**Section 1300.310 Minimal Requirement for Request for Proposal**

Request for Proposals (RFPs) prepared by State agencies for procuring Child Care Services must contain the following provisions:

a)

1) RFPs must specify that Child Care Services will be procured as professional services in conformance with the Illinois Purchasing Act (Ill. Rev. Stat. 1985, ch. 127, par. 132.1 et seq.) and the Department's Standard Procurement Rules (44 Ill. Adm. Code 1). Award of the contract shall be make to the proposer whose proposal is evaluated as offering the most suitable program.

2) In the event that no suitable proposal is received the Requesting Agency shall reserve the right to negotiate directly with potential vendors.

b) The ages of children for which Child Care Services are being sought. All RFPs shall specify the services will be open to all Children of Employees within the age group for which services are to be provided.

c) If the number of Employees seeking to use Child Care Services exceeds the number of spaces available, Employees will be selected to receive the services on the basis of an impartial lottery.

d) Any vendor providing services shall be required to conform with all applicable regulations entitled "Child Care Services and Licensing for Child Care Services" (89 Ill. Adm. Code 383 and 405) of DCFS. Failure to comply with such regulations shall give the State Agency the option to immediately terminate the contract.

e) Insurance shall be provided by the Vendor in commercially reasonable amounts as recommended by the Department's Division of Risk Management considering the market availability of insurance and the potential loss exposure of the vendor.

f) Any vendor must provide information on all employees necessary for the Department of State Police to perform a background check on the employee.

g) Vendors will be required to describe the components of their program in their proposals. Such description shall include, but not be limited to:

1) Business organization (i.e. corporation, partnership, etc.; names of owners/officers; previous experience of vendor in the field of child care);

2) Community background (i.e. how long has vendor been operating any service in area, area references);

3) Administrative structure of vendor;

4) Staff, including number of employees available for project, their experience and education;

5) Program plan;

6) Fee schedule for services provided.