to services proposed in this RFP is 100%.
- **Total Annual Cost Allocated to this Budget (Column E)** - calculated automatically.
- **Explanation of Allocation (Column F)** - Provide a short description of the methodology used to calculate the cost allocation; the example above is an appropriate level of detail.

The subtotal at the end of this section, row 93, will reflect the total budget for Network OTPS costs that you are proposing.

- Affiliated Provider Costs  
Affiliated Provider Costs will be funded based on contracted daily rates. Proposers must use this funding to cover the costs of payment to affiliated providers for services provided to children under 2 years old, 2 year olds, and

3-K for All.

- Summary:

You are not required to enter any information into this section. The totals in column E will calculate automatically based on the costs that you entered in the preceding sections. Please use this section to confirm your total costs reflect a reasonable estimation of an annual budget.

#### v. **Tab 3: Start-up Proposal**

Use this tab to request one-time start-up funding that will be available through this RFP. Details on what types of funding will be available and what types of projects are allowed can be found in Section 3E - “Start-up Funding” of this RFP.

- Furniture and Equipment

- Question 1: How much funding are you requesting?

Enter the amount of funding you are requesting for this type of start-up project into cell E6.

- Question 2: Please provide a 3-5 sentence narrative on how you intend to use this start-up funding if you receive it.

Use row 9 to provide a summary of the items that your program would purchase if awarded these start-up funds. Please include details on how the purchase of these items would support the program you are proposing.

The subtotal at the end of this section, row 12, will reflect the total budget for start-up costs that you are proposing.

#### vi. **Tab 4: Provider Information**

If you are an existing Network, please list all the affiliated providers that you anticipate will be part of your Network as of the beginning of the contract year, July 2020. If you are a new Network, you do not need to complete this tab.

- **Provider Name (Column A)** - Type in the name of the anticipated affiliated provider.
- **Provider Address (Column B)** - Enter the street address of the anticipated affiliated provider. Please include Street Address, City, State, and Zip Code.
- **Provider License Number (Column C)** - Enter the license number of the anticipated affiliated provider.
- **Provider Phone Number (Column D)** - Enter the contact phone number for this affiliated provider.
- **Provider Email Address (Column E)** - Enter the contact email address for this affiliated provider.

- **Summer Operation (Column F)** - Use the drop down in Column F to indicate if this anticipated affiliated provider will be providing services to children during July and August 2019.
  - “Yes” indicates that this anticipated affiliated provider will be providing services to children during July and August 2019.
  - “No” indicates that this anticipated affiliated provider will not be providing services to children during July and August 2019.

#### vii. **Tab 5: Summary (for Agency Use)**

This tab is for agency use only and you will not make any changes to the information in this tab. The information that appears in the fields in this tab is automatically populated from your responses in Tabs 1, 2, and 3. You may use this tab to ensure the accuracy of the final figures produced by your responses in Tabs 1, 2, and 3.

Please note that you will enter the **Total Contract Value** from cell F26 of this tab into the “Service Unit - Total Funding Request” field when completing the “Proposal Details” tab in HHS Accelerator.

#### c. **Doing Business Data Form**

Pursuant to Local Law 34 of 2007, amending the City’s Campaign Finance Law, the City is required to establish a computerized database containing the names of any “person” that has “business dealings with the City” as such terms are defined in the Local Law.

In order for the City to obtain the necessary information to establish the required database, vendors responding to this solicitation must complete the Doing Business Data Form, included in *Attachment C - Doing Business Data Form*. Please pay particular attention to page 2 of the form and **ensure the form is appropriately signed**. This form must be hand-signed, scanned, and submitted in the indicated required document field in HHS Accelerator. **Electronic signatures will not be accepted**. The submission of a Doing Business Data Form that is not accurate and complete may result in a finding of non-responsiveness.

#### d. **Attestation Form**

The Attestation Form is included as *Attachment D – Attestation Form*. **You must submit your completed Attestation Form using the provided attachment when submitting your proposal to this RFP**. This form must be signed and submitted in the indicated required document field in HHS Accelerator. Electronic signatures may be accepted. The submission of an Attestation Form that is not accurate and complete may result in a finding of non-responsiveness.

