

Request for Information (RFI) Collaboration for Early Childhood

Information Session Webinar:	July 18, 2013, 10AM (See Timeline for details.)
Letter of Interest Due:	August 1, 2013, 5PM
Responses Due:	August 16, 2013, 5PM
Interview with Top Respondents:	TBA

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OVERVIEW

The non-profit Collaboration for Early Childhood recently entered into a five-year contract for early childhood services with Oak Park Elementary School District 97, Oak Park and River Forest High School District 200, and the Village of Oak Park to establish a comprehensive, high-quality system of services. The contract for services calls for: 1) the development of an information system, 2) the establishment of baseline measures for service delivery in the first two years, and 3) continued measurement against those baselines in the remaining three years. The start date for this work is July 1, 2013.

The Collaboration is issuing this RFI to determine the potential partnerships that can be established to provide the services outlined below. Respondents should provide their interest and qualifications for all or part of the requirements, and demonstrate their experience with partnering with other entities to provide a complete array of services to the Collaboration. The respondent's ability to function as the prime entity coordinating various partners is encouraged, but the Collaboration is also interested in responses from providers with commercial off-the-shelf (COTS) database products who propose to work in partnership with a professional services provider.

The goals of the Collaboration's new information system are to:

1. Describe Oak Park's and River Forest's very youngest children and lead to a consent-based data collection effort;
2. Track service delivery levels;

3. Allow for the assessment of the impact of the Collaboration's programs.

BACKGROUND

The Collaboration for Early Childhood is a public/private partnership that leverages the resources of more than 60 local agencies to promote the development of a comprehensive, community-wide system of high-quality programs and services to foster physical, cognitive and social-emotional development during the critical first five years of life. All Oak Park jurisdictions participate in the Collaboration for Early Childhood: the Village of Oak Park, District 97, District 200, Oak Park Township, Oak Park Public Library and Park District of Oak Park. In addition to the jurisdictions, the Collaboration's partners include a wide range of early childhood service providers and stakeholders. The Collaboration serves as the local "table" at which virtually all stakeholders in the early childhood system meet regularly.

The work of the Collaboration is organized around four key areas:

Developmental Screening: The Collaboration works with area pediatricians, family practice physicians and preschool and child care providers to promote universal developmental screening for children birth to five. The Collaboration also provides hearing and vision screening to more than 1,100 preschool children, and works with all providers to ensure that children who need further assessment and services receive them.

Professional Development: The Collaboration works to increase the professional qualifications and skills of early care and education teachers and family child care providers through participation in professional development activities, college-level classes, and statewide quality enhancement initiatives like Great START, Quality Rating System and Gateways to Opportunity. The Collaboration fosters professional communities through its Directors Round Table and Family Child Care Provider Round Table.

Parent Information and Support: Through contracts with family support agencies, the Collaboration seeks to engage parents of at-risk children birth to three in a home visiting program, to provide all parents of children birth to three with opportunities to receive periodic guidance through home visits, and to participate in a parent group or network. It also works to ensure that every parent has information about child development and services available in the community.

Public Preschool Coordination: The Collaboration works with three Preschool for All agencies and Head Start to find and enroll all at-risk children in Oak Park and River Forest in high-quality preschool (part-day or enriched, full-day

program). It also provides technical support, training, and mentoring to ensure a strong curriculum and high-quality interactions between staff and children.

SCOPE OF WORK

The database(s) described in this RFI will enable the Collaboration to better understand the characteristics and needs of the birth to five population in Oak Park and River Forest, to monitor progress, and to ensure that the programs and strategies being implemented across the Oak Park and River Forest communities make a meaningful difference in children's development.

Information system: The different components of the database should achieve the following:

1. Information about families with young children: where they live, socioeconomic information and other relevant data.
2. Program participation, service usage and program impact.
3. Early childhood care and education staff qualifications, professional development activities, participation in Illinois State quality enhancement programs and participation in Collaboration programs and services.

As such, in creating this new system, respondents should:

1. Perform the following tasks related to database development and management: design, build, maintain, data cleansing, import, export. This includes streamlining data cleaning procedures for data validity and controls.
2. Work with the Collaboration to capture relevant data from existing databases and determine new data fields. This will include developing components to capture data from partner agencies.
3. Work with Oak Park School District 97, River Forest School District 90 and the State of Illinois to coordinate data systems.
4. Provide both the front end interface and back end structure of the new system.
5. Develop report forms and create reports.
6. Provide a system that is easily accessed from multiple, non-networked locations by non-technical staff who may not work together regularly.
7. Provide a system easily supported and maintained by non-technical staff.
8. Train staff in data entry best practices and report writing.
9. Either customize an existing service or system, or create a new one to meet the Collaboration's requirements.
10. Measure against the baseline.
 - a. Streamline data cleansing procedures for data validity and controls.

- b. Encompass components that capture data from partner agencies and other sources.

Program Goals and Measures

Child Outcome Goal: Every child has access to high-quality early childhood care and education, and arrives at kindergarten healthy, safe, ready to succeed and eager to learn.

Benchmarks/Annual Targets, starting in FY 2016:

1. % of children who are identified through screening as needing assessment and or services received them.
2. % of children in Oak Park and River Forest Preschool for All and Head Start programs who demonstrate age-appropriate proficiency in each domain of development in accordance with the Illinois Early Learning Standards.
3. % of children entering kindergarten who demonstrate age-appropriate proficiency in the kindergarten readiness assessment administered by District 97 and District 90.

Service Delivery Outcome Goal: Parents and children receive the early childhood care and education and parenting education and support services they need.

Benchmark/Annual Targets, starting in FY 2016:

1. % of kindergarten students with Free or Reduced Price Lunch assistance who have a history of participation in Preschool for All / Head Start, a National Association for the Education of the Young Child (NAEYC) accredited program or a program meeting the Illinois Quality Rating System of 3 or 4.
2. % of teen parents and families receiving All Kids Level 1 health insurance for their child under age 3 who receive referral to intensive parent education program.
3. % of referred parents who choose to participate in the intensive parent education program.
4. % of kindergarten and 1st grade students with Individual Educational Plans (IEPs) who have documentation of receiving services in early childhood (if they lived in Oak Park or River Forest during their early childhood years).

