



**REQUEST FOR PROPOSALS
TO CONDUCT CLASS, ECERS-R AND FCCERS-R
PRESCHOOL ASSESSMENTS**

JUNE 22, 2011



ANNOUNCEMENT OF REQUEST FOR PROPOSALS

Los Angeles Universal Preschool (LAUP) is issuing this targeted Request for Proposals (RFP) to select a highly qualified organization to conduct quality assessments of LAUP-funded preschool providers using the following measurement tools: Classroom Assessment Scoring System (CLASS) and the Early Childhood Environmental Rating Scale – Revised Edition (ECERS-R), and the Family Child Care Environment Rating Scale – Revised Edition (FCCERS-R) and provide a Observation/Summary Report for each assessment. The selected organization will be contracted to conduct approximately 415 CLASS assessments and 60-80 ECERS-R/FCCERS-R assessments throughout Los Angeles County during fiscal year 2011-2012 (July 1, 2011 through June 30, 2012), renewable annually up to a total of three years.

Applicants should submit in a sealed package one (1) original and three (3) copies of the application package to the attention of:

Colleen Reilly
Quality Department
Los Angeles Universal Preschool
888 S. Figueroa St., Suite 800
Los Angeles, CA 90017

Submittals are due no later than **5:00 p.m., Monday, 08/01/11. It is the sole responsibility of the applicant to see that the Proposal is received on or before the stated deadline.** Postmarks or facsimiles shall not be accepted as satisfactory receipt of application materials. Please forward any questions to Colleen Reilly via email to creilly@laup.net.

Questions should be directed to Colleen Reilly, Quality Rating Administrator, 213-416-1258, creilly@laup.net All questions received from applicants will be answered within two business days of receipt; emailed directly to the requestor. Submitted questions and LAUP responses will be forwarded to the distribution list.

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BACKGROUND

Los Angeles Universal Preschool (LAUP) is an independent non-profit public benefit corporation created in 2004 and primarily funded by First 5 LA – the Commission established by Proposition 10. LAUP’s goal is to make voluntary, high-quality preschool available to every 4-year-old child in Los Angeles County, regardless of their family’s income, by 2014.

Research shows that children who attend quality preschool programs are more likely to succeed in school and beyond. LAUP evaluates every classroom in the LAUP network annually using its 5-Star Quality Assessment and Improvement Scale developed in collaboration with its educators and parents. To determine the quality of the learning environment, LAUP uses the Classroom Assessment Scoring System™ (CLASS™) and the Harms Environmental Rating Scales. Both have been nationally tested as evaluation tools for validity and reliability as well as for successfully identifying quality in center-based and Family Child Care sites.

LAUP is issuing this targeted Request for Proposals (RFP) choose an organization to conduct approximately 415 CLASS assessments and approximately 60-80 ECERS-R/FCCERS-R assessments of LAUP-funded preschool providers during fiscal year 2011-2012 (July 1, 2011 through June 30, 2012) using the following measurement tools: Classroom Assessment Scoring System™ (CLASS™), Early Childhood Environmental Rating Scale – Revised Edition (ECERS-R), and the Family Child Care Environment Rating Scale – Revised (FCCERS-R).

All applications must be submitted with all required documents, attachments, and any other supplemental information by the stated deadline. Submission of incomplete, unclear, or improperly formatted submittals will result in rejection of the application.

All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification. **Acceptance of an application does not guarantee a contract for work.**

LAUP reserves the right to: (a) waive minor irregularities and omissions in the information contained in a submitted proposal, (b) extend the response deadline at its sole discretion, (c) at any time send out additional Requests for Proposals, and (d) provide other mechanisms for organizations to become pre-qualified to provide assessments for LAUP preschool providers, and (e) make all final determinations.

In submitting a proposal, each applicant acknowledges that LAUP shall not be liable for any costs incurred therewith or in connection with the preparation and submission of a proposal.

