
Request for Proposal

#QRIS Evaluation
Services 09-10

Early Learning Coalitions of
Orange, Osceola and
Seminole Counties

For the Acquisition of
*Central Florida Quality Rating
Improvement System Quality Counts
Evaluation Services*

Early Learning Coalition of Osceola County
1631 East Vine Street, Suite E
Kissimmee, FL 34744
www.elcosceola.org

Early Learning Coalitions of Orange, Osceola and Seminole Counties
Central Florida Quality Rating Improvement System (QRIS) Quality Counts Evaluation Services

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BACKGROUND

The Early Learning Coalitions of Orange, Osceola and Seminole Counties (Coalitions) were established legislatively in 1999 and are mandated by the Florida Legislature Chapter 411.01 of Florida Statutes, to provide early learning programs to children and families in Orange, Osceola and Seminole Counties. These programs include the School Readiness Program and Voluntary Pre-kindergarten Program. In accordance with legislation, these programs must be developmentally appropriate and research-based, involve parents as their child's first teacher, serve as preventive measures for children at risk of future school failure, enhance the educational readiness of eligible children, and support family education. The Coalitions' primary goal is to provide quality early care and voluntary pre-kindergarten education services that prepare children to be "school ready" upon entry into kindergarten.

According to research, vital factors that directly impact the readiness of children include, but are not limited to: a quality early care and education environment, qualified early learning teaching staff, low staff-to-child ratios, strong parent involvement and a strong partnership between parents and early learning providers in the guidance and teaching of critical age appropriate developmental skills designed to prepare children to be successful in school and in life.

For this reason, the Orange, Osceola and Seminole Coalitions have entered into collaboration to launch the Central Florida Quality Rating Improvement System *Quality Counts* Pilot Project (pilot project). This pilot project is conceptually designed to measure the quality and effectiveness of preparing children for successful entry into kindergarten by measuring the identified components, listed above, through a Quality Rating Improvement System Pilot Project.

PROPOSAL SCOPE OF SERVICES

In order to successfully launch the pilot project, the following evaluation services are needed:

1. Assistance with identifying and selecting QRIS pilot project participants to ensure a statistically valid sample across Orange, Osceola and Seminole Counties
2. Assistance with the evaluation of the QRIS pilot project from the initial launching of the project to its completion, with special emphasis on the ability to track child and provider progress throughout the implementation of the pilot project
3. Assistance with the database design to properly track individual child progress and provider participant progress
4. Assistance in the identification of child and provider participant outcomes to be tracked
5. Assistance in the identification of measurement tools/instruments that will be used to establish an initial baseline of data and effectively track progress of identified child and provider outcomes

Proposals must describe how their services will address each of the components listed above, a proposed timeline for implementation, and associated fees. A summary report outlining the results of the pilot project and recommendations going forward will also be required at the completion of the contract period.

REQUEST FOR PROPOSAL SUBMISSION

The Coalitions are not-for-profit corporations in the State of Florida and are requesting proposals, which must include the following information:

- A resume or company overview which reflects the name, telephone, fax number, email address and website (optional) of the individual or company, previous experience in the development and implementation of evaluation projects in a public and/or private setting
- A detailed proposal describing all components outlined in the Proposal Scope of Services, the ability to attend targeted meetings and other information as applicable.
- Three (3) signed original copies of Attachment A, Certifications and Assurances

The Coalitions have an estimated budgeted amount of twenty seven thousand dollars (\$27,000.00) for services described in this RFP. Candidates shall reflect services that are commensurate with this dollar amount. This dollar amount is inclusive of all local mileage, office supplies, computer equipment, computer programs, and/or other expenses needed to perform the services.

Sealed proposals may be mailed or delivered to the **Early Learning Coalition of Osceola County** to arrive no later than **4:00p.m. July 6, 2009**. Three (3) original copies must be included for the proposal to be considered. Candidates who submit a proposal by mail should allow sufficient mail handling time to ensure timely delivery of the proposal to the Coalition office located at:

The Early Learning Coalition of Osceola County
 Attention: Susan Sunka
 Street Address: 1631 East Vine Street, Suite E
 Kissimmee, Florida 34744

Questions and/or comments may be addressed by contacting Susan Sunka at ssunka@elcosceola.org. Telephone inquiries will not be accepted.

AWARD PROCESS

Upon receipt of all proposals, the Coalitions will review and make a decision based on the best overall proposal submitted. Strong consideration shall be given to those proposals from individuals and/or companies that reflect previous project evaluation and related experience.

