



JULESBURG SCHOOL DISTRICT RE-1

102 West Sixth Street
Julesburg, Colorado 80737
970-474-3365 (Phone)
970-474-3519 (Fax)

**REQUEST FOR PROPOSALS
NO. 2014-2016**

March 1, 2014

RETURN COMPLETED PROPOSAL TO:

Julesburg School District RE-1
ATTN: Rhonda Palic
102 West 6th Street
Julesburg, Colorado 80737

**TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED IN THE DISTRICT
OFFICE NO LATER THAN 3:00 PM (MST) ON FRIDAY, MAY 9, 2014.**

LATE PROPOSALS WILL NOT BE ACCEPTED.

PROVIDERS ARE ADVISED TO FREQUENTLY CHECK THE DISTRICT'S WEBSITE AT:

**WWW.JULESBURG.ORG
FOR ANY UPDATES AND/OR ADDITIONAL INFORMATION**

JULESBURG SCHOOL DISTRICT RE-1
COLORADO PRESCHOOL PROGRAM
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Proposals Requested from Providers:

JULESBURG SCHOOL DISTRICT RE1 (referred to as the “district” and/or “JSD”) is requesting proposals from child care and education centers licensed by the Colorado Department of Human Services operating within the boundaries of JSD (also referred to as “providers”) with capacity to provide 10 hours of preschool enrollment per week (minimum of 360 hours per school year) to preschool children eligible for Colorado Preschool Program funding.

As a result of this Request for Proposals (RFP) process, the district expects to review proposals and short-list selected providers for a site visit. The district expects to select approximately 1 provider located throughout the JSD boundaries to provide comprehensive early education services for a maximum of 125 preschool children eligible to attend preschool under Colorado Preschool Program funds. It is the district’s intent to ensure that selection of provider(s) meets the district’s goal to ensure convenience of location and accessibility to providers for the district community.

It is anticipated that selected providers will receive an offer to provide contracted services for one academic year, with a renewal option of a second academic year, at the district’s option.

Providers selected by the district pursuant to this RFP process shall provide all services and fulfill all requirements identified in Section II, “SCOPE OF SERVICES” in the Provider Agreement included with this RFP.

SECTION I. INTRODUCTION AND OVERVIEW

The Colorado Preschool Program (CPP) began as the Colorado Preschool Project in 1988 when it was authorized by the Colorado General Assembly to serve 2,000 eligible three, four and five year olds in need of language development.

The General Assembly created this program in recognition of the need to adequately prepare children with specific at-risk factors to learn. The intent was that helping these children at an early age could result in lower dropout rates, less dependence on public assistance, and less involvement with criminal activities. CPP provides funding to establish quality early childhood education programs that serve children eligible to enroll in kindergarten in the following year. A vital component of CPP is to strengthen families and support them as participants in their child’s education.

In 1992 the General Assembly passed Senate Bill 92-189, which resulted in the continuation of the Colorado Preschool Program as a permanent program. This bill also expanded the target population to not only include children in need of language development, but also children “who lack overall learning readiness due to significant family risk factors” and children being served by Social Services as neglected or dependent children. The number of children and school districts participating in the program has increased significantly since the program began. Current statutes permit 20,160 children to be served by the program in fiscal year 2009-10. From 1995 to the spring of 2008, fifteen percent of the slots funded by CPP could be used to serve children in the second half of their kindergarten day. In HB08-1388, an alternative funding source for full-day kindergarten was identified and as a result, CPP now only serves preschool children. Participation in the program is voluntary. That is, school districts do not have to participate in the program unless they choose to do so. In the program’s first year of operation, 32 districts participated. In

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FY 2009-10, 169 out of the 178 school districts in Colorado, including the Charter School Institute, will serve preschool-age children through the Colorado Preschool Program.

The number of children who can be served in the Colorado Preschool Program is capped at a level set by the State Legislature. When the Legislature funds new slots, school districts wanting to participate must submit an application to the Colorado Department of Education. A committee of staff at the Department evaluates each district's need and application and makes a decision on whether districts qualify for CPP and the number of program slots they will receive. Districts may provide program services in three ways:

- The district may provide all services in school district operated preschools
- The district may contract out its entire program to community providers
- The district may use a combination of district and community providers

JSD Early Childhood Council recommends that a combination of district and community providers is the best option for the JULESBURG SCHOOL DISTRICT community. JSD was allocated 15 CPP slots for the 2013-2014 school year. All 15 slots were allocated to students in the Julesburg Elementary Preschool.

