

# RFP Preview: DOE Birth-to-Five Early Childhood Care + Education Services

## Introduction

New York City has one of the strongest and largest early childhood education systems in the country. A majority of children and their families are served by community-based providers that contract with the City to offer early care and education that reflects the strengths and meets the needs of New York's diverse neighborhoods. Over the last decade, the City has invested in initiatives to support and advance this system, including EarlyLearn NYC at the Administration for Children's Services (ACS) and Pre-K for All and 3-K for All at the Department of Education (DOE). The City is now preparing to bring all contracted birth-to-five early care and education services under the management of the DOE, and procure services under new program models with the goals of increasing quality, equity, access, and sustainability.

Accordingly, the DOE will release a set of Requests for Proposals (RFPs) in early 2019 for all contracted birth-to-five early care and education services to begin in July or September 2020. In advance of the RFPs, this document outlines programmatic values, program models, supports and standards that will be part of the DOE's early childhood system in 2020 and beyond, as well as the RFP timelines and processes. The DOE will continue to share information in advance of the release of the RFPs to ensure all potential applicants have information and resources about the overall process and planning.

The DOE has undertaken a year-long effort to solicit feedback and ideas from the early childhood community in advance of releasing this paper, with a focus on engaging the EarlyLearn community. This includes more than 90 conversations with program leaders; feedback from families of young children; input from Advisory Groups comprised of providers, advocates, policymakers, school leaders, and researchers; and learning from other cities. As of the November 26, 2018 release date of this RFP preview, there will be a 30-day period in which comments and/or questions on this paper can be submitted to [Comments2020@schools.nyc.gov](mailto:Comments2020@schools.nyc.gov); the DOE will collect and review all feedback and questions and release a response in advance of the release of the RFPs this winter.

**All information in this paper is subject to revision and to approvals by and funding appropriation from City, State, and Federal entities including the New York State Office of Children and Family Services, the Federal and regional Offices of Head Start, the New York State Education Department, the New York City Law Department, and the New York City Office of Management and Budget. Nothing contained in this paper should be construed as creating any rights or entitlements for prospective participants in the RFPs.**

## Value Statement

The birth-to-five system of early care and education is designed to uphold a set of core values. In order to produce positive outcomes for children, families, and providers, the DOE seeks to:

- Provide children from birth to five years old with access to a high-quality early childhood program that is held accountable and supported to meet high expectations of program quality.
- Ensure a sustainable early care and education system that accurately reflects need across the city and sets up all programs for successful enrollment.
- Value the expertise of program leaders, educators, staff, and families, and work together to meet community needs.

