

Request for Proposals

RFP# ESD 112-18-22

Issued by:



**2500 NE 65th Ave
Vancouver, WA 98661**

Request for Proposals for:

Early Learning Personnel Services Vendor

Issue Date:

September 1, 2022

**PROPOSALS ARE DUE BY 2:00 PM
on September 23, 2022**

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

RFP Release	September 1, 2022
Pre-Proposal Meeting	September 9, 2022 contact Jeff Strunk for zoom invite.
Deadline for Questions	September 15, 2022
Proposals Due	September 23, 2022
Date of Intent to Award	September 26, 2022
Protest Period	October 2, 2022
Anticipated Contract Start Date no later than	November 1, 2022

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, Director of Purchasing and Facilities
2500 NE 65th Avenue
Vancouver, WA 98661-6812

**CONFIDENTIAL: DO NOT OPEN
SEALED BID ENCLOSED
RFP # ESD 112-18-22 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
Educational Service District 112
Jeff.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, Director of Purchasing and Facilities, 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 Director of Purchasing and Facilities, 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 October 1, 2022. 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 shall commence no later than November 1, 2022 through August 31, 2023 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 or as required by market. 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 September 9, 2022 1:00-2:00 PM Educational Service District 112, 2500 NE 65th Ave, Vancouver, WA 98661, via Zoom, please contact Jeff Strunk for a zoom invite.

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 September 15, 2022.



The Questions & Answers/Clarifications will be available for review at <https://www.esd112.org/itb-rfp-rfq-contracts/> as an Addendum.

Please see **Table 2** below for detailed descriptions of these positions.

Table 1 - Current Estimated Staffing Levels

STAFFING POSITION	ESTIMATED STAFF POSITIONS	Average of Total Hours
Admin Assistant	1	1,877
Admin Assistant-SY	3	1,573
Assistant Cook	2	1,040
Assistant Cook-SY	3	937
Center Assistant	4	1,820
Center Assistant SY	25	1,335
Center Director	10	1,750
Child Care Lead Teacher	4	1,808
Cook	6	1,844
ECE Specialist	5	1,734
ECEAP Assistant Teacher	3	2,080
ECEAP Assistant Teacher SY	20	1,462
ECEAP Family Support Specialist	17	1,664
ECEAP Lead Teacher	8	2,080
ECEAP Lead Teacher SY	22	1,551
E-ECEAP Assistant Teacher	4	2,080
E-ECEAP Lead Teacher	7	2,080
EHS Assistant Teacher	6	2,080
EHS Family Support - Center Based	3	1,907
EHS Family Support - Home Visitor	5	1,960
EHS Lead Teacher	13	2,080
Instructional Mentor	8	1,821
Operations Center Director	2	2,080
SA Site Coordinator	5	1,997
School Age Center Director	24	2,080

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

Table 2 - Position Descriptions

POSITION TITLE	QUALIFICATIONS	JOB DESCRIPTION
Admin Assistant	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *WA State ECE Initial Certificate (12 aligned credits) or equivalent (time allowed from date of hire or promotion: 5 years or by 8/1/2026) *Valid driver’s license (as needed for some positions) 	<p>The Admin Assistant supports the Center Director with center operations and supports ratio coverage as needed.</p>
Assistant Cook	<ul style="list-style-type: none"> *High School diploma or equivalent. *Food handlers’ card. *Valid driver’s license (as needed for some positions) 	<p>The Assistant cook support the center cook with 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.</p> <p>Transportation of food as required for some sites</p>

<p>Center Assistant</p>	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *WA State ECE Initial Certificate (12 aligned credits) or equivalent (time allowed from date of hire or promotion: 5 years or by 8/1/2026) 	<p>The Center Assistant 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.</p>
<p>Child Care Lead Teacher</p>	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *WA State ECE Initial Certificate (12 aligned credits) or equivalent (time allowed from date of hire or promotion: 5 years or by 8/1/2026) *ECE Short Certificate (20 aligned credits) (time allowed from date of hire or promotion: 2 years from completing initial certificate) 	<p>The Child Care Lead 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.</p>
<p>Cook</p>	<ul style="list-style-type: none"> *High school diploma or equivalent. *Food handlers' card. *One year experience in commercial 	<p>The Cook is responsible for the safe preparation and serving of food, cleaning and sanitizing of equipment and facilities,</p>

	<p>preparation and serving or one year experience as cook in a child care setting.</p>	<p>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</p>
<p>Center Director</p>	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *ECE State Certificate or equivalent by 8/1/2026 or 5 years after being hired or promoted to this position with 45 aligned credits upon hire. *Six months experience in management, supervision, or leadership *Two years' experience working with children the same age level as the center serves. 	<p>The Center Director is responsible for the daily operation of the child care center.</p>
<p>ECE Specialist</p>	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older 	<p>The ECE Specialists support classroom staff with continuous quality improvement to strengthen teaching practices.</p>

	<ul style="list-style-type: none"> *High School Diploma *TB Test *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. 	
ECEAP Assistant Teacher	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *WA State ECE Initial Certificate (12 aligned credits) or equivalent (time allowed from date of hire or promotion: 5 years or by 8/1/2026) 	ECEAP Assistant Teacher 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.
ECEAP Family Support Specialist	<ul style="list-style-type: none"> *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 credits may be included in the degree or in addition to the degree. *Experience working with children and 	The ECEAP FSS implements case management services for families participating in the ECEAP program. The ECEAP FSS acts as an advocate for families and children by providing health coordination, support services, identifying community resources, and providing referrals and follow-up to meet family needs.

