Request for Proposals

RFP# ESD 112-10-18

Issued by:

EDUCATIONAL SERVICE DISTRICT 112

2500 NE 65th Ave
Vancouver, WA 98661

Request for Proposals for:

Early Learning Personnel Services Vendor

Issue Date:

May 9, 2018

PROPOSALS ARE DUE BY 2:00 PM ON June 6, 2018
BRIEF SCOPE OF WORK

We are seeking proposals from Early Learning Personnel Staffing Organizations that have demonstrated experience and capacity to provide Early Learning personnel services for the ESD Early Learning Centers.

PROJECT TIMETABLE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release</td>
<td>Wednesday, May 9, 2018</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>Thursday, May 17, 2018 at 8:30 a.m.</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>Tuesday, May 22, 2018</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>Wednesday, June 6, 2018</td>
</tr>
<tr>
<td>Date of Intent to Award</td>
<td>June 13, 2018</td>
</tr>
<tr>
<td>Protest Period</td>
<td>June 14-18, 2018</td>
</tr>
<tr>
<td>Anticipated Contract Start Date</td>
<td>July 2, 2018</td>
</tr>
</tbody>
</table>

SUBMITTAL OF PROPOSAL

Submit one (1) unbound original, one (1) digital and three (3) complete copies. Proposal(s) shall be sealed and clearly marked on the package cover as shown below:

Educational Service District 112
Attention: Jeff Strunk, Purchasing Manager
2500 NE 65th Avenue
Vancouver, WA 98661-6812
************
CONFIDENTIAL: DO NOT OPEN
SEALED BID ENCLOSED
RFP # ESD 112-10-18 Early Learning Personnel Services

Questions SHALL NOT be directed to other ESD 112 staff members. All questions shall be addressed in writing to:
Jeff Strunk, Purchasing Manager
Educational Service District 112
Jeffrey.Strunk@esd112.org

ESD 112 RFP SITE:
All questions and answers will be posted at https://www.esd112.org/itb-rfp-rfq-contracts/.

Please email us if you plan on participating in this RFP process so we can add you to the plan holders list. We will then be able to include you on any future emails regarding questions and answers or addenda.
GENERAL TERMS AND CONDITIONS

ADMINISTRATIVE REQUIREMENTS – Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington, as well as any applicable program performance standards. ALL proposals submitted become the property of ESD 112. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. ESD 112 has the right to reject or accept proprietary information.

AUTHORSHIP – Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from RFP.

CANCELLATION OF AWARD – ESD 112 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases, where the negotiation of contract activities is necessary, ESD 112 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY – Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST – All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES – Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD – The contract award(s) will not be final until ESD 112 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 112 is not responsible for any costs incurred prior to the effective date of the contract. ESD 112 reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES – ESD 112 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the RFP. Written complaints should be addressed to ESD 112, Chief Financial Officer, 2500 NE 65th Avenue, Vancouver WA 98661.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS – It is the policy of ESD 112 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 112 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 112 services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to
any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

LIMITATION – This RFP does not commit ESD 112 to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS – A proposal received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 112: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the ESD 112 Purchasing Manager, within three days.

PUBLIC SAFETY – may require background checks if stipulated below. May also require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer’s employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 112 managers have discretion to require the successful Proposer’s employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF PROPOSALS – ESD 112 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive informalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of ESD 112 to do so.

SUBCONTRACTING – No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of ESD 112. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS – Verbal proposals will not be considered in making the award of any contract as a result of this RFP.
PURPOSE

Educational Service District 112 (ESD 112) is one of nine statutory regional service agencies in the state of Washington. Created by the legislature 43 years ago, ESDs ensure equitable educational opportunities for all students—urban and rural alike. ESD 112’s mission is to equalize educational opportunities for learning communities through innovative partnerships, responsive leadership, and exceptional programs. As a result of these partnerships, ESD 112 has developed, manages and is responsible for the operation of numerous Early Care and Education programs. Through these programs, ESD 112 provides quality care and education to children throughout SW Washington. Currently, services are provided in 40 early care and education centers that ESD 112 owns, leases and maintains.

