



Request for Proposals

*Public Policy Research on Federal Child
Care Development Fund Quality
Programs*

*Proposals Due By 5:00 p.m. (EST) on
February 27, 2008*

Project Summary:

The Early Childhood Investment Corporation (ECIC) is a public, non-profit corporation designed to be Michigan's leading voice for investment and accountability in a comprehensive system of early childhood supports and resources for children birth to five and their families.

The ECIC was formed in February 2005 to lead the development and implementation of Michigan's comprehensive, early childhood system – The *Great Start* system. The vision for the Great Start is that young child in Michigan would arrive at the kindergarten door safe, healthy, eager and ready for success in school and in life.

To achieve this vision, the ECIC has four strategic areas:

- Developing Research-based Knowledge
- Advancing Public Education and Public Will
- Increasing Investment
- Building Local Early Childhood Systems

ECIC works to education key public policy decision-makers on the important link between the level of investment in early childhood development and the economic development of the state of Michigan. Developing research-based knowledge is one of the keys to advancing increased investment in early childhood development in Michigan. This research is used to help inform public policy decision-makers on the most effective and efficient use of scarce resources to improve the quality of early childhood development.

Statement of Problem:

ECIC is seeking bidders with the ability to conduct research and produce a written report on the findings regarding the use of Federal Child Care and Development Fund (CCDF) quality funds by other states around the country. The research and analysis will help to develop policy alternatives and direct the future use of CCDF quality funds in Michigan.

Purpose of CCDF Quality Funds Research:

The purpose of the research is to build a body of knowledge to help develop policy alternatives and direct the use of federal CCDF quality funds to effectively increase the quality of child care in Michigan. The research of how other states use their CCDF quality dollars shall include, but not limited to, the following:

What are other states doing with their CCDF quality dollars? What type of services are they purchasing, including professional development? Professional development for

which type of provider, what are their expectations, results, how is it tied to a Quality Rating and Improvement System?

Provide research on best practices, identify best practices, identify and evaluate which states are leaders e.g., North Carolina, Pennsylvania, Ohio, Illinois. What percent of their CCDF funds do they spend on quality? How did they progress to that point, what policy decisions did they make to get to where they have implemented “best practice” policies?

Are states augmenting their CCDF with state appropriations? If yes, how are those funds used or blended with CCDF?

Price:

All submissions must include the total cost to complete all of the research, analysis and production of the final report. The bidder’s proposed price should be submitted with the bid packet and should include information indicating how the costs were determined. The pricing information should be included in a separate sealed envelope.

Timeframe:

ECIC would like this research and report concluded no later than June 2, 2008. Thirty and sixty day briefings on the findings of the research prior to the final report are expected. Any work begun by the contractor prior to this notification, will NOT be reimbursed by the ECIC.

RFP Schedule:

- 1) The responses to the Request for Proposals (RFP) with financial proposals are due **February 27, 2008 by 5:00 p.m. EST.**
- 2) ECIC will establish a rating and review team and finish the process by **March 3, 2008.**
- 3) Selection of the contractor will occur by **March 3, 2008 by 5:00 p.m. EST.**

Payment Schedules:

The successful bidder will be responsible for deliverables based on timelines in a contract with ECIC for the project. A payment schedule will be developed that will link reimbursement to completion of, or indicators of substantiated progress on deliverables.

Selection Criteria:

Responses to this RFP will be judged based on the following criteria:

1. The proposal presents a clear and concise description of the work to be undertaken with a credible presentation of how the efforts will achieve the deliverables, outcomes or goals as described in this RFP.
2. The bidder has experience and expertise necessary to conduct the work being proposed.
3. The proposed price is reasonable given the proposed scope of work.
4. The proposed consulting firm or consultant has successfully completed equally specialized research.

RFP Contents:

Submittal requirements should be organized in the following manner:

1. Summary response to the RFP (1 page).
2. Proposed schedule for all research activities and presentation of final report; research methodology, procedures and summary of research tasks (1-2 pages).
3. Statement of organizational capabilities including relevant efforts in the past 5 years indicating appropriate experience and expertise to successfully complete the work as described in this RFP. The statement should include a list of proposed staff and/or contractors including their roles and experience and expertise related to the scope of work to be performed.
4. The financial proposal must reflect a budget including and limited to the tasks outlined in the RFP and a total cost for services rendered.

General Information:

This Request for Proposal (RFP) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Early Childhood Investment Corporation.

1. Contract Award

Contract award negotiations will be undertaken with those bidders whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to ECIC, price and other factors considered. ECIC reserves the right to consider proposals or modifications thereof received at any time before the award is made, if such action is in the best interest of ECIC.

If a contract is awarded, the selected bidder will be required to comply with the General Provisions, which will be a part of the contract.

2. Rejection of Proposals

ECIC reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of ECIC. This RFP is made for information or planning purposes only. ECIC does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The ECIC is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Format

All submissions must be bound securely, in an 8 1/2" X 11" format.

5. Inquiries

Questions that arise as a result of this RFP must be submitted to Chris Kolb, Vice President for Public Affairs, at ckolb@ecic4kids.org. All questions must be submitted on or before February 27, 2008.

Deliver five copies no later than February 27, 2008 by 5:00 pm to the attention of:

**Chris Kolb
Vice President for Public Affairs
Early Childhood Investment Corporation
221 N. Pine
Lansing, Michigan 48933**

ECIC reserves the right to propose modifications to an applicant's proposal – including membership of the team, methodology, total cost or individual budget line items. ECIC also reserves the right to reject any and all proposals or call for additional submittals. ECIC may call previous clients of other projects completed by the bidder even if they are not on a reference list. ECIC reserves the right to negotiate a final project cost with any bidder the ECIC determines to have submitted a high quality proposal and has demonstrated the experience and expertise to successfully deliver the products described in this RFP. This RFP may be modified or canceled at any time prior to contracts being awarded.