**Part 1 - Instructions**

Submit one (1) Bid Proposal Form for each School Location you are responding to. Each School Location is unique, responses should be school specific.

Raters will evaluate proposals using the following criteria and scored based on the point system below.

**None: 0 points; vendor did not submit a response OR did not provide an adequate or complete response**

**Meets: 1 point; vendor provided a standard response**

**Exceeds: 2 points; vendor provided a school specific detailed response**

**Part 2 – Responses**

**Applicant Information**

Provide the Applicant’s organizational name, primary contact name, mailing address, phone numbers, email, and web address.

**Program Activities and Services**

Describe any special program activities, methodology, and innovations that will be provided by the program for this school location.

**Floor Plan Layout**

Provide a space utilization concept with the proposed space layout. Include expected number of staff, visitors, and if applicable, children to be accommodated within the space at this school location. (The floor plan layout can be submitted as an attachment)

**Program Implementation and Services**

Provide a plan as to how the program will conduct active outreach to the school community and what criteria will be used for registration at this school location.

**School Closures**

Describe how the applicant will address school closures based on the approved school calendar at this school location. In addition, describe how the applicant will address emergency closures or delays.

**Tuition**

Provide tuition rates and any financial aid offered for this school location.

**Part 2 – Responses (continued)**

On the table below, please rank the schools in the order of preference you want to be considered at that school location. Do not rank/select more school locations than your capacity. (i.e. if you can only serve 7 schools then only rank 1 through 7, if you can only service one school then rank only 1, if you have capacity to service all 23 locations, then rank 1 through 23).

|  |  |
| --- | --- |
| School Name | Rank 1-23 |
| 1. Barnsley, Lucy V. Elementary School
 |  |
| 1. Belmont Elementary School
 |  |
| 1. Brookhaven Elementary School
 |  |
| 1. Burnt Mills Elementary School
 |  |
| 1. Burtonsville Elementary School
 |  |
| 1. Candlewood Elementary School
 |  |
| 1. Carson, Rachel Elementary School
 |  |
| 1. Clearspring Elementary School
 |  |
| 1. Fallsmead Elementary School
 |  |
| 1. Flower Valley Elementary School
 |  |
| 1. Galway Elementary School
 |  |
| 1. Glen Haven Elementary School
 |  |
| 1. Goshen Elementary School
 |  |
| 1. Greencastle Elementary School
 |  |
| 1. Laytonsville Elementary School
 |  |
| 1. McNair, Dr. Ronald E. Elementary School
 |  |
| 1. Olney Elementary School
 |  |
| 1. Pine Crest Elementary School
 |  |
| 1. Rolling Terrace Elementary School
 |  |
| 1. Sequoyah Elementary School
 |  |
| 1. Shriver, Sargent Elementary School
 |  |
| 1. Stone Mill Elementary School
 |  |
| 1. Travilah E Elementary School
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