

Request for Proposal

CHILD CARE MARKET RATE SURVEY SERVICES

Department of Child Care and Development

Navajo Nation Division of Social Services

Re-Bid No: 22-03-2752LE

Background:

The Navajo Nation-Division of Social Services, Department of Child Care and Development in Window Rock, Arizona Supports low-income working families through child care financial assistance and promotes children's learning by improving the quality of early child care, education, and afterschool programs at child care centers located throughout the reservation. In addition, registered and certified state licensed child care center and at home child care providers are located on and near Navajo Reservation, providing daily child care services.

Scope of Work:

The Department of Child Care and Development is seeking proposal from interested college or university educational institutions or private marketing firms to conduct a Child Care Market Rate Survey.

DCCD request for interested vendors to design the survey, conduct the survey, gather supporting information and compile and submit a final report that includes the following:

- 1) When the survey was conducted;
- 2) How the survey was conducted;
- 3) Who conducted the survey;
- 4) The number and type of child care providers surveyed within the four states of Arizona, New Mexico, Colorado, and Utah and the geographic area;
- 5) The response rate to the surveys within the four states of Arizona, New Mexico, Colorado, and Utah and geographic location, by child care setting;
- 6) The number of slots represented by respondents within the four states of Arizona, New Mexico, Colorado, and Utah and geographic area, by child care setting type and child age group;
- 7) The estimated cost of care by geographic location, provider type and child age group; and
- 8) The cost of higher quality care.

The report is to be fact and evidence-based to help DCCD determine the price of child care services across the Navajo Nation. The information is important and helps DCCD to bring child care subsidy payment rates up to date reflect prices within the DCCD service area and surrounding border towns to ensure equal access.

The target participants in the survey will include tribal, state, and private operated child care centers, group homes, family homes and child home providers.

The child care providers must be residing or be located on the Navajo Nation and/or in nearby off-reservation border towns or cities including the following: Holbrook, AZ; Winslow, AZ; Flagstaff, AZ; Page, AZ; Blanding, UT; Cortez, CO; Durango, CO; Farmington, NM; Gallup, NM; Grants, NM; Albuquerque, NM; Cuba, NM.

Survey participants must be eighteen (18) years of age or older. Participant will be asked on how much they charge for daily child care services and any other additional fees or charges and the number of children in their care. The answers are to be based on rates charged to “private pay clients” not the rates set for children as paid by DCCD subsidy.

The child care rate information is targeted to children served in age range from infant up to age 13 (thirteen). Data must reflect daily cost of care set by the child care providers. Analysis report must detail cost for full time service of five (5) or more hours and part time service of less than five (5) hours. Analysis report must quantify price at 75% threshold on the data collected.

The fieldwork for public data collection will be performed from August 01, 2022 to September 30, 2022. The Market Rate Survey analysis report is to be completed and submitted by Friday October 7, 2022 at 5:00pm MST

The outcome of the report is solely and ONLY to be used for Navajo Nation to set the subsidy rates which is a federal requirement. The child care price rates help DCCD to administer federal subsidy payments to registered child care providers, based on type of child care setting.

Criteria:

- 1) Background and expertise of the firm
- 2) Inquire about their history, staff experience, and case studies
- 3) Provide estimated budget for the market rate survey performance

The goal is to conduct 175 to 225 surveys with an outcome report on current price of child care across Navajo Nation and in nearby state border towns and cities.

The potential vendor is to provide the break-down of expenses related to conduct and to provide an outcome report of the child care market rate survey. The expense may include, fees, transportation, office supplies, postal stamps, communication i.e.: web, facsimile, and telephone, office equipment, i.e.: computer, printer, and scanner, etc.; research materials, rewards and incentive to participants.

The monetary award is for the child care market rate survey to be conducted from August 01, 2022 to September 30, 2022, must commit 400 hours of research study with compilation and submittal of a final executive summary with analysis.

