Attachment C
RFP Proposal Form

Part 1 - Instructions

Submit one (1) RFP Proposal Form for each School Location for which you are submitting a proposal. Each School Location is unique; therefore, responses must be tailored specifically to the individual school and community being proposed.

Provide complete responses to all questions in Part 2 on separate sheets attached to this form. Clearly identify the Provider Name and School Location on each attachment.

Proposal responses shall be concise and limited to the information requested. **Responses to Questions 2 through 6 shall not exceed five (5) single-sided pages per School Location**, excluding the floor plan attachment.

Providers shall limit their responses to information directly relevant to the evaluation criteria and questions contained in this RFP Proposal Form.

Supplemental materials, including but not limited to marketing brochures, promotional materials, photographs, portfolios, annual reports, newsletters, awards, binders, or other extraneous materials, are discouraged and may not be reviewed or considered during the evaluation process.

MCPS reserves the right to evaluate proposals solely on the information requested in this RFP Proposal Form, and any other information specifically identified in the solicitation.

Evaluation Rubric (100 Points)

Criteria	Points
Program quality, enrichment activities, and innovation	20
Understanding School Community, Family Engagement & Cultural Responsiveness	20
Outreach and registration plan	20
School closure and continuity of operations plan	20
Tuition affordability and financial assistance	20
Total	**100**

Part 2 – Responses

1) **Provider Information**
   Provider Name: _____
   Primary Contact: _____
   Name: _____
   Title: _____
   Phone: _____
   Email: _____
   Mailing Address: _____
   Web Address: _____

2) **Program quality, enrichment activities, and innovation (20 pts.)**
Describe the proposed program for this school location, including:

- Special activities, enrichment opportunities, instructional methodology, and innovative approaches.
- How the program is tailored to the specific school community.
- Proposed space utilization and operational layout for the school location.
- Anticipated number of staff, visitors, and children to be accommodated within the space.

Attach a floor plan diagram, if available.

3) **Understanding School Community, Family Engagement & Cultural Responsiveness (20 pts.):**

- Community characteristics and family needs considered.
- Strategies for communicating and engaging with families.
- Language capabilities and culturally responsive practices.
- Staffing and resources supporting students and families.

4) **Outreach and Registration Plan (20 pts.)**
Describe:

- How outreach will be conducted to the school community.
- Registration criteria for enrollment at the school location.

5) **School closure and continuity of operations plan (20 pts.)**
Describe:

- How the program will handle scheduled school closures (per MCPS calendar).
- How the program will handle emergency closures and delayed openings (inclement weather related).
- How the program will handle emergency closures (facility related).

6) **Tuition affordability and financial assistance (20 pts.)**
Provide:

- Proposed tuition rates.
- Financial assistance, scholarships, or fee reductions available.

Provider Name _____ 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. Providers should only rank the number of school locations they have the capacity to serve. For example, an applicant with the capacity to serve seven schools should rank only seven locations. An applicant with the capacity to serve one school should rank only one location. An applicant with the capacity to serve all locations may rank all schools listed in **Attachment A**.

School Name	Rank 1-19
1. Beverly Farms Elementary School	
2. College Gardens Elementary School	
3. Daly, Capt. James E. Elementary School	
4. Diamond Elementary School	
5. Drew, Dr. Charles R. Elementary School	
6. Forest Knolls Elementary School	
7. Fox Chapel Elementary School	
8. Greenwood Elementary School	
9. Highland View Elementary School	
10. North Chevy Chase Elementary School	
11. Poolesville Elementary School	
12. Rock View Elementary School	
13. Rosemary Hills Elementary School	
14. Sligo Creek Elementary School	
15. Stedwick Elementary School	
16. Summit Hall Elementary School	
17. Watkins Mill Elementary School	
18. Whetstone Elementary School	
19. Wyngate Elementary School	