

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-1980-2023

This contract entered into this 25<sup>th</sup> day of May 2023 by Valley Interfaith Child Care Center Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

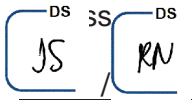
SCOPE OF CONTRACT: The Contractor shall provide Access to Quality Childcare Enrollment Opportunities to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From June 1<sup>st</sup>, 2023 through May 31<sup>st</sup>, 2025 with option for two three-year renewals.

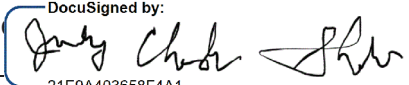
COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

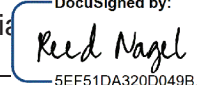
CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 5671412307 dated Febraury 15<sup>th</sup>, 2023, together with Addendum Number 1 To RFP dated March 7<sup>th</sup>, 2023, the proposal submitted by the Contractor dated March 14<sup>th</sup>, 2023 and the negotiation summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and

  
(Initials)

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor By:   
DocuSigned by: 21E9A403658F4A1...  
Judy Shelor  
Executive Director  
Name and Title

Virginia By:   
DocuSigned by: 5EF51DA320D049B...  
Reed Nagel  
Assistant Director of Procurement



Request for Proposal #5671412307

For

Access to Quality Childcare Enrollment Opportunities in  
New River Valley

February 15, 2023

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

RFP # 5671412307, Access to Quality Childcare Enrollment Opportunities

**INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED**

**DUE DATE:** Proposals will be received until **March 17, 2023 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Angela Caldwell, Phone: (540) 231-1269 e-mail: [acaldwell@vt.edu](mailto:acaldwell@vt.edu). All inquiries will be answered in the form of an addendum. Inquiries must be submitted by **March 1, 2023 at 2:00 PM**. Inquiries must be submitted to the procurement officer identified in this solicitation.

**VIRTUAL PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on **February 22, 2023 at 9:00 AM**. See RFP Section IX, Pre-proposal Conference for additional information.

**PROPOSAL SUBMISSION:**

**Proposals may NOT be hand delivered to the Procurement Office.**

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

**Proposals must be submitted electronically at:**

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at [support@gobonfire.com](mailto:support@gobonfire.com).

**It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: [https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?\\_ga=2.42375717.1472165071.1588110542-997330893.1585332052](https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?_ga=2.42375717.1472165071.1588110542-997330893.1585332052)

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

**Attachments must be smaller than 1000MB in order to be received by the University.**

*In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.*

AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

03/10/2022

**[INCLUDE THIS PAGE]**

I. PURPOSE:

This Request for Proposal (RFP) seeks to solicit proposals to establish a contract through competitive negotiations by Virginia Polytechnic Institute and State University (Virginia Tech), for Access to Quality Childcare Enrollment Opportunities

Virginia Tech has approximately 4,986 full-time employees and 34,458 graduate and undergraduate students on its Blacksburg campus. In 2022, with the changing landscape of the early childhood education workforce, Virginia Tech families have seen increased challenges in accessing affordable, quality early care and education in the New River Valley area.

The impact of access challenges continues to impede recruitment and retention of employees and students at all levels of the institution. National experts estimate that 1 in 3 women considered changing or leaving their job in 2021 due to caregiving issues. If the experts are correct, this represents a potential loss of 826 female employees on the Blacksburg campus alone.

The university also finds quality early care and education to be a compelling priority for recruitment. Thus, the lack of access to quality early care and education is a problem for the workforce and student recruitment and retention. Recent data gathered by Virginia Tech shows available capacity in existing centers if the childcare workforce is stabilized. Thus, partnerships with local early care and education programs appear to be viable, expeditious, and a cost-effective way to expand enrollment opportunities in the community, thereby addressing access needs for Virginia Tech families.

The objective of this RFP, therefore, is to develop partnerships with established full-time licensed childcare programs in the New River Valley to provide quality early care and education to Virginia Tech families.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

The term of this contract is for two year(s), or as negotiated. There will be an option for two three-year renewals, or as negotiated.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the

eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <https://eva.virginia.gov/>, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

The purpose of this solicitation is to increase early care and education partnerships between early childhood education programs in the New River Valley. These partnerships will result in increased access to quality early care and education for Virginia Tech employees and students. The scope of work for this solicitation is as follows:

- A. Provide a minimum number of annual new enrollment opportunities for Virginia Tech employees and students based on a percentage of total available opportunities.
- B. Have a full-time program licensed by Virginia Department of Education (VDOE) located in the New River Valley.
- C. Provide care and education in a safe, healthy, and nurturing environment that is licensed by VDOE, meeting and exceeding all requirements for licensure by VDOE for both indoor and outdoor learning environments.
- D. Provide a plan for recruitment and retention of well-trained teachers and classroom support staff such as floaters and substitutes. This plan should include strategies for suitable compensation and professional development opportunities.
- E. Participate in Virginia Quality Rating and Improvement System known as Virginia Quality Birth-5 (VQB5).
- F. Participate in Virginia's Child Care Subsidy Program as a Virginia licensed subsidy vendor. Provider must exceed the Virginia licensing standards that are required for this program.
- G. Provide a plan for exploring, achieving, or maintaining or accreditation by the National Association for the Education of Young Children (NAEYC) or National Association for Family Child Care (NAFCC).
- H. Provide developmentally appropriate practices that support each child's physical, cognitive, social-emotional and language development while providing individualized and responsive care and education to all children and families. This responsiveness includes but is not limited to developmental, socioeconomic, cultural, linguistic, racial, and religious.
- I. Utilize active parent engagement strategies that support parents as the child's first and most important teacher.
- J. Virginia Tech will request awarded provider(s) to submit a report biannually on April 30<sup>th</sup> and October 31<sup>st</sup>. Please see attachment B, Snapshot Report Evaluation Metrics.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. **Program Philosophy:** Describe the philosophy and mission of your program.
2. **Program Structure:** Describe your programs daily schedule, hours of operation, annual calendar of program closure, inclement weather closing policy and other possible programs closings.
3. **Program Cost to Parents:** Provide a detailed list of all parent fees by age groups. Comment on plans for maintaining price during initial contract periods as well as any renewal periods. The proposal should assume that parents will pay the market rate for childcare services for those who don't qualify for the Virginia Childcare Subsidy Benefit.



