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Office of the Secretary



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(LIHEAP)

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Supervisor
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Garapan Street Market

ANNOUNCEMENT

April 1, 2022

To: All interested Consultant/Organization:

Re: Request for Quote (RFQ) to conduct the 2022 CCDF Market Rate Survey (MRS) to develop a report for child care in the CNMI

This is to request for an RFQ for the Scope of Work (SOW) described in the attachment to this announcement. The response must include the following:

1. Cover Letter addressed to Vince Rabauliman, CCDF Administrative Officer III of intent to submit a quote. Cover letter must include/indicate organization's MUNIS Vendor Number. *All organizations submitting a quote must be registered under the MUNIS Vendor Self Service with the CNMI Procurement Services. The vendor must at the time of the submission of the response must have a verifiable MUNIS Vendor number. It will be an automatic disapproval if the organization does not have a verifiable MUNIS Vendor Number;*
2. A detailed narrative of how the organization plans to address all the tasks and subtasks as described in the SOW;
3. Listing and background of all employees (employee profile) involved in the project including their role. Within 3 workdays from Notice of Award, the organization must submit copies of employees' Covid 19 Vaccination card and must have completed all 2 doses.
4. Organization must provide documentation to address qualifications described on page 6 of the SOW.
5. Current CNMI Business License;
6. Budget breakdown which include a detailed Administrative and Operation Cost

Announcement: RFQ for CCDF for FY2022 MRS

April 1, 2022

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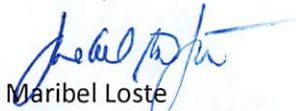
An automatic disqualification/disapproval will be given for any organization who fails to address all items as described above. CCDF will retain all submitted documents and the organization will be informed by CCDF via email.

Only written questions will be entertained related to this announcement. All questions must be addressed to Vince Rabauliman sent to email vincerab@gmail.com with a courtesy copy (cc) to Viola Diaz with email address at ccdf.violdiaz65@gmail.com with subject heading: QUESTIONS for CCDF FY2022 MRS. All questions should reference section and page number of the SOW, if applicable. All written questions must be received on or before April 15, 2022. All questions received after this date will be disregarded. Responses will be sent via email by April 22, 2022 to all organizations who picked up or requested a copy of the SOW. A copy will also be posted in the CCDF/CCLP website at www.cnmicclp.gov.mp.

All responses to this RFQ must be submitted in hard copy and stamped received by CCDF no later than April 28, 2022 at 10:00a.m. Submit all responses to CCDF Office Building No. 1347 Ascension Court Capitol Hill, Saipan, MP 96950. All submissions must be in a sealed envelope with a cover title: CCDF FY2022 MRS

We look forward to your submission and response to this RFQ.

Sincerely,



Maribel Loste
CCDF Administrator

Cc: file

Attachment: MRS Scope of Work

REQUEST FOR QUOTATION

CCDF for FY2022-MRS

“To conduct the 2022 Market Rate Survey (MRS) to develop a report for child care in the CNMI”

SCOPE OF WORK

- I. **Completion of all tasks and subtasks, including a final report:**
The Market Rate Survey or MRS, no later than September 15, 2022 from the date of Notice to Proceed (NTP);

- II. **Survey Instrument/Data Collection.** The organization must acknowledge the commitment to completing all the requirements as described below. The organization must provide a description of the approach and methodology by which it will accomplish all tasks and activities. The organization must provide sufficient detail to convey it’s knowledge of the subjects and skills necessary to complete this project. This Request for Quote (RFQ) seeks organizations for the following and must include a detailed process for how the successful organization will carry out the following:
 - a. **Pre-Testing**
 - i. The organization must describe, upon approval of DCCA CCDF and prior to finalizing and administering the survey, how the proposer engaged the child care providers and other child care stakeholders in the design of the survey instrument as well as the pre-test of the survey instrument with child care providers. This task is important to ensure that the survey questions are properly worded and consistently understood by child care providers. The proposal must acknowledge and ensure that the organization will also be responsible in providing technical assistance (TA) to child care providers about the survey questions in English, Chamorro, Carolinian, and Filipino and have the resources available to assist providers in other languages as needed.

