



## Request for Proposal for Early Childhood Education Assessments and Consulting

Ogden Weber Community Action Partnership, Inc. is accepting proposals from qualified Early Childhood Education Professionals to perform Assessments on Head Start Children and provide program consultation based on data.

October 11, 2011

# Ogden Weber Community Action Partnership, Inc. Request for Proposal

## Early Childhood Education Assessments

### SECTION I INSTRUCTIONS TO PROPOSERS

**1.1 PURPOSE:** The purpose of this document is to provide procedural information, both general and specific, for use in submitting a proposal to Ogden Weber Community Action Partnership, Inc, hereinafter referred to as OWCAP, to establish an Agreement with a Proposer, which will provide OWCAP with a proposal for Early Childhood Education (ECE) Assessments for Head Start Children.

**1.2 HOW TO PREPARE PROPOSALS:** All proposals shall be submitted in reviewable document form.  
Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

**1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:**

- A. Submitted no later than 4:00 p.m. on October 21, 2011. Late proposals will not be considered.
- B. Two (2) copies submitted in professional binder form, plainly marked with the proposer's name, title, date and time for submission, and company name.
- C. Mailed or delivered as follows in sufficient time to ensure receipt by the deadline:

Ogden Weber Community Action Partnership, Inc.  
Attn: Fran Muñoz  
3159 Grant Avenue  
Ogden, Utah 84401-3942  
[fmunoz@owcap.org](mailto:fmunoz@owcap.org)

- D. It is important the Proposer's offer be submitted in a sealed envelope clearly marked in the lower right-hand corner with the following information:

Request for Proposal  
4:00 p.m., October 21, 2011  
Sealed Proposal  
for ECE Assessments

**PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED (4:00 p.m. Friday, October 21, 2011) WILL NOT BE OPENED OR CONSIDERED.**

**Inquiries concerning this RFP should be directed to Fran Muñoz, 801.399.9281, Ext 304**

**1.4 NONRESPONSIVE PROPOSALS:** Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- A. The proposal is not received timely in accordance with the terms of this RFP
- B. The proposal does not follow the specified format
- C. The proposal does not include the Certifications

- 1.5 **FAILURE TO OFFER:** If a Proposal is not submitted, the business should return this Request for Proposal, stating the reason therefore, and indicating whether the business should be retained or removed from the employers bidding list.
- 1.6 **ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 **STANDARDS FOR ACCEPTANCE OF PROPOSAL FOR SERVICE AGREEMENT AWARD:** OWCAP reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Agency. OWCAP reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time service agreements of a similar nature, and/or whom investigation shows is not in a position to perform the service agreement.
- 1.8 **PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to OWCAP in such capacity before a service agreement has been entered into between such party and the employer.
- 1.9 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all jurisdictional licenses and liability insurance and comply with any and all other standards or regulations required by federal and state regulations.
- 1.10 **DESCRIPTION OF ENTITY:** OWCAP is a nonprofit organization which has been serving residents of Weber County in Utah for over 45 years. OWCAP is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a 25 member volunteer Board of Directors. Administrative offices and all records are located at 3159 Grant Ave, Ogden, UT, 84401. There are no other administrative offices to the agency.

The Mission of OWCAP, as a nonprofit organization, is to serve low-income individuals and families and assist them towards their goals to self-sufficiency. OWCAP provides wrap-around services and referrals to that end. OWCAP is the designee of the local Head Start program administered by the Federal Health and Human Services Office. Other services include health, education, employment, food pantry, senior and disability housing, among others.

## SECTION II GENERAL CONDITIONS

- 2.1 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals (correction and/or modification) must be brought to Agency's attention in writing no later than the published date of submission.
- 2.2 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from the date the bid is submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a period of ninety (90) days from the date the bid is submitted.
- 2.3 COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.4 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of the proposal, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with its proposal:
- A. Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
  - B. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and;
  - C. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.
- 2.5 AWARD OF SUPPORT SERVICES:** The support services, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous and value added service to OWCAP, price and other factors considered. The Review Committee will make the determination as to which proposal best serves the interest of the OWCAP.
- A. **Small and/or Minority-Owned Businesses:** Efforts will be made by OWCAP to utilize small, minority and/or women owned businesses. A Proposer qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
  - B. **Metric System:** To the extent practicable and economically feasible, the use of products and services dimensioned in the metric system of measurement will be accepted.
  - C. **Environmental:** To the extent practicable and economically feasible, the use of products and services that conserve natural resources, protect the environment and are energy efficient should be used.
- 2.6 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. OWCAP has the right to require any or all Proposers to submit documentation of the ability to perform, the service requested based upon documentation and references.