SCOPE OF SERVICES

We are seeking proposals from Early Learning Personnel Staffing Organizations that have demonstrated experience and leadership in the field of early care and education. These services requested are outlined below in Table 1. ESD 112 expects that the successful proposer will provide 10 month and 12 month positions as determined by the ESD. The successful proposer(s) will be expected to start services on July 2, 2018. ESD 112 will place additional value on proposals that include the ability to provide all services requested at the current estimated staffing levels in Table 1 below.

TERM

The initial Contract period will be one year from July 2, 2018 through June 30, 2019 renewable annually. Contracts resulting from this solicitation shall be awarded for a period not to exceed five years. ESD 112 reserves the right to terminate the contract without cause with a thirty (30) day prior written notice. Labor rates will be allowed to escalate at the beginning of each contract period. Awarded Contractor shall request approval in writing to the ESD 112.

PROPOSAL CLARIFICATION

ESD 112 invites all interested parties to attend a Pre-Proposal meeting on May 17, 2018, 8:30 AM Educational Service District 112, 2500 NE 65th Ave, Vancouver, WA 98661, in the Triangle Room.

While all interested parties are strongly encouraged to attend this meeting, attendance is not mandatory. During the Pre-Proposal Meeting, all questions and answers will be recorded and placed on the ESD 112 RFP website. After the Pre-Proposal Meeting, questions and requests for clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is May 22, 2018.
The Questions & Answers/Clarifications will be available for review at https://www.esd112.org/itb-rfp-rfq-contracts/ as an Addendum.

**PROPOSAL DELIVERY INSTRUCTIONS**

Proposals shall bear on the outside the name and address of the Proposer as well as the designation of the Contract. Proposals forwarded by U.S. Mail or delivery service shall be sent first class to the address listed above. Individual’s hand delivering bids to ESD 112 should enter through the conference center entrance and follow the signs to the Klickitat room. Our office is located across the hall from the Klickitat room. All proposals shall clearly display the bid number (ESD 112-10-18) on the outside of the envelope.
Please see Table 2 below for detailed descriptions of these positions.

### Table 1 - Current Estimated Staffing Levels

<table>
<thead>
<tr>
<th>STAFFING POSITION</th>
<th>ESTIMATED STAFF POSITIONS</th>
<th>ESTIMATED HOURS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant I</td>
<td>64</td>
<td>1,957</td>
</tr>
<tr>
<td>Assistant I – School Year*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assistant 1:1</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>Lead Assistant I</td>
<td>34</td>
<td>1,301</td>
</tr>
<tr>
<td>Lead Assistant I – School Year*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lead Teacher I</td>
<td>35</td>
<td>1,332</td>
</tr>
<tr>
<td>Lead Teacher II</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lead Teacher II – School Year*</td>
<td>16</td>
<td>630</td>
</tr>
<tr>
<td>Early Learning Site Lead</td>
<td>17</td>
<td>1,033</td>
</tr>
<tr>
<td>Assistant Early Learning Site Lead</td>
<td>4</td>
<td>140</td>
</tr>
<tr>
<td>School Age Site Lead</td>
<td>23</td>
<td>930</td>
</tr>
<tr>
<td>Aide I</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aide II – School Year*</td>
<td>19</td>
<td>552</td>
</tr>
<tr>
<td>Assistant Teacher II</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assistant Teacher II – School Year*</td>
<td>16</td>
<td>540</td>
</tr>
<tr>
<td>Family Support Specialist</td>
<td>12</td>
<td>455</td>
</tr>
<tr>
<td>Family Support Specialist – School Year*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cook</td>
<td>9</td>
<td>345</td>
</tr>
<tr>
<td>Assistant Cook</td>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>Assistant Teacher -- EHS</td>
<td>18</td>
<td>720</td>
</tr>
<tr>
<td>Lead Teacher – EHS</td>
<td>14</td>
<td>600</td>
</tr>
<tr>
<td>Cook II</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>Cook II – School Year*</td>
<td>1</td>
<td>40</td>
</tr>
</tbody>
</table>