b. Data Collection

- i. The organization must acknowledge, describe, and demonstrate how it will conduct the market survey of child care providers rates through any combination of different methods in the following categories of care as well as other data elements such as but is not limited to the following:
 1. Type of Care
 - a. Licensed child care centers
 - b. Licensed family child care homes
 2. Age of child
 - a. Infant and Toddlers: Birth to 36 months
 - b. Preschool: children 3.1 years through 5 years old
 - c. School Age: children 6 years old until/through 12 years old.
 3. Rate and Schedule of Care Categories
 - a. Hourly, daily, part-time weekly, full-time weekly, part time monthly, and full time monthly
 - b. Provider definition of the schedule of care categories
 - c. Providers typical rate categories and schedule of care categories
 4. Other data collection elements at least of the following:
 - a. Capacity and enrollment including wait list
 - b. Odd hours of care (evening care, overnight care and weekend care)
 - c. Care for special needs children
 - d. Absence hours (whether families are charged for absence hours, which includes, holidays, closures, sick days, etc.)
 - e. Other fees collected from the families, such as registration fees
 - f. Reason for a family's inability to pay for other fees
- ii. The Proposal must describe how it will ensure that the survey is administered in the predominant languages spoken by child care providers in the surveyed areas/geographic regions.

c. Survey Instruments

- i. The organization must describe and demonstrate in detail the process for developing a separate survey instrument, subject to DCCA CCDF approval, for licensed child care centers and licensed family child care homes. The Proposal must acknowledge and ensure that the survey instruments must include, but not limited to, the following types of questions: type of care, number of children served, and the rates charged by age of child. The Proposal must acknowledge that the successful proposer will submit survey questions at least 30 days prior to the testing and review of survey instruments to DCCA CCDF Program. The Proposal must acknowledge that the DCCA CCDF Program reserves the right to add additional survey questions.
- ii. The Organization must describe in detail how it will ensure that the survey will collect data to determine the percentage of subsidized families served by the provider and whether the child care provider is currently active.

III. Data Analysis and Calculating the Regional/Island Market Rate. The organization must acknowledge the commitment to completing all the requirements of this RFQ as described below. It must provide a description of the approach and methodology by which it will accomplish all tasks and activities. The response must contain sufficient detail to convey the organization's knowledge of the subjects and skills necessary to complete this project. This RFQ seeks proposals for the following and must include a detailed process for how the successful proposer will carry out the following:

a. Data Analysis and Calculating.

- i. Participation in the MR Survey is limited to those child care providers whose services to children are wholly, or in part, unsubsidized by the State/Territory. Therefore, the unsubsidized portion of total enrollment must weigh the rate data. This would take into account the size difference among providers and better reflect the rate for child care 'slots' provided rather than the rate of the individual child care providers.
- ii. Due to the wide variation in child care rates the response must describe in detail how the organization will calculate market alternatives.

The rates must be calculated for the following categories of care:

- 1. Type of Care
 - a. Licensed child care centers
 - b. Licensed family child care homes

2. Age of children
 - a. Infant and Toddlers: Birth to 36 months
 - b. Preschool: children 3.1 years through 5 years old
 - c. School Age: children 6 years old and above
 3. Rate and schedule of care categories:
 - a. Hourly, daily, part time weekly, full time weekly, part time monthly, and full time monthly
 4. Other data collection elements must include at a minimum:
 - a. Capacity and enrollment including wait list
 - b. Odd hours of care (evening care, overnight care and weekend care)
 - c. Care for special needs children
 - d. Absence hours (whether families are charged for absence hours, which includes, holidays, closures, sick days, etc.)
 - e. Other fees collected from the families, such as registration fees
 - f. Challenges a family encounter with other fees in child care
- iii. The response must acknowledge and ensure that the rates for licensed child care centers and licensed family child care homes must be calculated for the following rate types: hourly, daily, part-time weekly, full-time weekly, part-time monthly and full-time monthly;
- iv. The response must acknowledge and ensure that the successful organization will provide:
1. The calculations for the Market Rates at the percentiles from 1 to 100 at 1% intervals for each island. These numbers will be provided in a separate report from the 2022 Market Rate Summary Final Report.
 2. The 2022 Market Rate Summary Final Report must contain the rates by island at the 75th percentile, as well as the average. Each island page must display the rates for each rate and schedule of care category (hourly, daily, part-time weekly, full-time weekly, part-time monthly, full-time monthly)
 3. The 2022 MR Summary Final Report should also include a description of other fees collected by child care providers