Your completed Attestation Form will identify one or more proposed staff members with previous experience working with family child care providers. This experience is an eligibility requirement for all proposers.

You must provide the name(s), proposed role(s), and previous experience(s) of at least one proposed Network staff member who meet these criteria. Previous experience working with family child care providers can include any of the following:

- Leading a Family Child Care Network
- Working as a Family Child Care Network staff member
- Providing training, technical assistance, or coaching to family child care providers
- Owning or working in a family child care home
- Experience working for a state or city regulatory agency licensing family child care

Please review Section 1C - "RFP Eligibility Requirements" for additional details regarding eligibility requirements.

## Section 5 – Basis for Contract Award and Evaluation Procedures

### A. What to Expect Next

#### a. Responsiveness

After the proposal submission period closes, the DOE will review submitted proposal documents to ensure completeness and accuracy as outlined in Section 4E - “Summary of Required Documents.” If it is determined that a proposer has not submitted one or more required documents or has provided inaccurate or insufficient information on documents, the DOE may determine that the proposal is non-responsive. **Proposals that are determined to be non-responsive will not be evaluated.**

If the DOE requires revisions to submitted documents, the Provider Contact listed by the proposer in HHS Accelerator will be notified and submitted documents will be returned for revisions through HHS Accelerator. **Proposers must re-submit documents that are returned for revision through HHS Accelerator, with required revisions due by the date outlined in the notification email** in order to be found responsive.

Additionally, if proposers return documents within this timeframe but re-submissions are still incomplete or inaccurate, the DOE may find the proposer non-responsive and will not evaluate the proposal.

#### b. Evaluation Next Steps

If a proposer is found to be responsive to the basic requirements of the RFP, a team of DOE evaluators will assess the quality of the submitted proposal. During the evaluation period, the DOE and/or partner agencies may reach out to the Provider Contact listed in HHS Accelerator to request site visits, interviews, phone calls, or documentation in order to gather additional information about a proposed program and/or proposal submission. If required, site visits may occur without advance notice, but within a range of time specified to the Provider Contact after the proposal due date. **A proposal may be deemed ineligible for award if a proposer does not respond to requests or demonstrates an unwillingness or inability to let the DOE and/or partner agencies conduct a site visit.**

All notifications of advancement or non-advancement to later stages of award consideration will be sent through the HHS Accelerator system and via email to the Provider Contact in Fall 2019. Any vendor who believes that there has been unfairness, favoritism, or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 1005, New York, NY 10007, (212) 669-2323. Reports of criminal misconduct or conflicts of interest associated with the proposal process shall be directed to the Special Commissioner of Investigation for the New York City School District, 80 Maiden Lane, 20th Floor, New York, NY 10038, (212) 510-1500.

## B. Proposal Evaluation Considerations

Award recommendations will be based on the following considerations:

- Proposal Quality
- Service Need in Geographic Area
- Proposed Services: Continuity of Care

These considerations are described in more detail below.

While the DOE may consider information gathered through site visits, interviews, and/or demonstrations, the DOE reserves the right to advance or non-advance proposals to later stages of award consideration solely on the basis of a written proposal. Therefore, initial written proposals should contain a program's best programmatic and price terms.

### a. Proposal Quality

Proposals will be assigned a score between 0 and 100, which will be determined based on consideration of:

- Written answers provided throughout the Structured Proposal Form (SPF) based on Program Vision and Community Need and [Early Childhood Framework for Quality \(EFQ\)](#) Elements; and
- Additional evidence gathered during the evaluation process, such as through site visits and/or interviews with program leadership.

The criteria in each section, as well as the percentage of points allocated to each criterion, are further outlined in the table below. The table also lists the related SPF questions impacting the final score for each criterion. Please note that additional evidence gathered during the evaluation process through site visits and/or interviews with program leadership may impact the final score for any criterion.