*School year positions are defined as contracted positions of 199 days per year or less*
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>QUALIFICATIONS</th>
<th>JOB DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant I</td>
<td>-16 years of age or older</td>
<td>The Assistant I is responsible for assisting in the creation of a learning environment which is safe, healthy, stimulating and caring, with activities designed around children's interests and developmental needs.</td>
</tr>
<tr>
<td>Assistant 1:1</td>
<td>-Experience working with children</td>
<td>The 1:1 Assistant provides dedicated support to an individual child while assisting in the creation of a learning environment which is safe, healthy, stimulating and caring.</td>
</tr>
<tr>
<td>Lead Assistant I</td>
<td>-STARS Basic Training or an exemption from the Department of Early Learning.</td>
<td>The Lead Assistant I is responsible for assisting in the creation of a learning environment which is safe, healthy, stimulating and caring, with activities designed around children's interests and developmental needs.</td>
</tr>
<tr>
<td>Lead Teacher I</td>
<td>-Twenty quarter hours in Early Childhood Education.</td>
<td>The Lead Teacher I is responsible for the creation of a learning environment which is safe, healthy, stimulating and caring, with activities designed around children's interests and developmental needs.</td>
</tr>
<tr>
<td>Lead Teacher II</td>
<td>-Associates degree or higher with the equivalent of thirty quarter credits in Early Childhood Education; or a valid Washington state teaching certificate with an endorsement in Early Childhood Education.</td>
<td>The Lead Teacher-II provides preschool functions including outreach, daily planning and classroom teaching, parent education, and implementing family support services.</td>
</tr>
<tr>
<td>Early Learning Site Lead</td>
<td>-Forty-five quarter credit hours in early childhood education or thirty quarter credit hours and one hundred fifty training hours.</td>
<td>The Early Learning Site Lead is responsible for the daily operation of the child care center.</td>
</tr>
<tr>
<td></td>
<td>-Two years’ experience in management, supervision, or leadership.</td>
<td></td>
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<tr>
<td></td>
<td>-Basic STARS training or an exemption from the Department of Early Learning.</td>
<td></td>
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<tr>
<td></td>
<td>-Two years’ experience working with children the same age level as the center serves.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-21 years of age or older</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Requirements</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Assistant Early Learning Lead**    | - Thirty quarter credit hours in early childhood education, elementary education, or related field; or twenty college credits and one hundred clock hours of related community training.  
- Two years’ experience in management, supervision, or leadership.  
- Basic STARS training or an exemption from the Department of Early Learning.  
- Two years’ experience working with children the same age level as the center serves.  
- 21 years of age or older | The Assistant Early Learning Lead is responsible for assisting in the daily operation of the child care center. |
| **School Age Site Lead**             | - Forty-five quarter credit hours (or thirty quarter credits and one hundred fifty training hours) in Early Childhood Education, elementary education, family and consumer sciences education, special education, or related field.  
- Twenty hours of STARS training or an exemption from the Department of Early Learning.  
- Two years’ experience in management, supervision, or leadership.  
- 21 years of age or older | The School Age Site Lead is responsible for the daily operation of the before and after school child care program. |
<p>| <strong>Aide II</strong>                          | - 18 years of age or older                                                 | The Aide II is responsible for assisting in the creation of a preschool learning environment which is safe, healthy, stimulating and caring, with activities designed around children's interests and developmental needs. |
| <strong>Assistant Teacher II</strong>             | - High school diploma/GED AND 12 college credits in Early Childhood Education OR Child Development Associate (CDA) certificate. | The Assistant Teacher II assists in planning and implementation of the daily Early Childhood Education and Assistance Program (ECEAP). |
| <strong>Family Support Specialist</strong>       | - An AA degree or higher with the equivalent of thirty (30) college quarter credits of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field related to the job responsibilities. The thirty | The Family Support Specialist implements case management services for families participating in the ECEAP program (Early Childhood Education and Assistance Program) and Early Head Start (EHS) program. The Family Support Specialist acts as an advocate for families and children by |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook</td>
<td>- High school diploma or equivalent. - Food handlers card. - One year experience in commercial preparation and serving or one year experience as cook in a child care setting.</td>
<td>Providing health coordination, support services, identifying community resources, and providing referrals and follow-up to meet family needs.</td>
</tr>
<tr>
<td>Assistant Teacher – EHS</td>
<td>- Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. - Complete a pre-employment medical and TB screening.</td>
<td>Assist the Lead EHS Teachers in a supportive role carrying out developmentally appropriate activities to promote the health, nutrition and education of the children and to attend to their safety and welfare.</td>
</tr>
<tr>
<td>Lead Teacher – EHS</td>
<td>- Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. - Complete a pre-employment medical and TB screening.</td>
<td>The Lead EHS Teacher is responsible for the creation of a learning environment which is safe, healthy, stimulating and caring, with activities designed around children's interests and developmental needs. Responsible for child screenings and assessments, lesson planning, and individualizing the curriculum. Will conduct parent/teacher home visits, parent/teacher conferences, and ongoing data entry for federal compliance and continuous quality improvement purposes.</td>
</tr>
<tr>
<td>Cook II</td>
<td>- High school diploma or equivalent. - Food handlers card. - One year experience in commercial preparation and serving or one year experience as cook in a child care setting.</td>
<td>The Cook II is responsible for the safe preparation and serving of food, cleaning and sanitizing of equipment and facilities, record keeping and other related duties as required in accordance with U.S. Department of Agriculture (USDA) and Child and Adult Care Food Program (CACFP) regulations, the Office of Superintendent of Public Instruction (OSPI) and other applicable federal, state and local regulations and guidelines.</td>
</tr>
</tbody>
</table>
(USDA) and Child and Adult Care Food Program (CACFP) regulations, the Office of Superintendent of Public Instruction (OSPI) and other applicable federal, state and local regulations and guidelines. Cook II will also be responsible for ordering food and supplies for the kitchen as well as ongoing monitoring of current inventory. Cook II will monitor any food allergies and intolerances and provide appropriate substitutes that meet USDA and CACFP standards.
PROPOSAL FORMAT

