REQUEST FOR PROPOSALS

for

Child Care Resource and Referral Services

RFP #: 678PUR3000011506
Proposal Due Date/Time: February 14, 2019 at 2:00 p.m.

State of Louisiana
Department of Education

November 30, 2018
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REQUEST FOR PROPOSAL
FOR
Child Care Resource and Referral Services

PART 1: ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Purpose
The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified Proposers who are interested in providing Child Care Resource and Referral (R&R) services.

In order to improve kindergarten readiness by supporting child care centers to improve the quality rating of their center, R&R contractors (Contractor) will be expected to provide:

1. **Differentiated Coaching:** Contractor will provide high-quality coaching for child care staff using a research-based model that supports child and teacher interactions and the use of high-quality instructional tools. Coaching will be made up of short-term technical assistance (no more than 30% of visits) and practice-based coaching (majority of visits), which builds on a data-driven plan for improvement over a series of visits.

2. **Group Training:** Contractor will provide training that is developed and delivered by content experts and covers the critical information needed for operating a safe and healthy learning environment that supports child and teacher interactions and the use of high-quality instructional tools. Group training will be made up of a combination of Louisiana Key Learning Modules (training modules provided by the Louisiana Department of Education prior to fall 2019) and contractor-created training modules.

3. **Early Childhood Resource Centers:** Contractor will act as a centralized source of child care information, supporting families and the child care industry within their communities with business practices, resources, and opportunities for collaboration. Contractors will have the option to subcontract functions of the Early Childhood Resource Center to another agency if desired.

The contractors selected are required to develop collaborative relationships with the Early Childhood Community Networks in the parishes for which they apply. The purpose of the relationship is to better understand the community network context and align efforts and resources aimed at improving centers. The Contractor will be responsible for designing a comprehensive set of services (listed above) that lead to improved outcomes for children and improved ratings for child care centers. The Contractor will be expected to evaluate their offerings regularly to reflect the needs of the Early Childhood Community Network. Details of what is required from contractors can be found in the Scope of Services (Section 2.1).

**The proposers may apply for a parish, multiple parishes, an entire region, multiple regions, or the state.**

1.2 Background
To help address a fragmented early childhood system that prepares too few children for kindergarten, Louisiana’s legislature passed the Early Childhood Care and Education Act of 2012. This legislation unifies
publicly funded early childhood programs into a statewide early childhood network and empowers families by ensuring easy access to high-quality early learning options for their children. Louisiana’s unified early childhood system includes several key elements:

1. A statewide system of 65 Early Childhood Community Networks that includes representation from all publicly funded early childhood classrooms, including pre-K, Head Start, and child care.
2. A unified rating system for all publicly-funded sites based on CLASS™ observations, which provides clear information about what is happening in classrooms and what support is needed for teachers.
3. Coordinated enrollment that seeks to identify every low-income and disadvantaged birth-to-age-five child in need of services and empower family choice by matching families with their preference of early learning options.
4. Increased focus on teacher preparation and support for classroom quality. This includes the establishment of a minimum credential for child care teachers called the Early Childhood Ancillary Certificate.

Through a unified early childhood accountability system, Louisiana has collected information on the quality of teacher-child interactions, as measured by the CLASS™ assessment, for all publicly funded early childhood classrooms, including pre-K, Head Start, and child care. CLASS™ has provided clear information about what is happening in classrooms and what support is needed for teachers.

CLASS™ results from the 2016-2017 and 2017-2018 academic years highlight strengths as well as areas for improvement. In the 2016-2017 academic year, nearly 15,000 rigorous observations of early childhood classrooms clearly reveal that children are experiencing very different levels of instruction.

- Most teachers are able to provide a positive environment that is responsive to children’s needs and emotions, which helps children develop the ability to interact with others.
- Teachers are often successful in organizing an effective classroom, which manages children’s attention, time and behavior.
- Additional support is needed for teachers to provide the type of classroom interactions and experiences that help children develop language and learn new concepts. Children need additional activities that encourage analysis and reasoning, with less of a focus on rote recitation (e.g., naming a letter, color, or shape).
- More opportunities for back-and-forth engagement and feedback loops between teachers and children are needed to encourage connections between concepts and ideas.

The CLASS™ data demonstrates that teachers and leaders need more intensive training, practice, and ongoing feedback in preparing and providing successful instructional interactions in all program types. In particular, child care classroom teachers need tools and strategies to encourage higher order thinking skills within their interactions.

The 2017-2018 Performance Profiles showed that statewide, child care centers have the largest amount of variation in CLASS™ scores compared to other site types (Head Start and pre-K):

- 65% of child care sites with two years of data improved their overall score in 2017-2018, while only 35% of sites showed a decline in score.
- In 2017-2018 there were 129 more sites that are Proficient or above.
- The average score for child care centers in each dimension and each domain improved.
Information about every community’s CLASS™ scores and use of curriculum and child assessment can be found on the LDE’s webpage.

As early childhood communities continue to improve statewide, it is essential that critical improvement supports, such as the Child Care Resource and Referral Contractors, provide guidance that responds to the needs of early childhood teachers and leaders. Child Care Resource and Referral contractors are expected to align their proposals and, if awarded a contract, their efforts with CLASS™ data for the parishes in which they seek to operate.

**Louisiana’s Approach for Supporting Improvement in Child Care**

Through the unified early childhood system, Louisiana has increased focus on supporting high-quality instruction and interactions in child care centers across the state.

- School Readiness Tax Credits (SRTC) and Child Care Assistance Program (CCAP) bonuses are tied to the level of quality of a child care center. SRTC for staff incentivize increasing credentials for teachers and administrators.
- The Louisiana Early Childhood Ancillary Certificate, which will be required for all lead teachers working in publicly-funded child care centers beginning July 2019.
- Teachers and administrators are eligible for scholarships for the Ancillary Certificate as well as two and four year degree-program scholarships, and Believe and Prepare programs.
- The Child Care Curriculum Initiative supports child care centers to obtain Tier 1 curriculum after 2015 data showed that only 15% of centers had high-quality curriculum resources. This initiative reimburses centers for up to 80% toward the purchase of two (2) curriculum kits annually.
- The Mental Health Consultation program has continued to work with Type III Centers, providing intensive intervention and center-based coaching to support child care teachers and leaders.
- Early Childhood Community Networks across the state have secured additional focused supports for early childhood sites within their community. Through collaborations across school systems, local non-profits, and Child Care Resource and Referral agencies, significant additional investments in programs improving teacher-child interactions have been made.
- In the 2018-2019 school year, infant CLASS™ observations are being piloted as an opportunity to strengthen the quality of early childhood programs from birth.

Beginning with the 2018-2019 school year, Louisiana has begun to provide additional interventions for low performing early childhood sites. Through the Early Childhood Site Improvement Planning Process, all sites that receive a score below 3.75 on their 2017-2018 Performance Profile are now participating in a structured improvement planning process. This process includes working with Louisiana Department of Education (LDOE) staff to complete a needs assessment and improvement plan, with monthly progress checks from LDOE staff. Child Care Resource and Referral Centers and Early Childhood Lead Agencies are closely involved in this process.
1.3 **Goals and Objectives**

The LDOE desires to contract with organizations to provide Child Care Resource and Referral services that support improved kindergarten readiness through:

1. Providing high-quality differentiated coaching to child care centers
2. Providing group training to child care centers on essential content and skills
3. Acting as a community resource center for early childhood providers and families

1.4 **Term of Contract**

The term of any contract resulting from this RFP shall begin on or about July 1, 2019 and is anticipated to end on June 30, 2020. The State shall have the right to contract for up to thirty-six (36) months with the concurrence of the Contractor and all appropriate approvals.

1.5 **Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.</td>
</tr>
<tr>
<td>Classroom Assessment and Scoring System (CLASS™)</td>
<td>The CLASS™ observation tool is used to assess the effectiveness of classroom interactions and instruction in all publicly-funded toddler and pre-K classrooms in Louisiana.</td>
</tr>
<tr>
<td>Contractor</td>
<td>Any person having a contract with a governmental body; the selected proposer.</td>
</tr>
<tr>
<td>Discussions</td>
<td>For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.</td>
</tr>
<tr>
<td>DOA</td>
<td>Division of Administration</td>
</tr>
<tr>
<td>Early Childhood Ancillary Certificate</td>
<td>A teaching credential that will be required for all lead-teachers working within publicly-funded child care centers within Louisiana beginning on July 1, 2019.</td>
</tr>
<tr>
<td>Early Childhood Community Network</td>
<td>Network of all publicly-funded early childhood programs (child care, Head Start, and pre-K) within each parish of Louisiana. Every early childhood community network has a lead agency that facilitates the coordinated leadership functions for the community.</td>
</tr>
<tr>
<td>Early Childhood Performance Profiles</td>
<td>Information regarding performance that is reported each school year for every publicly-funded site and its community network; both site and community network ratings comprise the performance rating (based on CLASS™ observations) and informational metrics.</td>
</tr>
<tr>
<td>LDOE</td>
<td>Louisiana Department of Education</td>
</tr>
<tr>
<td>Lead Agency</td>
<td>Community-based network that coordinates three functions: classroom observations in publicly funded classrooms, enrollment of children into</td>
</tr>
</tbody>
</table>
programs, and funding requests for publicly funded programs (child care and Pre-K).

**May and Can**
The terms “may” and “can” denote an advisory or permissible action.

**Must**
The term “must” denotes mandatory requirements.

**OSP**
Office of State Procurement

**Proposer**
A firm or individual who responds to this RFP.

**Publicly-Funded Early Childhood Care and Education Program**
An early learning center-based or school-based organization that provides early childhood care and education to children who have not yet entered kindergarten through CCAP, Early Head Start, Head Start, NSCED, LA 4, 8 (g) Block Grant, Title 1 of ESEA, IDEA Part B and C, or any other publicly-funded Pre-K program or School Readiness Tax Credits.