Criteria	Percentage of points for this section	Related SPF Question(s)
Program Vision and Community Need	10%	1
EFQ Element 1: Respect and value differences	20%	2 & 3
EFQ Element 2: Create safe and positive environments	15%	4

EFQ Element 3: Provide opportunities for active learning and responsive instruction	15%	5
EFQ Element 4: Promote families' roles as primary caregivers, teachers, and advocates	15%	6
EFQ Element 5: Work collaboratively towards continuous quality improvement	10%	7
EFQ Element 6: Demonstrate strategic leadership	15%	8 & 9
<b>Total points available for these criteria:</b>		<b>100</b>

## b. Service Need in Geographic Area

Throughout New York City, there are varying levels of need for school day and year and extended day and year, as well as varying levels of need for under 2-years, 2-year-olds, and 3-year-old services. Through this RFP, the Birth-to-Five Services RFP, and the Head Start/Early Head Start Services RFP, the DOE aims to award slots that align to the needs of each community.

Through this RFP, Networks may propose school day and year services for 3-year-olds at affiliated providers located in any of the 32 community school districts within New York City. The Mayor and Chancellor have announced that it is the City's goal to provide 3-K for All throughout the City; however, funding is only included in the City budget for 14 community school districts at this time (referred to as "Budgeted 3-K for All Districts" - community school districts 4, 5, 6, 7, 8, 9, 12, 16, 19, 23, 27, 29, 31, and 32).

Funding may not become available for school day and year 3-K slots in districts other than the Budgeted 3-K for All Districts before the time of award through this RFP. The DOE welcomes proposals for school day and year 3-K slots in all districts in case funding for additional districts should become available. Proposers should be aware that the DOE may choose not to award proposed 3-K services in these districts.

Because **the DOE considers service need by geographic area when determining**



**which proposers will be recommended for award**, providers are encouraged to consider their community's overall need for services when determining which services and how many slots they are proposing (see Section 1C(c) - "Geographic Considerations: Need for Services and Competition Pools" for more information).

The DOE strongly encourages proposers to use *Attachment E - Estimated Service Need by School District* to inform the proposed service types and slot numbers for their Network. While this information is intended to provide guidance for Networks in considering which services to offer, please be aware that in making award recommendations, the **DOE will make final determinations based on the most up-to-date data regarding geographically-based service need at the time of award.** Awards will be based on updated community need projections and are all contingent on the availability of funding.

Due to the dynamic nature of service need data, it is possible that an area may have a need for services at the time of RFP release, but may no longer have need by the time award recommendation decisions are made. In such cases, the DOE reserves the right to not recommend a proposal for award if it is located in an area where additional services are not needed at the time of award recommendation decisions.

The DOE will recommend awarding only the number and type of slots necessary to address the service need identified in each geographic area. In some cases, the total number of proposals received from Networks in a given borough, or the number of slots proposed in a given community school district, may exceed the level of service need identified at the time of award recommendation decisions. **It is therefore possible for the DOE to award one or more proposers in a borough or community school district with need for services and also non-award other proposers in the same borough or community school district due to the service need being met.**

With any proposal, the DOE reserves the right to determine the number of slots awarded and may recommend to award a different combinations of slots for specific age groups and service models than a Network proposes through this RFP. For example, if a Network proposes to serve 75 under 2-years and 25 2-year-olds, the DOE may award 50 under 2-years and 50 2-year-olds slots instead. Or, if a Network proposes to serve 75 school day and year slots and 25 extended day and year slots, the DOE may award 50 school day and year slots and 50 extended day and year slots instead. However, the DOE will not award slots for a specific age group or service model if a Network has not proposed to serve that age group or service model.

If a Network submits more than one proposal, the DOE reserves the right to determine which proposals, and the number of slots for each proposal, to recommend for award, based on demonstrated organizational capability, need for services, and the best interests of the DOE.

### c. Proposed Services: Continuity of Care

In an effort to ensure the availability of programs offering continuity of services for families, the DOE **may prioritize Networks who propose to serve all age groups from 6 weeks through 4 years old** through their affiliated providers when determining which proposers will be recommended for award. In deciding which services to propose at their affiliated providers, Networks are asked to consider the following:

- Networks proposing to offer extended day and year (CCBG) services to children under 2-years and 2-year-olds should **strongly consider** proposing to offer extended day and year (CCBG) and school day and year services to 3-year-olds, and propose at least the same number of slots in each age group to allow for continuity of services at their affiliated providers.
- Networks **may not propose** to serve **only** 3-year-olds, either through extended day and year (CCBG) or school day and year services.