4. **Program Cost to the University:** Provide a cost per slot to the University to hold the enrollment opportunity for a Virginia Tech Family.
5. **Demonstrated Quality:** Please provide the following to demonstrate your programs commitment to consistent quality early care and education. Provide recent evidence of health, safety, and quality via the last three years of licensing visits and last quality rating. If these are less than accurate descriptions of the quality, health and safety consistently provided include explanation along with a detailed quality improvement plan.
6. **Early Childhood Educator Qualifications:** Provide a detailed description of the qualifications of the teaching and administrative staff. Comment on the professional development plans your program implements to ensure teachers are provided and obtain annual professional development.
7. **Family Engagement:** Family engagement is an interactive process through which staff, parents and families and children build positive and goal-oriented relationships. It is a shared responsibility of educators and families that requires mutual respect for the roles and strengths each offers. How does your program build relationships with families? Do you have parent education programs and activities? If so, please describe. How do you support individual family needs through local community programs & resources? Please provide examples.
8. **National Accreditation:** Provide a plan for exploring, achieving, or maintaining accreditation by the National Association of Young Children (NAEYC) or National Association for Family Child Care (NAFCC).
9. **Proposed Services:** Describe how many new enrollment opportunities (slots) your program could dedicate to Virginia Tech families annually in each of the following ages:
  - a. 6 weeks – 16 months
  - b. 16 months- 2years
  - c. 2 years to 3 years
  - d. 3 years to 4 years
  - e. School age
10. **References:** Provide three recent references from families that you have provided early care and education for. Include the date(s) the services were furnished, the family name, address and the name and phone number of the individual Virginia Tech has your permission to contact. Alternatively, business references may be provided.
11. **Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:**

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

12. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals



that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

- 3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	25
4. Cost (or Price)	15
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then

be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

IV. OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE:

An optional virtual pre-proposal conference will be held **February 22, 9:00 AM**. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

**PLEASE EMAIL THE BUYER AT [ACALDWELL@VT.EDU](mailto:ACALDWELL@VT.EDU) FOR THE ZOOM LINK TO ATTEND THE CONFERENCE.**

X. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)  
Accounts Payable  
North End Center, Suite 3300  
300 Turner Street NW  
Blacksburg, Virginia 24061

XI. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XIII. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XIV. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XV. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVI. CONTRACT ADMINISTRATION:

- A. Pascha Gerni, Senior Director for Business and Administrative Affairs, Office of President, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XVII. ATTACHMENTS:

- Attachment A - Terms and Conditions
- Attachment B- Snapshot Report Evaluation Metrics

**ATTACHMENT A**  
**TERMS AND CONDITIONS**

**RFP GENERAL TERMS AND CONDITIONS**

See:

[https://www.procurement.vt.edu/content/dam/procurement\\_vt\\_edu/docs/terms/GTC\\_RFP\\_02182022.pdf](https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf)

**ADDITIONAL TERMS AND CONDITIONS**

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL EMAIL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: [http://www.ita.vt.edu/purchasing/VT\\_Cloud\\_Data\\_Protection\\_Addendum\\_final03102017.pdf](http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf)
- 10. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 11. CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the start of services. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to providing services under this contract. **If** Contractor subcontracts any of the services provided under this contract, Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to service this contract. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about the health and safety of Virginia Tech family's children, the contractor shall remove that employee, unless Virginia Tech consents to that employee continuing to provide services in writing. Failure to comply with the terms of this provision may result in the termination of the contract.
- 12. INSURANCE:** By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.
- INSURANCE COVERAGES AND LIMITS REQUIRED:**
- A. Worker's Compensation - Statutory requirements and benefits.
  - B. Employers Liability - \$100,000.00
  - C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
  - D. Automobile Liability - \$500,000.00
  - E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.
  - F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or

mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

- 13. RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech upon written agreement of both parties for two three-year renewals, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- 14. SAFETY:** The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech's Environmental, Health and Safety Services (EHSS) web site at this URL [http://www.ehss.vt.edu/programs/contractor\\_safety.php](http://www.ehss.vt.edu/programs/contractor_safety.php). A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.
- 15. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.



## Attachment B

### Snapshot Report Evaluation Metrics

What is your Virginia Department of Education licensed capacity, infant thru school age?

What is your planned operating capacity for infant thru school age?

How many children of Virginia Tech families are on your waitlist on average annually?

What percentage of new enrollment opportunities are you contracted to offer Virginia Tech annually?

What percentage of new enrollment opportunities did you offer to Virginia Tech families during this contract reporting period?

How many children served does that percentage equate to?

How many Virginia Tech children on your new enrollment list declined?

For what reason(s) did families decline?

Were there any violations in your last two licensing inspections?

If violations occurred please share the reports.

What is your total employee count?

How many current openings do you have for lead teachers?

How many current openings for assistant teachers?

List your current pay scale for lead teachers.

List your current PayScale for assistant teachers.

What professional development opportunities have you offered your team during this reporting period? (PD calendar)

Is your program participating in VQB5?

What is your current quality rating?

Is your program participating in Virginia Child Care Subsidy program?

Is your program NAEYC accredited?

If not NAEYC accredited, what is your plan for moving towards accreditation. (paragraph to outline steps)

Provide two examples of developmentally appropriate practice from your program. (pictures of documentation panels or FB post)

Provide two examples of current parent engagement. (Newsletters, FB post, invites to activities or parent teacher conferences)

Describe your programmatic self-assessment process and the results/outcomes.

## ADDENDUM # 1 TO RFP # 5671412307

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)  
Procurement Department (MC 0333)  
North End Center, Suite 2100  
300 Turner Street NW  
Blacksburg, Virginia 24061

DATE	DUE DATE AND HOUR
March 7, 2023	March 17, 2023 @ 3:00PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Angela Caldwell, Buyer  
E-MAIL ADDRESS: [acaldwell@vt.edu](mailto:acaldwell@vt.edu) TELEPHONE NUMBER (540) 231-1269  
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