All classrooms that include CPP-funded children must be committed to using the Colorado Quality Standards and Building Blocks as indicators of developmentally appropriate practice in a high quality program. See: <http://www.cde.state.co.us/cpp/qualitystandards.htm>

Additional information about the Colorado Preschool Program is located on the CDE website <http://www.cde.state.co.us/cpp/index.htm>

Revisions to existing JSD CPP Program Agreement

1. **JSD has revised and updated its standard CPP Program Agreement.** See attachment. Successful providers will be required to sign this agreement. See Section IV Q of this RFP for more information.
2. The terms and conditions set forth in the CPP Program agreement have been revised.
3. The scope of services to be provided by successful providers has changed. See Section II of the attached CPP Program Agreement.
4. JSD will no longer reimburse providers for any costs or expenses unless specifically allowed and set forth in the Program Agreement.

SECTION II. REQUIRED RESPONSES

Although the district does not formally limit the size of responses, providers are strongly encouraged to keep their response concise and brief. We ask that you consider limiting your response to 5 pages maximum (not including required attachments).

1. Identify the Center/service provider (legal name and location of Center).
2. Provide a brief history and description of your center, including a brochure if available. You must include your Center's designation(s) held:

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- Qualistar rating

If you do not have any of these three credentials, please provide:

- (1) Date such an accreditation or rating is anticipated to be awarded, or
- (2) An equivalent certification held

3. List the primary contact: name, address, telephone number, fax number and email information, and the days and hours of operation of the Center.

4. Curriculum

- Describe the program's process for selecting and implementing a written curriculum. Include date of implementation.
- Description of assessment system to measure a child's progress and development. Include parent opportunity for input into assessment process and how a child's progress is communicated to families.
- Description of use of data to plan for individual child needs.
- Provide:
 - Copy of the written curriculum including goals for children
 - Sample student portfolio with assessment data, individualized learning plan (with student identification removed)
 - Sample lesson plan for preschool classroom

5. Staff Qualifications and Development

- Describe the process used for determining staff development goals for individual staff members and for the staff as a whole, and the nature and type of staff development activities provided in the past two years.
- Describe the process for staff supervision and evaluation within the preschool. Include a plan to support classroom staff with a minimum of 2.5 hours per week, per session for teacher planning, child assessment, training, and family support activities. Please identify times and strategies to support this requirement.
- Provide: Staff Handbook, Volunteer Handbook, Professional Development Plans, names, titles and credentials of employees responsible for CPP students, Center Director credentials

6. Family/Staff Partnership

- Describe the program's current practices and capacity to meet the following components of the Colorado Preschool Program. Include activities such as home visits, parent conferences, joint planning of goals and educational strategies, and participation of parents in the classroom and on the program governing board, etc.
- Describe the ways the program has supported families in accessing extended services in the community.
- Describe activities and strategies to support transitions into and out of the program.
- Provide: Summary of most recent Parent Survey, Parent Handbook, Parent Newsletters, Event and/or School Calendar, List of community agencies that provider has collaboratively worked with in order to provide family support services such as mental

health, dental, nutritional, recreation opportunities, parent educational and support services.

7. Provide the most recent Inspection Report from:
- Department of Human Services; Division of Child Care
 - Department of Health
 - Fire Inspection

During the last three years if any Inspection Reports resulted in violations, please include a copy of the Inspection Report and the provider's response.

8. Describe your current general liability and professional liability insurance coverage, listing carriers and the coverage limits. Provide copy of insurance certificate(s). Identify all claims and/or complaints. For each claim or complaint, describe status and resolution(s)

9. Signature Page: Complete and submit the signature page included within this RFP.

SECTION III. EVALUATIONS OF PROPOSALS

The Evaluation Committee will judge the merit of proposals received in accordance with the criteria described below (in no particular order):

- Completeness of proposal and overall responsiveness to RFP and associated requirements
- Qualifications and availability of resources to provide required services, including capacity and history of providing a full-day program.
- Experience of the provider and track record of successfully providing similar services
- Accreditation and/or Licensure. Preference given to providers demonstrating any or all of the following: Qualistar rating of 1 or more stars
- Location of provider so as to ensure geographic distribution of qualified providers to meet the needs of the district community
- On-site Internet access
- Site visit report

SECTION IV. RFP ADMINISTRATIVE INFORMATION

A. RFP Contact

Please direct all communications regarding this RFP to:

Rhonda Palic
Julesburg Elementary School Principal
Julesburg School District RE1
Phone: (970) 474-3365
Fax: (970) 474-3319
Email: palic_rh@julesburg.org

Rhonda Palic is to be the *sole* point of contact and communication concerning this RFP.

B. Invitation to Submit Proposals

The district invites providers who have an interest to submit a proposal in accordance with terms of this RFP.