The DOE reserves the right to determine the number of slots awarded and may recommend to award a different combination of slots for specific age groups and service models than a Network proposes through this RFP. For example, if a Network proposes to serve 75 under 2-years and 25 2-year-olds, the DOE may award 50 under 2-years and 50 2-year-olds slots instead. Or, if a Network proposes to serve 75 school day and year slots and 25 extended day and year slots, the DOE may award 50 school day and year slots and 50 extended day and year slots instead. However, the DOE will not award slots for a specific age group or service model if a Network has not proposed to serve that age group or service model.

## C. Contract Award

Networks whose proposals are determined to be the most advantageous to the DOE with consideration to the evaluation elements outlined above will be eligible to be recommended for award. In making final determinations, the **DOE reserves the right to make award recommendations in the best interest of the City**. Please note that recommendation for award for any service model(s) and slots solicited through this RFP is dependent on funding availability, including from City, State, and Federal entities including the New York State Office of Children and Family Services, the New York State Education Department, the New York City Law Department, the New York City Office of Management and Budget, and the U.S. Department of Housing and Urban Development.

The DOE reserves the right to make inquiries into proposed costs and rates included in a proposer's submitted Budget Form and to negotiate rates and/or make the determination of non-award for a Network if it is determined that the proposed costs are not fair and reasonable.

Contract awards are subject to successful budget negotiations between the DOE and the

proposer based on a fair and reasonable cost-per-child. Contract awards shall further be subject to:

- Availability of funds;
- Timely submission of any required contract documents and successful budget negotiations between the DOE and the selected proposer;
- Responsibility determination;
- Approval by the Panel for Educational Policy; and
- Contract registration pursuant to the Education Law.

In preparation for potential award through this RFP, all proposers should complete [PASSPort](#) disclosure filing as soon as possible (see Section 4B - “PASSPort Disclosure Filing” for more information). All organizations should also register in the Federal [System for Award Management](#) and, if awarded, must maintain an active registration for the duration of the contract.

## D. Contract Terms

**Contract terms will be for July 1, 2020 - June 30, 2025, with up to three one-year extensions**, and each proposal recommended for award will result in a separate contract pending successful completion of all contracting activities. Networks that submit multiple proposals and are recommended for award for multiple boroughs will have one contract per borough for each awarded proposal.

If a Network fails to fulfill the full terms of a contract procured through this RFP, the DOE may place the Network on a heightened monitoring status, and/or may suspend or terminate the contract. The DOE retains sole discretion to terminate any contract and any extension for its convenience upon 30 days’ written notice. The DOE reserves the right to suspend or terminate any contract at any time during the contract period if the program does not address any and all concerns communicated by the DOE, or if the Network has a record of serious, critical, and/or repeated violations of DOHMH or OCFS regulations that pose a risk to children’s or staff’s health or safety.

Upon completion of the original contract period, the DOE will have discretion to extend the contract for a specified number of years. Extensions will be offered only to Networks that meet DOE quality expectations and offer services in areas of need. Networks that do not receive a contract extension may have an opportunity to re-apply to be a DOE-contracted program at a future time, depending on the DOE’s need for such services.

## Section 6 – List of Attachments

All attachments for this RFP can be found in the “RFP Documents” tab in the HHS Accelerator system. You are required to submit a completed version of:

1. *Attachment A - Structured Proposal Form (SPF)*;
2. *Attachment B - Budget Form*;
3. *Attachment C - Doing Business Data Form (DBD)*; and
4. *Attachment D - Attestation Form*

All other attachments are included for your reference. You are strongly encouraged to review all attachments and references before submitting your proposal to this RFP.

### **A. ATTACHMENT A - Structured Proposal Form**

- The form that you will complete to describe your capacity to provide high-quality early childhood care and education if awarded through this RFP.
- You must complete all 9 questions.
- You must complete the form included in Attachment A and you must submit your SPF in Microsoft Word format (.doc or .docx).
- You must submit one Structured Proposal Form for each proposal (one per borough).
- See Section 4F(a) - “Structured Proposal Form” for more information about completing your Structured Proposal Form using the attached form.

