



**BID # MCC23-03**

**ADDENDUM NUMBER 01**  
**REQUEST FOR PROPOSALS FOR:**  
**Day Care Center Services with**  
**Laboratory School for Early Childhood**  
**Education**  
**9/29/2023**

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated August 21, 2023, with amendments. This Addendum consists of a total of six (6) pages.

**AMENDMENT OF RFP LANGUAGE:**

**Amendment #1**

**Language location:** Schedule of Key Events

**Old Language:**

- Issue of Request for Proposal: August 21, 2023
- Mandatory Pre-Proposal Meeting: September 13, 2023 at 1:00 PM
- Proposal Due Day & Time: September 22, 2023 at 3:00 PM
- Award and Notification to Successful Contractor: October 6, 2023
- Commencement of Services: October 30, 2023

**New Language:**

- Issue of Request for Proposal: August 21, 2023
- Mandatory Pre-Proposal Meeting: September 13, 2023 at 1:00 PM
- ~~Proposal Due Day & Time: September 22, 2023 at 3:00 PM~~
  - **Proposal Due Date & Time: October 9, 2023 at 3:00 PM**
- ~~Award and Notification to Successful Contractor: October 6, 2023~~
  - **Award and Notification to Successful Contractor: October 16, 2023**
- ~~Commencement of Services: October 30, 2023~~
  - **Commencement of Services: November 6, 2023**

## **Amendment #2**

**Language location:** Scope of Services

**Old Language:**

### **SCOPE OF SERVICES:**

Work within this request for proposal (RFP) shall include the following:

Operate the childcare center on campus that also serves as a laboratory for the MCC Early Childhood Education Program and will offer support to other MCC programs. Currently, the child care center is licensed for up to 14 children in both a multi-age preschool and infant/toddler classroom. The chosen vendor will continue to provide services to current children and families and provide first right of refusal to current staff.

Contractor will operate a childcare center known as The MCC Child Development Center (the CDC), located on the campus of Manchester Community College (MCC) within space designated by MCC. The CDC will provide high quality childcare and education for the benefit of Manchester Community College, the MCC community as well as the greater Manchester community. The CDC will:

- Provide positive and safe learning environments for young children that are nurturing and enhance all areas of child development for diverse populations;
- Provide high quality practicum field placements and observation sites for MCC Early Childhood and Education Programs as well as field sites for other programs at the college;
- Employ and retain highly qualified, degreed teachers who exceed state requirements for education and offer ongoing training to promote lifelong learning;
- Provide an environment that is committed to being a leader in quality education for young children by maintaining the standards set forth by the National Association for the Education of Young Children (NAEYC);
- Support families by providing an open and cooperative partnership between families and the teaching team; and
- Engage in open communication with MCC and the families served to ensure consistent care and support.

### **Key Personnel:**

The CDC Director shall have a NH Early Childhood Master Professional Credential with a minimum endorsement of mentor in order to oversee the staff supervision of early childhood education students.



The lead teachers must have a minimum of an Associate Degree in Early Childhood Education in order to qualify to be a mentor teacher under MCC's Early Childhood Education Program's requirements.

The CDC will retain the existing staff including assistant teachers to the extent that it is consistent with providing high quality care.

**Curriculum:**

The CDC will use the Emergent Curriculum, or a curriculum model with a similar philosophy in order to allow flexibility for students to plan their own curriculum based on their observation of children's interest and needs.

**Enrollment Priorities:**

The CDC will maintain an enrollment system that gives priority to MCC students, faculty, and staff, continues services to children and families enrolled at the time of execution of this Agreement, and utilizes the waiting list that has been established by MCC, if enrollment changes.

The CDC will accept NH Child Care Scholarship funds in order to serve low-income children and families.

The CDC will maintain an agreement with Manchester School District Special Education Preschool early intervention program, which allows placement of up to four (4) children in the preschool classroom.

Contracts for care of children enrolled with CDC shall solely be between the children's parents/guardians and the Contractor

**Facility:**

Manchester Community College will provide the space rent/maintenance/utilities free of charge for use of the day care center as a laboratory school.

To carry out its obligations under this agreement, the CDC will use equipment, tools or furnishings, located within the space designated for the CDC by MCC including a certified natural outdoor classroom.

**Operating Hours:**

The CDC will at a minimum be open from 7:30am until 5:30pm 12 months out of the year

**Certifications/Licensure:**

The selected vendor will be required to be licensed by the NH Child Development Bureau and maintain all



NH Child Care Licensing Standards (Attached as Exhibit A)

As a lab school for a NAEYC-accredited college program, the contractor is expected to obtain and maintain NAEYC accreditation for the child care center. Ideally the contractor will have experience with this process and the vendor will agree to maintain the current Nature Explore Outdoor Classroom certification.

<https://www.naeyc.org/accreditation>

<https://natureexplore.org/>

### **New Language:**

#### **SCOPE OF SERVICES:**

Work within this request for proposal (RFP) shall include the following:

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Operate the childcare center on campus that also serves as a laboratory for the MCC Early Childhood Education Program. Currently, the childcare center provides childcare that is licensed for up to 14 children in both a multiage preschool and infant/toddler classroom. The chosen vendor will continue to provide services to current children and families. The contractor will agree to accept NH Child Care Scholarship funds in order to service low-income children and families. The contractor will agree to maintain agreement with the Manchester School District Special Education Preschool by allowing them to continue to place up to 4 children in the preschool classroom. The contractor will provide first right of first refusal to current staff.

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requirements for education and offer ongoing training to promote lifelong learning;

- ~~○ Provide an environment that is committed to being a leader in quality education for young children by maintaining the standards set forth by the National Association for the Education of Young Children (NAEYC);~~
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<https://www.naeyc.org/accreditation>

<https://natureexplore.org/>

All other aspects of the RFP are to remain the same

**Acknowledge receipt of this Addendum with the Proposal Form.  
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

(This Document Must Be Signed)

Name \_\_\_\_\_

(Please Print or Type Name)