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

1. **Personnel and Assessments:** in conjunction with LAUP, develop and implement CLASS and ECERS-R/FCCERS-R site assessment protocols; train, supervise and maintain a team of experienced Assessors and Anchors that are "reliable" in the CLASS, ECERS-R and FCCERS-R; provide enough Assessors to conduct approximately 65 assessments per month according to LAUP-required protocols and procedures; and meet required deadlines. Also provide enough reliable "Anchors" to review each completed assessment to ensure it has been completed according to LAUP-required protocols and procedures; for accuracy and adequate documentation; provide ongoing trouble-shooting to Assessors in the field; and supervise the Assessors.
2. **Project Management and Reporting:** schedule assessments directly with providers according to LAUP protocols and timelines; problem-solve with providers and LAUP when scheduling assessments; collect, manage and submit required monthly data in required spreadsheets as well as hard and soft copies of scoresheets and Observation/Summary Reports, for approximately 415 CLASS assessments and 60-80 ECERS-R/FCCERS-R assessments.
3. **Communication:** provide one main contact person to be available daily for open communication with various LAUP personnel throughout this project and weekly meetings (or other frequency mutually agreed upon) for updates and clarifications.

Enclosed is the formal description for the required scope of work.

END OF SECTION



FORMAT AND CONTENT

Applications must be submitted on 8.5" x 11.0" paper and are not to exceed a total of twenty-five (25) pages. Applications not addressing the items listed in this section will be considered incomplete and thereby deemed non-responsive by LAUP. The submittal must be in the following order and include all sections listed below:

- A. Organization's Personnel** – Provide a brief profile of the experience and expertise of the organization and all relevant members of the organization. This section shall include, but need not be limited to, identification of principal and supervisory personnel such as proposed Project Manager; Anchors; Assessors; and the person doing data cleansing.
- B. Previous Work Experience** – Provide a description of similar projects in progress or completed by the applicant organization within the last three years. Include name of project, project cost, completion or projected completion date, and contact information of the client. Description of data collection/processing procedures including but not limited to: data cleansing, analyzing and logging all data and procedures to verify data entry accuracy.
- C. Sample Project Plan** – Provide a Sample Project Plan illustrating the key components, timelines and processes necessary to complete the project. Include turn-around times, trainings, and meetings.
- D. Sample Observation/Summary Report** – Provide a completed Sample Observation/Summary Report.
- E. Schedule of Fees and Costs** – Provide a lump sum bid for the scope of work as well as a breakdown of fees. Please also include a statement of all normal and customary expenses.
- F. References** - Provide names and telephone numbers of three references who will attest to your organization's ability to complete similar or comparable projects on time and within budget.
- G. Statement of Insurance** - LAUP requires that all providers of professional services have in place the following insurance coverage: General Liability Insurance, Workers Compensation Coverage, Commercial Automobile Liability and Professional Liability Insurance. (Please refer to page 13, Insurance Requirements).

H. Completion of Confirmation of Business Organization Form (page 19).

This form is to be completed only by the individual who has the legal authority to bind the organization.

END OF SECTION



SCOPE OF WORK

Below is the Scope of Work representative of activities expected to be performed by the selected organization to conduct CLASS, ECERS-R and FCCERS-R Preschool Assessments:

Project Details (Scope of Work)

The Scope of Work has two components:

- Component 1 – Personnel and Assessments
- Component 2 – Project Management and Reporting

Component 1: Personnel and Assessments

Personnel

1. Project Manager

- Dedicated to this project only
- Must be available to communicate with LAUP on a daily basis
- Must oversee all personnel and directly supervise Anchors' work
- Must meet face-to-face with LAUP weekly (or as needed)

2. Assessors

- Recruit, train and maintain a sufficient number of experienced, Reliable Assessors to conduct approximately 65 ECERS-R/FCCERS-R and/or CLASS assessments per month according to LAUP-required protocols and procedures to begin no later than November 2011.
 - "Assessor", for purposes of this RFP, is defined as a person that:
 - has preschool classroom experience (preferred)
 - is currently trained to reliability and has familiarity with and experience conducting CLASS, ECERS-R and/or FCCERS-R assessments
 - Summary of responsibilities:
 - Conducts ECERS-R, FCCERS-R and/or CLASS assessments according to LAUP Protocols
 - Completes assessments according to LAUP-required protocols and procedures
 - Writes legible and sufficient notes/documentation on scoresheets to support the scores given
 - Writes a Summary/Observation Report for each assessment

- The Summary/Observation Report lists observed strengths that promote and support best child development practices. It also identifies areas specific to each assessment where improvements may be needed and makes appropriate suggestions (not just phrases cut and pasted from the assessment manual)
- “Reliable” Assessor, for purposes of this RFP is defined as a person that:
 - For ECERS-R/FCCERS-R assessments, has achieved inter-rater reliability of 85% with a UNC/ERSI staff member or a person trained to the Anchor level by a UNC/ERSI staff member in at least 2
 - Is currently “reliable” and has experience conducting CLASS, ECERS-R and/or FCCERS-R assessments. Reliability must be renewed annually before or by the anniversary date with documentation sent to LAUP
 - Assessors can be trained to reliability only by a person trained to the Anchor level
 - Inter-rater reliability checks throughout the year must be conducted every ten assessments by a currently “reliable” Anchor