### **B. ATTACHMENT B - Budget Form**

- The form that you will use to complete a fair and reasonable proposed budget outlining the expenses associated with running your Network.
- This is where you will indicate the service models and slot numbers that you are proposing to offer through your Network.
- You must submit your completed Budget Form using the provided attachment when submitting your proposal to this RFP and you must submit your Budget Form in Microsoft Excel format (.xls or .xlsx).
- You are required to submit one Budget Form for each proposal (one per borough).
- See Section 4F(b) - “Budget Form” for more information about completing your Budget Form using the attached form.

### **C. ATTACHMENT C - Doing Business Data Form**

- The form you must complete in order to identify all the principal officers, owners, and senior managers within your organization.
- You must complete each section. First, provide details and identifying information about your business entity as prompted. Then, list all principal officers, owners, and senior managers within your organization. Finally, certify that the information you provided is accurate and complete by signing your name at the bottom of page 2.

- See Section 4F(c) - “Doing Business Data Form” for detailed information about completing your Doing Business Data Form using the attached form.

## D. ATTACHMENT D - Attestation Form

- The form that you will use to identify one or more proposed Network staff members with previous experience working with family child care providers, which is one of the basic eligibility requirements for all proposers.
- You must provide the name(s), proposed role(s), and previous experience(s) of at least one proposed staff member who meet these criteria.
- Previous experience working with family child care providers can include any of the following:
  - Leading a family child care network
  - Working as a family child care network staff member
  - Providing training, technical assistance, or coaching to family child care providers
  - Owning or working in a family child care home
  - Experience working for a state or city regulatory agency licensing family child care
- You must complete the form included in Attachment D and you must submit your Attestation Form in Microsoft Word format (.doc or .docx).
- See Section 4F(d) - “Attestation Form” for detailed information about completing your Attestation Form using the attached form.

## E. ATTACHMENT E - Estimated Service Need by School District

- This is intended to further assist proposers in understanding how the need for service types varies across the City, for your reference. This is not to be submitted with your proposal.
- Using this resource, proposers can identify the community school district of their proposed sites and see:
  - Estimates of service need across 3-year-old and extended day and year slots by community school district
  - Estimates for needed 3s slots are calculated across all setting types, including center-based care.
  - Estimates of extended day and year slots across all ages served in family child care settings by community school district
- The DOE strongly encourages proposers to **use this attachment to inform the proposed service types and slot numbers** for their Network.
- Please note that this information is intended to provide guidance for Networks in considering which services to offer; however, in making awards, the DOE relies on the most up-to-date data regarding geographically-based service need at the time of award recommendations.

## **F. ATTACHMENT F - Family Child Care Networks Policy Appendix**

- This is intended to support programs in completing their proposals for this RFP. This is not to be submitted with your proposal.
- This document includes guidelines and requirements related to key policy topics, including:
  - Staff qualifications
  - Security clearances
  - Meals and Child and Adult Care Food Program (CACFP) participation
  - Daily schedules
- Note that some information in the Family Child Care Network Policy Appendix may represent changes from current DOE policies.

## **G. ATTACHMENT G - Sample Affiliated Agreement**

- This is intended to support programs in formalizing a family child care providers affiliation with the Network. This document is included for your reference. It is not to be submitted with your proposal.
- This document defines the roles, rights, and responsibilities of the affiliated provider and the Network, including, but not limited to:
  - Licenses and registration
  - Safety plan/fire evacuation plans & procedures
  - Staff health
  - Staff qualifications
  - Security clearance
  - Curriculum and instruction
  - Compensation
- This is a sample affiliation agreement and is subject to legal review and change.

## **H. ATTACHMENT H - Sample Provider Selection Rubric**

- This is intended to be utilized by programs to assess all family child care providers for eligibility to become affiliated with the Network and to serve different age groups and service models. This document is included for your reference. It is not to be submitted with your proposal.
- This document identifies key components that are aligned to the DOE's Early Childhood Framework for Quality (EFQ) and it is divided into three major categories:
  - Tier I: Basic eligibility requirements
  - Tier II: Education, experience, and professional affiliations
  - Tier III: Curriculum planning, interactions and learning, indoor and outdoor environment, and family engagement
- Note that the DOE will release additional FCC provider selection rubrics for specific age groups and service models.