### Access to Quality Childcare Enrollment Opportunities in New River Valley

1. Is there a minimum number of spots that would need to be made available for Virginia Tech to accept the RFP?  
**Virginia Tech answer – No, Virginia Tech would like to have as many high-quality new enrollment opportunities that the provider can offer.**
2. What is the total number of spots that Virginia Tech is looking to fill?  
**Virginia Tech answer – Virginia Tech is an ever-changing community as employees and students enter and leave the area; therefore, Virginia Tech would like to partner with as many providers of high-quality childcare as possible to fulfill the University needs.**
3. How many RFPs does Virginia Tech plan to accept?  
**Virginia Tech answer – Virginia Tech will accept all submissions that are received on time.**
4. Does Virginia Tech issue this type of RFP every year?  
**Virginia Tech answer – At this time, Virginia Tech does not plan to issue this RFP every year.**
5. In section VI.A., the request is for "annual new enrollment" opportunities. Does that mean that the available spots each year must be made for new students? E.g., if a contract is given for 20% of the spots, and in 2023, 20% of spots are filled by Virginia Tech employees and in 2024 those same employees use 20% of the spots, then in 2024, 20% of the remaining spots must be made available for new students?  
**Virginia Tech answer – The annual new enrollment opportunities means that every time enrollment opportunities are available Virginia Tech will receive a percentage of them as agreed upon by both parties. This can be further discussed during negotiations.**
6. Is there a penalty if the provider is unable to fill the promised number of slots with Virginia Tech employees?  
**Virginia Tech answer- This matter will need to be discussed through negotiations.**
7. If a provider is unable to fill the promised number of slots with Virginia Tech employees by the beginning of the school year, is the provider allowed to make those slots available to the general community?  
**Virginia Tech answer – Virginia Tech is a full-time year-round employer as such enrollment opportunities will need to be filled throughout the year. Before a Virginia Tech opportunity is released to the general public, providers should notify Virginia Tech to allow for a final chance to fill the opportunity. This can be further discussed during negotiations.**
8. All other terms, conditions and descriptions remain the same.

9. The due date and hour remains at 3:00 PM on March 17, 2023.

I acknowledge that I have read and understand this addendum in its entirety.

---

Signature

---

Date

Revised 10/19/21



Request for Proposal #5671412307

For

Access to Quality Childcare Enrollment Opportunities in  
New River Valley

February 15, 2023

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**



RFP # 5671412307, Access to Quality Childcare Enrollment Opportunities

**INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED**

**DUE DATE:** Proposals will be received until **March 17, 2023 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Angela Caldwell, Phone: (540) 231-1269 e-mail: [acaldwell@vt.edu](mailto:acaldwell@vt.edu). All inquiries will be answered in the form of an addendum. Inquiries must be submitted by **March 1, 2023 at 2:00 PM**. Inquiries must be submitted to the procurement officer identified in this solicitation.

**VIRTUAL PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on **February 22, 2023 at 9:00 AM**. See RFP Section IX, Pre-proposal Conference for additional information.

**PROPOSAL SUBMISSION:**

**Proposals may NOT be hand delivered to the Procurement Office.**

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

**Proposals must be submitted electronically at:**

<https://procurement-vt.bonfirehub.com/>.

*2/21/23*

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at [support@gobonfire.com](mailto:support@gobonfire.com).

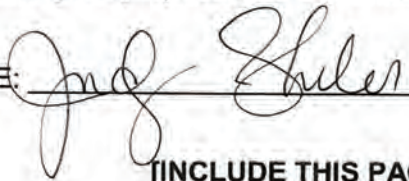
**It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: <https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?qa=2.42375717.1472165071.1588110542-997330893.1585332052>

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

**Attachments must be smaller than 1000MB in order to be received by the University.**

*In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.*

AUTHORIZED SIGNATURE:  Date: 3/14/2023  
[INCLUDE THIS PAGE] 03/10/2022

**Request for Proposal #5671412307**

**Access to Quality Childcare Enrollment Opportunities in  
New River Valley**

**Valley Interfaith Child Care Center, Inc.**



**Submitted March 15, 2023**



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## **Introduction**

Valley Interfaith Child Care Center, Inc. (VICCC) has been serving the New River Valley as a nonprofit, licensed child care center since 20004. In 2003, a group of Blacksburg friends from local faith groups gathered to identify the most pressing social needs in the New River Valley. The group quickly identified the plight of the low-income, working parents with infant, toddler, and preschool children, who had few or no choices of quality, affordable places to leave their children while they worked. At the most critical time in the child's development, many of the youngest and poorest in our community are missing out on the experiences that could make the difference in their ability to succeed in kindergarten and in life. And their parents were under great stress as they tried to juggle being both good parents and good employees. VICCC is a nonprofit, mission-oriented organization. Our mission has always been safety, love, and learning for low-income, working families. This partnership will allow us to continue to serve our mission families with quality childcare options.

### **1. Program Philosophy**

The purpose of VICCC has always been to provide safety, love, and learning for low-income children and families. The experiences during the first years of a child's life are good predictors of success in later years. Research has shown that preschoolers who do not enter kindergarten ready to learn will have a lower rate of success in their first year of school and may never catch up to their peers. Some will go to kindergarten never having sat in a group, having a book read to them by an adult, having a proper bedtime or mealtime. VICCC utilizes art, music, creative play, rhythm and movement, gardening and reading to help develop the young minds of those in our care.

At VICCC, we place on emphasis on creating a healthy, secure, and nurturing environment for the children in our care. We care for children from 6 weeks to 12 years. We utilize the STREAMin3 curriculum with a focus on early literacy. We have a book program in which we read the same book to the children every day of the month and then send that book home for the children to begin their own library. We have a music and art program that is led by a local artist. The children have specials every day of the week that include art, music, science, and physical activities. We have a summer program for elementary aged children that includes these specials as well as a soccer program and field trips. At the end of the summer, we send home jerseys and balls with each child, free of cost to all parents. All these special programs are at no cost to our families.

We support our children and see them each as individuals. We practice learning through all the senses. We believe that each child is a gift with individual needs and strengths. Our goal is to support their learning and increase their capacity-building to their fullest ability.

We support our families. We offer quality care to include a USDA program. All children eat here free of charge. They are offered breakfast, lunch, and an afternoon snack. We also partner with Micah's Backpack to offer additional assistance to families in need. We support open communication with our families to include annual programs and conferences.

We support our staff. We recognize that our staff is part of our mission. We offer a competitive, living wage with a differential for education to encourage continuing professional development. We value and support our staff in their growth and development and offer benefits and an environment that is supportive.



## **2. Program Structure**

### **Hours and Days of Operation**

VICCC is open year-round from 7:00 AM – 5:00 PM, Monday through Friday. The center closes for a week the last week of the year. We observe major holidays to include New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day (2 days) and Christmas Day (2 days). We close one additional day during the year for professional development opportunities.