**RFP**
Request for Proposal

**School Readiness Tax Credits**
Refundable tax credits that are available to lead teachers working in publicly-funded child care centers in Louisiana. Teachers are able to qualify for higher levels of refundable tax credit by earning their Early Childhood Ancillary Certificate and by demonstrating continued employment in child care.

**Shall and Will**
The terms “shall” and “will” denote mandatory requirements.

**Should**
The term “should” denotes a desirable action.

**State**
The State of Louisiana

**Statewide Early Childhood Community Network**
The Statewide Early Childhood Community Network is established as the comprehensive and integrated network through which the Board of Elementary and Secondary Education (BESE) manages and oversees publicly-funded early childhood care and education programs in Louisiana to promote and improve kindergarten readiness.

**Teaching Strategies GOLD™**
Online platform for observing and assessing children from birth through kindergarten that is used to inform educators and families of child progress against widely held expectations.

**Tier I Curriculum**
Infant/toddler and pre-K curricula that have been evaluated to be high-quality and fully aligned with the Louisiana Early Learning and Development Standards.

**Type III Early Learning Center**
An early learning center that directly or indirectly receives state or federal funds from any source other than the federal food and nutrition programs, including Head Start programs.

### 1.6 Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP advertised in newspapers and post to LaPac</td>
<td>November 30, 2018</td>
</tr>
<tr>
<td>Pre-proposal conference (if applicable)</td>
<td>December 13, 2018</td>
</tr>
<tr>
<td>Deadline for receipt of written inquiries</td>
<td>December 28, 2018</td>
</tr>
<tr>
<td>Deadline to answer written inquiries</td>
<td>January 11, 2019</td>
</tr>
<tr>
<td>Deadline for receipt of proposals</td>
<td>February 14, 2019</td>
</tr>
<tr>
<td>Presentations &amp; Discussions (if applicable)</td>
<td>February 21, 2019</td>
</tr>
<tr>
<td>Notice of Intent to award announcement, and 14-day protest period begins, on or about</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Contract execution, on or about</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>
NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

1.7 Proposal Submittal

Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in the section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. Proposers should clearly mark the materials with the project name and number when submitted. The proposal package must be delivered at the Proposer’s expense to:

Karen Evans, Procurement Manager  
Louisiana Department of Education  
Office of Management and Finance  
Child Care Resource and Referral RFP #: 678PUR3000011506  
1201 North Third Street, Suite 5-242  
Baton Rouge, LA 70804-9064  
Phone: (225) 342-3828  
E-mail: RFP_LDE@la.gov

For courier delivery, the street address is 1201 North Third Street, Baton Rouge, LA 70802, room 5-242, and the telephone number is (225) 342-3828. The responsibility solely lies with each proposer to ensure their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.
1.8 Qualifications for Proposer

1.8.1 Mandatory Qualifications:

Proposers must meet the following qualifications prior to the deadline for receipt of proposals.

- Agencies or organizations have expertise in providing group training opportunities to support child care teachers and leaders.
- Agencies or organizations have experience and expertise in providing coaching using methods that lead to improved teacher-child interactions and improved classroom quality.

1.8.2 Desirable Qualifications:

It is desirable that Proposers should meet the following qualifications prior to the deadline for receipt of proposals.

- Agencies should be geographically proximal (or have employed representation) to the region they wish to serve.
- Agencies should have experience working with local Early Childhood Community Networks.
- Agencies should have experience evaluating the effectiveness of the training and coaching services they provide.
- Agencies or organizations that can secure matching funds or donations to meet the requirements of the contract match.
- Agencies or organizations that can participate in preparing for and providing child respite services in Department of Children and Family Services Critical Transportation Needs Shelters as needed, or ensure requirement is met by agreed upon subcontractor.
- Those eligible to apply should be public or quasi-public entities, non-profit or for-profit entities. Non-profits should be a 501(c)3 organization and should operate according to bylaws. Copies of the IRS determination of 501(c)3 status and bylaws should be included in the proposal.

1.9 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

1.9.1 Cover Letter

A cover letter should be submitted on the Proposer’s official business letterhead explaining the intent of the Proposer.

1.9.2 Table of Contents

The proposal should be organized in the order contained below.
1.9.3 Executive Summary

This section serves to introduce the scope of the proposal. It shall include administrative information including: Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 calendar days from the date of submission. This section should also include a summary of the Proposer’s qualifications and ability to meet the State agency’s overall requirements in the timeframes set by the agency.

The executive summary should include a positive statement of compliance with the contract terms, see Sample Contract, Attachment II. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in the Sample Contract, Attachment II and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

1.9.4 Company Background and Experience

The Proposers should give a brief description of their company including brief history, corporate or organization structure, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer’s prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate and governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

Proposers should clearly describe their ability to meet or exceed the qualifications described in the Mandatory Qualifications for Proposer section.

Proposers should clearly describe their ability to meet or exceed the desired qualifications described in the Desirable Qualifications for Proposer section.

1.9.5 Approach and Methodology

Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge, and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas. The Contractor should demonstrate understanding of the nature of the project and how his/her proposal will best meet the needs of the State. The proposer should reference the Scope of Work (Section 2.1) for a detailed description of the tasks, expectations, and performance standards that should be addressed in the approach and methodology.

The proposer should define his/her functional approach in identifying the tasks necessary to meet requirements as well as his/her approach to Project Management and Quality Assurance. A proposed
Project Work Plan that reflects the approach and methodology described below, including the tasks and services to be performed with related deliverables, timetables, and staffing is required as an appendix.

The proposer should submit the following as part of the Approach and Methodology. The Approach and Methodology section should be no longer than 15 pages, single spaced, total (not including any appendices):

1. **Approach and Methodology for Differentiated Coaching:** Describe the approach and methodology for providing differentiated coaching, being sure to address the following:
   
a. **Vision:** Identify the vision for effective coaching within the region the proposer is seeking to serve. Include a description of any underlying beliefs about coaching and coaching recipients, and explain how relationships with providers are included in your vision.
   
b. **Model for Service–Practice Based Coaching:** Explain how the model for practice based coaching will support the organization’s vision for differentiated coaching. Describe in detail the model for practice based coaching, including citations to any research validation or use in national context. If there is no research available on the model selected, explain why the identified model has been evaluated to be effective. Include any previous experience using the practice based coaching model and any external training or preparation that has been completed by the proposer. Explain which components of classroom level data will be reviewed/analyzed and how it will be used to inform planning for coaching. Proposers may include any planning or debriefing templates that will be used as appendices.
   
c. **Model for Service–Short Term Technical Assistance:** Explain how the model for short term technical assistance will support the organization’s vision for differentiated coaching. Describe in detail the model for short term technical assistance. Explain how classroom level data will be used to inform planning for coaching visits. Proposers may include any planning or debriefing templates that will be used as appendices.
   
d. **Qualified Coach:** Explain how the criteria for a qualified coach is related to the organization’s vision for differentiated coaching. Describe the criteria that will be used to determine a qualified coach. Describe the initial and recurring training coaches will receive and how coaches will receive routine feedback.
   
e. **Evaluating Service–Differentiated Coaching:** Explain how the success of differentiated coaching will be evaluated, both at the individual coach level and at the organization wide level. Identify the intervals at which success will be evaluated, and explain how the organization will make changes based on internal evaluations. Explain how this evaluation is connected to the vision for differentiated coaching.
   
f. **Video:** Include a video of a coaching session completed using the proposed practice based coaching model. Video sample should capture a coach interacting with a teacher who works at a low performing (Approaching Proficient or below) or new site. Include documentation of the planning and debrief template/forms used for this coaching visit. Additionally, proposers should include a one-page reflection on the scenario, explaining the goals met in the coaching visit and the feedback the coach might receive on their performance. The video submission can be provided either through submission of a DVD, video file on a flash drive, or by providing a link to an online site where the video is uploaded. The one page reflection and form samples
may be submitted as an appendix. If the video includes any footage of children, the proposer should submit an assurance that all required permissions were gathered from the parents and guardians. Alternatively, the video may include only adults.

2. **Approach and Methodology for Group Training:** Describe the approach and methodology for providing group training, being sure to address the following:
   a. **Vision:** Identify the vision for effective group training within the region the proposer is seeking to serve. Include a description of any underlying beliefs about the benefits of group training for adults, indicating specifically how adult learning principles have informed the vision.
   b. **Model of service—Developing Contractor Created Modules:** Explain how the vision for group training will influence the approach for providing this service. Describe the process for developing contractor created group training modules (as detailed in the Scope of Work). Describe the process for creating new content, identifying and utilizing valuable sources of information and research, and creating engaging presentations. Explain how community and statewide data will be used to determine the group training topics and how data will be used during group trainings. Describe approach for assessing community’s needs, which should inform contractor created group training models.
   c. **Qualified Trainer:** Explain how the criteria for a qualified trainer is related to the organization’s vision for group training. Describe the criteria that will be used to determine a qualified trainer. Describe the initial and recurring support all trainers will receive. If trainers are contract employees, describe performance based requirements included in the hiring process.
   d. **Evaluating Service—Group Training:** Explain how the success of group training will be evaluated, both at the individual trainer level and at the organization wide level. Identify the intervals at which success will be evaluated. Explain how this evaluation is connected to the vision for group training.

