MONTGOMERY COUNTY PUBLIC SCHOOLS

Requests for Proposals

RFP No. 6104.1.3

for

Before - and After-School Childcare Services at Montgomery County Public Schools – Multiple Locations

RFP MUST BE MAILED OR HAND DELIVERED TO

Montgomery County Public Schools
Office of Finance
Department of Procurement
45 West Gude Drive, Suite 3100
Rockville, MD 20850

DUE DATE

2:00 p.m. on January 19, 2027

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OFFICE OF FINANCE
DEPARTMENT OF PROCUREMENT
MONTGOMERY COUNTY PUBLIC SCHOOLS
ROCKVILLE, MD 20850

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Before- and After-Childcare Services
for Montgomery County Public Schools – Multiple Locations

1.0. INTENT

Through this Request for Proposals (RFP), Montgomery County Public Schools (MCPS) seeks pre-qualified organizations, agencies, or corporations to provide before- and after-school childcare services at multiple school locations.

Successful Offerors will be authorized to operate through a Community Use of Public Facilities (CUPF) permit, subject to annual renewal based on satisfactory performance and continued need.

2.0. INTRODUCTION

MCPS is the 15th largest school system in the United States, and the largest in the state of Maryland. During the 2025–2026 school year, it is projected that MCPS will serve more than 156, 000 students from 157 countries speaking 162 languages. With a Fiscal Year (FY) 2026 Operating Budget of approximately $3.6 billion, MCPS employs more than 25,000 employees. Among the 211 schools that MCPS operates, 39 are National Blue-Ribbon schools. Six MCPS high schools rank in the top 200 of *The Washington Post*'s 2015 High School Challenge, and all 25 MCPS high schools appear on this list, which only includes the top 11 percent of high schools in the country. MCPS has one of the highest graduation rates among the nation's largest school districts, according to an *Education Week* report. In 2010, MCPS was the recipient of the Malcolm Baldrige National Quality Award, the highest presidential honor given to American organizations for performance excellence.

MCPS is governed by the Montgomery County Board of Education (Board) established by the authority of the laws of the State of Maryland. The Board, under its authority creates and adopts policies and regulations necessary for operating the school system.

Community Use of Public Facilities (CUPF) was created as an independent office by Montgomery County Government in 1978 to administer and coordinate the after-hours use of Montgomery County Public Schools and later County buildings by the community. The enabling legislation (Section 7, Maryland Education Article) established an Interagency Coordinating Board (ICB), comprised of key MCPS and county officials, as well as citizen representatives, to formulate community use policies. CUPF has been given the authority to administer the before- and after-school childcare provider permitting process as authorized by Board of Education Resolution 19-13 and Executive Regulation 6-17AM, *Before- and After-school Childcare Programs in Public Schools*. There are approximately 118 before- and after-school licensed childcare programs in Montgomery County Public Schools.

3.0. QUALIFICATIONS

Only those providers who successfully responded to the Requests for Qualifications (RFQ) Number 6104.1.2 for Before - and After-school Childcare for Montgomery County Public Schools and meet the qualification criteria will receive and be included in the RFP for before- and after-school childcare services. For additional qualifications information regarding the RFQ, please visit:

https://procurement.montgomeryschoolsmd.org/home/Bid_Record/3176

4.0. DEVIATIONS

The selected Provider must obtain a CUPF license for each awarded location. Each location will be governed by separate terms and conditions, unless MCPS or CUPF modifies them. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the license agreement template. Lacking any response to the contrary, MCPS will infer that the Provider agrees to the specifications of this RFP and each term and condition of the license agreement template. In particular, the insurance provisions set forth in Section 16 of the license agreement are non-negotiable.

5.0. INSTRUCTIONS

Providers shall complete and submit **Attachment C – Bid Proposal Form** for each School Location for which they are submitting a proposal. **Attachment C** contains the required proposal questions, response instructions, evaluation criteria, and submission requirements. Responses shall be prepared and submitted in accordance with **Attachment C**.

6.0. EVALUATION CRITERIA

1. Proposals will be evaluated by a Selection Committee comprised of MCPS staff and representatives from stakeholder organizations, including but not limited to MCCPTA, MCEA, MCAAP, and SEIU, as applicable.

