



**Sealed Request for Proposals**

Issue Date: September 24, 2020  
 RFP Number: VCCS-TCC-21-779  
 Title: Child Care Services Contracts – Tidewater Community College  
 Issuing Agency: Commonwealth of Virginia  
 Virginia Community College System  
 Shared Services Center  
 147 Daleville Centre Drive  
 Daleville, Virginia 24083

Contract Term: One (1) year with eight (8) one-year renewal options or as negotiated, dependent upon grant funding availability.

Proposals will be Received Until: **October 13, 2020 at 2:30 PM local time.**

All Proposals must be received in eVA’s Virginia Business Opportunities by the date and time stated immediately above. Any Proposals received after the stated time and date will not be considered.

**In lieu of a Pre-Proposal Conference, questions will be accepted by e-mail to Crystal Hypes through [DATE]. Any inquiries regarding this solicitation should be directed only to: Crystal Hypes, Strategic Sourcing Officer Lead  
 Email: [chypes@ssc.vccs.edu](mailto:chypes@ssc.vccs.edu) Phone: (540) 591-4067**

Any inquiries regarding this solicitation should be directed only via email to:  
**Crystal Hypes, Strategic Sourcing Officer Lead** Email: [chypes@ssc.vccs.edu](mailto:chypes@ssc.vccs.edu)

**All inquiries must be made in writing and must be submitted electronically as indicated in the RFP. No oral inquiries will be accepted. From the date of issuance of this RFP, until the selection of a Contractor(s) is announced, all questions concerning any part of this RFP shall be directed ONLY to Crystal Hypes ([chypes@ssc.vccs.edu](mailto:chypes@ssc.vccs.edu)). It is not permissible for an Offeror, or any entity working on behalf of an Offeror, to solicit information from any individual or government source (Federal or State) other than from the official point of contact listed above. Any unauthorized solicitations for information are grounds for disqualification of Offeror’s proposal.**

In compliance with this Request for Proposals (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods and services in accordance with the attached submitted proposal or as mutually agreed upon by subsequent negotiation.

|                             |        |
|-----------------------------|--------|
| Name of Firm:               | Date:  |
| Address of Firm:            | By:    |
| eVA Vendor ID Number:       | Name:  |
| DSBSD Certification Number: | Title: |
| Phone:                      | Email: |

*Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal*

## *Table of Contents*

| <b>Section</b> | <b>Description</b>   | <b>Page Number</b> |
|----------------|--|--------------------|
|                | Cover Page **  | 1                  |
| I              | Purpose  | 3                  |
| II             | Background   | 3                  |
| III            | Statement of Needs   | 3                  |
| IV             | Proposal Preparation and Submission Instructions                 | 7                  |
| V              | Evaluation and Award Criteria                                    | 9                  |
| VI             | General Terms and Conditions                                     | 9                  |
| VII            | Special Terms and Conditions                                     | 10                 |
| VIII           | Method of Payment  | 10                 |
| IX             | Pricing Schedule   | 10                 |
| X              | Ordering Procedures  | 10                 |
| XI             | Attachments  | 10                 |
|                | - Complete and Return with Proposal:                             |                    |
|                | Attachment 1 – Vendor Data Sheet **                              | 11                 |
|                | Attachment 2 – State Corporation Commission Form **              | 12                 |
|                | Attachment 3 – Proprietary and Confidential Information Form **  | 13                 |
|                | Attachment 4 – Small Business Subcontracting Plan **             | 14                 |
|                | Attachment 5 – Prohibition Of Political Contributions & Gifts ** | 16                 |
|                | Attachment 6 – Pricing Schedule **                               | 17                 |

*\*\* These items must be completed and returned as part of the RFP submission package.*

## **I. PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified offerors to establish one or more contracts through competitive negotiation for the purchase of all labor, materials, supervision, equipment, services, incidentals and related items necessary to establish multiple Child Care Service contract(s) with several child care centers in the Tidewater Community College service area of Virginia. These services are needed in order to provide support for the participation of low-income parents in postsecondary education for Tidewater Community Colleges grant funded Child Care Means Parents in School (CCAMPIS) Program. The Tidewater Community College Service Area include South Hampton Roads, Virginia, with campuses in Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach.