3. **Approach and Methodology for Early Childhood Resource Centers:** Describe the approach and methodology for acting as an early childhood resource center, being sure to address the following:
   a. **Vision:** Identify the vision for acting as an Early Childhood Resource Center. Include a description of the underlying beliefs about the need for early childhood resource centers, and the purpose of establishing the organization as an Early Childhood Resource Center. Explain how relationships will be central to the development and realization of this vision.
   b. **Model for Service—Acting as an Early Childhood Resource Center:** For each of the following functions, explain how the organization will complete the required task and how each task will be related to the vision for acting as an Early Childhood Resource Center:
      i. **Basic Assistance for Child Care and Family Homes:** Describe approach for offering basic assistance to child care and family homes.
      ii. **Resources for Early Learning Environments:** Describe a plan for raising the required matching funds and how the contractor will determine which centers or family homes receive resource support.
iii. **Supporting Quality Care for the Early Learning Community:** Describe existing relationships with early childhood community members in the regions for which services are proposed. Describe the approach to assessing local training and coaching needs for the early learning community. Describe the process that will be in place to create a monthly calendar that includes collected training and support for early learning providers in the region.

iv. **Building Strong Leaders:** Describe approach for hosting and supporting monthly directors’ meetings and for encouraging participation. Explain how monthly directors’ meetings will build community, promote peer learning, and provide directors with leadership opportunities.

v. **Provide Referrals for the Community:** Describe process for providing referrals to families and early learning programs. Describe how the proposer will remain abreast of available community opportunities and coordinate referrals across the early childhood community.

vi. **Emergency Care:** Describe the plan to be prepared for emergency care within the region services are proposed for. Describe any necessary training.

c. **Subcontracted Services:** If Early Learning Resource Center services are proposed to be subcontracted, proposer should include:
   
i. Plan for performance management of subcontractors, including evaluation metrics.

   ii. Any existing Memorandums of Understanding or Intent to Contract documentation describing sub-contracted relationship.

   iii. Communication structure that will be used to manage reporting and maintain the highest quality of service for the early learning community.

4. **Approach and Methodology for Recruiting and Maintaining a High Performing Staff:** Describe the approach and methodology for recruiting and maintaining a high performing staff, being sure to address the following:

   a. **Recruitment:** Provide the plan for recruiting quality staff and detail the selection process for staff. This should include the level of education, training, experience, and skills the proposer expects for trainers and coaches. Describe how this process may have changed for your organization over time.

   b. **Training New Staff:** Provide the plan and process for training newly hired staff. Describe how new staff members are trained in the Contractor’s model for providing differentiated coaching.

   c. **Supervision and Improving Performance:** Provide the plan for supervising and improving performance of staff as well as exiting staff that are not meeting performance expectations. This should include a detailed overview of how the Contractor will supervise and support the staff to improve their skills and knowledge. Additionally explain what plans the organization has to continue to grow leadership within their staff to support organizational capacity. Explain how supports and training for staff will be differentiated based on assigned centers, performance, and identified need.
1.9.6 Proposed Staff Qualifications

The Proposer should provide detailed information about the experience and qualifications of the Proposer’s assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities, and any applicable certifications. This should also specifically include the role and responsibilities of any individual offering administration or management of the proposed contract, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

Provide, in an appendix, current resumes for all existing staff the Contractor will use for this project and job descriptions for each type of position the Contractor will have for this contract. If a subcontractor will be used, clearly identify any subcontractor arrangements.

1.9.7 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Each Proposer should address how the firm will meet the following:

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at: https://smallbiz.louisianaeconomicdevelopment.com.

If a Proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.
In RFP’s requiring the compliance of a good faith subcontracting plan, the State may require Proposers to submit information on their business relationships and arrangements with certified LaVet or Hudson Initiative subcontractors at the time of proposal review. Agreements between a Proposer and a certified LaVet or Hudson Initiative subcontractor in which the certified LaVet or Hudson Initiative subcontractor promises not to provide subcontracting quotations to other Proposers shall be prohibited.

If performing its evaluation of proposals, the State reserves the right to require a non-certified Proposer to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between proposer and certified Veteran Initiative and/or Hudson Initiative subcontractor(s).

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan, the using agency, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit Contractor to determine whether Contractor has complied in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the using agency, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

The statutes (La. R.S. 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at:


The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at:

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at: https://smallbiz.louisianaeconomicdevelopment.com

Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal:

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network:

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.
A. Twelve percent (12%) of the total evaluation points in this RFP are reserved for Proposers who are certified small entrepreneurship, or who will engage the participation of one or more certified small entrepreneurship as subcontractors. Reserved points shall be added to the applicable Proposer’s evaluation score as follows:

B. Proposer Status and Allotment of Reserved Points

i. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to twelve percent (12%) of the total evaluation points in this RFP.

ii. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.

iii. If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.

iv. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFP.

IF PROPOSER IS A CERTIFIED LA VET OR HUDSON SMALL ENTREPRENEURSHIP, PROPOSER MUST NOTE THIS IN ITS PROPOSAL IN ORDER TO RECEIVE THE FULL AMOUNT OF APPLICABLE RESERVED POINTS.

IF PROPOSER IS NOT CERTIFIED, BUT HAS ENGAGED ONE OR MORE LAVET OR HUDSON CERTIFIED SMALL ENTREPRENEURSHIPS TO PARTICIPATE AS SUBCONTRACTORS, PROPOSER SHALL PROVIDE THE FOLLOWING INFORMATION IN ORDER TO OBTAIN ANY APPLICABLE HUDSON/VETERAN INITIATIVE POINTS:

LaVet or Hudson certified small entrepreneurship Subcontractor information:

<table>
<thead>
<tr>
<th>Circle which initiative applies:</th>
<th>HUDSON INITIATIVE</th>
<th>VETERAN INITIATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontractor Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detailed Description of Work to be performed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Dollar Value of the subcontract for the three-year contract term:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note – it is not mandatory to have a Hudson/Veteran Initiative subcontractor. However, it is mandatory to include this information in order to obtain any allotted points when applicable.

If multiple Hudson/Veterans subcontractors will be used, repeat the above-required information. Additionally, provide a sufficiently detailed description of each subcontractor’s work so as to advise if services are duplicative or overlapping, or if subcontractor’s services constitute a distinct scope of work from each other subcontractor.
1.9.8 Cost Proposal

The Proposer should expect the total amount funded through the resulting contract to be based on the number of child care centers and classrooms in a parish, as shown in Appendix I. The estimated total funding for each parish is included as Appendix II. Parishes that do not have any Type III child care centers and classrooms are still expected to receive some funding to support the Early Learning Resource Center activities (this total is based on all early learning centers and registered family homes in the parish).

Proposers should consider the estimated level of total funding in Appendix II when determining unit costs and the number of units expected to be provided.

The Proposer must provide the unit cost for each service requested below and the anticipated number of units to be provided. This amount is for evaluation purposes only. The State will provide payment based on number of units actually provided within the contracted maximum unit numbers.

The unit cost for child respite services and any payments made for that service will be paid above and beyond the total contracted amount. These services are provided only on an as needed basis in the event of a disaster or other declared emergency. When examining the anticipated total funding for a parish, child respite services are not a part of the estimated funding.

The unit cost proposed should include all aspects of what is needed to provide that service. The State will only pay the unit cost for services provided. No other compensation will be provided under this contract. The Proposer should complete the Sample Cost Proposal (Appendix IV) as part of a complete proposal.

- **Differentiated Coaching**
  The unit cost should include all aspects needed to prepare for, deliver, and follow-up on the short term technical assistance and practice based coaching. The unit cost for both forms of differentiated coaching should be the same cost.

  The unit cost may include: preparation time, travel time, consultation, research, material development and related administrative costs. Payment is based on the number of units of technical assistance provided (one unit is a minimum of 45 minutes long).

  Proposals should include a total number of proposed differentiated coaching units in the Sample Cost Proposal (Attachment IV). This should be the total number for all proposed parishes. Proposers should not include differentiated coaching units for parishes that do not currently have Type III child care centers (see Appendix I).

- **Group Training**
  The unit cost should include all aspects needed to prepare, deliver, and follow-up on a training session. This should be the unit cost for completing both Louisiana Key Learning Modules as well as Contractor Created Modules. This may include preparation time, travel time to the training site (which is expected to be located in the Contractor’s parish or region), and training materials. Payment is based upon a completed 2 hour training session with a minimum of 5 attendees from Type III child care centers.
Contractors cannot charge any registration fees to any person working in a Type III child care center. The Contractor is allowed to charge up to a $10 registration fee per person, per training, for participants that are not working a publicly-funded early learning provider.

If the Contractor develops any web-based training, the Contractor will be able to bill three units of training for developing the training, upon final approval of the State. No units may be billed for web-based training once the training is made available to the public. Units may be charged to revise web-based training with permission from the LDOE.

Proposals should include a total number of proposed group training units in the Sample Cost Proposal (Attachment IV). This should be the total number for all proposed parishes. Proposers should not include group training units for parishes that do not currently have Type III child care centers (see Appendix I).

● **Early Learning Resource Center Activities**
  All proposals should include the unit cost of providing one month of Early Learning Resource Center activities. Unit cost should be presented as the cost of providing Early Learning Resource Center activities for a single parish.

  The unit cost should include all aspects of a month of Early Learning Resource Center activities. It is estimated that this will include an average of 20 hours of dedicated work per month, per parish, though time required will likely vary based on size of parish and number of parishes served.

  This unit cost may include: Providing basic assistance to child care and family homes, time and effort needed for raising donations to meet required 20% contract total match, maintenance of monthly training calendar for the region, hosting of monthly director collaborations, and providing referral services to families and child care centers as needed.

  Proposals should include a total number of proposed Early Learning Resource Center Activity Units in the Sample Cost Proposal (Attachment IV). This total should be the number of parishes proposed to serve, multiplied by 12. Proposers should include 12 Early Learning Resource Center Activity Units for all proposed parishes, and should include parishes that do not currently have Type III Child Care centers (see Appendix I).

● **Child Respite Services**
  The unit cost should include all aspects needed to prepare for and provide child respite services in a Critical Transportation Needs Shelter. The Contractor is responsible for providing child respite services in all Critical Transportation Needs Shelters in their contracted region. Payment is based on the number of units provided, where one unit equals one day of child respite services being provided at a given shelter.