3. Anchors

- Provide enough reliable Anchors to sustain a smooth workflow throughout this project
- “Anchor”, for purposes of this RFP is defined as a person that:
 - Has preschool classroom experience (preferred)
 - Is dedicated to “anchor” responsibilities only
 - Has expertise and experience conducting CLASS and ECERS-R/FCCERS-R assessments
 - Has been trained to reliability by a UNC/ERSI staff member in ECERS-R/FCCERS-R
 - Has been trained to reliability in the CLASS instrument (as verified by a certificate from Teachstone)
 - Maintains “reliability” certifications annually
- Summary of responsibilities:
 - trains Assessors to “reliability” as needed
 - conducts inter-rater reliability reviews with all Assessors
 - “Cleans” assessments
 - carefully reviews each completed scoresheet and Summary/Observation Report to ensure each has been completed according to LAUP-required protocols and

procedures; for accuracy, clarity and sufficient documentation to support the scores given

- The Observation/Summary Reports are clearly written with appropriate sentence structure, grammar, and punctuation
- provides ongoing trouble-shooting assistance to Assessors regarding the scheduling and completion of ECERS-R, FCCERS-R and CLASS assessment tools
- “Reliable” Anchor, for purposes of this RFP, is defined as a person that:
 - has achieved reliability with a UNC/ERSI staff member of 85% in at least 2 ECERS-R/FCCERS-R consecutive observations within the last year. Reliability must be renewed annually before or by the anniversary date with documentation sent to LAUP
 - Has experience conducting CLASS, ECERS-R and/or FCCERS-R assessments

Personnel Process Requirement

- Organization submits proof of “reliability” for all Anchors and Assessors prior to the beginning of the Project. After each Anchor’s reliability documentation has been received by LAUP, reliability checks with LAUP’s QRA will be conducted. Throughout the duration of the project all inter-rater reliability scoresheets are submitted by the 5th of each month for the previous month.
- Organization establishes and maintains policies and procedures including a signed “Conflict of Interest Statement” by all project personnel for avoiding potential and actual conflict of interest. This includes requirements for disclosure of potential conflict and guidelines defining conflict of interest and prohibiting such activities as leaving business cards or other personal information at LAUP sites. LAUP will inform providers and site staff of expectations regarding conflict of interest and objectivity. Organization will provide LAUP with copies of signed statements.
- Organization’s project personnel must not have conducted any previous quality support or private consulting for providers they are reviewing. Project personnel are responsible for disclosing to LAUP any potential conflict of interest, including having previously worked for the home, agency or center, for a specific individual at that home, agency or center or if they are related to or have any personal relationships with any staff at the home, agency or center.

Assessments

1. Organization develops and implements assessment protocols for CLASS and ECERS-R/FCCERS- R in conjunction with LAUP.
2. Each year, before assessments begin, Organization holds a training session planned and implemented jointly with LAUP staff that includes assessment protocols, policies and practices specific to LAUP as well as an overview of the use of data collection instruments.
3. Organization includes LAUP in subsequent Assessor trainings throughout the project and shares all written training materials related to the project with LAUP prior to implementation.
4. Organization conducts CLASS, ECERS-R, FCCERS-R assessments at assigned sites.
 - Organization provides all transportation and precautions

Reporting

1. Organization's assessors write an Observation/Summary Report for each assessment in a format to be mutually agreed upon with LAUP. Each Observation/Summary Report is authored by the Assessor that conducts the assessment.
2. Assessor completes one assessment prior to conducting another one.
 - For purposes of this RFP, an assessment is considered "complete" when the following have been received by LAUP no later than the 10th of the following month:
 - Each scoresheet and Observation/Summary Report with detailed documentation has been approved by an Anchor and "cleaned" according to LAUP protocols
 - Every scoresheet and/or Observation/Summary Report received by LAUP that is not completed in the agreed-upon manner will be returned to the Organization for revisions. Appropriate corrections must be made and returned to LAUP within 48 hours
3. Every assessment that is conducted outside the agreed-upon protocols/procedures is subject to penalty and will be re-done at the Organization's expense.