## **II. BACKGROUND**

Tidewater Community College was awarded the Department of Education Grant, Child Care Means Parents in School (CCAMPIS) grant. This grant provides TCC the opportunity to award child care scholarships to low-income, Pell-eligible, students, who have child care aged children. As lack of quality child care is one of the leading reasons student-parents fail to complete their higher education pursuits, the CCAMPIS grant allows TCC to remove that barrier and provide student-parents the opportunity to be successful. TCC was awarded a total of \$1.2 million to provided funding for TCC student-parent in need of child care services. These funds are reviewed on an annual basis and awarded for the period of October 1<sup>st</sup> – September 30<sup>th</sup>.

The performance indicators for the CCAMPIS Program are: 1) the cost-effectiveness, based on the number of CCAMPIS eligible student-parents served each year, and 2) the percentage of CCAMPIS participants that, each year, evaluate the CCAMPIS program as benefiting them in increasing their abilities to enroll, persist and graduate.

## **III. STATEMENT OF NEEDS**

The Successful Offeror shall furnish all services including, but not limited to, providing the necessary labor, materials, supervision, equipment, services, incidentals and related items necessary to provide child care (daycare) services for children ages birth to 12 years old at the Successful Offeror's properly licensed facility.

The Successful Offeror shall meet the required qualifications that follow:

### **A. DEPARTMENT OF EDUCATION REQUIREMENTS:**

1. The Successful Offeror shall meet the following Department of Education (DOE) requirements:
  - a. The Successful Offeror shall be in good standing with the Federal System for Award Management (SAM).
  - b. The Successful Offeror shall abide by the Absolute Priority by utilizing a sliding fee scale, offered in accordance with 34 CFR 75.105 (b)(2)(iv), section 419N(d) & 34 CFR 75.105(c)(3) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C 107e(d)).
  - c. The Successful Offeror must be able to access social services funding to support the care of children in this program.

- d. The Successful Offeror understands that the Program Authority is found at 20 U.S.C. 1070e.
- e. The Successful Offeror shall abide by the following applicable regulations:
  - (1) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 82, 84, 86, 97, 98, and 99.
  - (2) The Office of Management and Budget Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485.
  - (3) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
  - (4) Applicants are encouraged to carefully read the authorizing statute: title IV, part A, subpart 7, section 419N of the HEA (20 U.S.C. 1070e).
  - (5) Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.
  - (6) Government Performance and Results Act of 1993 (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

- (7) Dept. of Education's General Education Provisions Act (GEPA)

The purpose is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

B. CHILD CARE PROVISION REQUIREMENTS:

1. The Successful Offeror shall maintain National Association for the Education of Young Children (NAEYC) accreditation throughout the entire contract period.
2. The Successful Offeror shall assure that they meet the child care needs of low-income students through the provision of their services.
3. The Successful Offeror shall provide a sliding scale for fees for TCC's students that reflects a cost savings based on the Center's public or standard rates.
4. It is desired that the Successful Offeror provide TCC's CCAMPIS students the first right of refusal for available spaces at the child care center. If a current CCAMPIS student leaves the program, the Successful Offeror shall give a CCAMPIS student-parent first priority in filling the vacancy.
5. It is preferred that the Successful Offeror have a demonstrated history of exceeding all Virginia Department of Social Services requirements.
6. The Successful Offeror shall maintain eVA membership for the duration of the contract for the purpose of invoicing and payment, including the completion of a COVA W-9. Proof shall be submitted to the College as well as the Shared Services Center as requested.
7. The Successful Offeror shall invoice TCC on a monthly basis, no later than the 15<sup>th</sup> of the month following the month of service, for students using the child care center with the following information included:
  - Associated Purchase Order Number, which TCC will provide
  - Name of the Child Care Center and the specific location (if multiple locations are participating)
  - Name of Student-Parent(s)
  - Number of Days the Child Care Center was used during the invoicing period
  - Fee being charged per student as identified by the name of the Child Center and its location
  - Any confirmed break in care and the length (i.e. vacation, illness, etc.)
  - Additional comments that would impact the billing of an individual student (i.e. date care was stopped, start date of care, etc.)
8. The Successful Offeror shall meet with prospective CCAMPIS students to review all necessary requirements prior to starting services.
9. The Successful Offeror shall provide TCC with the agreed to fee structure for each student utilizing the child care center, prior to confirming use of the child care center by the student.
10. The Successful Offeror shall inform TCC of a student's failure to use the child care center for a period of more than two (2) weeks without a medical, travel, or other reported reason.
11. The Successful Offeror shall notify TCC of any available openings that may accommodate TCC's waiting list of students that could use that facility.
12. The Successful Offeror may provide part-time care at the child care center for those students who may require it, if part-time care is available at the child care center.

