

**OPEN SELECTION PROCESS**  
**CRITERIA FOR SELECTION OF SERVICE PROVIDER FOR EARLY CHILDHOOD**  
**DEVELOPMENT CENTRE**

Evaluation Criteria		Maximum Score	Scoring Method	
<b>1</b>	<b>Track record – 30 pts</b>			
a	Licence tenure	15	Applicant with: <ul style="list-style-type: none"> <li>- at least 50% of their existing ECDCs having 36-months licence tenures. (For operators with 3 or more ECDCs)</li> <li>- at least 1 ECDC having a 36-month licence tenure (For operators with 1 or 2 centres) <b>OR</b></li> <li>- at least 50% of their existing ECDCs having 24-months licence tenures</li> <li>- at least 1 ECDC having a 24-month licence tenure</li> <li>- at least 50% of their existing ECDCs having 12-months licence tenures</li> <li>OR</li> <li>- is a new player in offering early childhood development services</li> <li>- all or 50% of their existing centre(s) having 6-months licence tenures</li> </ul>	15 10 5 2 0
b	Early childhood accreditation (eg.: SPARK HMCCP and CHERISH Junior)	15	Applicant operates an ECDC which has: <ul style="list-style-type: none"> <li>- SPARK commendation</li> <li>- SPARK certification</li> <li>- other early childhood accreditations (e.g. Healthy Meals Programme in Preschools (HMPP), Healthy Preschool)</li> <li>- No accreditation</li> </ul>	15 9 3 0
c	Adverse track record (scores to be deducted) Note: Tenderers with revoked licence are not eligible for tender award	-5 (Score to be deducted)	Applicant is licensee of a ECDC: <ul style="list-style-type: none"> <li>- Tenderer is licensee of an ECDC at which administrative action has been taken under the current licence tenure. (e.g.: a Reminder, Stern, and/or Warning Letter)</li> <li>- Tenderer is licensee of an ECDC at which regulatory action has been taken under the current licence tenure (e.g. Shortening of licence tenure, issuance of letter of censure, imposition of directions, financial penalties, conditions of licence, security deposit)</li> </ul>	-2 pts -5 pts

<b>2 Affordability – 15 pts</b>				
a(i)	SSAs are to adhere to a Fee Cap (FC) for Singapore Citizen as indicated (see Note): Full Day CC - \$720 Full Day IC - \$1,275 (Before deducting government child care subsidy; before GST)  Proposed Fee (PF) for Singapore Citizen (SC)	5	Proposed fees (PF) - PF is significantly lower than FC - PF is slightly lower than FC - PF is same as FC	5 3 0
a(ii)	Proposed Fee for Non-Singapore Citizen	5	- PF is same or slightly higher than SC PF - PF is moderately higher than SC PF - PF is significantly higher than SC PF	5 3 0
b	Fee increment (for both SC and non-SC) (See Note.)	5	Proposed fee increase across 5 years is kept: - within 5% a year - beyond 5%	5 0
<b>Note:</b> SSAs' Proposed Fees for Singapore Citizens (SC) must not exceed the Infrastructure Support Grant (ISG) fee cap of \$720 for full day Child Care and \$1,275 for full day Infant Care. Any year-on-year fee increases must be kept within 5% for the first three years from the licensing date (subject to the ISG fee caps for SCs), and within 5% for the subsequent two years.				
<b>3 Quality of program – 44 pts</b>				
<b>i Staffing qualification – 10 pts</b>				
	Proposed staffing for centre based on full capacity	10	- Additional staffing provided at full capacity above staff-child ratio requirement under ECDC licensing - Staffing in accordance with full capacity and meeting staff-child ratio requirement under ECDC licensing - Minimum licensing requirement for start of centre operations - Did not meet requirement	10 6 2 0
<b>ii Curriculum – 16 pts</b>				
	(a) Centre's curriculum should be holistic in approach, age and developmentally appropriate. An overview of a curriculum proposal covering the 6 key learning areas as described in the Nurturing Early Learners (NEL) Curriculum (2012) should be provided for each age group i. Language and literacy ii. Numeracy iii. Self and social awareness iv. Motor skills development v. Aesthetics and creative expression vi. Discovery of the world	6	Overview of 6 key learning areas and provisions for each of the age groups is - clearly presented - adequately presented - briefly presented - inadequately presented or unsatisfactory	6 4 2 0
	(b) A sample learning plan is provided for each age group describing the pedagogy adopted and the progression from one age group to the next.	6	Sample learning plan and age group progression is: - clearly described - adequately described - briefly described - inadequately described or insufficient	6 4 2 0
<b>Note:</b> SSAs are required to score a minimum of <u>6 points</u> under section (ii) a & b to be eligible for award.				
	(c) Curriculum has innovative elements to enhance child development. Indicator met: Clear outline of how assessment process is conducted to evaluate the impact of the curriculum on children	4	- Curriculum plan has innovative elements and practices that enhance children's learning experiences - Proposal is vague and does not include innovative teaching and learning practices	4 0