Please format your proposal as shown below. Cover sheet should include the RFP number, Title of RFP, name of organization, contact name, address, phone number and email address.

SECTION 1: OVERVIEW

1. Explain how the mission of your agency aligns with and supports the mission of ESD 112 to “provide equalized educational opportunities for all learning communities.”
2. Describe your experience and leadership in the field early care and education.
3. Describe your plan for developing and leveraging community partnerships to strengthen the workforce and the work of early care and education professionals.

SECTION 2: SERVICE REQUIREMENTS

1. Describe your process for outreach, recruitment, hiring and management of qualified staff for Early Care and Education programs at ESD 112.
2. Describe how you will provide mandatory pre-service training to new staff.
3. Explain how you will ensure that all staff complete required background checks, health checks and other requirements based on WAC and performance standards.
4. Describe your process for onboarding and orienting new staff.
5. Describe your process for ongoing monitoring and staff evaluation and how you will partner with ESD 112 on these efforts.
6. Explain your process for verifying education qualifications and monitoring professional development plans for employees.
7. Please explain how you will develop a substitute pool AND ensure that all ESD 112 ECE programs are fully staffed at all times.

SECTION 3: ONGOING EVALUATION AND PERFORMANCE MEASUREMENTS

1. Describe your process for collecting data on staff turnover and how you will use this data to keep staff turnover low.
2. Describe your system for ongoing communication with ESD 112 including correspondence, reports and updates.
3. Explain your process for including ESD 112 in communication about hiring, terminations and staff improvement plans.

SECTION 4: FINANCIAL AND COMPLIANCE

1. Provide a detailed billable service rate monthly by position to include all business operation costs and describe what items are included in that rate calculation.
2. Describe the billing process and payment requirements.
3. Provide summary of Insurance that meets the ESD 112 insurance requirements.
4. Describe your assurance that you will provide staff:
   • Medical benefits
   • Competitive wages
- Personnel Policies that address confidentiality, sexual harassment, bullying, social media, and boundary invasions

**EVALUATION CRITERIA**

The contract(s) will be awarded by ESD 112 to the Proposer or Proposers whose proposal(s) provides the best overall value to ESD 112, cost and other factors considered.

ESD 112 reserves the right to:

- accept any proposal which it deems most favorable to the interests of ESD 112
- waive any informalities and irregularities and reject any and/or all proposals or any portion of any proposal submitted which in its opinion is not in the best interests of ESD 112
- make multiple or partial awards

All proposals are expected to have an administrative rate not to exceed 7% up to a maximum of $370,000. Total contracts issued as a result of this RFP will have a total cumulative administrative cap not to exceed $370,000. This means if multiple vendors are awarded, no more than the cumulative administrative cap will be divided proportionately between the selected vendors. Annual increases will be capped at 2.5% or equal to minimum wage for those positions affected by a minimum wage increase.