Our general schedule includes

7:00 – 9:00	Children arrive and have free play
8:00 – 9:00	Breakfast is served in all classrooms
9:00 – 9:30	Outside Time
9:30-10:00	Special (Art)/( Bathroom and diapering)
10:00 – 10:30	Special (Music)
10:30 – 11:00	Circle Time (Bathroom and diapering)
11:00 – 11:30	Lunch
11:30 -12:00	Diapering/bathroom/clean up
12:00 – 2:00	Rest time
2:00 – 2:30	Wake up, bathroom or diapering, afternoon snack
2:30 – 3:00	Outside time
3:00 – 4:00	Afternoon centers (diapering and bathroom)
4:00 – 5:00	Outside Time or inside centers

\*This schedule is rotated in each classroom for specials and outside time.

Music, art and yoga are led by qualified volunteers, or paid consultants.

### **Inclement Weather**

VICCC tries to remain open as much as possible when there is inclement weather. However, closures will occur if travel conditions warrant. Decisions to open late or close early are based on local forecasts, and feedback from local authorities on road conditions.

### **Closures due to COVID or other health risks**

VICCC continues to follow guidance from local, state, and federal agencies including the Center for Disease Control (CDC) and the Virginia Department of Health (VDH) to protect the health and safety of the children, employees, and families. Procedures and policies are updated as information becomes available. VICCC receives both state and federal funding and is required to follow both federal and state regulations as it related to COVID-19. When it comes to making decisions about closing a classroom or the center due to COVID, there are several considerations including: how many cases, are others symptomatic, did another household member get sick at the same time, how many members of the classroom have recently had COVID, etc. Administration consults with the health department and the Board of Directors when decisions about closures are considered.



**3. Program Cost to Parents**

VICCC’s mission has always been to receive low-income families. VICCC participates in the Virginia Childcare Subsidy program. With the recent expansion of the eligibility terms, there has been a significant increase in the number of children we receive. The program cost to parents is the copayment that is set by the Department of Social Services. We do not charge additional fees for food or diapers to the families.

Additionally, VICCC participates in a Mixed Delivery Grant administered by the United Way of Southwest Virginia. These funds provide tuition for the school day for 13 children at this time. We are hoping to increase this in the fall of 2023 to 17 families. To be eligible for the Mixed Delivery Grant, families must meet certain criteria including federal poverty guidelines. The grant pays for the families’ tuition at 100%. We do not charge additional fees to these families.

VICCC has an in-house scholarship for families in financial need that are not qualified for the Department of Social Services or the Mixed Delivery grant.

Our posted tuition rates reflect the reimbursement rates for the Department of Social Services. These **rates are not** charged to our families as we have no full pay families in our center at this time.

**VICCC Tuition Rates as of October 2022**

<u>Infants</u> (0 to 16 months)	<u>Toddlers</u> (16 to 24 months)	<u>Preschool</u> 2 years to school age	<u>Summer School</u> School age
\$ 1,449/month \$ 315/week	\$ 1,265/month \$ 275/week	\$ 874/month \$ 190/week	\$ 644/month \$ 140/week

\*We require all families to be screened by the Department of Social Services for Childcare Subsidy Benefits

**4. Program Cost to the University**

At VICCC our capacity for infants through preschool is 47 slots. We serve 14 Summer School children during the summer program and on non-school days. VICCC would like to offer the University enrollment openings for 20% of our slots. This means that the first 9 openings would be offered to the university families, as they become available. We will also give Virginia Tech families that meet the requirements of being a low-income family, priority on our wait list on an ongoing basis at a cost of \$ 25,000.00 annually to the university.

This annual amount will assist VICCC in recruiting and retaining professional staff. At this time, we are starting all teachers at \$ 15.00 per hour. There is a \$ 1.00 differential for an Associates degree and a \$ 2.00 differential added for a Bachelor’s degree. Payroll is, by far, our biggest line item in our budget. However, VICCC is committed to prioritizing our staff and paying a living wage.



### **5. Demonstrated Quality**

At VICCC, quality is a priority and is greatly valued. There are ongoing strategies implemented throughout each year to assess our program, classrooms, and teachers. These practices require reflection, collaboration, goal setting, and implementation of action items that include plans for improvement.

VICCC participates in the Virginia Quality rating and improvement program known as VQB5. Classrooms are observed twice a year using a standardized measure of improvement known as CLASS, Classroom Assessment Scoring System. Feedback is shared with the administration and the teachers. A Quality Improvement Plan is developed to set goals for internal growth.

At VICCC we value our staff and endeavor to hire and maintain quality professionals. We partner with our staff to have continuing education for them annually as required by the Department of education's licensing standards. We feel that it is critical that teachers continually learn the how's and why's of early childhood development so that they can implement quality plans to understand and teach the children entrusted to us.

We are continuing to improve our quality and increase our professionalism. This year we have applied to the National Association for the Education for Young Children (NAEYC). We have completed our assessments and all are ready to have our visit to the center. We are currently in the six-month window to have NAEYC come into the center. We anticipate being NAEYC accredited within the next 12 months.

Health and safety are the top priority at VICCC. The Department of Education's licensing inspectors conduct at least two unannounced inspections each year. The licensing professional have been a great resource to us and we value their input. The last three years of licensing visits and Virginia Quality rating certificates are included in the appendices.

Please see Appendix 1 to review VICCC's last three years of licensing reports.

Please see Appendix 2 to review VICCC's last Virginia Quality Rating Certificate.

### **6. Early Childhood Educator Qualifications**

Recruiting and retaining quality staff is critical to maintaining high quality at VICCC. During the pandemic, recruiting staff was very difficult. We have raised our starting wage to try to entice quality staff. Professional development plans are an important and ongoing process for us. We meet with all our teachers annually to set goals for ongoing development.

#### **Administrative Staff - Education Level**

Executive Director - A.A.S. Human Services, Early Childhood Education, New River Comm. College

Site Director - B.S. Interdisciplinary Studies, Elementary Education, Radford University

Admin. Asst. - Currently enrolled, Interdisciplinary Studies, Elementary Education, Radford University

#### **Lead Teachers:**

Infant Room - A.A.S. General Studies, Life Pacific University

Toddler Room - G.E.D., In house lead teacher training

Two's Room - B.A. Criminal Justice, Radford University

#### **(Lead Teachers continued)**

Preschool Room - A.A.S., B.A. (currently enrolled) Elementary Education, University of West Florida

Preschool Room - A.A.S., Early Childhood Education, Liberty University



Preschool Room - B.S., Interdisciplinary Studies, Elementary Education, Bluefield College  
Preschool Room – B.S., Elementary Education, Liberty University  
Summer Schoolers - B.S.