2. All Selection Committee members shall complete conflict of interest disclosures prior to receipt of proposals and affirm their ability to provide fair and objective evaluation while maintaining confidentiality of non-public information.

3. Evaluation shall be conducted based on the criteria and weighting set forth in **Attachment C**. Individual rater scores shall be aggregated to determine total application scores and final rankings.

4. During September and October 2026, MCPS administered a Parent/Guardian Survey to better understand childcare needs and program preferences. Aggregate results may be provided as **Attachment B** for informational purposes.

5. Interviews and/or oral presentations will not be conducted as part of the standard evaluation process. However, the Selection Committee reserves the right to request clarification or additional information as needed. If utilized, a consistent process shall be applied to all affected providers.

   If only one (1) proposal is received for a location, the Selection Committee shall determine whether the provider meets all requirements and qualifications.

Individual rater points will be awarded based on the following criteria:

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**

7.0. SELECTION OF THE PROVIDER(S)

MCPS reserves the right to select a Provider based on the evaluation results and the best interests of the school system.

Proposals will be reviewed for responsiveness and may be screened to identify finalists based on the evaluation criteria in Section 8.0.

All Providers will receive written notification of the selection decision.

If the selected Provider is unable to obtain a CUPF permit or proceed with operations, MCPS reserves the right to select another Provider or re-advertise the location in successive twenty-one (21) day increments until a responsive and responsible proposal is obtained.

Inclusion of a school location in this solicitation does not guarantee that a childcare program will be established at that location.

This solicitation does not obligate MCPS to select a Provider, proceed with a childcare program at any school location, or reimburse any costs incurred in preparing or submitting a proposal. MCPS reserves the right to reject any or all proposals and to cancel the solicitation when determined to be in the best interest of MCPS.

8.0. SUBMISSION GUIDELINES

Each Provider must submit a complete proposal for each location for which it wishes to be considered, including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Providers may refer to the Procurement website (https://procurement.montgomeryschoolsmd.org/home/Bids) for a Microsoft Word

version to help them prepare their response.

One original copy, as well as one electronic version on a flash drive and one redacted copy of responses must be sent by mail, courier or hand-delivery and shall be in binders with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes of proposals will be accepted. Proposals are to be received no later than **2:00 p.m., on January 19, 2027**. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools
Department of Procurement
45 W. Gude Drive, Suite 3100
Rockville, MD 20850

Please note that the Board or MCPS shall not be responsible nor be liable for any costs incurred by the Provider in the preparation and submission of their proposals and pricing. Submissions will become the property of MCPS.

9.0. PROCUREMENT CONTACT

The MCPS procurement contact for this proposed procurement is:

Comfort Baiyeshea
Buyer II
Department of Procurement
Montgomery County Public Schools
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850
Email: Comfort_O_Baiyeshea@mcpsmd.org

All prospective organizations are cautioned that information related to the proposed procurement may be obtained from Comfort Baiyeshea or designated MCPS Department of Procurement personnel.

Once a provider is selected, CUPF will serve as the primary point of contact for matters related to the facility use permit and associated requirements. Any modifications to the terms and conditions of this solicitation or award shall require the written authorization of the director of the Department of Procurement.

Any attempt to solicit information from other sources within the MCPS system may be cause for rejection of the provider's proposal. Provider shall not contact individual schools regarding this solicitation. Doing so may be cause for rejection of the provider's proposal.

10.0. SCHEDULE OF EVENTS

The anticipated schedule for activities related to this RFP is as follows:

RFP issued:	November 17, 2026
Questions due:	December 10, 2026 @ 4:00pm
Responses posted:	December 21, 2026
Proposals due:	January 19, 2027 at 2:00 p.m.
Pre-Award Notice	March 11, 2027
Board of Education Date:	March 25, 2027

All dates are subject to change at the discretion of MCPS.