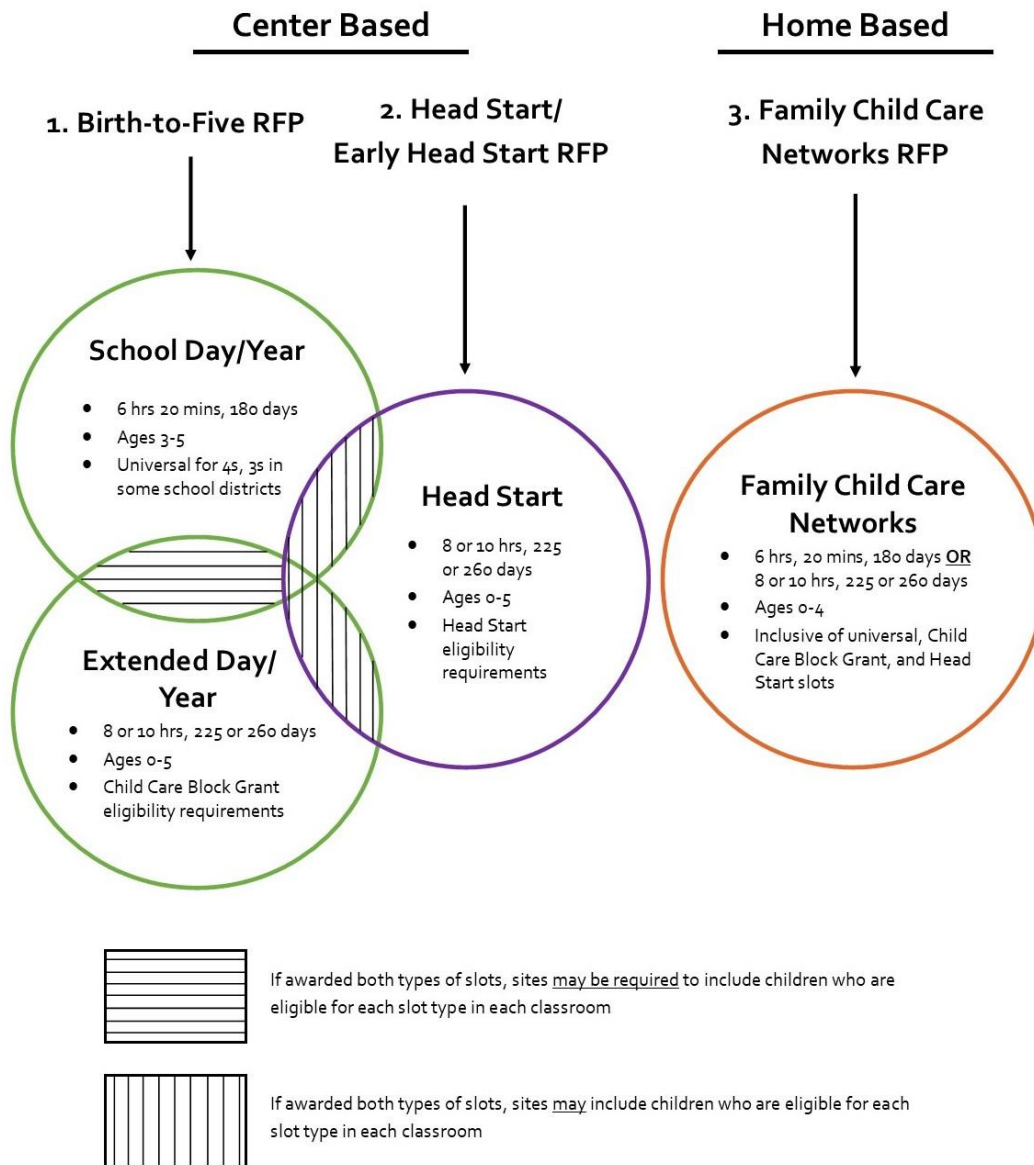


- Promote socioeconomic and racial integration in early childhood classrooms.
- Provide extended day, extended year services, and robust family supports to the families that need them most.
- Ensure leadership and teaching teams have the knowledge and skills they need to provide quality instruction to all children, and help programs continuously improve.



**Program Models**

The following sections outline program types that the DOE will contract for to serve children from birth to five years old beginning in July 2020, which will be procured through three RFPs: (1) **Birth-to-Five (School Day/Year and Extended Day/Year)**, (2) **Head Start/Early Head Start**, and (3) **Family Child Care Networks**.





All programs will be able to choose to apply to one or more of these RFPs, based on community need, programmatic expertise, and organizational capacity. To promote socioeconomic and racial integration at the classroom level, sites that are awarded both School Day/Year and Extended Day/Year slots may be required to include children who are eligible for each program type in each classroom during the school day and year. In addition, sites will be encouraged and supported to create economically integrated classrooms that include children funded through the Head Start RFP and children funded through the Birth-to-Five RFP (School Day/Year and Extended Day/Year) if they apply for and are awarded in both RFPs.

All birth-to-five program leadership and teaching teams will be held to and supported to achieve consistent expectations for quality, which will be outlined in the Division of Early Childhood Education's (DECE's) new Early Childhood Framework for Quality (EFQ). The expectations outlined in the Framework include many comprehensive services, such as robust family engagement and social-emotional supports. All Head Start programs will be held to the Head Start Program Performance Standards (HSPPS).