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C. Purpose

This RFP provides prospective providers with sufficient information to enable them to prepare and submit proposals for consideration by the district to satisfy the need for expert assistance in the completion of the goals of this RFP.

D. Scope

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein, the mandatory requirements, which must be met to be eligible for consideration; and other requirements to be met by each proposal.

E. Schedule of Activities and Timeline

ACTIVITY	DATE
RFP sent to prospective providers.(Licensed child care centers operating within JSD boundaries)	April 4, 2014
Deadline for vendor submission of written inquiries (no inquiries accepted after this deadline.) Reference Section IV G of the RFP.	April 11, 2014
Pre-proposal Informational Meeting. The meeting will be held at JSD Board Room. Reference Section IV F of the RFP. Attendance is encouraged.	April 16, 2014
PROPOSAL SUBMISSION DEADLINE (Submit two (2) sets: One (1) original and one (1) copy). Reference Section IV I of the RFP.	May 9, 2014
Evaluation of RFP responses	May 9, 2014-May 31, 2014
Recommendations submitted to BOE	June 18, 2014
Acceptance letters mailed to providers	June 21, 2014
Effective date of initiation of services	August, 2012
Contract term. (Fulfillment of minimum of 360 hours of preschool). The District has an option to renew for one academic year, in its discretion.	May 31, 2014

F. PRE-PROPOSAL INFORMATIONAL MEETING

A pre-proposal informational meeting will be held Monday, April 16th 6:30 – 7:30 PM in the JSD Board Room, 102 West 6th Street, Julesburg, Colorado. Attendance is encouraged but optional. The purpose of this meeting is to provide an overview of the district’s CPP program and RFP processes. The district will take questions at this meeting. If possible, questions will be answered during the meeting. These answers and the district’s responses to any provider inquiries submitted via the inquiry process described in subsection G below will also be compiled and published on the district’s website at:

<http://bvsd.org/businessservices/procurement/pages/default.aspx>

G. Inquiries

Providers may make written inquiries (via mail, facsimile or email) concerning this RFP to obtain clarification of requirements. Inquiries made by telephone will not be accepted. Inquiries shall not

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be accepted after the date and time indicated in the Schedule of Activities and Timeline. Inquiries must be clearly marked with “**JSD RFP No. 12-14**”. Send all inquiries to:

Julesburg School District RE1
Attn: JSD RFP NO. 14-16 / Rhonda Palic
Elementary Principal
102 West 6th Street
Julesburg, CO 80737
Facsimile: (970) 474-3319
Email: palic_rh@julesburg.org

As email delivery issues can occur from time to time, the district strongly recommends that providers submitting inquiries electronically attach a delivery/read confirmation to their outgoing emails and/or send a separate email to request district confirmation of receipt of the electronic inquiry.

Telephonic or in-person inquiries shall not be accepted. Providers shall not contact district staff directly with questions and may not rely on any verbal statements by district staff that alters any specification or other term or condition of the RFP. Clarifications and modifications to this RFP occur only if provided in writing by the district Director of Procurement or designee.

H. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the offeror prior to the Proposal Submission Deadline set forth in the above Schedule of Activities and Timeline.

I. Proposal Submission

Proposals shall be received on or before the proposal submission deadline as indicated in the above Schedule of Activities and Timeline. ***Late proposals will not be accepted.*** It is the responsibility of the offeror to ensure that the district, on or before the proposal submission deadline date and time, receives the proposal. Providers mailing their proposals shall allow sufficient mail delivery time to ensure receipt of their proposals by the time specified. Proposals will be time-stamped by the district upon receipt.

The proposal package shall be delivered to:

Rhonda Palic
Elementary Principal
Julesburg School District RE-1
102 West 6th Street
Julesburg, CO 80737

Proposals must be sealed and submitted in an appropriate envelope, package or box. Include the following information on the outside of the submission envelope and/or package:

OFFEROR'S NAME
JSD RFP NO 14-16 Colorado Preschool Program

DUE DATE: May 9, 2014 by 3:00 p.m.
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The original proposal must be marked "Original" on the front title page of the proposal. The original proposal must be dated and signed in ink by a person who is legally authorized to bind the offeror to the proposal, with that person's name and title clearly identified on the Signature Page. The format of the Signature Page is provided at the end of this document. Providers shall submit one (1) copy of their proposal *in addition* to the original copy, for a total of two (2) proposals. Proposals that are determined to be at a variance with this requirement may not be accepted.