System Outcome Goal: Oak Park has a high-quality, coordinated early childhood system.

Benchmarks/Annual Targets, starting in FY 2016:

1. % of families with children under age five who are included in the voluntary database and receive developmental information and an early childhood resource directory.
2. % of teachers and directors in Oak Park and River Forest early childhood programs who have above minimum state educational requirements for their role.
3. % of teachers and child care providers who have more than the state mandated 15 documented hours of continuing professional development each year.
4. % of preschools, child care centers and homes who are engaged in the Illinois Quality Rating System, and improve their scores each year.

Database Environment

The Collaboration for Early Childhood must collect and manage several types of data in order to fulfill the requirements described above. Data sources fall into three broad categories: data the Collaboration collects directly, data from commercial tools, and data collected by Oak Park School District 97. The attached spreadsheet provides a more detailed set of information about each of the data sources under each category. The Collaboration needs database support services **within** each of the three categories, with the type of service differing according to the category. In addition, the Collaboration requires support to build a summary database for research purposes that brings together the data **across** all three categories.

Category 1: Data collected directly by the Collaboration. Through staff outreach directly to the community and public preschool programs, the Collaboration collects data about children, families, and child care/preschool providers. These data collection vehicles are designed and developed by Collaboration staff, and they are returned directly to Collaboration staff, often on paper.

- Most data sources include individually identifiable sources of information (names, ID numbers, etc.).
- The Collaboration “owns” this data — the Collaboration is able to change the questions being asked, the options for each question, etc.

The Collaboration has worked with volunteers and an outside developer to set up an initial database using CiviCRM. The attached spreadsheet identifies which data sources are currently in CiviCRM and which are not yet included. The goal is to have a single point of entry for all data in this category so that it is easy for non-technical staff to add to and access the data.

Services needed:

- a. Evaluate the Collaboration's current CiviCRM database to determine whether it should be expanded to include all data in this category or whether a different database and application platform is recommended.
- b. Design a data model to accommodate the additional data being collected but not yet stored.
- c. Develop a simple user interface for centralized data entry by Collaboration data entry staff.
- d. Develop basic reports for self-service by Collaboration staff.
- e. Review data thoroughly before combining sources.
- f. Develop an app or web form for end-user direct data collection via iPad or website, to go directly into the database.
- g. Assess if there should there be a separate database/app for each type of data being collected or one database with several interfaces.

Category 2: Data collected via commercial tools on behalf of the Collaboration. Through staff outreach to child care centers in the community, center staff and parents now participate in structured assessments of children being served using commercial tools such as Ages and Stages – Social Emotional and Teaching Strategies Gold.

- The licensing costs associated with the center conducting the assessments are paid by the Collaboration, and the center is not using the data for its own purposes.
- The data is provided directly to the Collaboration by the commercial entity, and includes individually identifiable sources of information.
- The Collaboration cannot change what data is collected.

Services needed:

- a. Develop a data model to store the data being collected — longitudinal data for individuals is anticipated.
- b. Clean and load new data as it is available.
- c. Develop basic reports for self-service by admin user for each data source.
- d. Assess if there should there be a separate database/app for each type of data being collected or one database with several interfaces.

Category 3: Data collected by 3rd parties to be shared with the Collaboration. This is an important distinction from the second category. This category includes student assessment data collected by Oak Park District 97, which serves PK – 8. The data collection process — what data to collect, how often, and all detailed response processes — is entirely controlled and managed by the school district for its own purposes.

- All costs associated with the collecting the data are the responsibility of the 3rd party.

- The data sharing agreement allows District 97 to share individually identifiable data with the Collaboration for the purposes of conducting longitudinal analysis.

Services needed:

- a. Develop a data model to store the data being collected — longitudinal data for individuals is anticipated.
- b. Clean and load new data as it is available.
- c. Develop basic reports for self-service by admin user for each data source.

Research Database. In order for the Collaboration to provide reports and analysis, as required by the contract with our funders, the Collaboration must be able to connect our various data sources (data about the same child from multiple sources, including longitudinal data, etc.) in one place. Furthermore, the Collaboration must comply with all relevant FERPA regulations and seeks assistance to:

- a. Develop a methodology to assign a Collaboration identifier to each entity that translates back to personally identifiable data from other data sources (and maintain the translation tables).
- b. Design a data model that joins together as much data as possible to facilitate research.
- c. Populate the database and update tables on a regular basis as refreshed data becomes available.
- d. Determine the most efficient approach to making a data set available to outside researchers on an ongoing basis, without allowing access to the translation tables that trace back to individually identifiable data. This might result in creating a separate database on a regular basis, or developing a secure view or set of views of the main database.
- e. Develop reports designed to address specific outcome measures the Collaboration is required to produce.
- f. Work with Collaboration staff and volunteers to develop additional research questions and methodology to demonstrate how the Collaboration's resources and efforts are related to specific outcomes or trends.

WORKING RELATIONSHIPS

The Collaboration's Database Committee, comprised of researchers, database developers, database administrators and data analysts, will work cooperatively with the Vendor on this contract by providing guidance and feedback. This committee meets monthly and also guides the research projects and measurement/impact studies for the Collaboration. The Collaboration's Executive Director will provide the primary interface between the Collaboration, its partners, volunteers and the Vendor to coordinate and

manage the day-to-day work on the project. The Vendor will be expected to engage in regular communication with the Database Committee and any third party contractors or partners through the Executive Director. While the committee will provide important guidance and will make recommendations, all final decisions will rest with the Executive Director and ultimately with the Board of Directors of the Collaboration. The Vendor will be asked to provide status updates at a mutually agreed upon schedule. The Collaboration's funders and/or Board may require an annual presentation of the status of the data work in which the contractor may be asked to participate.

PRIVACY

The Collaboration and its partners work with data that is often protected by the FERPA (Federal Educational Rights and Privacy Act) or HIPAA (Health Insurance Portability and Accountability Act) and their Illinois counterparts (e.g. Illinois School Students Records Act).