Teacher's Aides:

Aide-High School Diploma, C.D.A.

Aide - A.A.S. Megan

Aide – H. S. Diploma, Enrolled at Radford University in Early Elementary Education

Aide – H. S. Diploma, Enrolled at Liberty University in Social Media Management

Aide – H.S. Diploma, Enrolled at Virginia Tech in General Studies, Undergrad

**7.Family Engagement**

Family engagement is a priority at VICCC. Our families are a part of our mission and we support them in many ways. We have an open-door policy where parents are encouraged to communicate daily with staff. We have annual conferences where parents are able to communicate their questions or concerns for their children. At VICCC we assess our children twice a year. These results are discussed with the parents and our administrative team. When there are concerns about children's development or behavior, appropriate steps are taken to ensure that developmental screenings and assessments are implemented. We work with families and teachers to identify any areas of concern. We observe the children and work with parents regarding strategies and plans for supports. If necessary, we will refer parents to resources such as Early Intervention, Montgomery County Public Schools Special Education, New River Community Services, health professionals, private agencies, or consultants.

We had a young child that exhibited aggressive behaviors towards her teachers and her friends. Working with her father, we were able to have her assessed by Montgomery County Public Schools. A representative from VICCC attended the I.E.P. meeting and this child was able to begin services while enrolled at VICCC.

We have many stories like this child's story. Some children struggle with daily tasks, some have language challenges, and even more have more profound developmental needs. We have been honored to assist with and participate in the assessment of and placement in programs that assist these children.

**8.National Accreditation**

We are proud to say that we are in the process of receiving accreditation through the National Association for the Education of Young Children (NAEYC). We have completed our self-study and quality-improvement process and are in our 6-month window waiting on a visit. We anticipate that we will be NAEYC accredited within the next 12 months. Accreditation is evidence that our high quality, early childhood program is a safe and nurturing environment.



**9. Proposed Services**

At VICCC we will offer enrollment at Virginia Tech families as a priority ongoing. We will contact Virginia Tech for enrollment in all age groupings as follows:

- a. 6 weeks - 16 months                      1 of 4 slots
- b. 16 months - 2 years                        1 of 4 slots
- c. 2 years to 3 years                            2 of 8 slots
- d. 3 years to 4 years                            5 of 20 slots
- e. School age                                    as needed

Virginia Tech family will receive preference on our wait list ongoing. As openings are available, we will contact Virginia Tech to receive families.

**10. References**

- ██████████ Community Foundation of NRV, ██████████
- ██████████ VICCC Family, ██████████
- ██████████ VICCC Family, VT employee (prior), ██████████

**11. Participation of Small, Women-Owned and Minority-owned Business (SWAM) Business:**

VICCC does not qualify as a SWAM business. It is the policy and priority of VICCC to engage in partnerships and employ, where available, businesses that are a certified SWAM business.

**Conclusion**

VICCC is a quality, licensed program childcare center located in Blacksburg, Virginia. Our priority has always been to serve families in the lowest socioeconomic status. Our mission is to enable the youngest citizens of our community with the skills that they need to transition into school. We utilize a literacy-based curriculum and a child-oriented environment to achieve our mission. We open the children’s eyes to music and art through an intentional program of exposure to the arts and involvement with them. We also utilize science and technology with hands-on experiences for our students. At each board meeting, we begin with a story of VICCC. I am attaching several of them to this proposal. These stories assist the board with focusing on the needs of the children, families, and staff. We are confident that this partnership would meet the needs of both the families of Virginia Tech and VICCC’s mission.

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1

Virginia Department of Social Services  
Division of Licensing Programs  
Summary, Violation and Supplemental Report

INSPECTION SUMMARY

Facility Name/Number: Valley Interfaith Child Care Center 1106251      Inspection Date: 09/22/2022  
DBA:      Inspection End Date: 09/22/2022  
Inspect.Type: Renewal      Unannounced Mandated

Areas of Standards Reviewed

- ¿ 8VAC20-780 Administration.
- ¿ 8VAC20-780 Staff Qualifications and Training.
- ¿ 8VAC20-780 Physical Plant.
- ¿ 8VAC20-780 Staffing and Supervision.
- ¿ 8VAC20-780 Programs.
- ¿ 8VAC20-780 Special Care Provisions and Emergencies
- ¿ 8VAC20-780 Special Services.
- ¿ 8VAC20-820 THE LICENSE.
- ¿ 8VAC20-770 Background Checks (8VAC20-770)
- ¿ 20 Access to minor's records
- ¿ 22.1 Background Checks Code, Carbon Monoxide
- ¿ 63.2 Child Abuse & Neglect
- ¿ 8VAC20-790 Subsidy Regulations

Comments/Discussion

A renewal inspection was initiated on 9-22-22 and concluded on 9-22-22. There were 10 children present with 3 staff supervising. The inspector reviewed compliance in the areas of administration, physical plant, staffing and supervision, programming, medication, special care and emergencies and nutrition. A total of 5 child records and 4 staff records were reviewed. The inspection started at 9:15am and concluded at 11:45am.

The information gathered during the inspection determined no violations with applicable standards or law. No violations were issued.

Violation Notice Issued:No

By signature the facility representative acknowledges that the inspector reviewed all information found on the Inspection Summary, including areas of standards reviewed, date(s) and time(s) of inspection, technical assistance provided and the comments/discussion section.



Date: 09/23/2022

*Judy Shuler*  
\_\_\_\_\_  
Facility/Program Representative Signature  
Date: 09/23/2022



Virginia Department of Social Services  
Division of Licensing Programs  
Summary, Violation and Supplemental Report

SUPPLEMENTAL INFORMATION

Facility Name/Number: Valley Interfaith Child Care Center 1106251

Inspection Date: 09/22/2022

DBA:

Inspection End Date: 09/22/2022

Inspect.Type: Renewal

Unannounced Mandated

CHILDREN:

- 1. D. Caraballo
- 2. R. Howell
- 3. D. Richards
- 4. D. Green-Thomas
- 5. L. Robertson

STAFF:

- 1. S. Harland
- 2. A. Rice
- 3. J. Schneider
- 4. C. Cox

BOARD/AGENT:

- 1. T. Cassell
- 2. B. King
- 3. E. Belay
- 4. A. Larkin-Dudley
- 5. J. Shelor

No medications are being administered or on site at this time.