Each proposal received in response to this RFP will be objectively evaluated and rated according to the 100-point system below. Proposals that do not meet all evaluation criteria will not be considered.

<table>
<thead>
<tr>
<th>Proposed Services</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the proposal reflect leadership, knowledge and experience within the field of early care and education?</td>
<td>40</td>
</tr>
<tr>
<td>Does the proposal indicate ability to provide services beginning July 2, 2018?</td>
<td>40</td>
</tr>
<tr>
<td>Does the proposal indicate a strong plan for supporting staff with pre-service training, background checks and ongoing tracking of professional development?</td>
<td>40</td>
</tr>
<tr>
<td>Does the proposer have sufficient knowledge, skills and capacity to perform the full breadth of services required of a personnel agency?</td>
<td>40</td>
</tr>
<tr>
<td>Does the proposal indicate a clear communication system with ESD 112?</td>
<td>40</td>
</tr>
<tr>
<td>Does the proposer seem to have a good understanding of early care and education regulations and requirements?</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Services</th>
<th>50</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quality and completeness of proposal</th>
<th>10</th>
</tr>
</thead>
</table>

| TOTAL | 100 |
PROPOSAL LIMITS

Proposals must be clear, succinct, and not exceed 20 pages in length. Proposals exceeding 20 pages may be rejected. Proposals must:

- Be on white, 8 ½ by 11 paper,
- Be a minimum of an 11 pt. font,
- Be single spaced, with a minimum of 1-inch margins
- Have numbered pages

All submittals will be evaluated on the completeness and quality of the content. Only those proposers providing complete information as required will be considered for evaluation.

PROPOSAL SUBMISSION

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:
1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

All received proposals will be time stamped. Responses received after submittal time will not be considered and will be returned, unopened, to the Proposer.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, and therefore, may not be accepted.

Submittal Forms:

A. Completed Non-Collusion Affidavit.
B. Corporate Profile.
C. References.
D. Administrative Staffing Description.
E. Description of Ongoing Employee Training and Certification Program.
F. Completed Labor Rate Cost Proposal Form.
G. Proposer's Offer and Acceptance Form
ELIGIBILITY/BACKGROUND CHECKS

This request for proposal is open to all organizations who have at least one year of demonstrated experience within the field of early care and education.

The proposer must ensure staff that are employed and assigned to work complete and pass state required background checks and meet the minimum requirements for positions in Washington State licensed child care centers, state ECEAP programs and federal Head Start programs.

INSURANCE REQUIREMENTS

At a minimum, the proposer shall carry:

1. Commercial General Liability with limits of not less than $1,000,000 per occurrence with a $3,000,000 General Aggregate. The proposer’s policy shall include an Additional Insured Endorsement, which names ESD 112 and their respective directors, officers and employees as an additional insured. The proposer’s coverage shall be primary and non-contributory.
2. Auto Liability and physical damage for any autos owned, hired, or non-owned with a minimum limit of $1,000,000.
3. Sexual Misconduct liability coverage with a minimum limit of $1,000,000 per occurrence.
4. The proposer will maintain their own Property Insurance Policy to cover their personal property.
5. The proposer will provide proof of Worker’s Compensation Coverage with a minimum limit of $1,000,000.
6. Premium costs for Student Accident Insurance or other additional insurance requirements requested by ESD 112, will be reimbursed to the contracted vendor.

FEDERAL FUNDS

Should any projects utilize federal funds, contractors shall comply with all federal rules and standards. ESD 112 will work with the contractor to identify and communicate the necessary compliance instructions particular to those projects.
DEFINITIONS

ADDENDA

Modifications or interpretations of the Request for Proposals and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the ESD 112 web site. Proposers are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Request for Proposals.

APPENDIX

The section of the Request for Proposals that is located at the end and includes additional pertinent forms and information.

AWARD

The acceptance of a bid and creation of a Contract with a Proposer.

AMENDMENT

For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.

CONTRACT

The agreement that exists when ESD 112 accepts the bid and awards the Contract for a competitive solicitation.

DISPUTE

An unresolved disagreement between the Awarded Proposer and the Purchasing Manager that arises after the award has been made.

EFFECTIVE DATE OF AWARD

The date that performance of the Contract shall start.

ESD 112

The abbreviation for Educational Service District 112, located at 2500 NE 65th Ave., Vancouver, WA 98661.
INTERLOCAL AGREEMENT

An agreement between two or more eligible purchasers that is entered into in accordance with state laws that apply to the purchasers.