  These services are provided only on an as needed basis in the event of a disaster or other declared emergency.
1.9.9 Certification Statement
The Proposer must sign and submit Attachment I, the Certification Statement.

1.9.10 Outsourcing of Key Internal Controls:
Not applicable to this RFP.

1.10 Number of Copies of Proposals
The State requests that one (1) original and six (6) copies of the proposal be submitted to the RFP and six (6) USB drives containing all components of the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. It is preferable that signatures be in blue ink. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal containing original signatures will be retained for incorporation into any contract resulting from this RFP.

The required video submission can be provided either through submission of a DVD, video file on a flash drive, or by providing a link to an online site where the video is uploaded.

1.11 Technical and Cost Proposals
The State requests the following:

• One (1) Original (clearly marked “Original”), six (6) numbered copies of the technical proposal, and six (6) USB drives containing all components of the proposal. All should be clearly marked technical proposal.

• One (1) Original (clearly marked “Original”) and six (6) numbered copies of the cost proposal. All should be clearly marked cost proposal.

1.12 Legibility/Clarity
Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer’s response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer’s ability to meet the requirements of the RFP are also desired. Each Proposer shall be solely responsible for the accuracy and completeness of its proposal.
1.13 **Confidential Information, Trade Secrets, and Proprietary Information**

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Louisiana Department of Education.

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

1.14 **Proposal Clarifications Prior to Submittal**

1.14.1 **Pre-proposal Conference**

A non-mandatory pre-proposal webinar conference will be held at [https://ldoe.zoom.us/j/275970237](https://ldoe.zoom.us/j/275970237) from 1:30 PM - 2:30 PM CST on December 13, 2018. The purpose of the conference shall be for Proposers to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm or joint venture intending to submit a proposal should have at least one duly authorized representative attend the pre-proposal conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the State will be stated in writing in response to written questions. Potential Proposers should submit all questions in writing even if an answer has already been given to an oral question. After the conference, written questions will be researched and an official response will be posted at [https://wwwcfprd.doa.louisiana.gov/osp/ lapac/pubMain.cfm](https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm).
1.14.2 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator listed below.

**Karen Evans, Procurement Manager**  
Louisiana Department of Education, Office of Management and Finance  
E-mail: RFP_LDE@la.gov

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential Proposers. Written inquiries must be received by the date and time specified in the Schedule of Events. The State shall reserve the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential Proposers will be posted by the date specified in the Schedule of Events at https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm.

Only LDOE Legal Office has the authority to officially respond to a Proposer’s questions on behalf of the State. Any communications from any other individuals shall not be binding to the State.

Note: LaPAC is the State’s online electronic bid posting and notification system resident on the Office of State Procurement website http://www.doa.la.gov/Pages/osp/Index.aspx. In that LaPAC provides an immediate e-mail notification to subscribing Bidders/Proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Proposers must register in the LaGov portal. Registration is intuitive at the following link: https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg.

Help scripts are available on OSP website under vendor center at: http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx.

1.14.3 Blackout Period

The blackout period is a specified period of time during a competitive sealed procurement process in which any Proposer, bidder, or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the procurement process about the affected procurement. The blackout period applies not only to state employees, but also to any contractor of the State. “Involvement” in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Proposer Inquiries section of this RFP. All communications to and from potential Proposers, bidders, vendors and/or their representatives during the blackout period must be in accordance with this solicitation’s defined method of
communication with the designated contact person. The blackout period will begin upon posting of the solicitation. The blackout period will end when the contract is awarded.

In those instances in which a prospective Proposer is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the State and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, Proposer, or state contractor who violates the blackout period may be liable to the State in damages and/or subject to any other remedy allowed by law.

Any costs associated with cancellation or termination will be the responsibility of the Proposer or bidder.

Notwithstanding the foregoing, the blackout period shall not apply to:
- A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
- Duly noticed site visits and/or conferences for bidders or Proposers;
- Oral presentations during the evaluation process;
- Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

1.15 Error and Omissions in Proposal

The State reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

1.16 Changes, Addenda, Withdrawals

The State reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm.

It shall be the responsibility of the Proposer to check the website for addenda to the RFP.

1.17 Withdrawal of Proposal

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the Proposer must be submitted to the RFP coordinator identified in the RFP.
1.18 Waiver of Administrative Informalities

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

1.19 Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in the State’s best interest.

1.20 Ownership of Proposal

All materials submitted in response to this RFP shall become the property of the State. Selection or rejection of a proposal shall not affect this right.

1.21 Cost of Offer Preparation

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

1.22 Taxes

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under contract awarded from this RFP.

In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor shall attest to its current and/or prospective compliance by signing the Certification Statement, Attachment I, submitted with its proposal, and also agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor’s tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.
1.23 Determination of Responsibility

Determination of the proposer’s responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:2536. The State must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

1.24 Use of Subcontractors

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

1.25 Written or Oral Discussions/Presentations

The State, at its sole discretion, may require all proposers reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the agency’s program objectives. Commitments made by the Proposer at the oral presentation, if any, will be considered binding.

1.26 Acceptance of Proposal Content

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.
1.27 Evaluation and Selection

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the state, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

The evaluation team may consult subject matter expert(s) to serve in an advisory capacity regarding any Proposer or proposal. Such input may include, but not be limited to, analysis of Proposer financial statements, review of technical requirements, or preparation of cost score data.

1.28 Best and Final Offers (BAFO)

The State reserves the right to conduct a BAFO with one or more Proposers identified by the evaluation committee to be reasonably susceptible of being selected for an award. If conducted, the Proposers selected will receive written notification of their selection, a list of specific items to address in the BAFO, and instructions for submittal. The BAFO negotiation may be used to assist the State in clarifying the scope of work or to obtain the most cost effective pricing available.

The written invitation to participate in BAFO will not obligate the state to a commitment to enter into a contract.

1.29 Contract Award and Execution

The State reserves the right to enter into a contract based on the initial offers received without further discussion of the proposals submitted. The State reserves the right to contract for all or a partial list of services offered in the proposals.

The RFP, including any addenda added, and the selected proposal shall become part of the contract initiated by the State.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the Sample Contract, Attachment II. A Proposer shall not submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit in its proposal any exceptions or contract deviations that its firm wishes to negotiate. Negotiations may coincide with the announcement of the selected Proposer.

If the contract negotiation period exceeds fourteen (14) business days, or if the selected Proposer fails to sign the final contract within seven (7) business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

1.30 Notice of Intent to Award

The Evaluation Team shall compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible proposer(s) with the highest score(s).
The State reserves the right to make multiple awards.

The State will notify the successful Proposer(s) and proceed to negotiate terms for final contract(s). Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum, list of criteria used with the weight assigned each criteria, scores of each proposal considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the “Notice of Intent to Award” letter has been issued.

Any person aggrieved by the proposed award has the right to submit a protest in writing to the Chief Procurement Officer within fourteen (14) calendar days after the agency issues a Notice of Intent to award a contract.

The award of a contract shall be subject to the approval of the Division of Administration, Office of State Procurement.

1.31 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, any public entity shall be authorized to reject a proposal from, or not award a contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

1.32 Insurance Requirements for Contractors

Insurance shall be placed with insurers with an A.M. Best’s rating of no less than A-: VI. This rating requirement shall be waived for Worker’s Compensation coverage only.

1.32.1 Contractor’s Insurance

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the total contract amount.
1.32.2 Minimum Scope and Limits of Insurance

1.32.2.1 Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor’s headquarters. Employers Liability is included with a minimum limit of $1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

1.32.2.2 Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of $1,000,000 and a minimum general annual aggregate of $2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

1.32.2.3 Professional Liability (Errors and Omissions)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of $1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed.

1.32.2.4 Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of $1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

1.32.2.5 Cyber Liability

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State’s confidential data shall have a minimum limit per occurrence of $1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy,
if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of
premium.

1.32.3 Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The
Contractor shall be responsible for all deductibles and self-insured retentions.

1.32.4 Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1.32.4.1 Commercial General Liability, Automobile Liability, and Cyber Liability Coverages

The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as
regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed
work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The
coverage shall contain no special limitations on the scope of protection afforded to the Agency.

The Contractor’s insurance shall be primary as respects the Agency, its officers, agents, employees and
volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained
by the Agency shall be excess and non-contributory of the Contractor’s insurance.

1.32.4.2 Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the
Agency, its officers, agents, employees and volunteers for losses arising from work performed by the
Contractor for the Agency.

1.32.4.3 All Coverages

All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day
written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with
the standard cancellation provisions in the Contractor’s policy. In addition, Contractor is required to notify
Agency of policy cancellations or reductions in limits.

The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or
Agency’s acceptance of a non-compliant certificate of insurance shall release the Contractor from the
obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the Agency for payment of
premiums or for assessments under any form of the policies.
Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

1.32.5 Acceptability of Insurers

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

1.32.6 Verification of Coverage

Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.

The Certificate Holder shall be listed as follows:

State of Louisiana
Louisiana Department of Education, Its Officers, Agents, Employees and Volunteers
1201 N Third Street, Baton Rouge LA 70802
Child Care Resource and Referral Services (#678PUR3000011506)

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

1.32.7 Subcontractors

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor’s Certificates at any time.
1.32.8 Workers Compensation Indemnity

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

1.33 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State. If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.
In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User’s exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor’s liability for direct damages, shall be the greater of $100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1.34 Payment

During the execution of tasks contained in the Statement of Work, the Contractor may submit invoices, not more frequently than monthly. The payment terms shall be as follows:

This contract will be paid using a unit cost methodology. Billing and payment terms shall be negotiated with the successful proposer.

Such payment amounts for work performed must be based on at least equivalent services rendered, and to the extent practical, will be keyed to clearly identifiable stages of progress as reflected in written reports submitted with the invoices. Contractor will not be paid more than the maximum amount of the contract.