### **Important Highlights of All Program Models**

- These program models combine what were formerly DOE-contracted programs and ACS-contracted programs into one system serving both the eligible and non-eligible populations, ages 6 weeks to 5 years old.
- Based on the funding streams available to the DOE and their different eligibility requirements, these program models combine funding in such a way as to reduce barriers to enrollment and reporting burdens while maximizing funding available to each program. For example, while the DOE will continue to blend funding streams as outlined above, the DOE will not require programs to enroll children eligible for both Head Start and Child Care funds (known as "dual eligibility"), as providers have reported that this is burdensome.
- Providers are encouraged, and in some cases may be required, to enroll children eligible for distinct program options in the same classroom to foster socioeconomic and racial integration at the classroom level.
- The DOE plans to serve at least the same number of children currently served by EarlyLearn in slots providing extended day/year services, and the RFPs will expand services for 3-year-olds as part of the 3-K for All initiative. The DOE will seek to expand services over time to serve as many children as possible.
- All programs will be required to participate in an enrollment system run and managed centrally by the DOE, and the DOE will work with programs to maximize enrollment across settings. The DOE finds that centralized enrollment is favored by families, more equitable, and successful in matching the vast majority of families with a top choice program. Pairing centralized enrollment with robust family outreach allowed the DOE to help increase Head Start enrollment in New York City from 83% in November 2017 to over 90% in September 2018.
- All programs will be expected to and supported in serving children with specialized needs, including children with disabilities, children who are emergent multilingual learners, and children living in temporary housing. The DOE will continue to provide professional learning opportunities and support from Early Childhood Social Workers and Instructional Coordinators to meet the needs of these, and all, children and their families.



**For Current Contractors: Which Program Option is Most Similar to the Service I Currently Provide?**

The table below outlines which service(s) providers should consider proposing to provide if they are interested in continuing to provide similar services to those for which they are currently contracted. This tool is intended to provide clarity on the different program models available through each RFP, but providers are also welcome to propose new services that are distinct from those for which they are currently contracted. New contractors are also welcome to propose to provide any of the below program models.

If you are a...	Consider applying to the following:*
Current DOE Pre-K provider	Birth-to-Five RFP (School Day/Year services)
Current DOE 3-K provider	Birth-to-Five RFP (School Day/Year services)
Current EarlyLearn Child Care provider	Birth-to-Five RFP (Extended Day/Year services)
Current EarlyLearn Head Start provider	Head Start/Early Head Start RFP
Current EarlyLearn Child Care <u>and</u> DOE provider	Birth-to-Five RFP (School Day/Year services and Extended Day/Year services)
Current EarlyLearn Head Start <u>and</u> DOE provider	Head Start/Early Head Start RFP <u>and</u> the Birth-to-Five RFP (School Day/Year services)
Current EarlyLearn Dual Head Start-Child Care provider	Head Start/Early Head Start RFP <u>and</u> the Birth-to-Five RFP (Extended Day/Year services)
Current FCC Network provider	FCC Network RFP (more information forthcoming)

\* Programs may choose to apply to any one RFP or combination of RFPs, instead of or in addition to the RFPs listed on this chart.

**PROGRAM MODEL 1: BIRTH-TO-FIVE (NON-HEAD START)**

School Day/Year

*Summary:* These slots provide free 3-K for All and Pre-K for All to 3- and 4-year-old children during the DOE school day and year. These services are available for all 4-year-olds living in NYC. Services are





available for all 3-year-olds in the following school districts as of fall 2020: Districts 4, 5, 6, 7, 9, 12, 16, 19, 23, 27, 29, and 31. The RFP may include additional districts in which services for 3-year-olds will be universal. *The DOE will fund center-based infant and toddler care for an extended day/year only, as is detailed in the next section.*

*Program Elements*

- Ages served: preschool (3s and 4s).
- Settings: community-based organizations (Article 47 day care centers, Article 43 private/parochial schools, and directly contracted Group Family Day Care homes). *District schools and Pre-K Centers will also offer school day/year services but are not included in this RFP.*
- Day/year: programs operate for 6 hours and 20 minutes, 180 days per year.
- Child eligibility: children must meet age and NYC residency requirements.
- Additional services: programs may offer services that extend beyond the school day/year to families for a program-determined fee; these days/hours are not overseen by the DOE. Families enrolled in the 3-K or pre-K day may not be required to participate in any additional programming in order to receive the 6 hours and 20 minutes of 3-K or Pre-K for All school day services.

