



REQUEST FOR QUOTE 2020-1

Technical Writer for Early Childhood Program

ChildCareGroup (CCG) is seeking a technical writer to assist in the design and creation of a Management Handbook, Teacher Handbook and content area policies and procedures manuals. ChildCareGroup has experienced a period of rapid growth and expansion which has created a need to better align all policies and procedures and codify them in our handbooks and manuals. The objectives are as follows:

Responsibilities:

- Work with CCG staff to understand needs of handbooks and policies and procedures manual
- Recommend appropriate medium for message and audience
- Organize and write the following documents with appropriate photographs, drawing, diagrams, and visual aids to increase understanding:
 - Early Childhood Program Management Handbook
 - Early Childhood Teacher Handbook
 - Program Area Policies and Procedures
- Standardize content across platforms
- Provide documents in editable format for extended use

The successful vendor will provide a plan for providing these services, professional credentials and demonstration of expertise in this area, as well as a proposed rate for services.

Responses will be evaluated based on the following:

- Ability of entity to provide requested services (40%)
- Demonstrated expertise in this area (30%)
- Price (30%)

Terms:

The term of this contract is for a six (6) month period, with project completion on July 15, 2020. ChildCareGroup reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Quote (RFQ) at any time without prior notice. This RFQ does not commit CCG to accept any quotes submitted, nor shall CCG be responsible for any costs incurred in the preparation of responses to this RFQ. CCG reserves the right to reject any or all quotes, to accept or reject any or all items in the quotation, and/or to award a contract in whole or in part of the RFQ specifications and requirements herein as is deemed to be in the best interest of CCG.



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Deadline for questions:

Questions regarding this solicitation will be received until 12:00pm (central time) on January 24, 2020. All questions shall be forwarded to the attention of Rochelle Ragas, Procurement Manager, at rragas@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due on February 7, 2019 by 11:00am (central time). Responses will be received in electronic form **only** and shall be sent to Rochelle Ragas, Procurement Manager, at rragas@ccgroup.org. Late responses will not be accepted.