Information found on the Supplemental Information page is confidential and this document is not to be posted in the facility.



*[Handwritten Signature]*  
Signature of Facility Representative

Date: 09/23/2022

Date: 09/23/2022

032-05-035

Original: Case Record Copy: Facility Representative

Virginia Department of Social Services  
Division of Licensing Programs  
Summary, Violation and Supplemental Report

INSPECTION SUMMARY

Facility Name/Number: Valley Interfaith Child Care Center 1106251      Inspection Date: 09/22/2022  
DBA:      Inspection End Date: 09/22/2022  
Inspect.Type: SHSI Monitoring      Unannounced Non-Mandated

Areas of Standards Reviewed

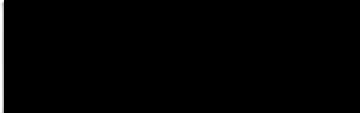
8VAC20-790 Subsidy Regulations.

Comments/Discussion

A subsidy health and safety (SHSI) inspection was completed. A licensing inspection was also conducted on this date. Both inspections combined cover subsidy and safety regulations. Only subsidy requirements that are not covered in licensing standards were reviewed during this supplemental inspection. Information gathered during the inspection determined no violations with applicable standards or law. No violations were issued.

Violation Notice Issued: No

By signature the facility representative acknowledges that the inspector reviewed all information found on the Inspection Summary, including areas of standards reviewed, date(s) and time(s) of inspection, technical assistance provided and the comments/discussion section.



Date: 09/23/2022

Facility/Program Representative Signature

Date: 09/23/2022



Virginia Department of Social Services  
 Division of Licensing Programs  
 Summary, Violation and Supplemental Report

**VIOLATION NOTICE**

Facility Name/Number: Valley Interfaith Child Care Center 1106251      Inspection Date: 05/18/2022  
 DBA:      Inspection End: 05/18/2022  
 Inspect. Type: Monitoring      Unannounced Mandated

STANDARD NUMBER	DESCRIPTION OF VIOLATION	PLAN OF CORRECTION	DATE TO BE CORRECTED
8VAC20-770-(BC)-60-C-2	Based on review of staff records the center failed to request central registry checks within seven days of employment. Evidence: Staff #1, hire date 3/8/2022, background check mailed 4/6/2022; Staff #3 hire date 3/28/2022, background notarized 4/14/2022, not sent off.	The director will ensure that all background checks are sent off within the set time frames.	05/23/2022
8VAC20-780-(4)-270-A	Based on observation the center failed to ensure that the areas of the center, are maintained in a safe condition. Evidence: Located in the toddler room at the bathroom entrance, there is paint peeling which is accessible to the children.	This area will be painted. Children will be closely monitored when in this area.	06/17/2022
8VAC20-780-(2)-60-A	Based on review of children's records the center failed to obtain documentation of proof of identity and age within seven days of enrollment. Evidence: Child #1 entered care 5/2/2022 and there was no proof of identity in the file.	Have spoken to the parent and will have this information when child returns to care.	05/31/2022
8VAC20-780-(7)-540-E	Based on observation the center failed to have one working battery operated flashlight in each building used by children. Evidence: The center did not have a battery operated flashlight in the building.	Center ordered three flashlights.	05/24/2022

Compliance with all applicable regulations and law shall be maintained and any areas of noncompliance must be corrected.

Within 15 calendar days of your receipt of the inspection findings (inspection summary, violation notice, and supplemental information), you may request a review and discussion of these findings with the inspector's immediate supervisor. To make a request for review and discussion, you must contact the licensing supervisor at the regional licensing office that serves your geographical area.

Regardless of whether a supervisory review has been requested, the results of the inspection will be posted to the DSS public website within 5 business days of your receipt of the Inspection Summary and/ or Violation Notice. The department's inspection findings are subject to public disclosure.



*[Handwritten Signature]*  
 Facility/Program Representative Signature

Virginia Department of Social Services  
Division of Licensing Programs  
Summary, Violation and Supplemental Report

SUPPLEMENTAL INFORMATION

Facility Name/Number: Valley Interfaith Child Care Center 1106251

Inspection Date: 05/18/2022

DBA:

Inspection End Date: 05/18/2022

Inspect.Type: Monitoring

Unannounced Mandated

Children Records:

- 1. Mia Caraballo
- 2. LaMena Miles-Gravely
- 3. Keirmauri Brown
- 4. Christian Blake
- 5. Ben Schack

Staff Records:

- 1. Kacey Bryant
- 2. Kelsey Mays
- 3. Shyane Porter
- 4. Abigail Fillingham

The Virginia Department of Education (VDOE) assumed oversight of child care licensing and monitoring on July 1, 2021. All associated regulations and codes have transferred over from the Virginia Department of Social Services. The violations listed below reflect the new VDOE codes and standards.

Risk Assessment:

- 8VAC20-780-270.A=A2
- 8VAC20-780-60.A.15=A2
- 8VAC20-780-540.E.1=A1
- 8VAC20-770-60.C.2=B2

Information found on the Supplemental Information page is confidential and this document is not to be posted in the facility.



Date: 5/18/2022

*[Handwritten Signature]*

Signature of Facility Representative

Date: 5/18/22

032-05-035

Original: Case Record Copy: Facility Representative



Virginia Department of Social Services  
Division of Licensing Programs  
Summary, Violation and Supplemental Report

INSPECTION SUMMARY

Facility Name/Number: Valley Interfaith Child Care Center 1106251      Inspection Date: 05/18/2022  
DBA:      Inspection End Date: 05/18/2022  
Inspect. Type: Monitoring      Unannounced Mandated

Areas of Standards Reviewed

- 8VAC20-780 Administration.
- 8VAC20-780 Staff Qualifications and Training.
- 8VAC20-780 Physical Plant.
- 8VAC20-780 Staffing and Supervision.
- 8VAC20-780 Programs.
- 8VAC20-780 Special Care Provisions and Emergencies
- 8VAC20-780 Special Services.
- 8VAC20-820 THE LICENSE.
- 8VAC20-820 THE LICENSING PROCESS.
- 8VAC20-820 HEARINGS PROCEDURES.
- 8VAC20-770 Background Checks (8VAC20-770)
- 20 Access to minor's records
- 22.1 Background Checks Code, Carbon Monoxide
- 63.2 Child Abuse & Neglect

Comments/Discussion

An unannounced inspection was conducted on 5/18/2022. Upon arrival to the center two classrooms were napping. One class was having snack, another was having free play and the infants were busy exploring on the floor. There were 25 children present with seven staff. A tour of the center and the playground was made. A review of four staff and five children's records was conducted. Inspection began: 1:30 pm ended 3:05 pm.