## **I. ATTACHMENT I - Essential Steps for Proposal Submission**

- This attachment includes guiding questions and a submission checklist that can aid proposers in understanding different RFP elements, for your reference. This is not to be submitted with your proposal.
- Please note that this document is not intended to replace close and careful review of this RFP and related documentation, but is instead intended to be a supplemental resource to support you in your proposal submission process.

## **J. ATTACHMENT J - Statement of Assurances**

- This is a summary of key policies and requirements that apply to proposers who contract with the DOE. This document is included for your reference. It is not to be submitted with your proposal.
- If you are recommended for award through this RFP, you will be required to abide by the policy expectations outlined in the Statement of Assurances, as well as all other policies outlined in this RFP and any subsequent policy guidance. As such, you are strongly encouraged to read through the Statement of Assurances and RFP in its entirety before submitting your proposal to this RFP.
- If you advance to later stages of award consideration, you will be required to agree to all assurances by checking the box and typing your name on the line provided.

## **K. ATTACHMENT K - Important FCCN Reference Guide and Acronyms List**

- This document is included for your reference. It is not to be submitted with your proposal.
- This Reference Guide includes links for the following:
  - Provider Guide to Submitting Proposals in HHS Accelerator
  - Early Childhood Framework for Quality (EFQ)
  - 3-K and Pre-K for All Policy Handbook
  - Head Start Early Learning Outcomes Framework (ELOF)
  - Pre-K for All Expenditure Guide

## **L. ATTACHMENT L - Sample W-9 Form**

- If you advance to later stages of award consideration, you will be required to submit a complete City of New York Substitution Form W-9: Request for Taxpayer Identification Number and Certification form as found on the DOE's and Comptroller's websites. This is included for your reference. This is not to be submitted with your proposal.

## **M. ATTACHMENT M - Equal Opportunity Contract Compliance Documents**

- If you advance to later stages of award consideration, you may be required to submit applicable Equal Opportunity Contract Compliance documents. This document is included for your reference. It is not to be submitted with your proposal.
- If you are a vendor with **fewer than 50 employees**, you will need to submit the following if you advance to later stages of award consideration:
  - Equal Opportunity Policy Statement; and
  - Workplace Profile Form.
- If you are a vendor with **50 or more employees**, you will need to submit the following if you advance to later stages of award consideration:
  - Affirmative Action Plan; and
  - Workplace Profile Form.

## **N. ATTACHMENT N - Paid Sick Leave Law Contract Rider**

- The Earned Sick Time Act, also known as the Paid Sick Leave Law (PSLL) requires covered employees who annually perform more than 80 hours of work in New York City to be provided with paid sick time. Contractors of the City of New York or other governmental agencies may be required to provide sick time pursuant to the PSLL. The Paid Sick Leave Rider contains more information about your obligation under PSLL.
- This document is included for your reference. It is not to be submitted with your proposal.

## **O. ATTACHMENT O - Standard Terms and Conditions**

- The Standard Terms and Conditions for all providers who contract with the DOE.
- This document is included for your reference. It is not to be submitted with your proposal.

## **P. ATTACHMENT P - Whistleblower Protection Rider**

- The Whistleblower Protection Rider outlines protections of employees of City contractors who report corruption.
- This document is included for your reference. It is not to be submitted with your proposal.

## **Q. ATTACHMENT Q - Sample Insurance Certificate**

- This Sample Insurance Certificate is an example of what may be required as part of your contracting process, should you be recommended for an award through this RFP.
- This document is included for your reference. It is not to be submitted with your proposal.



## **R. ATTACHMENT R - Verifying Your Provider Legal Name and Tax ID**

- This attachment provides more detailed information about New York State business types and Tax IDs, and the document you should reference to verify your Provider Legal Name and Tax ID.
- This document is included for your reference. It is not to be submitted with your proposal.