



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC25-005 Accredited Operator for Child Care Center

Addendum 2, posted on June 17, 2025, consists of questions and answers for the above referenced RFP.

Questions & Answers:

- Q1:** When the current provider leaves HCC, I am assuming that they will take their non-HCC families with them to their new location. Do you know how many children will be enrolled with HCC starting August 25? Also are you able to advise if they will be full or part time?
- A1:** The new provider will be starting from scratch. CCAMPIS recruitment for FY26 will start once we have a firm re-opening date, and information about who will be the provider (hopefully mid-end of July 2025).
- Q2:** I have been answering family questions this week during tours stating that HCC-Little Jacks Corner is now closing the end of June. Will HCC put out information to the existing families this week that there will be a new company coming in to continue the child care services at HCC or will the new company that receives the bid be starting from scratch? Will the families be informed in any way that bids are open for new providers?
- A2:** It is the College's understanding that most continuing CCAMPIS students are moving to the north location of Little Jack's Corner as they will be ending child care services on the HCC campus on June 27. Most are unhappy though because the location changes add significant time to their commute. As soon as we have an official re-opening date, they may move back to the HCC center.
- Q3:** The RFP states that capacity is 44 students. When space is calculated according to MSDE COMAR regulations based on square footage and the floor plan provided in the RFP, calculations would put capacity at 82 students. Where is the disconnect?
- A3:** To the best of HCC's knowledge, HCC Children's Learning Center was licensed for 65 children at one time. The most recent license from 2019 showed 59 children.

Little Jack's Corner is licensed for 44 children. They reorganized how the big classroom was set-up which reduced the number of spots they were licensed for.

Q4: The RFP states that food could be supplied for a fee. Where would the food come from and what would be the fee per child for such a service? Would this food supplier be able to comply with the federal CACFP guidelines that are used for food service for childcare centers if supplied with a menu and portion sizes? How would the college support this food service program?

A4: The current child care operator has not used HCC Food Services for meals or snacks. Historically, breakfast/lunch/snack was made in the fully stocked kitchen located within the space. If not, then parents were asked to provide packed lunches/snacks for their enrolled children.

The Food Services Manager for the College is researching the guidelines and requirements to determine if HCC can provide food for the child care center. The College may not have a definitive answer before the bids are due. Therefore, this option may have to be instituted at a later date for the new operator. The College would not be able to provide any food service for dates the College is closed.

Q5: Is HCC aware that there are many government agencies that must approve the space before another provider can take ownership and that we are on their timetable and at their mercy? Office of the State Fire Marshall, MSDE Office of Child Care, and Washington County Health Department. Many times, they are not as fast moving as we would like with a start date of August 25, 2025. (1st day of school for 2025-26)

A5: Yes, the College is aware that the space must be fully cleared by those officials/government agencies before occupancy can commence. As it is currently occupied, the College believes August 25, 2025 is achievable. Unless, the space does not support the number of children the vendor is proposing to serve.

Q6: We have a scheduled professional day on the 1st Friday of May for all staff and our center is closed. Would this be negotiable? All teachers attend "MSCCA Conference by the Sea" to get 20 hours of professional development in three days. (MSCCA- Maryland State Child Care Association).

A6: This is something that can be discussed further. The 2nd or 3rd Friday of May might work better for the HCC students school schedule. With enough notice to the child care families, the 1st Friday may be able to be an option.

Q7: The RFP states 20 hours of in-service training is required. Our staff training is based on level of education and Maryland Credentialing standards. Would this be acceptable?

- A7:** The amount and type of in-service/continued training hours mandated annually should be in accordance with MSDE licensing regulations, as well as the guidelines of the State or National Accrediting Organization.
- Q8:** It is stated in the RFP that HCC can come and enter the building at any time. Who does this include? My concern is that MSDE COMAR regulations require any one in the building while children are in care MUST be fingerprinted under our license number which would be an issue. How would this be handled by HCC?
- A8:** This is correct. College maintenance staff may need to enter the tenant space to make a repair or conduct an inspection when children are present. Housekeeping staff may also be requested to assist with a cleanup when children are present. All employees are provided with a photo ID badge which can carry a special endorsement indicating authorization (i.e.: fingerprinted) to enter the tenant space. Historically, the CCAMPIS Advisor did not need to be fingerprinted for supervised short visits with center staff.
- Q9:** What is required to maintain the playground and the equipment?
- A9:** Per the RFP, the repair and replacement of playground equipment is the responsibility of the Contractor. The College is not aware of any particular maintenance that the previous operator completed.
- Q10:** Is the child care center allowed to be open when the college closes for inclement weather? Parents and families still need care during these days, including over Christmas. Our center advocates for the families and we do not close.
- A10:** Yes. The College recognizes its responsibility to provide *and* maintain reasonable access to tenant space during periods when the College is closed. The College does not have 24/7 security and maintenance personnel on site.
- Q11:** Is there more space available or is HCC willing to collaborate on public PreK according to Maryland blueprint as I have been working with WCPS on blueprint for many years? For before/after care services for families? Or Public PreK services when we are on the PreK expansion grant and can offer free public PreK?
- A11:** The College does not currently have more designated space available. Future discussions between the College and the new child care operator can occur to see if this is something the College is interested in.
- Q12:** Signage is addressed in the RFP. Is the signage paid for by HCC or the contractor and what is the sign size and placement? What is approved by HCC?