Respondent should describe their experience working with these types of privacy constraints and the ways in which they can assist the Collaboration in adhering to the spirit and the letter of these regulations.

RESPONSE REQUIREMENTS

Responses should include the following:

1. Qualifications for part or all of the Scope of Work.
2. Ability to partner with other respondents, if applicable.
3. Resources the respondent brings to the project (personnel, technology systems, etc.).
4. Resources the respondent requires of the Collaboration or other partners (personnel, technology systems, time, etc.). Include communication and project management expectations.
5. A rate structure for the personnel and resources involved, and an explanation of cost drivers for the first two years that focuses on developing an information system, and for the next three years that focuses on measuring against baselines.
6. Assets (non-personnel) that can assist this project (e.g. similar databases, hardware/software, etc.). Include concurrent or future work that could provide economies of scale or other benefits.
7. Flexibility in handling an ebb and flow of workload.
8. Explanation of technical approach, including how your firm 1) understands the requirements and purposes of the Collaboration's database needs, 2) would develop a work plan, and 3) envisions communication roles and coordination with the Collaboration.
9. Example. For illustrative purposes, discuss your technical approach and an associated level of effort (by staff category) for the first two

- steps identified under 'Research Database' tasks: "a. Develop a methodology to assign a Collaboration identifier to each entity that translates back to personally identifiable data from other data sources (and maintain the translation tables)" and "b. Design a data model that joins together as much data as possible to facilitate research." Briefly explain key challenges in undertaking each task and how you would handle them, the assumptions underlying your level of effort estimates, and a reasonable schedule of activities for implementation. This example is for illustration only and does not represent a quote of budget, scope or timeline by the respondent.
10. Share with us why you're interested in this project. What is your experience and understanding of community-based systems and capacity building? Include thoughts on how local database work can inform and improve larger efforts at the state, regional and even national levels.
 11. Brief corporate history.
 12. Agency fiscal position. Provide evidence of Vendor fiscal position.
 13. Responses should not exceed 25 pages.

TIMELINE

The information system must be fully functional and providing reports based on valid data no later than July 1, 2015. Therefore, the system must be technically solid, data must be entered and validated, and staff trained prior to that date.

- July 18, 2013, 10AM: An Information Session will be conducted via webinar to answer questions. Provide email addresses for all webinar participants to Carolyn Newberry Schwartz, cnewberry@collab4kids.org by July 17, 12PM. Firms may have multiple participants.
- August 1: Letter of Interest due. This is highly recommended, but not required.
- August 16: Responses are due in full.
- August 17 to August 27: The Collaboration reviews responses and interview firms.
- August 28 to September 20: Contract negotiations and approval.
- **Note:** A key milestone will be due approximately 45 days after contract approval — a project plan should be in place by mid-November, 2013.

SELECTION CRITERIA

The Collaboration will consider the following criteria (listed in order from most important to least important) to evaluate responses and to select the partner(s) for services:

1. Experience and qualifications of the entity to provide the required services, including, but not limited to:
 - a. Work with data of children birth to age five and their families.
 - b. Dealing with data sharing issues under FERPA, HIPAA, and other confidentiality concerns.
 - c. All deliverables as listed in the Scope of Work.
 - d. Commitment and ability of the project team to handle varying workloads.
 - e. Ability to bring economies of scale or other resources to this project to keep the Collaboration's cost down.
 - f. Past performance doing analogous work on projects of similar scope and complexity.
 - g. Commitment and ability to work with an innovative organization that is rapidly growing and which utilizes a combination of paid staff, highly qualified volunteers, and in-kind contribution of staff from partner organizations.

CONDITIONS AND CONSIDERATIONS

The Collaboration reserves the right to waive any and all requirements of this RFI if it determines that such waiver is in the best interest of the Collaboration. The Collaboration reserves the right to partner with more than one entity, if that is in the best interest of the Collaboration (i.e. the qualifications are complimentary and serve different needs). The Collaboration may ask the respondents to enter into conversations and negotiations about how their services can be blended. All subcontractors must be pre-approved by the Collaboration.

The Collaboration anticipates entering into a five-year contract with the selected Vendor. However, its continuation will be reviewed annually for performance and also depends upon the maintenance of the contract for services between the Collaboration and the Village of Oak Park, Oak Park Elementary School District 97 and Oak Park and River Forest High School District 200 that is the basis for the purchase of this service. The budget for the work reflected above is a minimum of \$60,000 annually with the expectation of a multi-year relationship and potential growth in the future.

ATTACHMENTS:

- Contract for Services between the Collaboration and funding agencies.
- List of associated databases.

See www.collab4kids.org for more background.

CONTRACT FOR EARLY CHILDHOOD EDUCATION SERVICES

This Contract for Early Childhood Education Services ("Contract for Services") is entered into on the date last written below by and among the **Board of Education of Oak Park and River Forest High School District No. 200, Cook County, Illinois** ("District 200"), the **Board of Education of Oak Park Elementary School District No. 97, Cook County, Illinois** ("District 97"), the **Village of Oak Park, Cook County, Illinois** ("the Village"), and the **Collaboration for Early Childhood Care and Education, d/b/a Collaboration for Early Childhood, a not-for-profit corporation** ("Collaboration"), collectively referred to herein as "the Parties." District 200, District 97, and the Village, who are purchasing the services of the Collaboration as provided herein, shall be collectively referred to herein as "Purchasers."

WITNESSETH

WHEREAS, the Purchasers previously entered into an Intergovernmental Agreement for the Purchase of Services Pertaining to Early Childhood Education (the "IGA"); and

WHEREAS, pursuant to the terms of the IGA, the Purchasers expressed their desire to enter into a contract with the Collaboration for the purposes of providing early childhood education services to implement a comprehensive, coordinated approach to early childhood care and education including: (1) periodic developmental, hearing and vision screening of all children from birth to age five; (2) professional development to increase the skills of early childhood education teachers, caregivers, and home providers, with a focus on those programs serving at-risk families; (3) parent information and support for all families with children under kindergarten age; (4) intensive home visiting services for at-risk families with children ages birth to three, and children with disabilities, and low intensity home visiting services for families with children ages birth to three requesting support; (5) coordination of recruitment, staff and program

development and assessment of all publicly funded preschool programs; and (6) data collection to track service usage, identify shortages and underused services, and assess program impact; and

WHEREAS, the Collaboration has committed to provide such early childhood services to the children and families of Oak Park and River Forest in accordance with the terms of this Contract for Services.