13. The Successful Offeror shall accept Department of Social Services (DSS) payments when, and if, a student transitions from the CCAMPIS grant funding to other sources of funds.
14. It is desired that the Successful Offeror shall provide a sibling discount for two (2) or more children of the same student from the CCAMPIS program.
15. It is desired that the Successful Offeror assign a coordinator to handle and assist the College in correcting any problems or answering any questions concerning the contract throughout the duration of the contract.

C. THE COLLEGE'S RESPONSIBILITIES:

1. The College will cooperate with the Successful Offeror in referring students who have met the requirements of the CCAMPIS grant awarded to the college, and who have selected the Successful Offeror for their child care needs.
2. The College will provide all necessary information as it relates to the student's use of the Successful Offeror's services in association with the CCAMPIS grant awarded to the College.
3. The College will inform the Successful Offeror of any immediate or pending changes to students' eligibility for CCAMPIS funding.
4. The College will notify both the Successful Offeror and the CCAMPIS grant students of any changes in the status of the CCAMPIS funding as soon as the information becomes available.
5. The College will provide payment for between-term child care as long as students remain eligible for CCAMPIS funding, funding remains available for use, and the student will utilize the services for the upcoming term.
6. The Successful Offeror shall and the College will be responsible for the acts and omissions of their respective officers, employees, and agents.
7. Renewals of this agreement will be contingent upon the annual award of grant funding.

**Proposals should at a minimum address/respond to the following:**

- a) Provide proof of the Offeror's ability to meet the Absolute Priority and to provide services on a sliding fee scale, as demonstrated in Attachment 6 - Pricing Schedule.
- b) Provide documentation of the Offeror's current ability to access social services funding.
- c) Briefly describe how the Offeror will meet the child care needs of the low-income students through the provision of its services.
- d) Confirm, in writing, that the Offeror has read, understands, and will abide by the applicable regulations, Intergovernmental Review, Government Performance and Results Act of 1993, and the Department of Education's General Education Provisions Act as outlined above.
- e) Provide a copy of the current National Association for the Education of Young Children (NAEYC) certification held by the Offeror.
- f) Provide a copy of the past three (3) years of inspections from the Virginia Department of Social Services.

- g) Provide a copy of any policies that students will be required to follow at the Offeror's child care center (e.g., parent handbook).
- h) Describe how the Offeror plans to meet the requirements of numbers B. 9 to B. 13, repeated here:
  - o The Successful Offeror shall provide TCC with the agreed to fee structure for each student utilizing the child care center, prior to confirming use of the child care center by the student.
  - o The Successful Offeror shall inform TCC of a student's failure to use the child care center for a period of more than two (2) weeks without a medical, travel, or other reported reason.
  - o The Successful Offeror shall notify TCC of any available openings that may accommodate TCC's waiting list of students that could use that facility.
  - o The Successful Offeror may provide part-time care at the child care center for those students who may require it, if part-time care is available at the child care center.
  - o The Successful Offeror shall accept Department of Social Services (DSS) payments when, and if, a student transitions from the CCAMPIS grant funding to other sources of funds.
- i) Confirm that the Offeror understands the College's responsibilities.
- j) Confirm that the Offeror, if awarded a contract from this solicitation, will be responsible for the acts and omissions of their respective officers, employees, and agents.
- k) Firm's background, company history, locations, including the principals and their background. Please detail the ownership and other relevant information regarding the firm.
- l) Names, qualifications and experience of personnel to be assigned to the project.

#### IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

##### A. GENERAL PROPOSAL PREPARATION

1. RFP Response: In order to be considered, offerors **must** submit a complete response to this RFP (electronic). No other distribution of the proposal shall be made by the offeror.
  - a. Paper Response:
    - 1) **One (1) original** proposal including the RFP, coversheet, and signed acknowledgement of any addenda (if applicable) – (marked "Original") **Email is not acceptable.**
    - 2) **One (1) redacted copy** (only if offeror has invoked the protections trade of §2.2-4342F of the *Code of Virginia*). Redacted copy must be identical to the original copy with the exception of removal/overwritten redacted information – (marked "REDACTED"). **Email is not acceptable.**
2. Proposal Preparation:
  - a. Ownership of all data, materials, and documentation originated and prepared for the VCCS pursuant to this solicitation shall belong exclusively to the VCCS and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under

the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. **The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information in the original submitted proposal. Additionally, the offeror must submit a redacted copy of the proposal if invoking said protection.** The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