OWCAP has the right to disqualify the proposal of any Proposer whenever such Proposer cannot document the ability to deliver the requested service.

- 2.7 INSURANCE PROVISIONS:** The selected contractor shall be required to procure and maintain for the duration of the service agreement insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the contractor, its agents, representatives, employees, or sub contractors. A certificate of insurance regarding this Request for Proposal shall include the following:

*Comprehensive General Liability:* Commercial General Liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.

*Professional Errors and Omission Liability:* \$1,000,000 per claim/occurrence. If “claims made”, retroactive date must precede or coincide with the service agreement effective date, “Tail” coverage shall be purchased for a minimum period of 2 years after the service agreement termination date.

***If Professional Liability insurance does not meet or exceed the required limit, excess or “umbrella” can be used to satisfy coverage requirement. Excess or “umbrella” must be “Following Form”. A combination of underlying limits and excess or umbrella may be used to satisfy coverage requirements.***

- 2.8 INDEMNIFICATION:** The selected contractor shall agree to protect, defend, indemnify, and hold harmless OWCAP, Inc. officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the contractor or its sub contractor. The contractor’s obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. The contractor and its agents or representatives further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless OWCAP, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability arising out of acts by any employee of the contractor and its agents or representatives or his sub contractor or anyone directly or indirectly employed by any of them. The contractor and its agents or representatives obligation to indemnify OWCAP under this section shall not be limited in any way by the agreed-upon service agreement price, or to the scope and amount of coverage provided by any insurance maintained by the contractor and its agents or representatives.

- 2.9 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Proposal and by reference are made a part hereof.

**2.10 NOTICE OF AWARD:** The successful Proposer shall not commence work under the terms of this Request for Proposal until a written notice is awarded and a Notice to Proceed is issued by the OWCAP or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, it does so at its own risk.

**2.11 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS:** It is the responsibility of the prospective Proposer to review the entire request for proposal (RFP) packet and to notify OWCAP if the specifications are formulated in a manner that makes it not possible to respond completely to the Request for Proposal.

The undersigned Proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in its Proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify its Proposal.

**2.12 EMPLOYMENT STATUS VERIFICATION:** Contractor shall register and participate in the Status Verification System and comply with Utah Code Ann Section 63G-11-103 of the Utah Identity Document and Verification Act.

This is to certify that I, as or on behalf of the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

BY:

\_\_\_\_\_  
Signature

PRINTED NAME:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

COMPANY:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

PHONE NUMBER:

\_\_\_\_\_

## SECTION III REQUEST FOR PROPOSAL

- 3.1 DESCRIPTION AND OBJECTIVES** OWCAP's objective in issuing this targeted Request for Proposal is to provide a competitive means in which to select a single qualified provider to provide Screening materials and child assessments with random samples for Kindergarten Readiness. The successful candidate will conduct children assessments 2 to 3 times a year, during fiscal year 2011 – 2012 (October 1, 2011 – September 30, 2012) using the approved measurement tools:

In this RFP, OWCAP will evaluate the organization's ability to provide and manage the following:

- **Child Assessments:** in conjunction with OWCAP, develop and implement assessment protocols; train, supervise and maintain a team of experienced Assessors and Anchors that are "reliable" in Early Childhood Assessments; provide enough Assessors to conduct assessments 2 to 3 times annually according to OWCAP-required Policies and Procedures on a random percentage of four year old children; provide materials and tools as determined: and meet required deadlines. Also provide enough staff to review each completed assessment to ensure it has been completed according to OWCAP-required protocols and procedures; for accuracy and adequate documentation
  - **Project Management and Reporting:** schedule assessments directly with OWCAP in a timelines fashion; problem-solve with OWCAP when scheduling assessments; collect, manage and submit required data copies of score sheets and Observation/Summary Reports: provide input, feedback and consultation in an open forum discussion on data presented. Provide a final report.
  - **Communication:** provide one main contact person to be available daily for open communication with various OWCAP personnel throughout this project and regular meetings (or other frequency mutually agreed upon) for updates and clarifications.
- 3.2 METHODOLOGY:** The procurement described herein is being conducted in a single step process. All technical requirements, unless otherwise specified, must be met by the proponent or such Proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are no longer being considered and why. A list of qualified firms will be scored and ranked.