NOW, THEREFORE, in consideration of the mutual undertaking and covenants of the Parties as set forth in this Contract for Services, and for other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the Parties agree as follows.

ARTICLE 1: INTRODUCTION

- 1.1. Incorporation of Recitals.** The foregoing recitals are hereby incorporated by reference as though fully set forth herein.
- 1.2. Purpose.** The purpose of this Contract for Services is to provide professional early childhood education services for the children and families of Oak Park and River Forest.
- 1.3. Commitments.** The Collaboration agrees to provide the services set forth in this Contract for Services, and to submit for review by the Governing Board, as defined in the IGA, invoices and other required documentation including, but not limited to, all reports required herein. The Purchasers, through the Administrative District established in the IGA, agree to pay the Collaboration the amounts listed on the Payment Schedule attached hereto as Exhibit A.

ARTICLE 2 - SERVICES TO BE PROVIDED BY COLLABORATION

- 2.1 Scope of Services.** The Collaboration agrees to provide early childhood education services as described in this Contract for Services and more fully set forth on Exhibit B, which is attached hereto and incorporated by reference herein.
- 2.2 Standard of Care.** The Collaboration hereby represents that it is experienced and qualified to provide the early childhood services referenced in this Contract for Services and will exercise all standards of care provided by law and industry for all such services and at all relevant times in accordance with such experience.
- 2.3 Background Checks.** The Collaboration agrees to perform criminal background checks for all personnel who have direct contact with children in accordance with Section 10-21.9 of the Illinois School Code (105 ILCS 5/10-21.9) before they perform any of the services pursuant to this Contract for Services. Upon a request by any Party, the Collaboration shall provide District 200 and District 97 with copies of the criminal background check documentation.
- 2.4. Key Personnel.** The Executive Director of the Collaboration shall be responsible for overseeing the implementation of the provision of services pursuant to this Contract for Services. In the event the Collaboration needs to make a change in the position of Executive Director, it shall notify the Purchasers. In such event, the Purchasers shall have the right to comment on the selection of a new Executive Director.
- 2.5 Independent Contractor.** All personnel performing the early childhood services pursuant to this Contract for Services shall be employees or subcontractors of the Collaboration and shall not be considered employees, subcontractors or agents of the Purchasers. The Collaboration represents that it has or will secure all personnel, subcontractors and consultants necessary to perform the services required under this Contract for Services. All of the services required hereunder

will be performed by the Collaboration, or under its supervision, and the Collaboration agrees that all personnel engaged in the work shall be fully qualified to perform such services. The Purchasers shall have no authority to supervise, compensate or responsibly direct the employees, subcontractors or agents of the Collaboration. The Collaboration's subcontracts will state that the subcontract will not survive the termination of this Contract for Services.

2.6 Goals Accountability. The Collaboration shall perform the services provided herein and use all reasonable efforts to achieve these goals set forth in the Program Goals and Measures attached hereto as Exhibit C.

2.7 Equal Employment and Fair Practices. The Collaboration, in performing its obligations under this Contract for Services, shall:

- a) Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, national origin or any other reason prohibited by federal, state or local law, nor otherwise commit an unfair employment practice; and
- b) Take action to ensure that applicants are not subject to discrimination on the basis of race, religion, disability, creed, color, sex, age, sexual orientation, national origin, status as a disabled veteran or Vietnam era veteran or for any reason prohibited by federal, state or local law with respect to their employment, promotion, demotion, transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.
- c) Take action to ensure that program applicants and participants served by the Collaboration and its employees and agents are not subject to discrimination in the receipt of such services on the basis of race, religion,

disability, creed, color, sex, age, sexual orientation, national origin, status as a disabled veteran or Vietnam era veteran or for any reason prohibited by federal, state or local law.

- d) Agree and authorize the Purchasers to conduct reviews and conduct other procedures or practices to assure compliance with these provisions. The Collaboration agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment and program services, notices setting forth the provisions of this non-discrimination clause.
- e) Agree not to violate any federal, state or local laws, rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected official of the Collaboration in the agreement or payments made pursuant to this Contract for Services.

2.8 Open Meetings Act. The meetings of the Collaboration Board of Directors shall conform to the procedures set forth in the Illinois Open Meetings Act.

ARTICLE 3 - RIGHTS AND OBLIGATIONS OF PURCHASERS AND COLLABORATION

3.1 Payment for Services. The Purchasers agree to pay the Collaboration for the services provided pursuant to this Contract for Services in accordance with the payment schedule attached hereto as Exhibit A and incorporated herein.

In the event that any Purchaser fails to make a timely payment as required in Paragraph 1.3, the Collaboration will provide notice of the lack of payment to all the Purchasers. The Collaboration shall have the right to terminate this Contract for Services because of such lack of payment. This termination right is in addition to the termination right under Article 5 of this Contract for Services.

Alternatively, the Collaboration shall have the right to determine which services it is able to continue to provide and which will be curtailed until the delinquency is cured.

- 3.2. Review of Services.** The Purchasers, through their representatives on the Governing Board under the IGA, shall be entitled to receive and review reports on the professional early childhood education services being provided by the Collaboration.
- 3.3 Budget.** The Purchasers shall review and comment upon the annual budget of the Collaboration. The Collaboration shall submit to the Purchasers for review, at least one hundred twenty (120) days prior to the end of each fiscal year, the Collaboration's proposed budget for the following fiscal year.
- 3.4 Review of Implementation.** The Purchasers, through their representatives on the Governing Board under the IGA, shall have the right to review the implementation of the services provided for under this Contract for Services.
- 3.5 Feedback.** The Purchasers, through their representatives on the Governing Board under the IGA, may provide feedback to the Collaboration's Board of Directors at any time.
- 3.6 Financial Documents.** The Purchasers, through their representatives on the Governing Board under the IGA, shall review the Collaboration's year-to-date financials at each meeting provided for under the IGA, and between meetings as the Purchasers shall reasonably determine is necessary and appropriate.
- 3.7 Annual Report.** The Purchasers shall be provided an annual report on the activities of the Collaboration.