1.34.1 Electronic Vendor Payment Solutions

The State desires to make payment to the awarded Proposer(s) electronically. The methods of payment may be via EVP, a method that converts check payments to a Visa credit card account with unique security features and electronic remittance notifications, or via EFT, a method in which payment is sent directly from the State’s bank to the payee’s bank. Please see Attachment III for additional information regarding electronic payment methods and registration.
1.35 Termination

1.35.1 Termination of the Contract for Cause

State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided the State shall give the Contractor written notice specifying the Contractor’s failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency’s failure and a reasonable opportunity for the State to cure the defect.

1.35.2 Termination of the Contract for Convenience

The State may terminate the Contract at any time without penalty by giving thirty (30) calendar days’ written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.35.3 Termination for Non-Appropriation of Funds

The continuation of this contract shall be contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.
1.36 **Assignment**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

1.37 **Right to Audit**

The State Legislative Auditor, internal auditors of the Division of Administration, agency auditors, and if applicable, federal auditors shall be entitled to audit the books and records of a contractor or any subcontractor under any negotiated contract or subcontractor to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract.

1.38 **Civil Rights Compliance**

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

1.39 **Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by the Contractor in connection with the performance of the services contracted for herein shall become the property of the State and shall, upon request, be returned by the Contractor to the State, at the Contractor’s expense, at termination or expiration of the contract.
1.40 Entire Agreement/ Order of Precedence

This contract, together with the RFP and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State’s RFP, and any exhibits specifically incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor’s proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor’s proposal.

1.41 Contract Modifications

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

1.42 Substitution of Personnel

The Contractor’s personnel assigned to this Contract shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to a project outside this contract, outside of the State’s or Contractor’s reasonable control, as the case may be, the State or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

1.43 Governing Law

(This section shall not be altered or deleted.)
This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

1.44 Claims or Controversies

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.
1.45 Code of Ethics

Proposers shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

1.46 Corporate Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Louisiana’s Secretary of State. If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Louisiana’s Secretary of State.

1.47 Prohibition of Discriminatory Boycotts of Israel

In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the Proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

PART 2: SCOPE OF WORK/SERVICES

2.1 Scope of Work

2.1.1 Overview and Key Functions

To improve kindergarten readiness and support child care centers in the unified quality rating and improvement system, Child Care Resource and Referral contractors (Contractor) will be expected to complete the following functions:

- **Differentiated Coaching**: Provide high-quality coaching that supports child and teacher interactions and use of high-quality instructional tools. Differentiated coaching includes both short term technical assistance and practice based coaching.
- **Group Training**: Provide training that is delivered by content experts and covers the critical information needed for operating a safe and healthy learning environment that supports child and teacher interactions and the use of high-quality instructional tools.
- **Early Childhood Resource Centers**: Act as a centralized source of child care information, supporting families and the child care industry within their communities with business practices,
resources, and opportunities for collaboration. Contractors will have the option to subcontract functions within Early Childhood Resource Center to another agency if desired.

2.1.2 Specific Requirements for Scope of Work

The Contractor must provide for a parish, multiple parishes, an entire region, multiple regions, or statewide the following:

**A. Differentiated Coaching:** Provide high-quality coaching that supports effective child and teacher interactions and use of Tier I curriculum and instructional tools.

Contractors will support child care teachers and leaders through differentiated coaching that leads to improved teacher-child interactions and classroom quality. Contractors are required to prioritize center-based supports to Type III child care centers that have received an Approaching Proficient or Unsatisfactory rating on their most recent Early Childhood Performance Profile, Type III child care centers that serve a high concentration of publicly-funded children (e.g., 30% or more), and/or child care centers that have opened within the past 12 months.

This RFP seeks contractors that will actively improve classroom quality through coaching that is focused on three key areas:

1. Improving the quality of teacher-child interactions and instruction;
2. Supporting the successful implementation of high-quality curriculum and instructional tools; and
3. Improving the health, safety, and classroom organization of learning environments.

Differentiated coaching includes two types of services:

- Short Term Technical Assistance: One-time visit in response to a specific need
- Practice Based Coaching: Recurring coaching visits to support classroom and site quality

The State expects differentiated coaching to be specified to meet the needs of individual teachers. Contractors must ensure that child care center leaders (e.g., directors or director designees) are an integral part of the coaching cycle. A goal of differentiated coaching should be that the director’s skill and ability to increase improvement grow as a result of these sessions.

Each type of differentiated coaching should be specific to the needs of the recipients. Differentiated coaching should result in enhanced skill development of the recipient and subsequent improvement in the quality of teacher-child interactions.

*Short term technical assistance* is provided by a qualified R&R coach for 45 minutes to one hour and consists of one-time visits that are completed to address a specific need and are requested by the child care center receiving the service. Short term technical assistance visits may include some follow up, such as sending an email or a phone call to verify success of solution. It is possible that a follow-up for a short term technical assistance visit may be to return for a practice based coaching sequence. Short term technical assistance should make up no more than 30% of the differentiated coaching units for any particular contract.
Short term technical assistance might address the following types of issues:

- Understanding and developing a professional development plan in response to CLASS™ scores
- Addressing short-term classroom environment concerns, such as classroom set-up or accessibility of materials
- Reviewing classroom and center schedules
- Short term concerns with use of child assessment technology and planning, and specific classroom management concerns, such as classroom transitions and behavior issues such as biting, etc.

**Practice based coaching** is provided by a qualified R&R coach for 45 minutes to one hour and is part of a sequence that requires multiple visits. The service is tailored to meet the specific needs of child care teachers and directors. These visits should be provided regularly in a series to the same center, typically for no less than 3-5 sessions, each session counting as a single unit of service (variation is to be expected based on need). Through practice based coaching, center staff (directors and teachers) and coach work together regularly for an extended period of time on an established plan to accomplish specific goals. Practice based coaching should include an initial goal setting visit with multiple follow up visits to monitor progress. Practice based coaching should be based on a written plan that was developed by the qualified R&R coach using data and input from directors and teachers. Practice based coaching must use a research-based coaching model and debrief process that has been approved by the LDOE. Practice based coaching should make up no less than 70% of the differentiated coaching units for any particular contract.

Practice based coaching might address the following types of issues:

- Improving teacher skills and behaviors as described by the CLASS™ tool
- Assisting a director with limited experience in instructional leadership
- Implementing curriculum effectively to support high-quality instruction

The following are examples of what could be considered activities included in practice based coaching:

- Onsite coaching in which a qualified R&R coach provides face-to-face coaching to a teacher(s) or leader at an early learning center. This may include strategies like modeling lessons, co-teaching, planning, observation and feedback, etc.

- Professional Learning Communities (PLC) in which a qualified R&R coach facilitates a series of discussions for a small group, generally around information or needs relevant to all in the PLC. The PLC must build participant knowledge and skills and ensure all participants in attendance support each other in implementing those skills into the classroom. The PLC should include 4-8 participants, and should be part of a series of collaborative meetings.

All forms of differentiated coaching must be: 1) planned in advance, 2) tailored to the specific needs of the recipient, 3) based on classroom and/or child level data or reports, and 4) evaluated for success by reviewing data or observing change in recipient practice. Practice based coaching must be part of a series of interactions designed to improve teacher-child interactions and learning experiences. All forms of differentiated coaching are offered primarily onsite, with the option to use web-based coaching as
Contractor Performance Expectations for Differentiated Coaching:

As part of differentiated coaching, the contractor must:

- **Employ a qualified R&R coach**: Qualified R&R coaches must have formal training in early childhood development, care, and education and demonstrated experience working with child care teachers and leaders. Qualified R&R coaches must be Pathways certified, be CLASS™ reliable observers (All of the following CLASS™ reliability types: Infant, Toddler, and Pre-K), trained in the most commonly used child assessment, and trained in using high-quality curriculum, including having a familiarity with most common Tier 1 curriculum. Contractor must ensure coaches have appropriate criminal background clearance.

- **Use a research-based coaching model**: The coaching model used must be research-based. The coaching model must indicate how instructional leaders within the center (directors or others) will be incorporated. All coaches must be trained on the coaching model no less than annually. There are several core components that must be included in all coaching models:
  a. Result in development of a goal-based plan. All coaching models must result in the development and continual updating of a plan. The plan must describe the frequency for visits, the goals that are being worked on, and mark any progress that is made.
  b. Be based on classroom observation
  c. Include opportunities for modeling

- **Develop a plan for training coaches**: Coaches must be routinely trained and offered opportunities for differentiated professional development to improve their skills. The contractor must have a plan for in-depth training for all new coaches to prepare them to implement the research-based coaching model. The contractor must also have a plan for routine professional development and training, including a variety of professional learning opportunities, that takes place no less than quarterly throughout the year.

- **Develop a plan for evaluating and providing feedback to coaches**: Contractor must conduct on-site observations of coaches in their assigned centers and provide feedback to coaches based on the observations at least four times a year. Feedback must be based on observations that are completed by the coach. At least once a year, coaches must be observed using video. Coaches must receive feedback from their supervisor based on a video recording of their coaching practice. Video evaluations will be shared with Contract Monitor, Education Program Consultant as requested.

- **Measure and report progress to the LDOE**: All differentiated coaching must be monitored and reported to the LDOE on a monthly basis, including the use of any reporting forms provided by the LDOE. Reports should include documentation of the onsite visits completed, as well as detailed reporting on the centers which have received assistance. The contractor will be responsible for sharing an online evaluative survey of the differentiated coaching with the child care center staff person who has received the service. This survey will be administered and monitored by the LDOE.

- **Plan to support a statewide coaching community**: Qualified R&R coaches should participate in any statewide coaching community or professional development learning communities provided by
the LDOE as part of their professional development plan.

**B. Group Training:** Provide training that is delivered by content experts, and that covers the critical information needed for operating a safe and healthy learning environment.