Component 2: Project Management Protocols

1. Organization schedules the assessments according to a format agreed-upon with LAUP.
2. Organization monitors and reports the progress of site visit scheduling and data submission to ensure completion in agreement with required deadlines.
3. Organization sends the assigned Assessor's photo to each provider at least one week before their scheduled assessment.
4. Organization provides photo identification badges for Assessors to wear while conducting assessments.
5. Organization maintains a system to submit to LAUP by the 10th of the following month:
 - all completed ECERS-R/FCCRS-R and CLASS original scoresheets and Summary/Observation Reports
6. LAUP reviews all data submitted for approval. For items that are incomplete or done incorrectly, the Organization is notified and has 72 hours to make corrections and submit corrected item(s) to LAUP.
7. Organization uploads assessment data and scores in an agreed-upon format.
8. Organization ensures inter-rater reliability by conducting and providing monthly verification of inter-rater reliability checks every 10th assessment for all relevant personnel (including but not limited to Anchors and Assessors) and provides LAUP with all scoresheets from inter-rater assessments.
9. In the event that a Recertification Appeal results in a score change due to an assessment's lack of supporting documentation, or an assessment is not completed according to LAUP protocols, the selected organization will not charge LAUP for that assessment.
10. Organization designates a person dedicated to this project as the main contact with LAUP to be readily available for the duration of this project, and other designated contact persons specific to certain areas to communicate directly with LAUP's Quality Rating Administrator and Recertification Operations Specialist.

11. Organization schedules assessments directly with LAUP providers and keeps written documentation of all communications with LAUP providers.
12. Organization's Project Manager/Anchor provides daily telephone and email access to/from Assessors (from 7:00 AM to 4:00 pm) to identify and resolve any issues arising in the course of conducting the assessments.
13. Organization's Project Manager or other designee is available to field technical questions from Assessors regarding the CLASS and ECERS-R/FCCERS-R, M-F, from 9:00 am to 5:00 p.m. and confer/confirm with LAUP's Quality Rating Administrator when appropriate.
16. Organization submits weekly data reports to LAUP of scheduled and completed site assessments.
17. In the event that there are concerns about performance issues and the continued employment one of the organization's staff members for this project, a decision will be reached regarding participation by mutual agreement between selected organization and LAUP.
18. Selected organization maintains a regular meeting schedule (a minimum of biweekly meetings) with LAUP staff to:
 - Identify and resolve in a timely manner unanticipated complications and barriers and communicate these with LAUP
 - Discuss all aspects of planning and implementation of the site assessment process
 - Report specific concerns from the Assessors and Providers observed during assessments
 - In the event that significant issues of concern are observed by an Assessor (potential or actual health and safety issues), LAUP's Quality Rating Administrator is notified within twenty-four (24) hours
19. In conjunction with LAUP staff, convene an evaluative meeting with all Anchors and Assessors at the end of the recertification review process.

END OF SECTION



INSURANCE REQUIREMENTS

LAUP requires that all providers of professional services have in place the following insurance coverage: General Liability Insurance, Workers Compensation Coverage, Commercial Automobile Liability and Professional Liability Insurance.

Once an organization is selected, a Contract for Consulting Services will be entered into and the selected organization will be required to provide LAUP with evidence of the required insurance coverage.

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.

Workers Compensation Coverage

Worker's Compensation insurance in accordance with the statutory coverage required by the State of California with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.

Commercial Automobile Liability

Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.

Professional Liability Insurance (Errors and Admissions)

Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim.

END OF SECTION



EVALUATION AND SELECTION

The following criteria will be considered:

1. Experience relevant to this project;
2. Experience and past performance with projects of similar magnitude and complexity;
3. Understanding of project scope and objectives and the dynamics of the local and regional area;
4. Overall Cost.

Selection Process

LAUP will review all submissions received by the deadline. Submissions that meet minimum requirements as listed on page 17 (General Requirements) will be evaluated. Phone interviews may be conducted as part of the selection process. Potential organizations should indicate in the RFP Participant Acknowledgement Form their availability to participate in an interview and/or presentation, either in person or via teleconferencing/e-conferencing.

Compliance with minimum qualifications of applicants will be determined from the information in each application submittal. LAUP reserves the right to verify the information contained within the submittal from other available sources and to consider such information for evaluation purposes.