**3.3 FORMAT OF RESPONSES:** To be considered, Proponents must submit a complete response to the Request for Proposals. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each Proposal shall include the following content and shall be presented in the following order:

- A. Introductory Letter
- B. Firm Business Profile
- C. Experience and Capability
- D. Description of Services
- E. Project Understanding and Methodology
- F. Completion of RFP Questions in Section V

**SECTION IV  
SPECIAL CONDITIONS**

**4.1** Factors such as Proposer’s overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the service agreement terms, and consulting fee schedule will be considered in the award recommendation.

**4.3** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation will include an oral presentation which will be scheduled after receipt of the written proposal.

**4.4 TERM OF SERVICE AGREEMENT:** The term of the service agreement will be for one (1) year with automatic renewal options for three (3) additional one (1) year terms.

**4.5 PROJECTED TIMETABLE:** The following projected timetable should be used as a working guide for planning purposes. OWCAP reserves the right to adjust this timetable as required during the course of the RFP process:

<b><u>Event:</u></b>	<b><u>Date</u></b>
RFP Issued and Mailed	October 12, 2011
Deadline for Submittal of Proposal	October 21, 2011
Complete Evaluations & Finalist List	October 24, 2011
Review Committee to Award Support services Agreement	November 1, 2011



**4.6 Weighting and Criteria for Evaluation:**

<b>Weighting</b>	<b>Criteria</b>	<b>Scoring (1-5)</b>	<b>Total Score (weight X Score)</b>
25%	Understanding of ECE Requirements		
25%	Fee Schedule / Cost / Other		
25%	Added-Value Services		
15%	Reputation, consulting experience, and expertise in providing ECE Support Services among similar clients		
10%	Strategies		

**4.7 CURRENT PROGRAM SCOPE AND DESIGN:** OWCAP, Head Start serves 703 low income children throughout Weber County, Utah. The program uses the Creative Curriculum, 5<sup>th</sup> edition by Diane Trister Dodge and the Objectives for Learning and Development to assess children developmental progress.

OWCAP is interested in knowing if the Head Start children served leave ready for Kindergarten as compared to other children within the community or nationwide through valid and reliable early childhood assessments. Through the analysis of the data presented, ongoing consultation and planning from experts in the field OWCAP will implement programmatic changes to better prepare Head Start children for school.

**Section V**  
**RFP QUESTIONS**

- 5.1.1 Provide a brief description of your organization, including your company history, organizational structure and services provided.
- 5.1.2 Provide the name, title, address, telephone number, facsimile number and e-mail address of the contact person for this proposal.
- 5.1.1 Please provide Vision and/or Mission Statement.
- 5.1.2 If you have relationships with other firms that would assist you in the delivery of your services, please identify which services and the name(s) of the firm(s) with which you are associated.
- 5.1.3 Provide an organizational chart of the consulting team that you propose to serve OWCAP and biographies for each team member, including:
  - A. Length of time with your firm
  - B. Prior ECE industry experience
  - C. Roster of sample engagements
  - D. Education background
  - E. Who would act as the primary consultant for OWCAP
- 5.1.4 Confirm your firm carries Professional Liability Insurance, and Errors and Omissions coverage and your limits of coverage.
- 5.1.5 Describe how you will address OWCAP's needs, taking into consideration budget constraints and system utilization. Please provide samples from other client engagements or projects on which you have participated.
- 5.1.6 Provide examples of strategies and solutions your group has effectively implemented for your clients.
- 5.1.7 Why is your firm best suited to assist OWCAP?
- 5.1.8 List three current Public Sector clients for whom you provide services and why these three engagements are relevant for OWCAP. For each client, the list must specify the type of work performed by your firm, the size of the client, and the period of time retained as a client. If you do not have any Public Sector clients, please choose three relevant clients.
- 5.1.9 Provide the annual fee proposed core services and/or compensation structure with or without commission structures. Identify those services described in the proposal that would not be covered in the compensation structure.