**EVALUATION REQUIREMENTS**

**VOLUME I - TECHNICAL PROPOSAL**

1. The vendor shall submit a technical proposal, not to exceed 15 pages, that describes the proposed approach to accomplish the work specified in paragraph (b) below. The Evaluation Board will evaluate the technical proposal using the Best Value approach, meaning an agreement will be made with the vendor offering the best value to the Exchange based on technical ability, references and price.
2. Technical Considerations

The volume shall be specific, detailed, and complete enough so as to clearly and fully demonstrate the vendors ability to meet the requirements as defined in the Technical Considerations below, including a full explanation of the techniques and procedures the vendor proposes to follow. All information submitted shall be current, specific, complete, and meet the requirements of the solicitation.

* 1. **Staffing and Training Approach:**  The vendor shall provide a detailed staffing approach, to include at a minimum:
		1. Training, education, and experience required for employment;
		2. Targeted experience/skill mix for classroom educators on a per classroom basis as well as for management and administrative positions;
		3. Ongoing staff training in safety, CPR, first aid, and communicable disease and bloodborne pathogen prevention, childhood development, and childcare best practices.
	2. **Teaching Curriculum and Accreditation**: The vendor shall provide details of:
		1. Planned teaching curriculum on a per classroom basis, including but not limited to: examples of teaching activities, seasonal activities /curriculum, daily schedule, details on the ages/developmental milestones used to assign children per classroom/curriculum, any plans for individualized child development practices.
		2. Plans to meet accreditation requirements, including targeted national accreditation and any prior experience receiving national childcare accreditation and meeting the associated requirements.
	3. **Communications:** The vendor shall provide a communication plan to include method of daily communication in accordance with requirement 2.13.2.
	4. **Sanitation and Safety:** The vendor shall provide details of:
		1. Plans for classroom, play area, and multi-classroom use space housekeeping/sanitation practices.
		2. Plan for COVID related classroom safety such as, but not limited to, sanitation, masking.

**VOLUME II - REFERENCES**

1. The vendor shall provide a minimum of four (4) parent references and two (2) employees, with a maximum of eight (8) references total, performance reference letters, to be submitted directly to the NASA LaRC Exchange, for their organization to demonstrate the vendors performance in similar size and type daycare facilities in the Commonwealth of Virginia within the last three (3) years. Personal references of individuals who are proposed to be involved in the required work, will not be accepted.

References shall include the name and contact information for current or prior parents and employees, to include classroom/teaching staff. ***By providing reference contact information, the vendor authorizes the NASA Exchange and its evaluation team to contact the references without prior notice.***

For each reference submitted, the vendor shall include the following:

* 1. Points of contact, including current telephone numbers and e-mail addresses.
	2. Reference type (i.e. current/former parent of child(ren) enrolled at an existing facility owned by the company, employee, other non-personal)
	3. Dates of services provided or dates of employment
	4. Details related to client satisfaction with curriculum, staffing, and other childcare facility practices/procedures.

**VOLUME III - PRICE PROPOSAL**

The cost proposal shall include details on:

1. Planned tuition rates per classroom/age group.
2. Anticipated monthly cost breakout structure to include:
	1. anticipated income from tuition,
	2. meal/food costs,
	3. expected labor costs (with pay to meet requirements for federal minimum wage pay to comply with Executive Order 14206 for minimum-wage regulations on federal facilities),
	4. summary of other costs such as supplies, classroom teaching items/toys, staff training.
	5. Proposed EXCHANGE payment percentage in accordance with requirement 2.5.2.
	6. Proposed profit

**LIST OF ATTACHMENTS**

**Attachment Title**

* 1. Pricing Sheet Template
	2. Historical Tuition Rates Attendance Records
	3. NASA LCDC Parent Handbook
	4. Safety and Health Plan Template