*Service Expectations*

Through this model, programs will provide high-quality early education, using play-based instructional strategies that are grounded in research about how young children learn. Programs will:

- Implement a research-based curriculum aligned to the Head Start Early Learning Outcomes Framework (for 3-year-olds) and the New York State Pre-K Foundation for the Common Core (for 4-year-olds).
- Collect and analyze data using valid and reliable screening and authentic assessment tools to individualize each child’s learning experience.
- Develop a foundation for children’s social emotional learning, build secure attachment between caregivers and children, and use age-appropriate strategies to promote positive behavior.
- Provide a safe, nurturing, and predictable learning environment that supports children to grow and develop by engaging with a variety of age-appropriate books and play materials, eating nutritious meals and snacks, and participating in daily gross motor play.
- Use culturally responsive strategies to empower families in their role as the child’s primary caregiver, teacher, and advocate.

*Funding*

- Source(s): City Tax Levy; 4s also funded by New York State Pre-K grants.
- Family fee requirement: none.
- Slots: available for all 4-year-olds citywide. Available for all 3-year-olds in districts 4, 5, 6, 7, 9, 12, 16, 19, 23, 27, 29, and 31.
- Budget: per-child funding will meet or exceed the amounts currently provided to DOE-contracted programs. Similar to current DOE practice, there will not be a single set rate; budgets will differ across programs. Programs will have flexibility in how they use funds to offer high-quality programming. To support programs that experience enrollment challenges, a portion of the per-child contract value will be guaranteed.
  - Programmatic costs: programs will receive a rate for each child based on the age of children served and teacher qualifications.
  - Facilities costs: funding will be differentiated based on occupancy costs and geography.



- Start-up costs: funding will be differentiated based on project-specific, one-time construction or renovation that may be needed to permit or adequately outfit a site to be ready to safely serve students and create high-quality learning environments.



### Extended Day/Year

*Summary:* These slots provide 8 or 10 hours of service for 225 or 260 days per year to infants, toddlers, and preschoolers who are eligible under Child Care Block Grant (CCBG) requirements.



#### *Program Elements*

- Ages served: infant and toddler (6 weeks to 36 months), preschool (3s and 4s).
- Settings: community-based organizations (Article 47 day care centers and directly contracted Group Family Day Care homes).
- Day/year: programs can choose to operate for 8 or 10 hours per day, 225 or 260 days per year.
- Child eligibility: Enrollment is subject to CCBG eligibility requirements; consistent with DOE practice, infant and toddler classrooms will be able to integrate children eligible for CCBG with children whose families pay full cost for their enrollment. *The DOE will work carefully to ensure that families are informed of their full range of choices for care and education funded through CCBG.*

#### *Service Expectations*

Through this model, programs will provide high-quality early education for an extended day and year, using play-based instructional strategies that are grounded in research about how young children learn.

Programs will:

- Implement a research-based curriculum aligned to the Head Start Early Learning Outcomes Framework (for children 6 weeks to 3 years old) and the New York State Pre-K Foundation for the Common Core (for 4-year-olds).
- Collect and analyze data using valid and reliable screening and authentic assessment tools to individualize each child's learning experience.
- Develop a foundation for children's social emotional learning, build secure attachment between caregivers and children, and use age-appropriate strategies to promote positive behavior.
- Provide a safe, nurturing, and predictable learning environment that supports children to grow and develop by engaging with a variety of age-appropriate books and play materials, eating nutritious meals and snacks, and participating in daily gross motor play.
- Use culturally responsive strategies to empower families in their role as the child's primary caregiver, teacher, and advocate.
- Offer children additional learning opportunities during extended hours that maximize children's access to learning centers and outdoor play.