Contractors will provide training to child care teachers and leaders in building foundational knowledge and preparation to support and deliver high-quality instruction within their early learning classrooms. This RFP seeks contractors that will actively build the skills of teachers and leaders in obtaining foundational knowledge in the areas of:

1. Providing quality teacher-child interactions, especially instructional support (as measured through the Classroom Assessment and Scoring System (CLASS™))
2. Using *Louisiana’s Birth to Five Early Learning and Development Standards (ELDS)*
3. Implementing a developmentally-appropriate Tier 1 curriculum that addresses the ELDS
4. How to use child assessment information to adjust and improve instruction
5. How to use child observation and assessment information to support making referrals for intervention services
6. Administrative skills related to child care operations for child care leaders
7. Emergency preparedness, as needed

Group training opportunities should develop awareness, understanding, and knowledge of particular content for teachers and leaders. Trainings should focus on how trainees can take the knowledge gained in the training and apply it directly to their classroom practice. As requested, Contractor will submit training materials for review by the State and potentially other providers of child care support to improve training quality. All group training is to be provided in-person unless otherwise approved by the LDOE.

Group Training includes two types of services:

1. *Louisiana Key Learning Modules:* Deliver the content and materials from Louisiana Key Learning Modules to child care teachers and leaders, within the key content areas selected and developed by the LDOE. Contractor is expected to deliver Louisiana Key Learning Modules on a schedule agreed upon by the LDOE.
2. *Contractor-created training modules:* Deliver training developed by contractor to child care teachers and leaders that focuses on material not covered by Louisiana Key Learning Modules.

*Louisiana Key Learning Modules* are content modules that will be provided by the LDOE to the contractor to be delivered by a qualified R&R Trainer. These modules will include training resources (presentation slides, handouts, activities, and video) that will be delivered by the contractor. The contractor should attend train-the-trainer sessions to prepare to deliver the Louisiana Key Learning Modules as they are available. The contractor will deliver Louisiana Key Learning Modules as part of their regular schedule, as agreed upon by the LDOE. These modules must be delivered to a minimum of five attendees from Type III early learning centers, and training must be a minimum of two hours long.

*Contractor created training modules* are training modules that will be developed and delivered by the contractor. These modules must be delivered to a minimum of five attendees from Type III early learning centers, and training must be a minimum of two hours long.
centers, and training must be a minimum of two hours long.

**Contractor Performance Expectations for Group Training**

As part of Group Training, the contractor must:

- **Employ a qualified R&R trainer:** Qualified R&R trainers must have formal training in early child care and education and demonstrated experience working with child care teachers and leaders. All staff and subcontractors (those who deliver any training or technical assistance and coaching) are CLASS™ reliable observers (CLASS™ type: Infant, Toddler, Pre-K), trained and reliable in the most commonly used child assessment and trained in using Tier 1 curriculum. All trainers must be Louisiana Pathways approved as a minimum criteria.

- **Develop a plan for supporting trainers:** Trainers must be routinely trained and offered opportunities for differentiated professional development to improve their skills. The contractor must have a plan for in-depth training for all new trainers. The contractor must also have a plan for routine professional development and training that takes place no less than quarterly throughout the year. It is expected that the contractor has a plan for developing all trainers that provide training units for the contractor. Any sub-contracted trainer should be included in professional development, evaluation, and feedback practices.

- **Providing feedback to trainers:** Feedback must be provided to trainers no less than quarterly. Feedback must be based on observations of trainings. At least once a year, training must be observed using video for each trainer, with the trainer and supervisor debriefing and watching the training together to provide improvement feedback to the trainer, with intentional opportunities for reflection on his/her own practice.

- **Develop a plan for evaluating success of trainers:** Contractor must provide evaluations of the trainers on their success at least annually. Contractor must be able to provide these evaluations to the department upon request.

- **Measure and report progress to the LDOE:** All professional development must be reported to the LDOE on a monthly basis, including the use of any reporting forms provided by the LDOE. Reports should include documentation of the professional development completed, as well as detailed reporting on the centers which participated. Contractor must develop a plan for how they will assess the effectiveness of their professional development, specifically the method for using self-collected and statewide data to refine their offerings for group training. The contractor will be responsible for sharing an online evaluative survey of the training to the participants. This survey will be administered and monitored by the LDOE.

- **Make group training accessible to those who need it:** The contractor must develop a plan to reduce or eliminate barriers for child care leaders and teachers to attend their high-quality opportunities for professional education (e.g., travel, scheduling, etc.). The contractor must develop a plan for sharing the offerings with the child care community in their region.

**C. Early Childhood Resource Center:** Act as a centralized source of child care information, supporting families and the child care industry with business practices, resources, and opportunities for collaboration. Contractor will have the option to subcontract Early Childhood Resource Center services if desired.
This RFP seeks contractors that will secure the following services for the early childhood community:

1. Basic Assistance for Child Care and Family Homes:
   a. Provide basic assistance to child care and family homes

2. Resources for Early Learning Environments:
   a. Raise donations/matching funds to support child care and family homes

3. Support Quality Care for Early Learning Community
   a. Create and, where appropriate, work with local lead agency(s) to create an annual plan for supporting improvement across publicly-funded early learning centers
   b. Maintain a monthly calendar of training and support opportunities available for early learning providers in the region

4. Build Strong Leaders:
   a. Hold monthly director meetings that respond to identified needs and topics within the community

5. Provide Referrals for the Community:
   a. Referral services for families and early learning programs for relevant opportunities
   b. Coordinate with local lead agency

6. Emergency Care: Support families and child care in case of emergency
   a. Respite care as needed

Contractor Performance Expectations for Early Childhood Resource Center:

As part of the Early Childhood Resource Center services, the contractor must provide:

- Basic Assistance for Child Care and Family Homes
  - Provide basic assistance to child care and family homes: Basic assistance consists of providing basic, general information to child care providers on topics such as: ancillary teaching certification, business administration practices, and program compliance issues specific to that recipient. Basic technical assistance is provided through all modes of written and verbal communication such as phone, e-mail, and real-time web-based conversation (e.g., live chat, Skype, etc.). All individuals working in all licensed centers and home-based programs are eligible for this service. Contractors are responsible for maintaining availability and responsiveness for answering basic assistance questions.

- Resources for Early Learning Environments:
  - Raise donations (through School Readiness Tax Credits or other) to support access to high-quality tools and resources in child care centers: Provide resources for Type III child care centers or certified home-based programs (registered with the Child Care Assistance Program) lacking sufficient resources for a high-quality classroom (e.g., curriculum, instructional materials and supplies, technology that directly supports instruction, etc.). The Contractor will provide these resources through required matching funds for the contract. The Contractor must provide matching funds at 20% of the total contract amount. These matching funds can be provided from any source (except other contracts with the State), but are anticipated to be provided through raising donations that qualify for the School Readiness Tax Credits (SRTC). In addition, the Contractor should provide other support services to the State as needed, which may include allocating and
administering grants, including materials to child care providers.

- **Support Quality Care for Early Learning Community**
  - Create an annual improvement plan: Collaborate with the LDOE and Early Childhood Community Network Lead Agency to develop a plan based on results from Early Childhood Performance Profile data for supporting improvement across publicly-funded early learning centers. Plan should include information about collaboration structures that will be in place for community across various child care support partners (including local resources, Tulane Mental Health Consultation, and any LDOE contracted providers), key focus areas and priorities and strategies to support improvement. The plan may also include strategies to support the addition of publicly-funded early learning providers to the region.
  - Maintain a monthly calendar of training and support: Keep an updated and posted online calendar that includes monthly training and support opportunities for all early learning providers in the region, including all licensed early learning centers and home based providers. Calendar should include offerings from contractor as well as other established community support agencies that offer applicable services.

- **Build Strong Leaders:**
  - Host monthly Directors’ Meetings: Host monthly Directors’ Meetings in which the Contractor gathers child care directors in the contracted area(s) for the purpose of building capacity among directors to serve as instructional leaders, particularly observing classrooms and providing quality feedback to teachers. Directors’ Meetings can include program directors from all types of early learning providers. These meetings provide the opportunity for directors to learn from one another, informing their daily work. These should include trainings on information and best practices in instructional leadership as well as facilitated dialogue that is highly participatory.

- **Provide Referrals for the Community:**
  - Offer consultation services to families and programs: Contractor will act as a coordinating source for referring families in making appropriate early care and education arrangements. This service is provided through intake and counseling or through independent searches directly through online databases (www.louisianaschools.com). Referral services can be provided by phone, email, real-time web-based conversation (e.g., live chat, Skype, etc.) or in person.
    - Contractor also acts as a resource agency for other information that can support families and early learning programs in accessing resources they need, such as referring to community health programs, local grant opportunities for programs, intervention services for programs or families seeking specialized support, etc.
  - Coordinate with the local Early Childhood Community Network Lead Agencies: Collaborate and establish a formal partnership with each of the Community Network Lead Agencies within the proposed area to ensure R&R referral services complement coordinated enrollment services and that there is no duplication of services or gaps for the full range of child care options (including faith-based, community-based child care options).
centers and family child care homes, nontraditional hours and emergency child care centers) in their local area or region.

- Work together to provide user-friendly materials and information to help families make an informed decision about child care options in an effort to ensure families are enrolling their children in the most appropriate child care setting to suit their needs and that is of high quality as determined by the State/Territory.
- This includes a plan for collaborating with Lead Agency Community Networks’ coordinated enrollment systems, including an executed MOU or equivalent formal written agreement with each Lead Agency by October 1 of each contract year.

- Emergency Care: Support families and child care in case of emergency
  - Provide respite care as needed: Participate in preparing for and providing child respite services in Department of Children and Family Services Critical Transportation Needs Shelters. Child respite services should consist of Contractors providing respite care to children who are temporarily housed in Critical Transportation Needs Shelters due to natural disasters or other declared emergencies. The Contractor is responsible for providing child respite services in all Critical Transportation Needs Shelters in their contracted region. Contractors should ensure that staff and volunteers are trained and have appropriate criminal background clearance to work with children and families. This service is as needed and as requested by the LDOE only.
  - For purposes of this contract, contractor must agree to provide emergency care as needed in extreme circumstances. Any additional costs associated with offering emergency care will be amended to contract if needed, as approved by the LDOE.

