



## **RFP Review Process**

### **Vermont's Child Care and Early Childhood Education System's Analysis**

This document summarizes the process to review proposals submitted for Vermont's Child Care and Early Childhood Education System's Analysis. Two rounds of review were conducted and described below. All Members of the RFP Review Committee agreed on the process for reviewing proposals.

**Proposals Received:** 10

#### ***RFP Review Committee Members:***

*1 Senator from the Senate Committee on Health and Welfare*  
*1 Representative from the House Committee on Human Services*  
*1 leader from the Agency of Human Services*  
*1 leader from the Agency of Education*  
*1 faculty member from the University of Vermont's Department of Education*  
*1 leader from Let's Grow Kids*  
*1 leader from Building Bright Futures*  
*Facilitated by the BBF ED & Deputy Director*

#### **First Round Review**

- 2 reviewers from Building Bright Futures leadership independently read and reviewed all 10 proposals and provided scores
- The 2 independent reviewers then came together to discuss and review scores to determine the top candidates
- There were 3 top candidates based on the review and scoring: Bellwether Education Partners, Child Trends, and Foresight Law + Policy and Watershed Advisors
- Materials from the top 3 candidates were then sent to the RFP Advisory Committee for full review and scoring using the same scoring rubric.
- RFP Advisory Committee Members were also invited to review all 10 proposals to ensure transparency and to have the opportunity to bring forward any proposals worth discussing

#### **Second Round Review**

- 5 RFP Review Committee Members (in bold above) independently reviewed and score the top 3 proposals and had the ability to review all 10 proposals
- All scores were sent to Building Bright Futures leadership for compiling
- A meeting was held on 7/20/21 to review the scoring of the top 3, discuss the proposals, and determine the final contractor



- The 5 committee members who reviewed the top 3 proposals, as well as the 2 BBF leaders were in attendance
- One of the BBF leaders facilitated the meeting and outlined the goals and process for determining a final contractor
  - Review scores of top 3 to determine if there was a clear top choice
  - Provide each team member the opportunity to discuss the strengths and weaknesses of each of the top 3 contractors
  - Discuss whether there were any major concerns about any proposal
  - Work toward agreement using a negative poll
- All members in attendance agreed that after reviewing all proposals, the originally identified “top 3” were in fact the top proposals to consider in the final round
- There was originally no clear “top candidate” out of the top 3. Each proposal had been scored twice as the top choice across 6 reviewers.

	Bellwether Education Partners	Child Trends	Foresight and Watershed
<b>RFP Advisory Committee Review</b>			
Representative from the House Committee on Human Services	1	2	3
Faculty member from the University of Vermont’s Department of Education	3	2	1
Leader from the Agency of Human Services	2	1	3
Leader from Let’s Grow Kids	3	2	1
Leader from the Agency of Education	3	1	2
Leader from Building Bright Futures	1	3	2
<b>TOP Candidates</b>	2	2	2

- Each proposal’s strengths and weaknesses were discussed as well as any remaining concerns about the proposals.
- By the end of the discussion the team had come to consensus that Foresight Law + Policy and Watershed Advisors was the strongest proposal for this contract (rationale below)



- Most concrete in examples and deliverables of their work on the national stage supporting other states
  - Great reputation, national experts trained in early childhood
  - Clear focus and experience with supporting states in examining early childhood governance
  - A fresh lens to approach our work in Vermont
  - Nationally known for their tools to examine early childhood governance (Other applicants reference Foresight tools)
- Because the Senator from Senate Health and Welfare was unable to attend the meeting on 7/20 and did not provide scores for candidates, BBF leadership followed up with the Senator in writing outlining the process for selecting the contractor, attaching the recording of the meeting and the full proposal for the chosen contractor, as well as an overview of why this was the chosen contractor, with a prompt to identify any concerns she had with moving forward by Thursday, July 29th, 2021.
  - The Senator did not express concerns by this date, thus a Notice of Award was sent to the chosen contractor on Friday, July 30th, 2021, with a caveat that the contract would not start until the formal contract was signed and executed. The contract was signed and the project commenced on September 1st, 2021.