#### *Funding*

- Source(s):
  - Infants and toddlers: City Tax Levy and Child Care Block Grant (CCBG).
  - 3s and 4s: City Tax Levy and New York State Pre-K grants (for 4s) for school day and year services; CCBG for services extending beyond the school day/year.
- Family fee requirement:
  - Infants and toddlers: subject to CCBG fee for entire day.
  - 3s and 4s: subject to partial CCBG fee for services beyond the school day/year.



- Slots: the DOE plans to offer at least the same number of extended day/year slots for each age group as are currently available in New York City through CCBG funding, subject to available funding.
- Budget: per-child funding will meet or exceed the amounts currently provided to ACS-contracted, CCBG funded classrooms. Similar to current DOE practice, there will not be a single set rate; budgets will differ across programs. Programs will have flexibility in how they use funds to offer high-quality programming. To support programs that experience enrollment challenges, a portion of the per-child contract value will be guaranteed.
  - Programmatic costs: programs will receive a rate for each child based on the age of children served and teacher qualifications. Programs offering extended day/year services will receive increased funding to account for the additional days and/or hours of service. Additional funding will be provided to assist programs supporting lower income children.
  - Facilities costs\*: funding will be differentiated based on occupancy costs and geography.
  - Start-up costs: funding will be differentiated based on project-specific, one-time construction or renovation that may be needed to permit or adequately outfit a site to be ready to safely serve students and create high-quality learning environments.



\*Facilities owned or leased directly by ACS and occupied by ACS-contracted providers will be procured via this RFP process. The DOE will provide more information as additional details become available.

## PROGRAM MODEL 2: HEAD START/EARLY HEAD START

### Early Head Start

*Summary:* these slots provide comprehensive child development and family support services to low-income infants and toddlers and their families who are eligible under the Early Head Start requirements. All programs must follow the HSPPS.

#### *Program Elements*

- Ages served: infants and toddlers (6 weeks to 36 months).
- Settings: community-based organizations (Article 47 day care centers).
- Day/year: programs can choose to operate for 8 or 10 hours per day, 225 or 260 days per year.
- Child eligibility: all slots subject to Early Head Start eligibility requirements.

#### *Service Expectations*

Early Head Start provides high-quality comprehensive child development and family support services to income-eligible infants and toddlers for an extended day and year. Consistent with expectations of program model 1 "Birth-To-Five (Non-Head Start)," all Early Head Start programs will:

- Promote the physical, cognitive, social, and emotional development of infants and toddlers through safe and developmentally enriching caregiving, using a research-based curriculum aligned to the Head Start Early Learning Outcomes Framework.

In addition, all Early Head Start classrooms will meet the requirements of the Head Start Program Performance Standards (HSPPS). As such, all Early Head Start programs will:





- Implement a two-generation model aligned to the Head Start Parent and Community Engagement Framework. Programs will support families to meet their goals in pursuing continuing education and employment opportunities, building economic assets, and developing their social capital.
- Work closely with community partners to offer comprehensive services to children and families, including services that address access to healthcare, mental health, nutrition, physical health, and oral health needs.
- Implement management systems to collect and analyze data to inform program design and continuous quality improvement goals, including valid and reliable screening and authentic assessment tools, family needs assessments and surveys, information about community needs, and annual program self-assessments.
- Establish structures to provide legal and financial oversight for the program (the Governing Board) and set the direction for the program (the Policy Committee and Parent Committees), in accordance with the HSPPS.



### *Funding*

- Source(s): Head Start and City Tax Levy. *Head Start funding is subject to grant award and approval from the federal and regional Office of Head Start (OHS).*
- Family fee requirement: none.
- Slots: dependent on number of slots awarded by the federal Office of Head Start to the DOE.
- Budget: per-child funding will meet or exceed the amounts currently provided to ACS-contracted, Early Head Start funded classrooms. Similar to current DOE practice, there will not be a single set rate; budgets will differ across programs. Programs will have flexibility in how they use funds to offer high-quality programming. To support programs that experience enrollment challenges, a portion of the per-child contract value will be guaranteed.
  - Programmatic costs: programs will receive a rate for each child based on the age of children served and teacher qualifications. Programs will receive increased funding to account for the additional days and/or hours of service. Additional funding will be provided to assist programs in supporting lower income children and meeting the HSPPS.
  - Facilities costs\*: funding will be differentiated based on occupancy costs and geography.
  - Start-up costs: funds will be offered via the RFP for project-specific, one-time construction and renovation costs. Priority will be provided to programs that propose converting or building out new space to serve infants and toddlers. Note that programs applying for Head Start and/or Early Head Start can apply for start-up funding only once.