REQUEST FOR PROPOSAL

General Information

CHILD CARE MARKET RATE SURVEY SERVICES

Department of Child Care and Development

Navajo Nation Division of Social Services

RE-BID NO.22-02-2739LE

Request for submittal deadline: All RFPs must be received, by **June 24,2022** at 4:30pm
MDT

CONTACT PERSON: Navajo Nation Department of Child Care and
Development (DCCD)
Selena Curley, Principal Social Worker
Telephone Number 928.871.6576

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care and
Development
Attention: La Tisha Dodson, Contract Analyst
47552-B State Highway 264, Window Rock Az. 86515

MAIL TO: Navajo Nation
Division of Social Services
Department of Child Care & Development
P.O. Box 2425
Window Rock, Arizona -86515

INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care and Development, P.O. Box 2425 Window Rock, Arizona. The Department of Child Care and Development supports low-income working families through child care financial assistance and promotes children's learning by improving the quality of early care, education, and afterschool programs at child care centers located throughout the vast regions of the Navajo reservation.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include the attachments with proposal packet.
- D. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
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| <p>1. Issue RFP to prospective bidders
Prospective proposals Inquiry deadline (no questions accepted after this date); Inquiries and questions will be answered At any time, prior, questions may be verbal or in writing.
<u>Due date for all proposals</u></p> | <p>May 20, 2022</p>
<p>June 24 ,2022</p> |
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- E. **INQUIRIES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D.
- (1) Email to Selena Curley- Principal Social Worker at scurley@navajo-nsn.gov ;
- (2) Mailed inquiries is to be addressed to:

The Navajo Nation
Department of Child Care & Development
Post Office Box 2425
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before Friday, June 24, 2022. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. NO LATE PROPOSALS WILL BE ACCEPTED.

FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED: The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the **(DCCD Market Rate Survey Services), Bid Number (22-03-2752LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. Cost to be sealed in a separate envelope.

LATE RECEIPT OF PROPOSALS: Late proposals will NOT be accepted. It is the responsibility of the proposer to ensure that the proposal arrives at the Navajo Nation Department of Child Care and Development prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Purchasing Services Department and Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph I above. The Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful proposal will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from

consideration for future solicitation. The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development reserves the right to pursue appropriate legal action in the above set of circumstances.

- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the contractor and the proposal submitted by the contractor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
1. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals should prepare to provide any additional information the team feels necessary for a fair evaluation of proposals.
 2. Failure to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the proposal to the execution of a contract.
 3. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. On the basis of the evaluation criteria established in this RFP the Review Committee will select and recommend the proposal who best meets this objective.
 4. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing Committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

Company History and Organization

0-25 Points

- Management Approach

Implementation plan & schedule

Project detailed 0-30 Points

- Detailed information on approach to scope of work, providing schedule, cost expense

Credentials and Past Performance 0-25 Points

- Licensures of business
- Past Projects completed for NN
- Recent Data surveys conducted

Staff and Qualifications: 0-20 Points

- Staff Training, Education, Experience and references, familiarity In working with child care facilities and/ or Childhood educational settings

1. Cost/Price Factors:

The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offerors understanding of the program and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

Proposed Cost: (To be sealed in a separate envelope) Show cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.

- Attachment called "Purchase Price" that's under scope of work.

Q. STANDARD CONTRACT: The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 et. Seq., Navajo Procurement Act, 12 N.N.C. § 301, and applicable federal law, rules and regulations, 45 CFR part 98.43 Equal Access. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable Federal law. Nothing herein shall be construed as a waiver of the Navajo Nation's Sovereign Immunity.

- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-HHHS DCCD Grant Funds
 - Upon award and acceptance, the total dollar amount will be made available
 - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be approximately ten(10) weeks from date of award beginning of August, 1, 2022 to October 7,2022. With an option for a negotiable contract or a Purchase Order that will require mutual agreements between both parties.
- U. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
1. Licensed, bonded, and current **General Liability**.
 2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
 3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal
 4. Prospective recipient shall sign a **Tax Form – W9 (2018)**

BILLING AND PAYMENT:

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

Acknowledgment:

I have read and reviewed information pertaining "Request for a Proposal" for a service contract "**Child Care Market Rate Survey Services**" and approve to be advertised as is.

Handwritten signature of Sylvia A. Tyler in black ink, including the date 6/8/22.

Sylvia A. Tyler, Department Manager III

Handwritten signature of Selena Curley in black ink.

Selena Curley, Principal Social Worker