- b. Proposals shall be submitted by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- c. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. The entire proposal response shall be **limited to 50 typed pages** (excluding the complete RFP, without attachments) submitted and filled out as required. No font shall be smaller than 11 Point. Page size shall be 8 ½ x 11 inch. Larger pages are allowed for figures or tables, but should be used sparingly. All pages should be numbered. Proposals shall be submitted as **ONE ATTACHMENT**.
- e. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. **Please cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP.** If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- f. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror’s proposal.



3. Oral Presentation / Demonstrations/Site Visits: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation or provide a demonstration of their proposed solution to the agency. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted. The College reserves the right to conduct an on-site inspection of the Offeror's facility in order to meet with personnel and evaluate facilities prior to contract award. This pre-award site visit will be provided at no cost to the Offeror.

**B. SPECIFIC PROPOSAL INSTRUCTIONS**

Proposals should be as thorough and detailed as possible so that the VCCS may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
  - A. Offeror (Vendor) Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
  - B. A written narrative statement to include:
    1. Experience in providing the services described herein.
    2. Answers to all questions posed in the section in red above.
  - C. Specific methodology and plans for providing the proposed services including:
    1. What, when, how and by whom the services will be performed or accomplished.
    2. Projected timeline for delivery of services relative to award date of contract.
  - D. Proposed fees: Complete Attachment 6 – Pricing Schedule for all goods and services as outlined in this RFP.

**V. EVALUATION AND AWARD CRITERIA**

- A. EVALUATION CRITERIA: Proposals will be evaluated by the VCCS using the following criteria:

| Evaluation Criteria   | % of Total |
|---|------------|
| Qualifications of Offeror   | 30         |
| Demonstrated Ability to meet Department of Education requirements | 15         |
| Demonstrated Ability to meet Child Care Provision requirements    | 15         |
| Proposed Pricing  | 20         |
| Small Business Plan   | 20         |
| <b>TOTAL</b>  | <b>100</b> |

**VI. GENERAL TERMS AND CONDITIONS**

See the Terms and Conditions section in eVA Virginia Business Opportunities. All General Terms and Conditions will be incorporated into any contract resulting from this solicitation.

## **VII. SPECIAL TERMS AND CONDITIONS**

*The Special Terms and Conditions as found on the eVA Virginia Business Opportunities will be incorporated into any contract resulting from this solicitation. If an Offeror includes any other terms and conditions in its proposal, the VCCS reserves the right to accept or reject any such terms and conditions, to modify them through the negotiation process, and/or to consider those in the evaluation scoring of the proposals.*

## **VIII. METHOD OF PAYMENT**

Determination of Payment:

Funding for childcare is awarded to the student parents' school account and disbursed monthly. Student parents will apply for funding each semester, the funding will be awarded to the student based on the estimated cost of care provided by the vendor. Student parents will be required to re-apply each semester to remain eligible to receive the scholarship funding.

Vendors shall submit proper invoices to [invoice@ssc.vccs.edu](mailto:invoice@ssc.vccs.edu) or Virginia Community College System, Shared Services Center, ATTN: Accounts Payable; 147 Daleville Centre Drive, Daleville, VA 24083 with a copy directly to the Child Care Provider Liasion no later than 15 days after the close of the monthly billing cycle for payment processing. The Child Care Provider Liasion will verify the accuracy of the invoices and request any necessary changes to the invoice to be updated by the vendor. TCC will initiate and follow Shared Services procedures for payment processing.

Payments for any resulting contract will be made by the VCCS in Accordance with Article 4 of the Virginia Public Procurement Act, Article 4 "Prompt Payment" (Code of Virginia §2.2-4347 et. seq.)

Payment will be made within 30 days of proper invoice. Payment may be made by check or electronic funds transfer.

## **IX. PRICING SCHEDULE**

Complete "Attachment 6 – Pricing Schedule" for all services as outlined in this RFP.

## **X. ORDERING PROCEDURES**

The VCCS will issue any/all purchase orders through eVA.

## **XI. ATTACHMENTS**

The following attachments must be completed and submitted as part of the proposal.