\*Facilities owned or leased directly by ACS and occupied by ACS-contracted providers will be procured via this RFP process. The DOE will provide more information as additional details become available.

### Head Start

*Summary:* these slots provide comprehensive child development and family support services to low-income 3s and 4s and their families who are eligible under the Head Start requirements. All programs must follow the HSPPS.

### *Program Elements*

- Ages served: preschool (3s and 4s).





- Settings: community-based organizations (Article 47 day care centers).
- Day/year: programs can choose to operate for 8 or 10 hours per day, 225 or 260 days per year.
- Child eligibility: all slots subject to Head Start eligibility requirements.



### Service Expectations

Head Start provides high-quality comprehensive child development and family support services to income-eligible 3- and 4-year-olds for an extended day and year. Consistent with expectations of program model 1 “Birth-To-Five (Non-Head Start),” all Head Start programs will:

- Promote the physical, cognitive, social, and emotional development of preschool-age children through safe and developmentally enriching caregiving, using a research-based curriculum aligned to the Head Start Early Learning Outcomes Framework (for 3- and 4-year-olds) and the New York State Prekindergarten Foundation for the Common Core (for 4-year-olds).



In addition, all Head Start classrooms will meet the requirements of the Head Start Program Performance Standards (HSPPS). As such, all Head Start programs will:

- Implement a two-generation model aligned to the Head Start Parent and Community Engagement Framework. Programs will support families to meet their goals in pursuing continuing education and employment opportunities, building economic assets, and developing their social capital.
- Work closely with community partners to offer comprehensive services to children and families, including services that address access to healthcare, mental health, nutrition, physical health and oral health needs.
- Implement management systems to collect and analyze data to inform program design and continuous quality improvement goals, including valid and reliable screening and authentic assessment tools, family needs assessments and surveys, information about community needs, and annual program self-assessments.
- Establish structures to provide legal and financial oversight for the program (the Governing Board) and set the direction for the program (the Policy Committee and Parent Committees), in accordance with the HSPPS.

### Funding

- Source(s): Head Start and City Tax Levy; 4s also funded by New York State Pre-K grants. *Head Start funding is subject to grant award and approval from the federal and regional Office of Head Start (OHS).*
- Family fee requirement: none.
- Slots: dependent on number of slots awarded by the federal Office of Head Start to the DOE.
- Budget: per-child funding will meet or exceed the amounts currently provided to ACS-contracted, Head Start funded classrooms. Similar to current DOE practice, there will not be a single set rate; budgets will differ across programs. Programs will have flexibility in how they use funds to offer high-quality programming. To support programs that experience enrollment challenges, a portion of the per-child contract value will be guaranteed.
  - Programmatic costs: programs will receive a rate for each child based on the age of children served and teacher qualifications. Programs will receive increased funding to account for the additional days and/or hours of service. Additional funding will be provided to assist programs in supporting lower income children and meeting the HSPPS.



- Facilities costs\*: funding will be differentiated based on occupancy costs and geography.
- Start-up costs: funds will be offered via the RFP for project-specific, one-time construction and renovation costs. Note that programs applying for Head Start and/or Early Head Start can apply for start-up funding only once.

\*Facilities owned or leased directly by ACS and occupied by ACS-contracted providers will be procured via this process. The DOE will provide more information as additional details become available.

### DECE Quality Expectations and Supports for All Center-Based Programs

All center-based programs will be held to and supported to meet a consistent set of quality expectations by the DOE's Division of Early Childhood Education (DECE), and DECE will continue to provide support services to all programs.