- 3.8 Annual Audit.** The Purchasers, through their representatives on the Governing Board under the IGA, shall be provided an annual audit of the Collaboration. Upon reasonable request, during normal business hours, the Purchasers may examine, and the Collaboration shall make available, all of its records that are not protected from disclosure by any applicable employment- related law. The Collaboration shall permit the Purchasers, through their representatives on the Governing Board under the IGA and upon reasonable notice and during business hours, to audit, examine, and copy such records, and to make audits of all payroll and other expenditures of the Collaboration at the Purchasers' cost. The Collaboration shall provide the Purchasers with an annual audited financial statement. The statement shall be prepared by an independent accounting firm and shall be conducted in accordance with generally accepted auditing principles or other acceptable and customary accounting standards appropriate to the services provided under this Contract for Services. The audited annual statement shall be due within four (4) months after the end of the Collaboration's fiscal year. The Collaboration shall provide such additional information as the Purchasers may reasonably require after their review of the submitted audited annual statement.
- 3.9 Goals and Measures.** The Purchasers, through their representatives on the Governing Board under the IGA, shall be provided with reports on progress regarding Program Goals and Measures as provided for in Exhibit C.
- 3.10 Information Sharing.** The Purchasers, through their representatives on the Governing Board under the IGA, shall be invited to participate in annual reviews and discussion of strategies to develop systems to ensure the advancement of information sharing between the parties to this Contract for Services to assess the return on this investment and to ensure an integrated support to children and youth as they develop.

ARTICLE 4 - INSURANCE AND INDEMNIFICATION

4.1 Insurance. During the term of this Contract for Services, the Collaboration shall maintain the following insurance policies naming each of the Purchasers as additional insureds:

- Commercial General Liability Insurance, which shall specifically cover the Collaboration's indemnification obligations pursuant to Paragraph 4.2 herein, with the minimum coverage amount of \$1,000,000 per occurrence, and \$2,000,000 aggregate;
- Automobile Liability Insurance with the minimum coverage amount of \$1,000,000;
- Professional Liability Insurance with minimum coverage amounts of \$1,000,000;
- Workers Compensation Insurance in the statutorily requirement amount; and
- Umbrella Excess Insurance Coverage, which shall specifically cover the Collaboration's indemnification obligations pursuant to Paragraph 4.2 herein, with minimum coverage in the amount of \$5,000,000.

Effective July 1, 2013 and annually thereafter, the Collaboration shall provide certificates of insurance and endorsements to the Purchasers showing such coverage in place at all times during which this Contract for Services is effective and naming the Purchasers as additional insureds on the commercial liability, auto liability, and umbrella policies prior to performing any services pursuant to this Contract for Services. The Purchasers shall have the right to review the insurance coverages and the Collaboration agrees that there shall be no change, amendment or termination of such insurance coverages without at least thirty (30) days prior notice to the Purchasers. Any reduction or material amendment to the coverages provided by the Collaboration hereunder shall be subject to prior approval by the Purchasers.

- 4.2. Indemnification.** The Collaboration agrees to indemnify and hold the Purchasers harmless against any and all liabilities, damages, claims, causes of action, judgments, costs, expenses, and fees that the Purchasers incur arising out of the Collaboration's performance or failure to perform its obligations in accordance with the terms of this Contract for Services, which shall also include indemnification of reasonable attorneys' fees if such fees were incurred as the result of acts or failures to act by the Collaboration that the Governing Board deems, in its discretion, to be inappropriate under all of the relevant facts and circumstances.

ARTICLE 5 - TERM AND TERMINATION

- 5.1 Term.** This Contract for Services shall commence on July 1, 2013 and unless terminated earlier pursuant to the terms hereof shall continue for a term of five (5) years. At the end of such term, this Contract for Services shall be automatically renewed for additional five-year terms, subject to any earlier termination or notice of non-renewal in accordance with the terms hereof. The payment levels of each Party shall remain at the same level as that during year five of the most recent contract term unless changed through an amendment to the Contract for Services.
- 5.2 Termination.** Any Party may terminate its obligations under this Contract for Services with or without cause each year of the term herein or successive terms by providing written notice of termination or non-renewal postmarked between December 1 to December 31 of any year by certified letter, return receipt requested, to be delivered to the Administrative District with copies to each of the other Parties. If such notice is provided, this Contract for Services will terminate on the following June 30.

5.3 Return of Unused Funds to the Purchasers After Termination, or Expiration or Dissolution of the Collaboration's Corporation. Upon the expiration or termination of this Contract for Services any unused funds of the Collaboration originally provided by the Purchasers shall be immediately returned to each of the Purchasers in proportion to their last contributions.

Funds which have already been obligated by the Collaboration at the time of the dissolution of the Collaboration or at the time of the Collaboration's receipt of a Purchaser's notice of non-renewal or termination of the Contract for Services, including amounts required to pay outstanding obligations arising under this Contract for Services, shall not be considered as "unused funds" for purposes of this section and shall be retained to be used to satisfy such obligations. In the event of dissolution, the Collaboration will provide the Purchasers with the name of the individual or entity responsible for winding up its affairs. Notwithstanding any other language in this Contract, if a Party submits a Notice of Termination or Non-Renewal as provided herein, each Party's liability under this Contract shall not exceed the amount of that Party's payment due as of January 1st following the submission of the Notice of Termination or Non-Renewal.