The Coalitions reserve the right to reject any or all proposals, and to accept in whole, or in part, each proposal as may be deemed in the best interest of the Coalitions.

AWARD PERIOD

Once the award has been issued, one (1) contract shall be executed by the **Early Learning Coalition of Orange County** acting as contract fiscal agent on behalf of the Coalitions for the period beginning the date of contract execution through June 30, 2010. The Coalitions reserve the right to contract for additional evaluation related services and/or modify the scope of services as an extension of services contracted through this Request for Proposal for two additional years. As a result, the Coalitions may request additional information at any time to determine the scope the services and time frame required to complete the services, as identified, which would be in the best interest of the Coalitions.

PROPOSAL CRITERIA

The following criteria will be used to rate submitted proposals in the determination of the award for Central Florida Quality Rating Improvement System (QRIS) *Quality Counts* Evaluation Services in Orange, Osceola and Seminole Counties.

General Proposal Objectives

- ___ Proposal was submitted on time
- ___ Proposal was submitted in the required format and parameters

- _____ Proposal included all required information including the individual's or company's contact information, proposal for services and associated fees
- _____ Proposal included the required number of proposal copies
- _____ TOTAL POINTS (MAXIMUM POINTS: 20)

Proposal Content Objectives

- _____ Proposal reflected the individual's or company's credentials and described overall knowledge and expertise in the areas of development and implementation of evaluation project services
- _____ Credentials of the individual/company providing QRIS evaluation services reflected a strong working knowledge of their ability to complete the responsibilities based on past experience
- _____ Proposal reflected an overall description of the QRIS evaluation services that would be provided in the initial launching of the Central Florida Quality Rating Improvement System Quality Counts Pilot Project to meet the intended goals of the Coalitions
- _____ Proposal describes the individual's or company's responsiveness and ability to establish deadlines
- _____ Proposal describes the individual's or company's ability to provide identified deliverables.
- _____ Proposal reflects the organization's ability to attend meetings as applicable
- _____ TOTAL POINTS (MAXIMUM POINTS: 30)

Proposal Fees

- _____ Proposed fees associated with the services described in the proposal seem reasonable
- _____ TOTAL POINTS (MAXIMUM POINTS: 20)

QRIS EVALUATION SERVICES CONTRACTUAL TERMS AND CONDITIONS

The scope of services and payment details shall be completed during the negotiation phase after the award has been issued to the winning individual/company.

ASSURANCES AND CERTIFICATIONS

Three (3) signed original copies of Attachment A, reflecting the Assurances and Certifications, must be returned with the proposal.

ATTACHMENT A

ASSURANCES AND CERTIFICATIONS

The Coalitions will not award the QRIS Evaluation Services contract to a prospective contractor that has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under the Contract, the prospective contractor hereby certifies and assures that they will fully comply with the following:

- A. Debarment and Suspension Certification (29 CFR Part 98 and 45 CFR Part 74)**
- B. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)**
- C. Drug-free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)**
- D. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)**

By signing Attachment A of this proposal, the prospective contractor is providing the above assurances and certifications as detailed below:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

The prospective contractor, through the duly appointed undersigned representative, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not, within a three-year period preceding the Contract, been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph B.2. of this certification; and/or
4. Have not, within a three-year period preceding the Contract, had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to their proposal.

B. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned, as a duly authorized representative of the prospective contractor, certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the Coalitions, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the

making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The Coalitions shall require that language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all vendors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F., the prospective contractor, through the duly appointed undersigned representative, attests and certifies that the prospective contractor will provide a drug-free workplace, as applicable, by the following actions.

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the prospective contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the Coalitions in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to each Executive Director on whose contract activity the

convicted employee was working. The notice shall include the identification number of each affected contract.

- 6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

The following are the sites for the performance of work done in connection with the specific Agreement including street address, city, county, state, and zip code:

Check () if there are workplaces on file that are not identified here.
 Check () if an additional page was required for the listing of the workplaces.

The prospective contractor will inform the Coalitions of any changes relevant to the provisions of this section.

E. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE.

As a condition of the contract, the prospective contractor, through the duly appointed undersigned representative, assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- 1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- 2. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- 3. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- 4. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

By signing below, the prospective contractor, through the duly appointed undersigned representative, certifies and assures that it will fully comply with the applicable assurances outlined in parts A through D, above.

Name and Title of Authorized Representative

Date

Print Name