Violation Notice Issued: Yes

By signature the facility representative acknowledges that the inspector reviewed all information found on the Inspection Summary, including areas of standards reviewed, date(s) and time(s) of inspection, technical assistance provided and the comments/discussion section.



Date: 5/18/2022

Facility/Program Representative Signature

Date: 5/18/2022

Virginia Department of Social Services  
Division of Licensing Programs  
Summary, Violation and Supplemental Report

INSPECTION SUMMARY

Facility Name/Number: Valley Interfaith Child Care Center 1106251      Inspection Date: 05/18/2022  
DBA:      Inspection End Date: 05/18/2022  
Inspect.Type:      SHSI Monitoring      Unannounced Non-Mandated

Areas of Standards Reviewed

8VAC20-790 Subsidy Regulations

Comments/Discussion

A Subsidy Health and Safety inspection was conducted on 5/18/2022 to review supplemental health and safety requirements. Upon arrival to the center two classrooms were napping. One class was having snack, another was participating in free play and the infants were busy exploring on the floor. There were 25 children present with seven staff. Four Staff and five children's records were reviewed.  
A licensing inspection was conducted on the same date as the SHSI supplemental inspection; the two inspections combined cover all subsidy health and safety requirements. Only subsidy requirements that are not covered in licensing standards are reviewed during this supplemental inspection. No violations of the supplemental subsidy health and safety requirements were found.

Violation Notice Issued: No

By signature the facility representative acknowledges that the inspector reviewed all information found on the Inspection Summary, including areas of standards reviewed, date(s) and time(s) of inspection, technical assistance provided and the comments/discussion section.



Date: 5/18/2022

*[Handwritten Signature]*  
\_\_\_\_\_  
Facility/Program Representative Signature  
Date: 5/18/2022



### INSPECTION SUMMARY

Facility Name /Number Valley Interfaith Child Care Center 1106251

Inspection Date 10/18/2021

DBA

Inspection End Date 10/18/2021

Inspect. Type: M - Monitoring

UM-Unannounced Mandated

**Areas of Standards Reviewed:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 22VAC40-185-(2) ADMINISTRATION.                   | <input type="checkbox"/> 20-(6.1) Access to minor's records                    |
| <input checked="" type="checkbox"/> 22VAC40-185-(3) STAFF QUALIFICATIONS AND TRAINING | <input type="checkbox"/> 32.1-(37) Report by person other than physician       |
| <input checked="" type="checkbox"/> 22VAC40-185-(4) PHYSICAL PLANT.                   | <input type="checkbox"/> 63.2-(15) Child Abuse & Neglect                       |
| <input checked="" type="checkbox"/> 22VAC40-185-(5) STAFFING AND SUPERVISION.         | <input type="checkbox"/> 63.2(17) License & Registration Procedures            |
| <input checked="" type="checkbox"/> 22VAC40-185-(6) PROGRAMS.                         | <input type="checkbox"/> 63.2-(18) Facilities & Programs.                      |
| <input checked="" type="checkbox"/> 22VAC40-185-(7) SPECIAL CARE PROVISIONS AND EMER  | <input type="checkbox"/> 22VAC40-665-(3) INTRODUCTION                          |
| <input checked="" type="checkbox"/> 22VAC40-185-(8) SPECIAL SERVICES.                 | <input type="checkbox"/> 22VAC40-665-(4) ADMINISTRATION                        |
| <input type="checkbox"/> 22VAC40-80-(G3) THE LICENSE.                                 | <input type="checkbox"/> 22VAC40-665-(5) STAFF QUALIFICATIONS & TRAINING       |
| <input type="checkbox"/> 22VAC40-80-(G4) THE LICENSING PROCESS.                       | <input type="checkbox"/> 22VAC40-665-(6) PHYSICAL PLANT                        |
| <input type="checkbox"/> 22VAC40-80-(G8) SANCTIONS.                                   | <input type="checkbox"/> 22VAC40-665-(7) STAFFING & SUPERVISION                |
| <input type="checkbox"/> 22VAC40-80-(G9) HEARINGS PROCEDURES.                         | <input type="checkbox"/> 22VAC40-665-(8) PROGAMS                               |
| <input type="checkbox"/> 22VAC40-191-(BC) Background Checks (22VAC40-191)             | <input type="checkbox"/> 22VAC40-665-(9) SPECIAL CARE PROVISIONS & EMERGENCIES |
|   | <input type="checkbox"/> 22VAC40-665-(10) SPECIAL SERVICES                     |

**Technical Assistance Provided:**

**Comments/Discussion:**

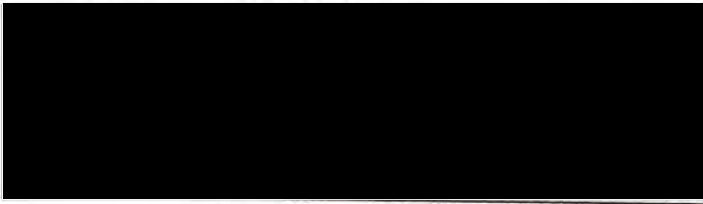
This inspection was conducted by licensing staff using an alternate remote protocol, including telephone contacts, documents review, interviews and a virtual tour of the program.

A monitoring inspection was initiated on 10/18/2021 and concluded on 10/18/2021. The director was contacted by telephone and a virtual inspection was conducted. There were 12 children present, ranging in ages from one month to four years, with four staff supervising. The inspector reviewed compliance in the areas of administration, physical plant, staffing and supervision, programming, medication, special care and emergencies and nutrition. A total of three child records and two staff records were reviewed.

The information gathered during the inspection determined no violations with applicable standards or law. No violations were issued.

Violation Notice Issued: No

By signature the facility representative acknowledges that the inspector reviewed all information found on the Inspection Summary, including areas of standards reviewed, date(s) and time(s) of inspection, technical assistance provided and the comments/discussion section.



Representative  
Signature

A handwritten signature in cursive script that reads "Judy Shelor".