1. Attachment 1 - Vendor Data Sheet
2. Attachment 2 – State Corporation Commission Form
3. Attachment 3 – Proprietary and Confidential Information Form
4. Attachment 4 – Small Business Subcontracting Plan
5. Attachment 5 – Prohibition of Political Contributions and Gifts
6. Attachment 6 – Pricing Schedule

**REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK.**

## **ATTACHMENT 1 – VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation.

**Qualification:** The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

**Vendor's Primary Contact:**

|       |        |        |
|-------|--------|--------|
| Name: | Phone: | Email: |
|-------|--------|--------|

**Years in Business:** Indicate the length of time you have been in business providing this type of good or service:

|        |         |
|--------|---------|
| Years: | Months: |
|--------|---------|

**Vendor Identification:**

|                |              |
|----------------|--------------|
| eVA Vendor ID: | DUNS Number: |
|----------------|--------------|

**References:** Indicate below five (5) references for whom you have performed similar services.

|                     |                   |                   |        |
|---------------------|-------------------|-------------------|--------|
| <b>Reference #1</b> |                   |                   |        |
| Company:            | Contact Name:     | Phone:            | Email: |
| Project:            | Project \$ Value: | Dates of Service: | Notes: |

|                     |                   |                   |        |
|---------------------|-------------------|-------------------|--------|
| <b>Reference #2</b> |                   |                   |        |
| Company:            | Contact Name:     | Phone:            | Email: |
| Project:            | Project \$ Value: | Dates of Service: | Notes: |

|                     |                   |                   |        |
|---------------------|-------------------|-------------------|--------|
| <b>Reference #3</b> |                   |                   |        |
| Company:            | Contact Name:     | Phone:            | Email: |
| Project:            | Project \$ Value: | Dates of Service: | Notes: |

|                     |                   |                   |        |
|---------------------|-------------------|-------------------|--------|
| <b>Reference #4</b> |                   |                   |        |
| Company:            | Contact Name:     | Phone:            | Email: |
| Project:            | Project \$ Value: | Dates of Service: | Notes: |

|                     |                   |                   |        |
|---------------------|-------------------|-------------------|--------|
| <b>Reference #5</b> |                   |                   |        |
| Company:            | Contact Name:     | Phone:            | Email: |
| Project:            | Project \$ Value: | Dates of Service: | Notes: |

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **ATTACHMENT 2 – STATE CORPORATION COMMISSION FORM**

**This form must be returned with response to solicitation**

### **Virginia State Corporation Commission (“SCC”) registration information: The undersigned Offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror’s out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

3/23/11

**ATTACHMENT 3 – PROPRIETARY AND CONFIDENTIAL INFORMATION FORM**

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary. The proprietary or trade secret material submitted in the original and all copies of the proposal must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Offeror (Firm): \_\_\_\_\_ invokes the protections of § 2.2-4342F of the *Code of Virginia* for the following portions of my proposal submitted on \_\_\_\_\_.

Date

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

No portion of this proposal is to be considered confidential and/or proprietary.

| DATA/MATERIAL TO BE PROTECTED | SECTION NO., & PAGE NO. | REASON WHY PROTECTION IS NECESSARY |
|-------------------------------|-------------------------|------------------------------------|
|                               |                         |                                    |
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## **ATTACHMENT 4 – SMALL BUSINESS SUBCONTRACTING PLAN**

**This form must be completed and returned with the bid.**

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential bidders are required to return this document with their response.

**Small Business** “Small business (including micro)” means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov) (Customer Service).

**Bidder Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bidder to receive credit for the small business subcontracting plan evaluation criteria, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B.

Bidders which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Bidders which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the bidder’s total price for the initial contract period.

Points will be assigned based on each bidder’s proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the bidder’s total price.

### **Section A**

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

*Continued, next page –*

**Section B**

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract.