ELIGIBLE PURCHASERS

Agencies including K-12 public and private schools, colleges, universities, regional service agencies and state departments of education.

LETTER OF INTENT TO AWARD

The official announcement to the Proposer that ESD 112 intends to award them a Contract.

LETTER OF REJECTION

The official announcement to the Proposer that their bid was not acceptable due to not qualifying as an eligible proposer, not providing evidence of being a responsive proposer, and/or not providing evidence of being a responsible proposer, as per the definitions in the Evaluation section of the Request for Proposals.

RESPONSIBLE

Having the following attributes, as described in RCW 43.19.1911 (9):

- The ability, capacity, and skill of the Proposer to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Proposer;
- Whether the Proposer can perform the Contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Proposer with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

RESPONSIVE

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

REVIEW TEAM

A panel of at least three leaders at ESD 112 with the authority to endorse or retract decisions made at the program level.
REVISED CODE OF WASHINGTON (RCW)

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

SCOPE OF WORK

Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions.

END OF DEFINITIONS
Submittal Forms

Please provide your Proposer Response Documents in the following order;

1. **COVER LETTER**

2. **SUBMITTALS**
   A. Non-Collusion Affidavit
   B. Corporate Profile
   C. Completed Reference Form
   D. Administrative Staffing Descriptions
   E. Description of ongoing employee training and certification program
   F. Completed labor rate cost proposal form
   G. Proposer’s Offer and Acceptance Form

3. **OTHER SUPPORTING DOCUMENTATION**
   A. Proof of Insurance
   B. Additional necessary documents
NON-COLLUSION AFFIDAVIT - A

RFP TITLE: ________________________________________________________________

RFP DUE DATE: ____________________________________________________________

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and This is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer’s acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative SHALL be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME ________________________________

(Check one) __Corporation ___Partnership __Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _________________________

SIGNATURE __________________________________________________________________________

COMPANY ADDRESS ___________________________________________________________________

PHONE NUMBER ________________________________ FAX NUMBER ____________________________

E-MAIL ADDRESS ________________________________ FEDERAL E.I. NUMBER ________________

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes____ No____

If yes, please explain ____________________________________________________________________

______________________________________________________________________________________

TO BE COMPLETED BY NOTARY PUBLIC:

State of ___________________________ Subscribed and sworn to before me this ___

County of __________________________ day of ______________________ 201__

Notary seal I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

SIGNATURE OF NOTARY PUBLIC ______________________________________________________

DATE MY COMMISSION EXPIRES ______________________________________________________
CORPORATE PROFILE – B

Company Name: __________________________________________

Company Contact: _________________________________________

Contact Telephone Number(s): _______________________________

Company Overview:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date Company Established: _________________________________________

Is the company privately or publicly held?
____________________________________________________________________

Parent, Alliances, Consultants, and Partnered Relationships:
Include a description of any outside resources available/used for performance of project(s).
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
CORPORATE PROFILE – B

Additional Qualifications:  ___________________________________________________________
                          ___________________________________________________________
                          ___________________________________________________________
                          ___________________________________________________________
                          ___________________________________________________________
                          ___________________________________________________________

What was your total revenue for 2017?  ___________________________________________

What were your total 2017 R&D Investments (in US Dollars)?  ___________________________

Is your Company a member of any standards bodies?  ____________________________________
                          ___________________________________________________________
                          ___________________________________________________________
                          ___________________________________________________________
                          ___________________________________________________________
                          ___________________________________________________________

Has your company attained ISO 9000 registration?  _________________________________


REFERENCES – C

Organization:_____________________________________________________
Contact Name:_____________________________________________________
Phone Number:_____________________________________________________
Date Work Completed:_______________ Value of Contract:___________
Project Manager assigned to this project: _____________________________
Brief Project Description: ___________________________________________
_________________________________________________________________
_________________________________________________________________

Organization:_____________________________________________________
Contact Name:_____________________________________________________
Phone Number:_____________________________________________________
Date Work Completed:_______________ Value of Contract:___________
Project Manager assigned to this project: _____________________________
Brief Project Description: ___________________________________________
_________________________________________________________________
_________________________________________________________________