Facility  
Representative

Judy Shelor

Date

10/18/2021

Date

10/18/2021

032-05-035 (11/99)



Appendix 2

Virginia Quality

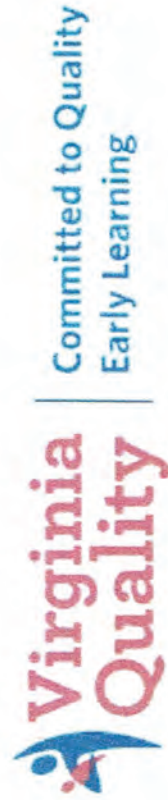
# Certificate of Quality

*A child's brain develops most rapidly between birth and age 5*

## Valley Interfaith Child Care Center

has achieved a Level 2 in Virginia Quality

- In good standing with regulatory or licensing standards
- Employs staff with formal education in early childhood education
- Participates in ongoing professional development in accordance with Virginia Quality's Standards



05/19/2020

Date Awarded

05/19/2021

Expiration Date



Appendix 3

# Commonwealth of Virginia



## DEPARTMENT OF EDUCATION

### CHILD DAY CENTER LICENSE

Issued to: Valley Interfaith Child Care Center, Inc. Operated by: Valley Interfaith Child Care Center, Inc.  
Address: 948 Heather Drive (Mailing: PO Box 926), Blacksburg, Virginia 24060

This license is issued in accordance with provisions of Chapter 14.1, Title 22.1, Code of Virginia and other relevant laws, the regulations of the State Board of Education, and the specific limitations prescribed by the Superintendent of Public Instruction, as follows:

<u>CAPACITY</u> 58		Per the building official: 1. The maximum occupant load is 70 which includes staff. 2. There may not be more than 17 children under 2 1/2 years of age in care at any one time.
<u>GENDER</u> Both	<u>AGE</u> 0 years 1 month through 12 years 11 months	

This license is not transferable and will be in effect October 24, 2022 through October 23, 2024 unless revoked for violations of the provisions of law or failure to comply with the limitations stated above.

**ISSUING OFFICE:**

Virginia Department of Education  
Office of Child Care Health and Safety (Western)  
190 Patton Street, Suite 100  
Abingdon, VA 24210  
Telephone: (804) 921-7596

JILLIAN BALOW  
SUPERINTENDENT OF PUBLIC INSTRUCTION  
By Victoria Dawson  
Victoria Dawson  
Title Licensing Administrator  
Date October 3, 2022

CDC 1106251  
**LICENSE NUMBER**

## Negotiation Questions for Valley Interfaith Child Care

1. As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.

Valley Interfaith Child Care response: **The information provided by Valley Interfaith Child Care is available for public posting.**

2. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.

Valley Interfaith Child Care response: **There are no additional forms or documents that we require to be incorporated into the contract documents.**

3. Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?

Valley Interfaith Child Care response: **I agree that we will be performing services as an independent Company and that we are not employees of Virginia Tech or any other Commonwealth Entity.**

4. Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees?

Valley Interfaith Child Care response: **Valley Interfaith agrees that we will Virginia Tech will not withhold any income taxes from our payments nor will they provide any employment benefits to our employees.**

5. Do you agree to give precedence to Virginia Tech families for 20% of new enrollment opportunities for \$25,000 annual?

Valley Interfaith Child Care response: **Valley Interfaith agrees to give precedence to Virginia Tech families for 20% of new enrollment opportunities for \$25,000 annually.**

6. Do you agree to respond to the Virginia Tech's Snapshot Report twice a year due by April 30 and October 31?

Valley Interfaith Child Care response: **Valley Interfaith agrees to give Virginia Tech Snapshot Reports twice a year due by April 30 and October 31.**

7. Do you agree that Virginia Tech Families will be given at least 72 hours to respond to care offerings by Valley Interfaith Child Care?

Valley Interfaith Child Care response: **Valley Interfaith agrees that Virginia Tech families will be given at least 72 hours to respond to care offerings.**



8. Do you agree to continue the process and receive accreditation with the National Association for the Education of Young Children throughout the life of this contract?

Valley Interfaith Child Care response: **Valley Interfaith agrees to continue the process and receive accreditation with the National Association for the Education of Young Children throughout the life of this contract.**

9. How soon after contract award can you begin providing services?

Valley Interfaith Child Care response: **Valley Interfaith agrees to begin providing services immediately after the contract is approved.**

10. Do you agree to provide reporting on the percent of new enrollments that have been filled by Virginia Tech families twice a year due by December 1 and July 1 respectively?

Valley Interfaith Child Care response: **Valley Interfaith agrees to provide reporting on the percent of new enrollments that have been filled by Virginia Tech families twice a year due by December 1 and July 1.**

11. Do you agree that the initial contract period shall be two years?

Valley Interfaith Child Care response: **Valley Interfaith agrees that the initial contract period shall be two years.**

12. Upon completion of the initial contract period, does Valley Interfaith Child Care agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for two (2) three-year periods, under the terms of the current contract?

Valley Interfaith Child Care response: **Valley Interfaith agrees that after the initial contract period, the contract may be renewed by Virginia Tech upon written agreement of both parties for two (2) three-year periods.**

13. If awarded a contract, are you willing to hold prices paid by the University firm for the initial contract period?

Valley Interfaith Child Care response: **Valley Interfaith agrees that if they are awarded a contract, they will hold prices firm for the initial contract period.**

14. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

Valley Interfaith Child Care response: **Valley Interfaith is registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP.**

15. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?



Valley Interfaith Child Care response: **Valley Interfaith agrees and understands that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to Valley Interfaith.**

16. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 5671412307 shall govern the contract if a contract is awarded to your company?

Valley Interfaith Child Care response: **Valley Interfaith acknowledges, agrees, and understand that the terms and conditions of the RFP# 5671412307 shall govern the contract if a contract is awarded to your company.**

17. Do you agree to become a certified SWaM vendor with the Virginia Department of Small Business and Supplier Diversity and maintain that certification throughout the term of this contract?

Valley Interfaith Child Care response: **Valley Interfaith is not eligible as a nonprofit to become a certified SWaM vendor with the Virginia Department of Small Business.**

18. For purposes of interacting with HokieMart, please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.

Valley Interfaith Child Care response: **The person responsible for interacting with HokieMart for all 3 services will be Judy Shelor @ [viccccburg@verizon.net](mailto:viccccburg@verizon.net). The phone number is 540-951-8101.**