2.1.3 Additional Expectations for Contracted Services

In addition to the services enumerated above, Contractors must:

- Agree to keep CLASS™ information confidential and agree not to make use of the information for any other purpose or to release or in any way disseminate or disclose the information provided. Contractor will be granted access to the State’s CLASS System through a password assigned to specific contractor staff, which will enable such staff member to view CLASS™ scores for Type III early learning centers in the Contractor’s service area. This access and information is being provided to the Contractor solely for use in planning and providing targeted training and technical assistance to child care centers, teachers, and leaders in the Contractor’s service area.
- Hire and train staff to be prepared to support key tools approved by the LDOE. New staff must achieve reliability on CLASS™ and the child assessment before providing any training or coaching related to those topics. This reliability must be attained within 90 calendar days of hire.
- Support and communicate the State’s initiatives to improve the quality of early care and education (e.g., through presentations, participation in meetings, etc.).
- Participate in state-sponsored child care support meetings and/or collaboratives (no more than once a month).
- Participate in programmatic reviews conducted by the State or others with whom the state is
contracted or partnering.

- Assure to building and maintaining effective, collaborative relationships with key child care partners who operate in their region, including, but not limited to: Community Network Lead Agencies, BESE-approved teacher preparation programs, and mental health consultants.
- Support State efforts during an emergency/disaster and following related to child care services (e.g., child care emergency planning, preparation and recovery). These may include providing trainings (as requested), contacting providers via phone or conducting onsite visits in disaster-declared areas to ensure safe and healthy conditions and compliance with state regulations.

2.2 Task and Services

All tasks and services to be performed are outlined in the Deliverables Section 2.3.

2.3 Deliverables

Contractor will be expected to deliver the following products as a documentation of their completion of the services described in Section 2.1 (Scope of Services).

2.3.1 Differentiated Coaching. Contractor will submit the following deliverables throughout the term of the contract to document the completion of required services related to differentiated coaching.

A. Differentiated Coaching, Monthly Measure of Success Report: The contractor will submit the following deliverable monthly to document number of differentiated coaching units completed. The report will describe the differentiated coaching provided each month and will be submitted on the template provided by the LDOE.
   a. Record of the Type III centers and teachers (number of centers and site code) that have received differentiated coaching, including information about the focus of the coaching visit and the coach who was responsible for delivering the service. Documentation of visit forms or debriefs should be submitted as backup with the Differentiated Coaching Measure of Success Report.

B. Differentiated Coaching, Surveys of Recipients: The contractor will disseminate an online survey which has been designed by the LDOE. The contractor may be evaluated on the results of the survey, as well as for maintaining an agreed upon target completion rate. The contractor will receive the results of their survey monthly from the LDOE. Twice annually, the contractor will prepare an analysis of the survey data using a template provided by the LDOE.

C. Reflection on CLASS™ observation results: The Contractor will review CLASS™ observation results (completed for the Early Childhood Accountability System, provided by the LDOE) for classrooms that have received differentiated coaching, particularly focusing on those that have participated in the Practice Based Coaching. The Contractor will answer a series of reflective questions regarding the scores of the sites in their region, and their plan for reacting to these results. This report will be prepared and delivered to the LDOE bi-annually. The Contractor will use a template prepared by the LDOE.
D. **Video of Coaching Sessions:** As requested, Contractor will submit videos of coaching and planning documentation for the video recorded sessions described in the differentiated coaching minimum expectations. Videos may be used in LDOE-facilitated communities of practice for contracted coaches.

2.3.2 - **Group Training.** Contractor will submit the following deliverables throughout the term of the contract to document the completion of required services related to group training.

A. **Group Training, Monthly Measure of Success Report:** The Contractor will submit the following deliverable monthly to document number of group training units completed. The report will describe the group training provided each month and will be submitted on the template provided from the LDOE.
   a. Record of the Type III child care centers and staff (number served, percentage served, and site code) that have received group training, including information about the focus of the training (whether Louisiana Key Learning Module or contractor created) and the trainer who was responsible for delivering the service.

B. **Group Training, Surveys of Recipients:** The Contractor will disseminate an online survey which has been designed by the LDOE. The Contractor may be evaluated on the results of the survey, as well as for maintaining an agreed upon target completion rate. The Contractor will receive the results of the survey monthly from the LDOE. Twice annually, the Contractor will prepare an analysis reviewing data from the survey to be shared with the LDOE. The Contractor will prepare based on a template provided by the LDOE.

C. **Video of Training Sessions:** As requested, Contractor will submit videos of group training sessions, including any documentation for the relevant sessions.

2.3.3 - **Early Childhood Resource Centers.** Contractor will submit the following deliverables throughout the term of the contract to document the completion of required services related to group training.

A. **Report of Early Childhood Resource Center Activity:** The Contractor will submit the following information monthly as documentation of completing a unit of Early Learning Resource Center activities. Contractor will use format provided by the LDOE:
   a. **Basic Assistance:** Provide description of basic assistance that has taken place, summarizing key categories of inquiries and types of assistance provided.
   b. **Resources for Early Learning Environments:** Provide list of all donations and matching funds collected to support child care and family homes.
      i. Provide description of how funds have been used to support the early childhood community within contract region.
   c. **Support Quality Care for Early Learning Community:** Provide description of activities that have been completed to create and implement a plan for supporting early learning providers to improve.
      i. Include documentation of monthly training calendars that have been shared.
   d. **Build Strong Leaders:** Provide description and documentation of monthly director meetings.
   e. **Referrals for the Community:** Provide description of referrals that have taken place, including a description of the types of opportunities and services that early learning programs or families have been referred to.
i. Prior to October 1, provide a Memorandum of Understanding (MOU) or equivalent formal written agreement with the local Early Childhood Community Network Lead Agency.

B. Emergency Care: Prior to October 1, provide a detailed description of the preparation that has taken place to be ready to offer child care respite services in case of emergency.

ii. Please note: the following performance measures will only need to be met if a natural disaster or other emergency is declared in a region that requires child respite services:

1. The number and names of shelters in which child respite services were provided
2. The number of days of respite services
3. Contract-specific measurements of success will include the minimum performance measures included herein and will be finalized during contract negotiation. The measurement of success will be completed and submitted monthly with each invoice. Measurement of success must reflect all contracted activities and performance measures.
4. Accurate data collection and ad hoc reporting of information requested by the State or the Administration for Children and Families (ACF) Office of Child Care within three (3) working days of request including timely data entry in the manner requested.

2.4 Technical Requirements

Not applicable to this RFP.

2.5 Project Requirements

The contractor will designate certified and professional individuals to work on each project. The contractor responsibilities for this project includes:

- Monitoring and reporting progress;
- Managing communication with LDOE and reporting the progress and issues for each task;
- Ensuring all deliverables are on schedule and in the required format; and
- Informing the LDOE of any key personnel changes or key organizational changes, and ensuring that any changes in staff meet the qualifications as requested and approved by LDOE.
PART 3: EVALUATION

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Background and Experience</td>
<td>12</td>
</tr>
<tr>
<td>Approach and Methodology</td>
<td>40</td>
</tr>
<tr>
<td>Proposed Staff Qualifications</td>
<td>11</td>
</tr>
<tr>
<td>Hudson/Veteran Small Entrepreneurship Program (up to 10 points reserved for Hudson-certified vendors; up to 12 points reserved for Veteran-certified vendors; if no Veteran-certified vendors propose, the additional 2 Veterans points are not awarded; see 1.9 Section G. for details)</td>
<td>12</td>
</tr>
<tr>
<td>Cost</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The proposal will be evaluated in light of the material and the substantiating evidence presented to the State, not on the basis of what may be inferred.

Proposer must receive a minimum score of 31.5 points (50%) of the total available points in the technical categories of Company Background and Experience, Approach and Methodology and Proposed Staff Qualifications to be considered responsive to the RFP. **Proposals not meeting the minimum score shall be rejected and not proceed to further Cost or Louisiana Veteran and/or Hudson Initiative evaluation.**

The scores for the Financial Proposals, Technical Proposals, and Veteran and Hudson Initiative will be combined to determine overall score. The Proposer with the highest overall score will be recommended for award.

3.1 Cost Evaluation

The Proposer with the lowest total cost shall receive 25 points. Other proposers shall receive cost points based upon the following formula.

Each Contractor will be given a cost score for each unit cost. Each unit cost is worth the following maximum points (for a total of 25 points):

- Differentiated Coaching Unit Score - Maximum of 9 Points
- Group Training Unit Score - Maximum of 9 points
Early Learning Resource Center Unit Score - Maximum of 7

The cost score per unit is based on:

\[ CCS = \frac{LPC}{TCP} \times 25 \]

Where:
- CCS = Computed Cost Score for Unit (points) for Proposer being evaluated for parish(es)
- LPC = Lowest Proposed Unit Cost of all Proposers for Parish(es)
- TCP = Total Unit Cost of Proposer being evaluated for parish(es)

For example, if a proposer earns the following unit cost scores, their total cost score used to evaluate the full proposal would be 22.

- Differentiated Coaching (maximum of 9 points): 7
- Group Training (maximum of 9 points): 9
- Early Learning Resource Center (maximum of 7 points): 6

The Proposer should complete the Sample Cost Proposal (Appendix IV) as part of a complete proposal.

The Proposer must provide the unit cost for each service requested below and the anticipated number of units to be provided. This amount is for evaluation purposes only. The State will provide payment based on number of units actually provided within the contracted maximum unit numbers.

Proposer may apply for a parish, multiple parishes, an entire region, multiple regions or the state (Regions listed in Appendix II).