Organization:_____________________________________________________
Contact Name:_____________________________________________________
Phone Number:_____________________________________________________
Date Work Completed:_______________ Value of Contract:___________
Project Manager assigned to this project: _____________________________
Brief Project Description: ___________________________________________
_________________________________________________________________
_________________________________________________________________
REFERENCES – C
(Additional)

Organization: ______________________________________________________
Contact Name: _____________________________________________________
Phone Number: _____________________________________________________
Date Work Completed: ___________ Value of Contract: ___________
Project Manager assigned to this project: _____________________________
Brief Project Description: ___________________________________________
_________________________________________________________________

Organization: ______________________________________________________
Contact Name: _____________________________________________________
Phone Number: _____________________________________________________
Date Work Completed: ___________ Value of Contract: ___________
Project Manager assigned to this project: _____________________________
Brief Project Description: ___________________________________________
_________________________________________________________________

Organization: ______________________________________________________
Contact Name: _____________________________________________________
Phone Number: _____________________________________________________
Date Work Completed: ___________ Value of Contract: ___________
Project Manager assigned to this project: _____________________________
Brief Project Description: ___________________________________________
_________________________________________________________________
ADMINISTRATIVE STAFFING DESCRIPTION – D

NOTE: Please list individuals to be assigned (fiscal officers, etc).

List Assigned Staff:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Summary of duties, qualifications, certifications, and training:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
EMPLOYEE TRAINING/CERTIFICATION – E

Please describe Company program for ongoing employee training and certification.

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
LABOR COSTS – F

Full Year Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>1 Year</th>
<th>2 Year</th>
<th>3 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant I:1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Assistant with STARS basic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Assistant w/apprenticeship or 15 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Assistant with CDA or Child Care Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Cook</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No experience factors for these defined positions

Billable Hourly Rate (with experience factors*)

<table>
<thead>
<tr>
<th>Staffing Positions</th>
<th>Entry</th>
<th>1 Year</th>
<th>2 Year</th>
<th>3 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Teacher - EHS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Teacher I with 20 ECE Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Teacher I with 45 ECE Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Teacher I with AA Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Teacher -EHS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Support Specialist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Experience factor based on years of EC public experience
**School Year Positions**

<table>
<thead>
<tr>
<th>Staffing Positions</th>
<th>Entry</th>
<th>1 Year</th>
<th>2 Year</th>
<th>3 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aide II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Teacher I</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Lead Teacher I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Teacher II</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lead Teacher II</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cook II</td>
<td></td>
<td></td>
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<tr>
<td>Family Support Specialist</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*School year positions defined as contracted position of 199 days per year or less

**Experience factor based on years of EC public experience
<table>
<thead>
<tr>
<th>Early Learning Leads</th>
<th>Min Qualifications</th>
<th>AA Degree</th>
<th>BA Degree +</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entry</td>
<td>2+ Years Exp.</td>
<td>Entry</td>
</tr>
<tr>
<td>Early Learning Leads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center with up to 50 children</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center with 51-100 children or &lt;50 + multiple grant funded programs*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center with over 100 children or 51-100 children + mult. grant funded programs*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Early Learning Site Lead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Age Site Lead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center with up to 50 children</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center with 51-100 children</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center with over 100 children</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Grant funded programs defined as current ESD112’s Early Head Start and ECEAP preschool programs*
PROPOSER’S OFFER AND ACCEPTANCE FORM – G

The undersigned hereby agrees to the requirements, terms and conditions of **RFP ESD 112-10-18 for Early Learning Professional Services**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

<table>
<thead>
<tr>
<th>Legal Name of Firm or Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Proposer’s Authorized Representative</th>
<th>Printed Name of Company</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Title of Proposer Representative</th>
<th>Date Signed</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Address of Proposer’s Company (including address, city, state and zip code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Phone (including area code)</th>
<th>Company Fax (including area code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Tax Identifier of Proposer’s Company</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**To the Proposer:**

Effective this _____ day of ________________, 2018, ESD 112 is accepting the proposal and awarding a contract to the Proposer named above for **Early Learning Personnel Services** identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to ESD 112 in accordance with the requirements, and terms and conditions, in Contract ESD 112-10-18.

Educational Service District 112  
2500 NE 65th Avenue  
Vancouver, WA 98661

__________________________________  ________________________
By Tim Merlino, Superintendent (or Designee)