<b>iii Evaluation / review – 8 pts</b>				
	Curriculum evaluation and improvement (eg.: implementation of regular evaluation on curriculum)  Indicator met: Clear outline of how assessment process is conducted to evaluate the impact of the curriculum on children	8	Proposal with a detailed description in its plan to observe, document and assess children's learning & how the plan will inform practices is - clearly written - adequately written - is vague & does not elaborate how the plan will inform practices	8 4 0
<b>iv Professional development – 10 pts</b>				
	Professional development programme for staff: (i) To furnish Total Training Plan (TTP) detailed descriptions and samples on i) Average training hours per staff; ii) Learning and development needs based on organisation's goals and objectives; iii) Training plans based on needs identified; iv) Review of training effectiveness and training plans  (ii) Investment in training	10	Proposal is - detailed and comprehensive and includes Professional development programme for staff - is adequate and includes Professional development programme for staff - is briefly describes the following categories - is vaguely includes the following Professional development programme for staff - is vague and has an annual investment of less than 1% in training	10 6 4 2 0
<b>4 Community assistance and integration – 6 pts</b>				
a	Schemes to assist the community and networking with other community eg	6	- 2 schemes to assist the community <b>and</b> 2 services provided for community integration	6
b	Services provided for community integration		- 1 scheme <b>and</b> 1 service - 1 scheme or service - No schemes or services	4 2 0
<b>5 Organisation standing – 5 pts</b>				
a	Financial background and plans for future funding -3 years audited account submitted – i) Profit Margin (Income / Expenses)>1 ii) Current Ratio (Current Asset / Liability)>1 iii) Operating Cash Flow (Cash / Liability) >1	3	Organisation has or is able to secure financial resources for initial: - 3 years of operation - 1 year of operation - no concrete plans to secure financial resources	3 1 0
b	Management committee	1	Proposed committee: - includes relevant professionals - does not include relevant professionals	1 0
c	Networking with other community resources	1	- Has networks and contacts outside the organisation's setup. - Has no networks	1 0

**Conditions for award**

- 1) SSAs must attain SPARK certification within 2 years of commencement of ECDC and remain SPARK, certified for the remaining 3 years.
- 2) Under Criteria 2 on Affordability – SSAs' Proposed Fees for Singapore Citizens (SC) must not exceed the Infrastructure Support Grant (ISG) fee cap of \$720 for full day Child Care and \$1,275 for full day Infant Care. Any year-on-year fee increases must be kept within 5% for the first three years from the licensing date (subject to the ISG fee caps for SCs), and within 5% for the subsequent two years.
- 3) Under Criteria 3 (ii) on Curriculum – SSAs are required to score a minimum of 6 points under section part a - Centre's curriculum with part b - Sample learning plan to be eligible for award.