5.4 Notices. If notices are required by this Contract, they shall be delivered either personally or by certified and regular mail by delivering or mailing same to the:

Village Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

Superintendent
Oak Park and River Forest High School District 200
201 N. Scoville Avenue
Oak Park, Illinois 60302

Superintendent
Oak Park Elementary School District 97

970 Madison Street
Oak Park, Illinois 60302

Executive Director
Collaboration for Early Childhood Care and Education
123 Madison Street, Room 209
Oak Park, Illinois 60302

Notice by mail and email concurrently shall be deemed to be delivered three business days after the day of mailing.

ARTICLE 5 - ARTICLE 6 – MISCELLANEOUS

- 6.1 Contractual Capacity.** The Parties agree that each signatory hereto has entered into this Contract for Services voluntarily and knowingly and with the full and complete authority and contractual capacity to do so.
- 6.2 Effect.** This Contract for Services shall inure to the benefit of and bind each of the Parties, as well as each of their respective successors and assigns.
- 6.3 Complete Understanding.** This Contract for Services sets forth all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the Parties.
- 6.4 Amendments.** Any proposed amendment to this Contract for Services shall be submitted in writing by any Party. Such amendment must be approved by all Parties.
- 6.5 Effective Date.** This Contract for Services shall become effective as of the date all Parties have executed this Contract for Services.

- 6.6 Execution.** This Contract for Services may be executed in multiple counterparts, and a set of counterparts bearing the signatures of all Parties shall constitute the Contract for Services as fully as if the Parties had signed a single document.
- 6.7 Governing Law.** This Contract for Services is to be construed pursuant to the laws of the State of Illinois. Venue for any actions related to this Contract for Services shall be in the Circuit Court of Cook County.
- 6.8 Severability.** Should any provision of the Contract for Services be declared illegal by a court of competent jurisdiction, then said provision shall be deleted from this Contract for Services to the extent it is violative of the law, and the remaining provisions in this Contract for Services shall remain in full force and effect as long as the intent of the Parties in entering into this Contract for Services remains intact.
- 6.9 Conflict of Interest.** The Collaboration, for itself and on behalf of its employees, covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under this Contract for Services. The Collaboration, for itself and on behalf of its employees, further covenants that in the performance under this Contract for Services no person having such a conflicting interest shall be employed by the Collaboration.
- 6.10 Headings.** The section headings of this Contract for Services are for convenience and reference only and in no way define or describe the scope of intent of this Contract for Services and should be ignored in construing or interpreting this Contract for Services.
- 6.11 Amendments.** This Contract for Services constitutes the entire agreement between parties hereto. No modifications, additions, deletions, or the like, to this Contract for Services shall be effective unless and until such changes are agreed to in writing by all Parties.

IN WITNESS WHEREOF, the Board of Education of Oak Park and River Forest High School District No. 200, Cook County, Illinois, the Board of Education of Oak Park Elementary School District No. 97, Cook County, Illinois, the Village of Oak Park, Cook County, Illinois, and the Collaboration for Early Childhood Care and Education, d/b/a Collaboration for Early Childhood, a non-for-profit corporation have approved and executed this Contract for Services on the date(s) indicated below.

**BOARD OF EDUCATION OF OAK
PARK AND RIVER FOREST HIGH
SCHOOL DISTRICT NO. 200, COOK
COUNTY, ILLINOIS**

By: [Signature]
Board President

Date: 4-27-13

Attest

By: [Signature]
Board Secretary

Date: 4-24-13

**VILLAGE OF OAK PARK,
COOK COUNTY, ILLINOIS**

By: [Signature]
Village President

Date: April 24, 2013

Attest

By: [Signature]
Village Clerk

Date: April 24, 2013

**BOARD OF EDUCATION OF OAK
PARK ELEMENTARY SCHOOL
DISTRICT NO. 97, COOK COUNTY,
ILLINOIS**

By: [Signature]
Board President

Date: 4/24/13

Attest

By: [Signature]
Board Secretary

Date: 5-10-13

**COLLABORATION FOR EARLY
CHILDHOOD CARE AND
EDUCATION, D/B/A
COLLABORATION FOR EARLY
CHILDHOOD**

By: [Signature]
Board Chair

Date: 4/24/13

Attest

By: [Signature]
Board Secretary

Date: 4/25/13

List of Exhibits

Exhibit A PAYMENT SCHEDULE

**Exhibit B EARLY CHILDHOOD COLLABORATION
SCOPE OF SERVICES**

**Exhibit C EARLY CHILDHOOD COLLABORATION
PROGRAM GOALS AND MEASURES**

Exhibit A

PAYMENT SCHEDULE

Payment Schedule for fiscal years ending June 30 2014, June 30 2015, June 30 2016, June 30 2017, and June 30 2018.

Payment Date	District 97	District 200	Village of Oak Park
July 10, 2013	\$124,002.00	\$108,104.00	\$85,848.00
January 10, 2014	\$124,001.00	\$108,104.00	\$85,847.00
July 10, 2014	\$189,639.00	\$165,326.00	\$131,289.00
January 10, 2015	\$189,638.00	\$165,326.00	\$131,288.00
July 10, 2015	\$244,184.00	\$212,878.00	\$169,050.00
January 10, 2016	\$244,183.00	\$212,878.00	\$169,050.00
July 10, 2016	\$250,288.00	\$218,200.00	\$173,276.00
January 10, 2017	\$250,288.00	\$218,200.00	\$173,276.00
July 10, 2017	\$256,545.00	\$223,655.00	\$177,608.00
January 10, 2018	\$256,545.00	\$223,655.00	\$177,608.00

EXHIBIT B

EARLY CHILDHOOD COLLABORATION SCOPE OF SERVICES

Under this Contract for Services, the Collaboration will develop and establish an integrated, high quality system of early childhood services capable of preparing every child to be ready to succeed and eager to learn when entering kindergarten. This system will be developed and phased in between July 1, 2013 and June 30, 2016. Beginning July 1, 2016, the Collaboration will provide supervision and administrative support, and promote the ongoing growth and development of this system.