- *DECE Quality Expectations:*
  - DECE's Early Childhood Framework for Quality (EFQ) will establish a shared vision for high-quality care and early education in all programs serving infants, toddlers, preschoolers, and their families. The EFQ is currently in development and will replace DECE's current Pre-K for All Program Quality Standards. The DECE Policy Handbook will provide additional resources to program leaders and staff.
  - Head Start programs must meet the Head Start Program Performance Standards (HSPPS).
- *DECE Supports:*
  - All center-based early childhood programs will have access to a robust system of supports, including coordinated on-site supports from Early Childhood Social Workers and Instructional Coordinators (support will be determined based on need, as is current practice), multiple professional learning opportunities, and comprehensive instructional resources, including the Pre-K for All Interdisciplinary Units of Study and 3-K for All Explorations.
  - This system of supports will address the needs of programs serving children with specialized needs, including children with disabilities, children who are emergent multilingual learners, and children living in temporary housing.
  - All programs will receive support in recruiting and enrolling eligible families in their communities.
  - All programs will receive DECE operations and budget supports.
  - DECE staff may be available to fulfill HSPPS instructional coaching and Mental Health Consultant requirements.

### **PROGRAM MODEL 3: FAMILY CHILD CARE NETWORKS**

Family Child Care (FCC) is a critical component of the early childhood care and education system in New York City, and the DOE is committed to supporting FCC Networks and providers in meeting the needs of our youngest children and their families. The DOE will release an RFP specific to the procurement of contracted FCC Networks in 2019, following the release of the above two RFPs for center-based services. The contract start date for these networks will be the same as the contract start date for center-based services (July 2020). Organizations applying through this procurement will be able to propose for CCBG-



eligible slots, universal 3-K slots (in 3-K districts), and/or Early Head Start/Head Start services. Any organizations that would like to support a network of licensed FCC providers (including Group Family Day Care homes and Family Day Care homes) will be able to apply to this RFP. Proposers do not need to run center-based early childhood services to apply to this RFP; all organizations with the capacity to support high-quality FCC networks should consider applying.

Per-child funding will meet or exceed the amounts currently provided to ACS-contracted FCC Networks, subject to available funds. The DOE will provide additional information about the process and planning for this RFP to FCC Networks and their affiliated providers prior to the release of this RFP.

**Request for Proposal (RFP) Process and Timeline**

To implement the birth-to-five contracted early care and education system described above, DECE will release two RFPs in winter 2019 for services beginning in July or September 2020.

RFP	Solicited Services
Birth-to-Five RFP	<ul style="list-style-type: none"> <li>• School day and year 3-K services for 3-year-olds;</li> <li>• School day and year pre-K services for 4-year-olds; and</li> <li>• Extended day and year services for eligible infants, toddlers, 3-year-olds, and 4-year-olds.</li> </ul>
Head Start/Early Head Start RFP	<ul style="list-style-type: none"> <li>• Early Head Start services for infants and toddlers; and</li> <li>• Head Start services for 3-year-olds and 4-year olds.</li> </ul>

These two RFPs will be released in winter 2019, with proposals due in spring 2019. Proposals will be evaluated during spring and summer 2019, with award recommendations following in fall 2019 for contracts beginning in July 2020.

Additionally, DECE is planning to release an RFP for Family Child Care (FCC) Network providers in 2019, and details specific to that procurement will be shared in advance of the release of the RFP. The FCC Networks RFP will allow networks to propose the following services in home-based settings:

- School day and year 3-K services for 3-year-olds;
- Extended day and year services for CCBG-eligible infants, toddlers, and 3-year-olds;
- Early Head Start services for infants and toddlers; and
- Head Start services for 3-year-olds.

As part of a separate and distinct process, Direct Head Start grantees (sites operating under a contract directly with the Federal Office of Head Start to serve 3- and 4-year-olds) will have the opportunity to apply for funds from the DOE via a future procurement to enhance their programming. Additional information on how these opportunities will be made available is forthcoming.