The district desires and encourages that proposals be submitted on recycled paper, printed on both sides. While the appearance of proposals and professional presentation is important, the use of non-recyclable or non-recycled glossy paper is discouraged. Submission of general marketing materials may not be considered as a submission fully responsive to this RFP's requirements. The district prefers that bound submissions include a spiral binding and that submissions not be made in three-ring notebooks.

J. Addendum or Supplement to RFP

In the event that it becomes necessary to revise any part of this RFP, the district will issue a modification notice.

K. Objections to RFP Terms; Notice to District of RFP Errors

If an offeror objects on any ground to any provision or legal requirement set forth in this RFP, such offeror shall, not more than seven (7) calendar days after the RFP is issued, provide written notice to the Elementary Principal setting forth with specificity the grounds for the objection. Any failure to object in the manner set forth in this section shall constitute a complete and irrevocable waiver of any such objection. This requirement excludes proposed modifications to a district contract or agreement if the process for proposing modifications is addressed elsewhere within this RFP.

Each offeror is responsible for reviewing all portions of this RFP and shall promptly notify the Elementary Principal in writing if the offeror discovers any ambiguity, discrepancy, omission, or other error in this RFP (an "Error Notification"). Any Error Notification should be delivered via mail, facsimile or email promptly after discovery, but in no event later than the Deadline for Written Inquiries as set forth in this RFP.

L. Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of the offeror shall indicate acknowledgment of this condition. Signature shall be that of a person legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions including compensation, as set forth herein. An offeror shall identify clearly and thoroughly any variation between its proposal and the district's RFP requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP. Providers, please note: if you do offer suggested modifications, the decision to reject, accept or further negotiate requested changes will be at the district's sole discretion.

M. Confidential/Proprietary Information

Any proposed restrictions for the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself.

Step 1. Written requests for confidentiality shall be submitted by the offeror with its proposal. The offeror must provide a justification and state specifically what elements of the proposal are to be considered confidential/proprietary.

Step 2. Confidential/proprietary information must be readily identified, marked, and packaged separately from the rest of the proposal. Enclosure of original and one (1) copy of the confidential/proprietary information in a separate sealed envelope placed in the front of the original proposal is recommended. **Commingling of confidential and/or proprietary information with other information is NOT acceptable.**

Step 3. The Elementary Principal will make a determination as to the apparent validity of any written request for confidentiality. **Neither a proposal in its entirety, nor proposal price information will be considered confidential and proprietary. Any information that will be included in a resulting contract cannot be considered confidential.**

N. Selection of Proposal

As described within the RFP, an Evaluation Committee will review and score offers submitted and make a recommendation for award. This selection will be for award to the responsible offeror(s) whose proposal is determined to be most advantageous to the district.

O. Award of Contract(s)

The award(s) will be made to the responsible offeror whose proposal, conforming to the RFP, will be the most advantageous to the district, price and other factors considered. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the district may elect to cancel the award and make the award to the next most responsible offeror.

P. Multiple Awards

The district reserves the right to award this RFP in part, to multiple providers, if so determined by the district to be in the best interests of the district.

Q. Standard CPP Program Agreement

A standard district template is included as an attachment to this solicitation (see CPP Program Agreement, attached).

If an offeror has any suggested modifications to the Program Agreement, the offeror must include and CLEARLY INDICATE such modifications in its response to the RFP. Providers please note, if you do offer suggested modifications, the decision to reject, accept, or further negotiate requested changes will be at the district's discretion. IF YOUR FIRM NORMALLY SEEKS COUNSEL ON CONTRACT TERMS, PLEASE DO SO BEFORE SUBMITTING A RESPONSE TO THIS RFP.

The offeror's signature on its response to the RFP is confirmation that the offeror understands and acknowledges that any award will require that a Program Agreement between the district and the JULESBURG SCHOOL DISTRICT RE-1 COLORADO PRESCHOOL PROGRAM REQUEST FOR PROPOSALS MARCH 1, 2014

offeror be executed and that the Program Agreement will include the terms and conditions set forth in Attachment A.

R. Acceptance of Proposal Content

The contents of the proposal (including persons specified to implement the project) of the Successful Offeror will become contractual obligations if acquisition action ensues. Failure of the Successful Offeror to accept these obligations in a contract, purchase order, or similar authorized acquisition document may result in cancellation of the award and such offeror may be removed from future solicitations.

S. RFP Cancellation

The district reserves the right to cancel this RFP at any time, without penalty.

T. District Ownership of Contract Products/Services

Proposals, upon established opening time, become the property of the district. All products/services produced in response to the contract(s) resulting from this RFP will be the sole property of the district, unless otherwise noted in the RFP. The RFP requirement and the contents of the Successful Offeror's proposal, clarifications and/or best and final offers will become contractual obligations.