The Collaboration will:

1. Establish and manage a Developmental Screening and Referral System:
 - a. Develop consensus on the screening approach for reaching all children.
 - b. Promote, and where appropriate, purchase the screening tool and develop training strategies to reach all early childhood providers and interested health care providers.
 - c. Develop outreach strategies to reach all children (in conjunction with all aspects of the integrated early childhood system).
 - d. Study the transition from Early Intervention to Preschool Early Childhood Special Education to determine the extent to which children fall through cracks in services, and work with both systems to remedy any gaps.
 - e. Promote broad use of a Standard Referral form by all service providers – early care and education programs, health care providers, social service providers, faith communities, and others.
 - f. Establish collaborative relationships with the local Early Intervention office, Child Family Connections (CFC 7), Oak Park and River Forest Elementary School Districts, the Illinois Chapter, American Academy of Pediatrics – Early

Childhood Development, and other state agencies to promote and stay abreast of emerging trends in developmental screenings, effective referral and follow-up processes, and developments in services offered.

- g. Disseminate widely the procedures for referrals to Early Intervention and District 97 and District 90 Early Childhood Special Education.
- h. Develop mechanisms for Early Intervention and District 97 to provide feedback on every referral.
- i. Create indicators to track service receipt.

2. Develop Parent Information and Support program:

- a. Determine a method for identifying families with children under kindergarten age, new births, and strategies that promote voluntary provision of this information to the Collaboration.
- b. Coordinate outreach and recruitment activities to ensure that all at-risk children are found and their families are offered the opportunity to participate in an intensive parenting education and support program.
- c. Implement an intensive parenting education and support program for at-risk families with children under age three, and a less intensive program for low-risk families with children under age three who request this type of support. Ensure that the program utilizes an approach approved by the Illinois Department of Human Services and the Illinois State Board of Education to allow for possible future state funding support.
- d. Review available materials for parent education, and promote for local use.
- e. Maintain a robust and user friendly website for parents and early care and education providers to access information about services, child development and resources.
- f. Monitor usage of the website.
- g. Update the Early Childhood Resource Directory on a biennial basis.

3. Provide high quality professional development activities to early care and education providers and family child care providers, and obtain the involvement of Oak Park early care and education programs in statewide quality enhancement initiatives like the Quality Rating Improvement System, Gateways to Opportunity, and Great START.

- a. Create a strong partnership between the Collaboration and the State supported training agencies to ensure access to and participation in trainings offered through the State and to expand availability of training in Oak Park.
- b. Develop a strong partnership with and facilitate participation in State systems for professional development and quality enhancement.
- c. Facilitate a Director's Roundtable and a Family Child Care Provider's Roundtable to promote development of professional communities, share problem solving, and share professional development goals.
- d. Provide training tailored to address the professional needs of child care center staff, preschools, and family child care providers to improve professional skills and quality of programs.
- e. Offer an annual Symposium to all stakeholders in the early childhood community in Oak Park and River Forest.
- f. Conduct an annual survey to track participation in professional development activities and increases in educational qualifications as they relate to the early childhood field.

4. Implement Preschool for All/Head Start coordination:

- a. Convene monthly meetings of the directors of the publicly funded preschools to coordinate all activities and ensure children's needs are being met.
- b. Develop cross-program recruitment to coordinate outreach and recruitment of children and families.
- c. Develop a common set of recruitment materials describing available options.

- d. Identify low-income children through multiple means – elementary school surveys to find siblings, WIC, Oak Park Health Department, word of mouth campaigns, health providers, developmental service providers and social service agencies, and direct outreach activities in neighborhoods and community events.
 - e. Develop a common set of eligibility screening criteria and scoring, and implement common assessment tools.
 - f. Develop a tracking system to ensure that hard to reach families are engaged in programs.
 - g. Initiate collaborative curriculum planning among Preschool for All and Head Start providers.
 - h. Provide technical assistance to community based Preschool for All providers.
 - i. Work with District 97 and District 90 to develop community generated expectations for incoming kindergarteners.
5. Develop an Information System that:
- Describes Oak Park’s and River Forest’s very youngest children and leads to a consent-based data collection effort;
 - Tracks service delivery levels;
 - Allows for the assessment of the impact of the Collaboration’s programs.
- a. Develop an interagency information sharing agreement, a Release of Information for parents/guardians to sign, and a privacy and security policy to support information sharing between the Collaboration and collaborating agencies.
 - b. Endeavor to increase the number of parents/guardians willing to share information related to their child’s participation in contractor (and subcontractor) programs with District 97 and District 90.
 - b. Establish strategies to ensure the highest level of participation amongst families with children under age five on a voluntary basis in order to inform them about program opportunities and parenting resources.

- c. Develop different components of the data base to achieve the following:
 - 1. Information about families with young children: where they live, socio-economic information and other relevant data.
 - 2. Program participation, service usage and program impact.
 - 3. Early childhood care and education staff qualifications, professional development activities, participation in Illinois State quality enhancement programs and participation in Collaboration programs and services.
- d. Collaborate with District 97 and District 90 to support coordination between the Information System and District 97's and District 90's data systems.

EXHIBIT C
EARLY CHILDHOOD COLLABORATION
PROGRAM GOALS AND MEASURES

The Collaboration shall provide annual reports to the jurisdictional Parties to this Contract for Services with performance measurement data outlined below. During the first two years of the Contract for Services, the Collaboration will develop a database, methods for collecting the data and establish baseline measures. The Collaboration will also report on incremental changes it effects in these measures over the two-year period. Prior to the start of year three of the Contract for Services (and each year thereafter), the Collaboration shall establish an annual target for each measure in cooperation with the IGA Governing Board.

Child Outcome Goal: Every child has access to high quality early childhood care and education, and arrives at kindergarten healthy, safe, ready to succeed, eager to learn.

Benchmarks/Annual Targets, starting in FY 2016:

- % of children who are identified through screening as needing assessment and or services received them.
- % of children in Oak Park and River Forest Preschool for All and Head Start programs who demonstrate age-appropriate proficiency in each domain of development in accordance with the Illinois Early Learning Standards.
- % of children entering kindergarten who demonstrate age-appropriate proficiency in the kindergarten readiness assessment administered by District 97 and District 90.

Service Delivery Outcome Goal: Parents and children receive the early childhood care and education and parenting education and support services they need.