The following providers will need to submit a proposal through this winter's Birth-to-Five RFP and/or Head Start/Early Head Start RFP:

- Current full-day DOE-contracted providers who wish to provide services in the 2020-21 school year and beyond.
  - *Current 3-K and/or Pre-K for All contracts set to expire in June 2020 will not be further extended, and submitting a proposal to this winter's RFPs will be the only way to continue services into the 2020-21 school year.*
  - *Current full-day providers with contracts expiring in June 2021 or later are strongly encouraged to submit a proposal to this winter's RFPs if they wish to continue services beyond the end date in their current contract. These providers do not need to submit proposals to these RFPs if they wish to continue their current services only through the end of their current contract.*
  - *Current half-day providers wishing to continue their current half-day services will not be impacted by these RFPs.*
- Current EarlyLearn providers wishing to continue services into the 2020-21 school year.
  - *Current EarlyLearn contracts will be extended through June 2020.*
  - *EarlyLearn providers wishing to continue services beyond then will need to submit a proposal to this winter's RFPs.*
- Current providers wishing to open new sites or add full-day services at a current half-day site.
- Providers without a current ACS or DOE contract that would like to partner with DOE to provide any of the services listed above beginning in the 2020-21 school year.

In addition to consideration of applicants' written proposals, which will be evaluated based on the Early Childhood Framework for Quality (EFQ), providers will also be able to showcase their long-standing experience as high-quality early childhood providers through consideration of their history of demonstrated quality and effectiveness.

Providers planning to submit a proposal through this winter's Birth-to-Five RFP and/or Head Start/Early Head Start RFP can begin to prepare now by:

- 1. Continuing thoughtful consideration of their future programming in relation to the program models outlined above.** Providers are encouraged to consider the information outlined in this document in planning the services that they may be interested in proposing through this winter's RFPs. Providers should consider their programming holistically, but also at the site-level for multi-sited vendors, as providers may be asked to submit a separate proposal for each site they are proposing. DECE is working to make the proposal submission process as streamlined as possible for multi-sited vendors, and for those programs looking to apply to more than one of this winter's RFPs.
- 2. Creating an account and becoming prequalified in HHS Accelerator.** We encourage providers interested in learning more about future RFPs to become prequalified in HHS Accelerator ([www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator)), the online platform through which proposals are submitted. Successfully completing the [prequalification process](#) will grant you access to information regarding all RFPs released by the DOE. Once the RFP is released, being prequalified will allow you immediate access to all RFP-related documents. Please note that becoming pre-qualified is



not the same as applying to an RFP, but is a required first step. Please email [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov) if you have any questions about HHS Accelerator and prequalification.

- 3. Creating an account in the Procurement and Sourcing Solutions Portal (PASSPort) and filing all disclosure information.** All organizations intending to do business with the City of New York must complete a disclosure process to be considered for a contract. In order to complete this process, RFP proposers must create online accounts and file all disclosure information online through the PASSPort system at [nyc.gov/passport](http://nyc.gov/passport). Please email [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov) if you have any questions about PASSPort. The PASSPort system replaced Vendex in 2017.

### **Opportunities to Learn More**

The DOE will continue to provide updates and engage the provider community around this Request for Proposal process and provide information about the services available therein.

- As of the November 26, 2018 release date of this RFP preview, there will be a 30-day period in which comments and/or questions on this paper can be submitted to [Comments2020@schools.nyc.gov](mailto:Comments2020@schools.nyc.gov); the DOE will collect and review all feedback and questions and release a response in advance of the release of this winter's RFPs. The last day of the comment period is December 26, 2018.
- The DOE is planning RFP information sessions for providers interested in learning more about these RFPs, and will share additional details regarding these sessions as they become available.
- The DOE will continue to provide updated information regarding RFP planning via the DECE's [Provide Early Childhood Care & Education webpage](#). To navigate to this page on the DOE website, visit [infohub.nyced.org](http://infohub.nyced.org). Select the Partners & Providers tab, and then click on Provide Early Childhood Care & Education from the dropdown menu.