**B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

| <b>Micro/Small Business Name &amp; Address</b><br><br><b>DSBSD Certificate #</b> | <b>Status if Micro/Small Business is also:<br/>Women (W), Minority (M), or DSBSD Service Disabled Veteran-Owned</b> | <b>Contact Person, Telephone &amp; Email</b> | <b>Type of Goods and/or Services</b> | <b>Planned Involvement During Initial Period of the Contract</b> | <b>Planned Contract Dollars During Initial Period of the Contract</b><br><br><b>(\$ or %)</b> |
|--|---|--|--------------------------------------|--|---|
|  |   |  |                                      |  |   |
|  |   |  |                                      |  |   |
|  |   |  |                                      |  |   |
|  |   |  |                                      |  |   |
|  |   |  |                                      |  |   |
|  |   |  |                                      |  |   |
| <b>Totals \$</b>   |   |  |                                      |  |   |

**ATTACHMENT 5 – PROHIBITION OF POLITICAL CONTRIBUTIONS & GIFTS**

**CERTIFICATION OF COMPLIANCE  
WITH PROHIBITION OF POLITICAL CONTRIBUTIONS AND GIFTS DURING THE PROCUREMENT PROCESS**

For contracts with a stated or expected value of \$5 million or more except those awarded as the result of competitive sealed bidding

I, \_\_\_\_\_, a representative of \_\_\_\_\_,  
*Please Print Name* *Name of Offeror*

am submitting a bid/proposal to the Virginia Community College System in response to RFP #622, a solicitation where stated or expected contract value is \$5 million or more which is being solicited by a method of procurement other than competitive sealed bidding as defined in § 2.2-4301 of the *Code of Virginia*.

I hereby certify the following statements to be true with respect to the provisions of §2.2-4376.1 of the *Code of Virginia*. I further state that I have the authority to make the following representation on behalf of myself and the business entity:

1. The offeror shall not knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Governor's Secretaries, if the Secretary is responsible to the Governor for an agency with jurisdiction over the matters at issue, during the period between the submission of the proposal and the award of the contract.
2. No individual who is an officer or director of the offeror, shall knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Governor's Secretaries, if the Secretary is responsible to the Governor for an agency with jurisdiction over the matters at issue, during the period between the submission of the proposal and the award of the contract.
3. I understand that any person who violates § 2.2-4376.1 of the *Code of Virginia* shall be subject to a civil penalty of \$500 or up to two times the amount of the contribution or gift, whichever is greater.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*



## **ATTACHMENT 6 – PRICING SCHEDULE**

The successful offeror agrees to provide Child Care Services to Tidewater Community College in compliance with the Statement of Needs, General Terms and Conditions and Special Terms and Conditions for the prices stated below:

|                                |  |
|--------------------------------|--|
| <b>Child Care Center Name:</b> |  |
| <b>Address:</b>                |  |

### **FULL TIME CARE:**

| Child's Age       | Standard Rate<br>(specify per hour/<br>day/week/month) | Proposed Rate (Sliding Scale<br>Rate) – Single Child (specify<br>per hour/ day/week/month) | Proposed Rate (Sliding Scale<br>Rate) – Sibling Discount (specify<br>per hour/ day/week/month) |
|-------------------|--|--|--|
| 0-1 yr            | \$   | \$   | \$   |
| 13 mos. to 2 yrs. | \$   | \$   | \$   |
| 3 yrs.            | \$   | \$   | \$   |
| 4 yrs.            | \$   | \$   | \$   |
| 5 yrs.            | \$   | \$   | \$   |
| 6 yrs.            | \$   | \$   | \$   |
| 7 yrs.            | \$   | \$   | \$   |
| 8 yrs.            | \$   | \$   | \$   |
| 9 yrs.            | \$   | \$   | \$   |
| 10 yrs.           | \$   | \$   | \$   |
| 11 yrs.           | \$   | \$   | \$   |
| 12 yrs.           | \$   | \$   | \$   |

### **PART-TIME CARE:**

| Child's Age       | Standard Rate<br>(specify per hour/<br>day/week/month) | Proposed Rate (Sliding<br>Scale Rate) – Single Child<br>(specify per hour/<br>day/week/month) | Proposed Rate (Sliding Scale<br>Rate) – Sibling Discount (specify<br>per hour/ day/week/month) |
|-------------------|--|---|--|
| 0-1 yr            | \$   | \$  | \$   |
| 13 mos. to 2 yrs. | \$   | \$  | \$   |
| 3 yrs.            | \$   | \$  | \$   |
| 4 yrs.            | \$   | \$  | \$   |
| 5 yrs.            | \$   | \$  | \$   |
| 6 yrs.            | \$   | \$  | \$   |
| 7 yrs.            | \$   | \$  | \$   |
| 8 yrs.            | \$   | \$  | \$   |
| 9 yrs.            | \$   | \$  | \$   |
| 10 yrs.           | \$   | \$  | \$   |
| 11 yrs.           | \$   | \$  | \$   |
| 12 yrs.           | \$   | \$  | \$   |