U. Incurring Costs

The district is not liable for any cost incurred by providers prior to issuance of a legally executed contract, purchase order, or other authorized acquisition document. No property interest, of any nature, shall occur until a contract is awarded and signed by all concerned parties.

V. Non-Discrimination

The offeror shall comply with all applicable State and Federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

W. Rejection of Proposals

The district reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the district.

X. Parent Company

If an offeror is owned or controlled by a parent company, the name, main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the offeror responding to the RFP.

Y. News Releases

News releases pertaining to this RFP or any resulting contract shall NOT be made without prior written approval by the district.

Z. Reservation of Rights

The district reserves the right to:

- Reject any and all proposals received as a result of this RFP;
- Waive or decline to waive any informalities and any irregularities in any proposal or responses received;
- Request clarification(s) of the offeror's proposal;
- Adopt all or any part of the offeror's proposal;
- Negotiate changes in the scope of work or services to be provided;
- Engage the Successful Offeror for future studies and/or reports related to the scope of work set forth in this RFP based upon future needs as determined by the district;
- Withhold the award of contract
- select the offeror it deems to be most qualified to fulfill the needs of the district. The lowest priced response will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable response.

AA. Confidentiality of District Information

The offeror acknowledges that it may come into contact with confidential information contained in the records of the district. The confidentiality of all information will be respected, and no confidential information shall be distributed or sold to any third party nor used by the offeror or the offeror's employees, subcontractors or assignees in any way except as expressly authorized in writing by the district, nor be retained in any files of the offeror. No reports, information, or data provided to the vendor or prepared by the offeror shall be made available by the offeror to any individual or organization without prior written approval of the district. Disclosure of such information may be cause for legal action against the offeror. Defense of any such action shall be the sole responsibility of the offeror. Successful offeror personnel may be required to sign a HIPAA Business Associate Agreement form.

BB. Personal Interview

Providers may be asked to participate in personal interviews by the evaluation committee. If applicable, the interview date is set forth in the Schedule of Activities and Timeline within this RFP. Providers, by responding to this RFP, are confirming their availability to participate in an interview on this date, if selected by the district as a finalist. Inability of an offeror to be available on the designated interview date may result in elimination of that offeror for consideration of award.

CC. District Board of Education Approval

Depending on the final scope of work as determined by the district, it may be necessary to receive Board of Education approval prior to issuance by the district of a purchase order to the Successful Offeror or execution of a contract with the Successful Offeror. The district will make efforts to obtain Board approval as soon as reasonably possible.

DD. RFP Compliance

All participating providers, by their signature, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Should the district omit
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anything from this document which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, the offeror shall inquire and secure written instructions from the Elementary Principal of the district by the written inquiry deadline set forth in the schedule for this RFP.

EE. *Legal Compliance*

The offeror shall familiarize itself with all state and local laws, codes, ordinances and regulations which might in any manner affect the work to be done; the materials to be supplied, the taxes, permits and fees to be paid; or the labor to be employed in and about the work. A plea of misunderstanding or ignorance on the part of any offeror will not in any way excuse such offeror from the necessity of full compliance with every law, code ordinance or regulation. All federal, state and local laws, codes and ordinances and regulations, which are applicable shall be complied with.

FFCont. *Independent Contractor*

The relationship created by the agreement resulting from this RFP shall be that of an independent contractor. Under this independent contractor relationship, the selected offeror and its employees are not entitled to any rights, privileges or benefits granted to district employees. Offeror employees shall not supervise, direct or control employees of the district.

GG. Service Commitment

The Successful Offeror shall commit that the level of service (number and experience of people and hours) and identified personnel committed to the district in the Successful Offeror's proposal shall be maintained throughout the resulting contract, including extensions. If the Successful Offeror wishes to make key staff changes during the term of the contract, including any extensions, the district requires pre-approval by the district of that individual's replacement.

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SIGNATURE PAGE

NOTE: THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE OFFEROR'S PROPOSAL RESPONSE

(COMPANY NAME)

(COMPANY STREET ADDRESS)

(COMPANY CITY, STATE AND ZIP CODE)

(COMPANY PHONE NUMBER)

(COMPANY FAX NUMBER)

EMAIL ADDRESS) (TYPED NAME OF AUTHORIZED AGENT)

(SIGNATURE OF AUTHORIZED AGENT)

(TITLE OF AUTHORIZED AGENT)

(DATE)

(FEDERAL EMPLOYEE IDENTIFICATION NUMBER)

(ENTITY TYPE: e.g., corporation, partnership, etc) (STATE OF INCORPORATION, if applicable)