Benchmark/Annual Targets, starting in FY2016:

- % of kindergarten students with Free or Reduced Price Lunch assistance who have a history of participation in Preschool for All/ Head Start, a National Association for the Education of the Young Child (NAEYC) accredited program or a program meeting the Illinois Quality Rating System of 3 or 4.
- % of teen parents and families receiving All Kids Level 1 health insurance for their child under age 3 who receive referral to intensive parent education program.
- % of referred parents who choose to participate in the intensive parent education program.
- % of kindergarten and 1st grade students with Individual Educational Plans (IEPs) who have documentation of receiving services in early childhood (if they lived in Oak Park or River Forest during their early childhood years).

System Outcome Goal: Oak Park has a high quality, coordinated early childhood system.

Benchmarks Annual Targets, starting in FY2016:

- % of families with children under age five who are included in the voluntary database and receive developmental information and an early childhood resource directory.
- % of teachers and directors in Oak Park and River Forest early childhood programs who have above minimum state educational requirements for their role.
- % of teachers and child care providers who have more than the state-mandated 15 documented hours of continuing professional development each year.

- % of preschools , child care centers and homes who are engaged in the Illinois Quality Rating System, and improve their scores each year.

End of Attachment #1 - Contract for Services between the Collaboration and Funding Agencies

Collaboration for Early Childhood – Data being collected that needs a database										
#	Data Source	Description	Who responds?	How often is data received?	Data collection method	Current Data Storage	Data collected since	Related Goals/ Outcomes	Applicable identifiers	Other notes
1	Teacher Continuing Education	Self-reported continuing education information – name of course, school, credits received, dates	Teachers at child care centers	Annually	MS Word docs, paper	Excel, but originals returned to centers		System Goal - 3	Teacher name only	Data traceable to individual teachers
2	Staff Qualifications Survey	Lists educational attainment and related certifications by role (Director, Teacher, etc.)	Child care provider (PFA, other centers, home care)	1x year	MS Word docs, paper	Excel, but originals returned to centers		System Goal - 2	Center name only	Individuals identified only by role/title
3	Preliminary Screening	Determines whether they should come in for an eligibility screening (which is the gateway to the program)	Collected by staff at partner sites (public preschool sites)	Year round	Forms come to Collaboration, data entered into CiviCRM	CiviCRM	Aug-11	Child Goal - 2	Child names, parent names	
4	Eligibility Criteria Checklist	Conducted after preliminary screening to determine if child is eligible for PFA	Collected by staff at partner sites (public preschool sites)	Conducted ad-hoc. As long as there are openings, continued during school year. Children are enrolled throughout the year	Forms come to Collaboration, data entered into CiviCRM	CiviCRM	Aug-11	Child Goal - 2	Child names, parent names	
5	End of Year Transmittal Form	Plan for each child for the next school year. Includes reason for leaving and destination school district if known.	Collected by staff at partner sites (public preschool sites)	End of each school year	Word Doc	CiviCRM	Jun-12	Child Goal - 2	Child Names, ID # in GOLD	
6	Illinois Quality Rating System	Reports to Collaboration regarding centers and homes involved in the Quality Rating System	INCCRA does the evaluation of each site	Collaboration is shown INCCRRRA's report by each site	Paper	Staff file	2010	System Goal - 4		Summary ends up in a narrative report, some sites have closed
7	PFA Outreach effort	PFA Outreach effort - responses to flyers or community partners - referrals come in to Collaboration	Collected by Diana					Service Goal - 1		
8		Will need to collect information for new Home Visiting Program								

#	Data Source	Description	Who responds?	How often is data received?	Data collection method	Current Data Storage	Data collected since	Related Goals/ Outcome	Other notes
1	Age and Stages – SE	Measures child's social and emotional responses relative to developmental guidelines	Teachers/parents at child care centers, hope to roll out to family-based centers (home day care)	Just received April and May 2013 assessments	Electronic file received from District 97 — export from their Ages and Stages enterprise cloud license	No plan yet	Apr-13	Child Goals - 1 & 3	
2	Teaching Strategies Gold	Assessment tool used by public preschools to monitor child development and growth (authentic assessment of program impact)	Preschool staff	3x per school year, follows D97 trimester calendar	Exported at the end of each school year and archived — copy being kept on TSG cloud, but also extracted	CiviCRM, but not up to date	2010-11 in CiviCRM, 2011-12 is still in archive form, not loaded into CiviCRM, haven't received 2012-13 yet, but is archived and available.	Child Goal - 2	
Future	ASQ-3	(Physical, Cognitive, and Fine Motor) - would like to get funding to use this tool as well						Child Goals - 1 & 3	
Future		Home Visiting Data	Contracted home visiting staff					Child Goals - 1 & 3	Demographic info, family characteristics, risk factors, child assessment info, service delivery levels, referrals made, services received

Collaboration for Early Childhood – District 97 data			
This is the data structure and a few records of sample data			
provided by the school district to the Collaboration.			
New in 2013-14 will also be data from KIDS - http://www.isbe.net/kids/			
Student ID	intentionally blank - will be in real data	intentionally blank - will be in real data	intentionally blank - will be in real data
State ID			
ASQ	50	35	
ASQ Level	Below Cutoff	Below Cutoff	
KRT - Kindergarten Readiness Test http://www.ststesting.com/krt_des.html	37	39	
KRT Level	Lower Avg.	Average	
Prep for Success			
BoY DIBELS - https://dibels.uoregon.edu/			Benchmark
MoY DIBELS			Benchmark
EoY DIBELS			Benchmark
Family ID	1234567-0000	12324567-0000	1234567-0000
School ID	Alpha School	Alpha School	Alpha School
Home Room	Jane Smith	Jane Smith	Jane Smith
Gender	F	M	M
Ethnicity	MR	WH	BL
Lunchstatus	N	N	Y
Il lep		Y	
Entrycode	E1	E3E	RE
Transfercomment	St Lukes	Longfellow PKP	Retained
PS name	St Lukes	PKP	SL Hatch
other			Retained
PS targeted	2	2	2
PS NAEYC	1	2	2
pub fund	2	1	2