	<p>families from diverse cultures and lifestyles.</p> <p>*Home visitor CDA, WA ECE Home Visitor Certificate, or AA or higher w/30 credits towards human services related field or PDP completion with 5 years</p>	
ECEAP Lead Teacher	<p>*Child Care Basics</p> <p>*First Aid/CPR</p> <p>*Blood Borne Pathogens</p> <p>*Food handlers (if applicable)</p> <p>*Safe Sleep (if applicable)</p> <p>*18 years of age or older</p> <p>*High School Diploma</p> <p>*TB Test</p> <p>*Associates degree or higher with the equivalent of thirty aligned college credits in Early Childhood Education; or a valid Washington state teaching certificate with an endorsement in Early Childhood Education or Early Childhood Special Education.*Time allowed from date of hire or promotion: five years to obtain their AA degree and/or equivalent credits.</p>	<p>The ECEAP Lead Teacher provides preschool functions including outreach, daily planning and classroom teaching, parent education, and implementing family support services.</p>
E-ECEAP Assistant Teacher	<p>*Child Care Basics</p> <p>*First Aid/CPR</p> <p>*Blood Borne Pathogens</p> <p>*Food handlers (if applicable)</p> <p>*Safe Sleep (if applicable)</p> <p>*18 years of age or older</p> <p>*High School Diploma</p> <p>*TB Test</p>	<p>E-ECEAP Assistant assists the Lead E-ECEAP 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.</p>

	<ul style="list-style-type: none"> *CDA credential or comparable credential, ECE Initial Certificate (12 aligned credits), or equivalent *Time allowed from date of hire or promotion: 5 years or by 8/1/2026 *Have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. 	
E-ECEAP Lead Teacher	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *CDA credential or comparable credential, ECE Initial Certificate (12 aligned credits), or equivalent *Time allowed from date of hire or promotion: 5 years or by 8/1/2026 *ECE Short Certificate (20 Credits) * Time allowed from date of hire or promotion: 2 years from completing initial certificate or equivalent *Have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. 	E-ECEAP Lead Teacher is responsible for developmentally appropriate activities to promote the health, nutrition and education of the children and to attend to their safety and welfare.
EHS Assistant Teacher	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens 	*EHS Assistant assists the Lead EHS Teachers in a supportive role carrying out developmentally appropriate activities to

	<ul style="list-style-type: none"> *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *CDA credential or comparable credential, ECE Initial Certificate (12 aligned credits), or equivalent upon hire *Have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. 	<p>promote the health, nutrition and education of the children and to attend to their safety and welfare.</p>
<p>EHS Family Support Specialist- Center Based</p>	<ul style="list-style-type: none"> *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 credits may be included in the degree or in addition to the degree. *Experience working with children and families from diverse cultures and lifestyles. *Have within 18 months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field. 	<p>The EHS CB FSS implements case management services for families participating in the Early Head Start (EHS) program. The EHS CB FSS acts as an advocate for families and children by providing health coordination, support services, identifying community resources, and providing referrals and follow-up to meet family needs</p>
<p>EHS Family Support Specialist-Home Visitor</p>	<ul style="list-style-type: none"> *An AA degree or higher with the equivalent of thirty (30) college quarter 	<p>The EHS HB FSS implements case management services for families</p>

	<p>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 credits may be included in the degree or in addition to the degree.</p> <p>*Experience working with children and families from diverse cultures and lifestyles.</p> <p>*Home visitor CDP credential or comparable credential upon hire</p>	<p>participating in the Early Head Start (EHS) program. The EHS HB FSS acts as an advocate for families and children by providing health coordination, support services, identifying community resources, and providing referrals and follow-up to meet family needs.</p>
<p>EHS Lead Teacher</p>	<p>*Child Care Basics</p> <p>*First Aid/CPR</p> <p>*Blood Borne Pathogens</p> <p>*Food handlers (if applicable)</p> <p>*Safe Sleep (if applicable)</p> <p>*18 years of age or older</p> <p>*High School Diploma</p> <p>*TB Test</p> <p>*CDA credential or comparable credential with equivalent coursework in early childhood development with a focus on infant and toddler development, ECE Initial Certificate (12 aligned credits), or equivalent*</p> <p>*ECE Short Certificate (20 Credits) * Time allowed from date of hire or promotion: 2 years from completing initial certificate or equivalent</p> <p>*Have been trained or have equivalent</p>	<p>*The EHS Lead 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.</p> <p>*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.</p>