Beyond minimum requirements, in no particular order of preference, criteria for the evaluation of applications shall include, but not be limited to:

1. Qualifications of the principals and project team members, including examination of the respective responsibilities of each member. The qualifications under evaluation must be those of the team proposed to directly perform services for this project.
2. Capacity to perform all aspects of project including organization's capability, available resources, and other select criteria which may distinguish one organization from another.
3. Demonstrated ability to complete similar projects on time and within budget.
4. Reference reviews.

The selected organization will be notified by phone and/or written communication.

Fee and scope negotiations will take place with the selected organization. If an arrangement is not reached, then the selected organization will be disqualified and

fee and scope negotiations will begin with the next ranked organization. If a fee and scope agreement cannot be obtained, then Los Angeles Universal Preschool reserves the right to terminate the selection process and/or re-advertise for consulting services.

A Contract for Consulting Services will be entered into once an organization is selected. The selected organization must provide proof of required insurance coverage and submit a "Conflict of Interest Declaration" on forms provided by LAUP.

LAUP requires answers to all questions contained within the application and all attachments. LAUP will evaluate applicants using objective criteria based on the information derived from the application process. LAUP will use information obtained from the documents submitted, as well as information obtained from references provided.

Any organization deemed not qualified will receive a Notice of Determination indicating its non-acceptance via 1st Class mail.

END OF SECTION



TIMELINE

- RFP Submissions due – August 1, 2011
- Review of RFP Submissions – August 3 -August 9, 2011
- Interviews with qualifying organizations – August 2011 (if needed)
- Final selection of organization and phone notification – August 31, 2011

General Requirements and Conditions

1. All proposals must be RECEIVED in the specified format by 5:00pm PST, August 1, 2011:

Colleen Reilly
Quality Department
Los Angeles Universal Preschool
888 S. Figueroa St., Suite 800
Los Angeles, CA 90017

Questions should be directed to:

**Colleen Reilly, Quality Rating Administrator,
213-416-1258, creilly@laup.net**

NOTE: LAUP is not responsible for late, lost or incomplete submissions.

2. The following format is preferred:
 - Report (8 ½" X 11")
3. At minimum, submissions must include the following:
 - Minimum qualifications as per the required work in the Scope of Work, including relevant back-up documentation
 - A Sample Plan indicating understanding of the project's scope and objectives
 - Names of the projected Project Manager, supervisory personnel, trainers, Anchors, Assessors each with a brief resume listing relevant background and training
 - Relevant comparable experience with projects of similar scope and scale
 - Signed Confirmation of Business/Organization Form
 - RFP Participant Acknowledgement Form

- References and examples of projects with similar scope and type
Include budget and schedule information related to these projects
 - A submission of a budget and proposed costs
4. LAUP hereby notifies all interested organizations that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as disabled veteran or current veteran.
 5. Prospective organizations are advised that Los Angeles Universal Preschool in the solicitation or evaluation of the interested consultants incurs no obligation or commitments. LAUP reserves the right to waive or modify any part of this RFP process without penalty at their sole discretion.
 6. This is not a contract or letter of intent to enter into a contract.

End of Section



RFP PARTICIPANT ACKNOWLEDGEMENT

Please submit your intent to participate in the solicited work by LAUP with the following information.

NOTE: Notifying LAUP of your organization's intent to apply allows us to update all pertinent applicants of any release of information during the RFP process by fax or email.

Please email or fax the following:

☐ YES, I would like to receive updates, if any. Our organization may submit a proposal.

☐ NO, I would not like to receive updates. Our organization may or may not submit a proposal.

Organization: _____

Contact Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Are you available to participate in an interview and/or presentation?

☐ YES ☐ No

Are you available in person or via teleconferencing/e-conferencing?

☐ In Person ☐ Teleconferencing ☐ E-Conferencing

END OF SECTION



CONFIRMATION OF BUSINESS / ORGANIZATION FORM

The undersigned certifies that the statements and information contained in this proposal are complete and accurate and that the proposal contains no false or deliberately misleading information. The undersigned hereby agrees and declares that receipt of this proposal by LAUP does not constitute either a direct or implied guarantee to the Applicant that selection is or will be granted and also agrees to the procedures and conditions of the selection requirements.

1) Legal Name of Applicant : _____

2) Address of Applicant: _____

3) Phone Number: _____

Fax: _____

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4) Applicant is:

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Joint Venture

5) If Applicant is a Corporation, name the State of Incorporation: _____

6) Number of years the Applicant has been in business: _____

7) Execution:

The undersigned is a legally authorized representative of the
Organization: _____

(Signature of Contact Person)

(Print Name of Contact Person)

END OF SECTION