11.0. ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the Provider's responsibility to check the MCPS' Procurement website or contact Procurement at 240-740-7600 or Comfort_O_Baiyeshea@mcpsmd.org to verify whether addenda/errata have been issued. In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Providers must acknowledge receipt of such addenda/errata, prior to the hour and date specified in this RFP or any addenda/errata for receipt of proposals, by returning one signed copy of each of the addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

12.0. eMARYLAND MARKETPLACE ADVANTAGE (EMMA)

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at www.eMarylandMarketplace.com, regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

13.0. QUESTIONS AND REQUESTS FOR CLARIFICATION

Inquiries regarding this solicitation must be submitted in writing, to Comfort Baiyeshea, MCPS, Department of Procurement, 45 W. Gude Drive, Suite 3100, Rockville, MD 20850, or email, Comfort_O_Baiyeshea@mcpsmd.org. Questions are due by **4:00pm on December 10, 2026**. Responses will be posted on eMaryland Marketplace and on MCPS' Procurement website on **December 21, 2026**. The Board will not be responsible for any oral or telephone explanation or interpretation by any agent or employee of MCPS. Any binding information given to an provider in response to a request will be furnished to all providers as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the uninformed providers. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

Contact by providers with any other MCPS employee regarding this solicitation prior to award of

this RFP will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of the provider's proposal. The MCPS Procurement website address is www.montgomeryschoolsmd.org/departments/procurement/

14.0. PROVIDER OBLIGATIONS

Permitting Requirements

The selected provider must:

1. Guarantee their program will be operational no later than the first day of school. Providers are responsible for ensuring that all licensing and insurance requirements are met before the start of the school year. This includes:

   Completing and submitting licensing paperwork required by the Maryland State Department of Education (MSDE) Child Care Licensing Region 5 Office. Additional information regarding MSDE licensing is available by calling 240-314-1400 or visiting the following website:

   https://earlychildhood.marylandpublicschools.org/node/736

2. Submit a CUPF facility use request form for the 2027-2028 school year.
   a. Submit a Certification of General Liability Insurance naming Montgomery County and the Board of Education as additional insured with the facility applications. See attached sample. Failure to provide this insurance will make the selection offer null and void.

3. Comply with ICB use and fee policies to include:
   a. Signing an ICB Facility Use License Agreement (FULA).
   b. Providing timely information to CUPF regarding changes to facility use permits.
   c. Adhering to the payment schedule outlined in the permit issued by CUPF. Monthly payments will be due no later than the last day of the previous month. Delinquent payments may result in cancellation of the permit with 30 days' notice.
   d. Paying the applicable rates when scheduling classes and activities offered by a for-profit entity (such as karate, gymnastics, art classes, etc.). Activities which allow participation by students other than those enrolled in the before- and after-school program will require a separate application/permit, and will not be covered by the childcare fee schedule.

4. Comply with applicable Montgomery County Public School policies such as those regarding use of heat producing appliances. Reimburse schools directly for any use of their office equipment such as fax and copier machines, or other supplies. Enrollment of students from other schools requires prior authorization by the principal.

5. Maintain a current roster and waitlist to provide to the principal upon request. You may also be asked to meet with the principal or his/her designee on periodic basis, provide

copies of parent surveys and/or discuss/address various concerns (ex. supervision of children, staffing, etc.).

ICB Fees

For information on school use fees and policies, please visit http://www.montgomerycountymd.gov/cupf.
Providers will be designated as to which fee or fees apply based on the following:

- Non-Profit Status
- For-Profit Status

Before- and After-school childcare fees apply only during the school year and do not apply to programs open to students not enrolled in the before- and after-school program or summer break.

Site Specific Requirements

Site specific requirements identified by the school are provided in **Attachment A**.

Note: Offerors, their staff or customers should not contact the principal, school staff or selection committee members regarding this process without permission from MCPS Director of Procurement. If your organization is the existing provider at an advertised site, do not solicit your services outside of this process in an attempt to influence the decision of the school's selection committee. If you need additional information about the site, please e-mail Comfort_O_Baiyeshea@mcpsmd.org.

Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities

I. Prohibition against assigning registered sex offenders and individuals convicted of sexual offenses, child sexual abuse, and other crimes of violence to MCPS contracts:

Maryland Law requires that any person who enters into a contract with a county board of education "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. Under § 11-722 of the Criminal Procedure Article of the Maryland Code, an employer who violates this requirement is guilty of a misdemeanor and, if convicted, may be subject to up to five years imprisonment and/or a $5000 fine.

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

a) A sexual offense in the third or fourth degree under § 3–307 or § 3–308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would

constitute an offense under § 3–307 or § 3–308 of the Criminal Law Article if committed in Maryland;

b) Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or

c) A crime of violence as defined in § 14–101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14–101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.

Upon issuance of the CUPF permit, the Provider is required to submit a letter to confirm that its direct employees and those of any subcontractors and/or independent contractors assigned to perform work in the building meet this obligation. Additionally, the Provider must confirm that it continues to meet this obligation on an annual basis and/or when there are changes in the work-force that the Provider and/or its subcontractors use to operate its child care program in the building. The term "work-force" includes all of the Provider's direct employees, subcontractors and their employees, and/or independent contractors and their employees that the Provider uses to operate its child care program in the building.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the lease.

II. Required criminal background check process for certain individuals in the contractor's workforce:

1. Provider shall comply with Maryland laws regarding required criminal background checks. § 5-561 of the Family Law Article of the Maryland Code requires that any local school system or child care center, and any contractor or subcontractor of a local school system or child care center, ensure that any individuals in its work-force undergo a criminal background check, including fingerprinting, if the individuals will work in a school or child care facility in circumstances where they have direct, unsupervised, and uncontrolled access to children. Upon the execution of a license, Provider shall:

    a) Implement the background check process in accordance with Maryland law and MSDE child care licensing requirements as set forth in Code of Maryland Regulations 13A.16.06;

b) Comply with any determination by MSDE to prohibit the employment of an individual based on the criminal background check;

c) Ensure that all individuals in the Provider's work-force receive training on recognizing, reporting, and preventing child abuse and neglect in accordance with Code of Maryland Regulations 13A.16.06.02; and

d) Provide all individuals in Provider's work-force with an identification badge to be worn at all times in the building.

The badging process will be at the Provider's expense.

Violation of this provision is a material breach of the lease for which MCPS may take appropriate action up to and including termination of the lease.

15.0. BID PROTESTS

Any bid protests, including appeals, will be governed by the applicable MCPS Department of Procurement Regulations. The burden of production of all relevant evidence, data, and documents and the burden of persuasion to support the protest is on the Provider making the protest.

16.0. TREATMENT OF TECHNICAL DATA IN PROPOSAL

The proposal submitted in response to this request may contain technical data which the Provider does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data, subject to the provisions of the Maryland Public Information Act, may be so restricted:

> Provided, that Provider marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend: "Technical data contained in pages __ of this proposal shall not be used or disclosed, except for evaluation purposes."
>
> Provided, that if a contract is awarded to this Provider as a result of or in connection with the submission of this proposal, MCPS shall have the right to use or disclose these technical data to the extent provided in the contract.

This restriction does not limit the right of MCPS to use or disclose technical data obtained from another source without restriction.

MCPS assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed, if marked in accordance with the instructions in Section 19.0.

17.0. PROPRIETARY AND CONFIDENTIAL INFORMATION

Providers are notified that MCPS and selection committee members have unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights means that MCPS and selection committee members have the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the Providers in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential commercial or financial information of a Provider, as defined by the Maryland Public Information Act, State Government Article, Section 10-617, from disclosure. It is the responsibility of the Provider to clearly identify each part of its proposal that is confidential commercial or financial information by stamping the **bottom right-hand corner** of each pertinent page with one-inch bold face letters stating the words "**confidential**" or "**proprietary**." The Provider agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS keeping the information confidential, the Provider must agree to defend and hold MCPS harmless if any information is inadvertently released. Each Provider must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

18.0. UNNECESSARILY ELABORATE BROCHURES

MCPS does not require elaborate brochures or presentations beyond what is necessary to provide a complete and effective proposal. Elaborate artwork, costly visuals, and other presentation aids are neither necessary nor desired and may be viewed as evidence of insufficient cost consciousness.