	coursework in early childhood development with a focus on infant and toddler development.	
Instructional Mentor	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *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. 	The Instructional Mentor provides coaching and mentoring to all Lead Teachers providing preschool functions including outreach, daily planning and classroom teaching, parent education, and implementing family support services. The Instructional Mentor may also act as the Center Director as needed when the Center Director is offsite.
Operations Center Director	<ul style="list-style-type: none"> *Bachelor's Degree in Early Childhood Education, Child Development, or Elementary Education or 47 credit hours in early childhood education, elementary education, family and consumer sciences, special education, or a related field. *20 hours of STARs training *Two years' experience in management, supervision, or leadership. *21 years of age or older 	Supervise and lead a group of Center Directors. Maintain schedules and serve as point person for any staffing changes. Serve in ratio as needed.
School Age Center Director	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens 	The School Age Center Director is responsible for the daily operation of the before and after school child care program.

	<ul style="list-style-type: none"> *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *Forty-five credits in any one hundred level or above college coursework or equivalent. *Directors may be hired with a minimum of 12 one hundred-level or above college courses if they complete the additional thirty-three collect credits in any one hundred-level or above coursework within five years. 	
<p>SA Site Coordinator</p>	<ul style="list-style-type: none"> *Child Care Basics *First Aid/CPR *Blood Borne Pathogens *Food handlers (if applicable) *Safe Sleep (if applicable) *18 years of age or older *High School Diploma *TB Test *Thirty credits in any one hundred level or above college coursework or equivalent. *Directors may be hired with a minimum of 12 one hundred-level or above college courses if they complete the additional eighteen collect credits in any one hundred-level or above coursework within five years. 	<p>The School Age Site Coordinator is responsible for the daily operation of the before and after school child care program when the Center Director is offsite.</p>

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 onboarding and orientation 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 approach and strategies for recruitment and retention of 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 will have an administrative payment that is based on a tiered reimbursement of based on quarterly staffed positions. Tiered rates will be paid not to exceed the tiered amounts below:

Staffed Positions	Max Allowed annually
Up to 125	\$425,000
126-150	\$450,000
151-175	\$475,000
176-200	\$500,000
201-225	\$525,000

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.

Cost of Services	45
Proposed Services <ul style="list-style-type: none"> • Does the proposal reflect leadership, knowledge and experience within the field of early care and education? • Does the proposal indicate ability to provide services beginning October 1, 2022? • Does the proposal indicate a strong plan for supporting staff with pre-service training, background checks and ongoing tracking of professional development? • Does the proposer have sufficient knowledge, skills and capacity to perform the full breadth of services required of a personnel agency? • Does the proposal indicate a clear communication system with ESD 112? • Does the proposer seem to have a good understanding of early care and education regulations and requirements? 	30
Experience as a staffing agency in Early Care and Education	15
Quality and completeness of proposal	10
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 – Primary and Sub-Contractors/Technical Qualifications
 - C. Completed Reference Form
 - D. Staffing Descriptions with individual certifications listed
 - E. Description of ongoing employee training and certification program
 - F. Complete a labor rate proposal for all listed staff positions to reflect education, qualifications, and experience.
 - G. Proposer’s Offer and Acceptance Form

3. **OTHER SUPPORTING DOCUMENTATION**
 - A. Proof of Insurance
 - B. Proof of Bonding Capacity
 - C. 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 _____ TITLE _____

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:

Notary Public section containing fields for State of, County of, Notary seal, and a declaration: 'Subscribed and sworn to before me this ___ day of ___ 20___ I, the undersigned notary public, do affirm the above individual has presented valid identification to me.'



CORPORATE PROFILE – B
Primary and Sub-Contractors/Technical Qualifications

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
Primary and Sub-Contractors/Technical Qualifications

Additional Qualifications: _____

What was your total revenue for 2021? _____

What were your total 2021 R&D Investments (in US Dollars)? _____

Is your Company a member of any standards bodies? _____

Has your company attained ISO 9000 registration? _____

CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Company Achievements:

Please list any significant company achievements (chronological order is preferred).

Product Achievements:

Please list any product achievements (chronological order is preferred).

Primary Customer Base/Vertical Markets:

Please describe your customer base.

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: _____

Labor Costs – F

Please provide a billable rate schedule for each position listed in table 2, based on the varying qualifications for each position, professional development plans and experience.



PROPOSER’S OFFER AND ACCEPTANCE FORM – G

The undersigned hereby agrees to the requirements, terms and conditions of **RFP ESD 112-18-22, Early Learning Personnel 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.

Legal Name of Firm or Corporation

Signature of Proposer’s Authorized Representative
Representative

Printed Name of Company

Title of Proposer Representative

Date Signed

Legal Address of Proposer’s Company (including address, city, state and zip code)

Company Phone (including area code)
code)

Company Fax (including area
code)

Federal Tax Identifier of Proposer’s Company

E-Mail Address

To the Proposer:

Effective this ____ day of _____, 2022, 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 112-18-22, Early Learning Personnel Services.

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

By Tim Merlino, Superintendent (or Designee)