



**REQUEST FOR PROPOSAL (RFP)**  
**NAFCC QUALITY STANDARDS REVIEW AND UPDATE**

**NATIONAL ASSOCIATION FOR FAMILY CHILD CARE**  
**1743 WEST ALEXANDRIA STREET**  
**SUITE 201**  
**SALT LAKE CITY, UTAH 84119**

**SEPTEMBER 27, 2017**

## **Introduction**

The National Association for Family Child Care (NAFCC) is seeking proposals to review and update NAFCC's nationally recognized Quality Standards for Family Child Care Accreditation (4th edition). NAFCC initiated the first national accreditation program for family child care providers in 1988. In the late 1990's, a team at Wheelock College constructed a new set research based Quality Standards, and those standards served as the foundation of a new NAFCC accreditation launched in 1999. Since then, the NAFCC Accreditation Council has revised and updated sections of the standards to account for new research and best practices.

Because of advancements in research on child development and quality care for children, NAFCC is seeking a detailed review and appropriate revision of our standards to ensure the Quality Standards reflect the most current research and best practices. The NAFCC Accreditation program, built upon the Quality Standards, is both a mark of quality and a demonstration of commitment to continuous quality improvement, and should reflect the highest level of quality in a family child care setting.

NAFCC is the nation's largest professional membership organization for family child care providers, and since 1982, NAFCC has been the only national organization dedicated to representing and supporting quality family child care practices. NAFCC comprises over 4,000 members and advocates for the approximately 1 million paid providers caring for children in a home setting.

## **Project Goals**

This project is the first step in a multiyear effort to completely revise the NAFCC accreditation program.

The goals of this first project are: ensuring that the NAFCC Quality Standards reflect the best practices in family child care that can be documented by research and/or validated by experts in the field and define high quality practice in family child care for the field.

Next steps, included for informational purposes and NOT part of this request for proposals are:

- Step two: Translating standards into practice
- Step three: Redesigning the process
- Step four: Creating supporting materials
- Step five: Building the marketing plan
- Step six: Validity testing

## **Scope of Work**

In recent years much attention has been given to quality improvements in early care and education, as evidenced by most states implementing Quality Rating and Improvement Systems. NAFCC has determined through feedback from early care and education partners and

experts that its current Quality Standards may not reflect the latest research or best practice in all areas of quality care and education in the family child care environment.

The scope of this work includes:

- a review of the current Content Areas and Standards to ensure they encompass all aspects of quality in the family child care setting.
- the development of a rationale based on research and best practice for each decision made to: make no changes, revise, add or delete a Content Area or Standard.
- documentation of the research literature and expert opinion used to support each decision made to: make no changes, revise, add or delete a Content Area or Standard.

**Deliverables**

The deliverable should be one or more documents which includes:

- an executive summary which includes all proposed changes to the Content Areas and Standards.
- a detailed description of the processes used to review and revise the content areas and standards.
- A detailed list of the research literature and experts used to develop revisions. The research literature list should include full citations, a brief explanation of study sample and methods and findings and implications for revision of standards and content areas. The research literature list could be in the form of an annotated bibliography, a literature review matrix, or a brief narrative review of the research literature. A list of experts should include a description of expert’s background, content area expertise, and specific recommendations offered regarding standards and content areas.
- the rationale and documentation to support decisions regarding the Content Areas, including decisions to: make no changes, revise one or more Content Areas, add one or more new Content Areas, etc.
- the rationale and documentation to support decisions regarding the Standards, including decisions to: make no changes, revise a Standard, move a Standard to a different Content Area, add a Standard, or recommend deleting a Standard.
- all revised and proposed new standards must include:
  - purpose of standard,
  - age category (infant, toddler, or two-year-old, preschool/pre-K, or school-age),
  - and documentation for supporting source(s) of evidence.

**Proposal Format**

Proposal should include the following sections:

- Introduction and Executive summary
- Company information and bios for staff that will be working on this project, along with any known subcontractors that will be utilized
- Brief description(s) of similar work conducted by the bidder
- Description of the methodology to be used in completing the project

- Proposed timeline for completing the project with significant milestones listed
- A budget broken down into major cost areas
- References

### **Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process.

All costs included in proposals must be all-inclusive to include any outsourced or contracted work.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by NAFCC's legal entity and will include scope, budget, schedule, and other necessary items pertaining to the project. NAFCC reserves the right to reject any and all proposals.

Potential bidders can submit questions to NAFCC for clarification and more information. Questions will be accepted in email only at [rfp@nafcc.org](mailto:rfp@nafcc.org). All questions will be posted for all vendors (minus vendor identification) to read at [www.nafcc.org/rfp](http://www.nafcc.org/rfp). Questions will be accepted until October 20, 2017.

**Proposals will be accepted until 5pm Mountain Standard Time, November 10, 2017.** Any proposals received after this date will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal. Two copies of the proposal should be provided to NAFCC by November 9<sup>th</sup>. One copy should be a paper copy, delivered to:

Dawn Cramer  
NAFCC  
1743 Alexander Street, Suite 201  
Salt Lake City, UT 84119

The second copy should be in an electronic copy in Microsoft Word format, delivered via email to Dawn Cramer at [rfp@nafcc.org](mailto:rfp@nafcc.org).

All received bids will be acknowledged via email by November 15, 2017.

Evaluation of proposals will be completed by November 22, 2017. If additional information or discussions are needed with any bidders during proposal evaluation, the bidder(s) will be notified.

Notification to the winning bidder will be made no later than November 27, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by December 8, 2017.

Recap of Important Actions/Dates:

- October 20, 2017: last day NAFCC will take questions from bidders
- November 10, 2017: proposals due to NAFCC
- November 15, 2017: date by which all received proposals will be acknowledged
- November 22, 2017: date by which winning vendor will be selected
- November 27, 2017: date by which winning vendor will be notified
- December 8, 2017: date by which all vendors will be notified

### **Proposal Evaluation Criteria**

NAFCC will evaluate all proposals based on the following criteria:

- overall proposal and its:
  - proposed methodology
  - coverage of the project scope
  - clarity of presentation
- bidders will be evaluated on their experience with
  - standards creation, revision, review, etc.
  - work with primary research as a source
  - knowledge of family child care
- cost
- references

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