A12: Section 3.7d addresses signage which states that signs shall not be displayed on the outside of the building except as approved by the College. The current child care operator does not have any signs. If the new operator wishes to have a sign, the size and placement shall be discussed with the College beforehand. The signage would be an expense of the Contractor.

Q13: What is required for 3.1.c and 3.1.d. per the RFP?

A13: For 3.1c, this can be a client list or reference letters from clients. For 3.1d, this addresses any clients that have left your center for reasons such as family move, behavior issues, transitioned into public school system, etc.

Q14: What is College for kids and how does it affect the childcare center's role with the college? I just heard about this program this morning and am unaware of what it is.

A14: College for Kids is a summer program through our WSCE department for students entering first grade-high school. This program does offer before/after care to students participating in the camp. This is separate from the operations of the child care center.

Q15: Is there or could there be a washer/dryer hookup for laundry services (washing of naptime blankets?)

A15: There is a working hookup located in the storage room behind the office. The new operator would need to supply the unit.

Q16: When the construction starts on the building behind the learning center, will there be ample parking for parent drop off/ pick up and staff parking? What are your plans for this potential parking issue?

A16: Renovation of the ATC is planned to begin the fall of 2025 and will take approximately 2 years to complete. Lot G will be most impacted. Additional gravel parking for displaced Lot G occupants is planned adjacent to Lot H. Access to and parking for the day care facility is currently located in lots B and C which will be unaffected.

Q17: With the ten-year plan to redo the childcare facility, how would that impact the current use and the families who depend on having care options at HCC?

A17: A new building is planned which will incorporate existing ASA departments. Once the new building is completed and departments relocated, renovation of the empty ASA building will begin. During renovations, the day care facility will be temporarily relocated. Renovations are not planned to occur until after the first 5-year contract is up. This will leave time for discussions between the College and

child care operator to decide how to best move forward during the renovation time period.

Q18: Would teachers be allowed to walk with children on campus or use grass areas for outside whole group instruction/learning activities that coincide with their curriculum unit? For example, we use the hill to reinforce "incline plane, trajectory, etc." when teaching simple machines.

A18: Yes. It should be noted that the College hosts many external events annually at the ARCC which can bring 1000s of patrons to the campus, typically on Fridays, Saturdays and Sundays.

Q19: Would the Kepler theatre be available for use for PreK graduation yearly? Fee?

A19: Yes, but reservations are required. Fees may apply and can be obtained at the time of a reservation request.

Q20: After seeing the floors last evening during our walk through, could we ask for the floors to be striped and waxed yearly? Or more if necessary.

A20: The floors are stripped and waxed at least once a year at no cost to the tenant.

Q21: If awarded the bid, would we be allowed to be involved in bringing the center up to code for COMAR regulations and working with your facilities director to do so?

A21: Regulatory compliance is the responsibility of the College and the tenant. A collaborative approach will be taken to ensure the safety of everyone involved.

Q22: Any adult coming into the learning center must be fingerprinted under the center OCC license number to be allowed to come and go freely. Would it be a problem to have maintenance personnel fingerprinted or anyone who would come in contact daily with the students?

A22: It will not be a problem. See A8 and A21.

Q23: With the equipment being left behind by Little Jack's and HCC, would we have the opportunity to choose whether to keep and refurbish it or have it removed so new can be bought by us and replaced?

A23: Yes. Removal, refurbishment, or replacement would be at the tenant's expense.

Q24: Will the playground have sand and mulch renewed and have the rotten wood replaced around the edges of the playground? Again, these are safety concerns.

A24: Yes. The College will provide additional sand, mulch, and effect repairs as necessary to comply with the applicable regulations.

Upcoming Deadlines:

The proposal closing is **June 25, 2025 at 10:00 AM**. Reference the RFP for submission details. Please pay careful attention to the requirement to be registered on Bid Locker in order to submit a proposal for this project.

Respectfully submitted,

A handwritten signature in black ink that reads "Alicia Cullop". The signature is written in a cursive, flowing style.

Alicia Cullop
Director of Procurement Services