in general and the frequency of collection of such fees. The report should also include any challenges child care providers experience in the collection of additional fees.

IV. **Consultation Services.** The response must acknowledge and describe the proposer's commitment to provide at least 150 hours for consulting services related to survey design, development, and outcomes. The DCCA CCDF Program may require the successful proposer to calculate rates using alternative criteria, which may include but not be limited to calculations where rates are based on different age groupings and the recalculation of market profiles. This time would be to perform additional analyses on any rates or any adjustments to the 2022 MR, if additional analyses on any rates are requested by DCCA CCDF Program.

V. **Additional tasks/activities:**

- a. The response will include an acknowledgement and will describe to conduct a minimum of three (3) information sessions (via webinar, virtual meeting and/or face to face) to inform partners and providers of the intent of the survey, how the survey will be conducted, what to expect, how they can participate, and the result of the Market Rate survey. In addition, the organization will share with providers how the information collected during the survey is used to propose rate increases for childcare providers in the CNMI. The successful proposer will be responsible for answering all questions from the public related to the MRS during these sessions. The successful proposer will also be responsible in setting up these virtual webinars, meetings, and/or face to face meetings.
- b. The organization must acknowledge, describe, and demonstrate a process to increase higher response rate, that is at least 90% for each of the islands (Saipan, Tinian, and Rota).
- c. The organization must acknowledge, describe, and demonstrate contingency plans to surveying providers if a local or national emergency occurs that could impact the response rate.
- d. The organization must acknowledge, describe and demonstrate how to gather public input before submitting the final summary report to DCCA CCDF Program.
- e. The organization must acknowledge, describe, and demonstrate responsibility in preparing any and all materials needed for all meetings, orientations, public presentations, etc. The organization will also be responsible in taking minutes and providing/distributing minutes after the meeting, orientations, public presentations for review by the DCCA CCDF Program to all participants. It is responsible for ensuring the needed equipment and resources needed for all meeting, orientation, public

presentations are prepared and made available. The organization is also responsible in securing any and all venues for these activities.

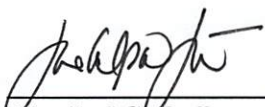
- f. The organization will acknowledge, describe, and demonstrate it has the administrative support staff to physically complete all the tasks and activities described in this scope of work for all 3 islands; Saipan, Tinian, and Rota. When and if needed for the staff members to participate in face-to-face activities in all 3 islands; Saipan, Tinian, and Rota.
- g. The organization's work plan and timelines in response to the tasks and subtasks.

CONSULTANT/ORGANIZATION REQUIRED QUALIFICATIONS:

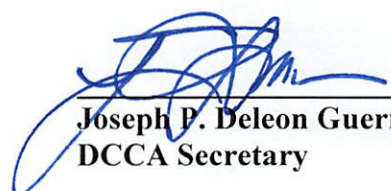
The consultant/ organization is expected to provide/description of:

- Demonstrated Knowledge about the CCDBG Act of 2014 as related to Market Rate Surveys for child care rate purposes;
- Demonstrated Knowledge and experience in conducting Market Rate Surveys as it pertains to child care and early childhood programs;
- Professional experience working with the child care industry;

END OF SCOPE OF WORK



Maribel S. D. Loste
CCDF Administrator



Joseph P. Deleon Guerrero
DCCA Secretary