For proposers seeking multiple parishes, the proposer should include one Sample Cost Proposal listing all parishes or regions.

PART 4: PERFORMANCE STANDARDS

4.1 Performance Requirements

Contractor must meet all requirements, deliverables, and timelines outlined in Part II: Scope of Work.

4.2 Performance Measurement/Evaluation/Monitoring Plan

4.2.1 Performance Measures/Evaluation:

The performance of the contract will be measured by the State Project Manager, authorized on behalf of the LDOE, to evaluate the contractor’s performance against the criteria in Part II: Scope of Work/Services and Deliverables.

In addition, the performance will be measured by meeting the following performance requirements:
● Provide supporting documentation for completion of all deliverables and reports on a monthly basis.
● Accurate data collection and ad hoc reporting of information requested by the State or the Administration for Children and Families (ACF) Office of Child Care within 3 working days of request including timely data entry in the manner requested.
● MOU(s) or equivalent formal written agreements detailing collaborative relationship with Community Network Lead Agencies on enrollment and referrals for each of the Community Networks within the geographic area served
● Other documentation as requested by the State.

4.2.2 Monitoring Plan:

The LDOE will monitor the effectiveness of the contractor’s services monthly based on the measures of success, the contractor’s ability to meet the required deliverables, feedback from the LDOE-administered surveys, and other performance information available to the State.

4.3 Veteran and Hudson Initiative Programs Reporting Requirements

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor participation and the dollar amount of each.
ATTACHMENT I: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. The Proposer should identify the Contact name and fill in the information below: (Print Clearly)

A. Official Contact Name: ____________________________________________

B. E-mail Address: __________________________________________________

C. Facsimile Number with area code: (      ) ____________________________

D. US Mail Address: __________________________________________________

Proposer shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this RFP is accurate;

2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.

4. Proposer’s quote shall be valid for at least 90 calendar days from the date of proposal’s signature below;

5. Proposer understands that if selected as the successful Proposer, he/she will have fourteen (14) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

6. Proposer shall certify, by signing and submitting a proposal for $25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at https://www.sam.gov.)

7. Proposer understands that, if selected as a contractor, the Louisiana Department of Revenue must determine that it is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the LDR. Proposer shall comply with R.S. 39:1624(A)(10) by providing its seven-digit LDR account number in order for tax payment compliance status to be verified.
8. Proposer further acknowledges its understanding that issuance of a tax clearance certificate by LDR is a necessary precondition to the approval of any contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to any contract without penalty and proceed with alternate arrangements, should a prospective contractor fail to resolve any identified outstanding tax compliance discrepancies with the LDR within seven (7) days of such notification.

9. Proposer certifies and agrees that the following information is correct: In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the Proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

Signature of Proposer or Authorized Representative

Typed or Printed Name:

Date:

Title:

Company Name:

Address:

City:    State:    Zip:
ATTACHMENT II: SAMPLE CONTRACT

STATE OF LOUISIANA

CONTRACT

On this ____day of ____________, 20___, the State of Louisiana, [STATE AGENCY NAME], hereinafter sometimes referred to as the "State", and [CONTRACTOR’S NAME AND LEGAL ADDRESS INCLUDING ZIP CODE], hereinafter sometimes referred to as the "Contractor", do hereby enter into a contract under the following terms and conditions.

1.0 SCOPE OF SERVICES

1.1 CONCISE DESCRIPTION OF SERVICES

In order to improve kindergarten readiness by supporting child care centers to improve the quality rating of their center, R&R contractors the Contractor will be expected to provide:

1. **Differentiated Coaching:** Contractor will provide high-quality coaching for child care staff using a research based model that supports child and teacher interactions and the use of high-quality instructional tools. Coaching will be made up of short term technical assistance (no more than 30% of visits) and practice based coaching (majority of visits), which builds on a data-driven plan for improvement over a series of visits.

2. **Group Training:** Contractor will provide training that is developed and delivered by content experts and covers the critical information needed for operating a safe and healthy learning environment that supports child and teacher interactions and the use of high-quality instructional tools. Group training will be made up of a combination of Louisiana Foundational Learning Modules (training modules provided by the Louisiana Department of Education prior to fall 2019) and contractor created training modules.

3. **Early Childhood Resource Centers:** Contractor will act as a centralized source of child care information, supporting families and the child care industry within their communities with business practices, resources, and opportunities for collaboration. Contractors will have the option to subcontract functions of the Early Childhood Resource Center to another agency if desired.

1.1.1 GOALS AND OBJECTIVES

The LDOE desires to contract with organizations to provide Child Care Resource and Referral services that support improved kindergarten readiness through:

1. Providing high-quality differentiated coaching to child care centers
2. Providing group training to child care centers on essential content and skills
3. Acting as a community resource center for early childhood sites and families
1.1.2 PERFORMANCE MEASURES

The performance of the contract will be measured by the State Project Manager, authorized on behalf of the State, to evaluate the contractor’s performance against the criteria in the Statement of Work and are identified as:

- Provide supporting documentation for completion of all deliverables and reports on a monthly basis.
- Accurate data collection and ad hoc reporting of information requested by the State or the Administration for Children and Families (ACF) Office of Child Care within 3 working days of request including timely data entry in the manner requested.
- MOU(s) or equivalent formal written agreements detailing collaborative relationship with Community Network Lead Agencies on enrollment and referrals for each of the Community Networks within the geographic area served
- Other documentation as requested by the State.

1.1.3 MONITORING PLAN

Education Program Consultant 3 will monitor the services provided by the contractor and the expenditure of funds under this contract. Education Program Consultant 3 will be primarily responsible for the day-to-day contact with the contractor and day-to-day monitoring of the contractor’s performance.

1.1.4 DELIVERABLES

The Contract will be considered complete when Contractor has delivered and State has accepted all deliverables specified in the Statement of Work.

1.1.5 Veteran/Hudson Small Entrepreneurship Program Participation

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor participation and the dollar amount of each.

1.1.6 SUBSTITUTION OF KEY PERSONNEL

The Contractor’s personnel assigned to this Contract shall not be replaced without the written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State’s or Contractor’s reasonable control, as the case may be, the State or the Contractor, shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.
2.0 ADMINISTRATIVE REQUIREMENTS

2.1. TERM OF CONTRACT
This contract shall begin on [DATE] and shall end on [DATE]. State has the right to contract for up to a total of three (3) years with the concurrence of the Contractor and all appropriate approvals.

2.2. STATE FURNISHED RESOURCES
State shall appoint a Project Coordinator for this Contract who will provide oversight of the activities conducted hereunder. Notwithstanding the Contractor’s responsibility for management during the performance of this Contract, the assigned Project Coordinator shall be the principal point of contact on behalf of the State and will be the principal point of contact for Contractor concerning Contractor’s performance under this Contract.

2.3. TAXES
Contractor is responsible for payment of all applicable taxes from the funds to be received under this contract. Contractor’s federal tax identification number is ________________. Contractor’s seven-digit LDR account number is ________________.

In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor’s tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

3.0 COMPENSATION, MAXIMUM AMOUNT OF CONTRACT

In consideration of the services required by this contract, State hereby agrees to pay to Contractor a maximum fee of $ [TO BE INSERTED]. Payments are predicated upon successful completion and written approval by the State of the described tasks and deliverables as provided in Section 1, Scope of Services. Payments will be made to the Contractor after written acceptance by the State of the payment task and approval of an invoice. State will make every reasonable effort to make payments within 30 calendar days of the approval of invoice and under a valid contract. Payment will be made only on approval of (Name of Designee).
During the execution of tasks contained in the Statement of Work, the Contractor may submit invoices, not more frequently than monthly. The payment terms are as follows:

This contract will be paid using a unit cost methodology.

Such payment amounts for work performed must be based on at least equivalent services rendered, and to the extent practical, will be keyed to clearly identifiable stages of progress as reflected in written reports submitted with the invoices. Contractor will not be paid more than the maximum amount of the contract.

4.0 TERMINATION

4.1. TERMINATION OF THE CONTRACT FOR CAUSE

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor’s failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency’s failure and a reasonable opportunity for the state to cure the defect.

4.2. TERMINATION FOR CONVENIENCE

State may terminate the Contract at any time without penalty by giving thirty (30) calendar days’ written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

4.3. TERMINATION FOR NON-APPROPRIATION OF FUNDS

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.
5.0 INDEMNIFICATION & LIMITATION OF LIABILITY

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State.

If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of $100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the
work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

6.0  CONTRACT CONTROVERSIES

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

7.0  FUND USE

Contractor agrees not to use contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

8.0  ASSIGNMENT

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

9.0  RIGHT TO AUDIT

The State Legislative Auditor, agency, and/or federal auditors and internal auditors of the Division of Administration shall have the option to audit all accounts directly pertaining to the contract for a period of five (5) years from the date of the last payment made under this contract. Records shall be made available during normal working hours for this purpose.
10.0 CONTRACT MODIFICATION

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

11.0 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

12.0 SUBCONTRACTORS

The Contractor may, with prior written permission from the State, enter into subcontracts with third parties for the performance of any part of the Contractor’s duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor’s duties. The contractor will be the single point of contact for all subcontractor work.

13.0 CIVIL RIGHTS COMPLIANCE

The contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.
14.0 INSURANCE

(Agencies should discuss with ORM any specific insurance requirements and amend this section to meet their needs.)

Insurance shall be placed with insurers with an A.M. Best’s rating of no less than A-: VI. This rating requirement shall be waived for Worker’s Compensation coverage only.

Contractor’s Insurance: The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, shall be filed with the State of Louisiana for approval prior to commencement of work. The Contractor shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. In the event of a claim or dispute of a claim, the State reserves the right to request copies of insurance policies. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) calendar days’ notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers’ Compensation Insurance for all of the Contractor’s employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers’ Compensation Insurance for all the latter’s employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers’ Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer’s Liability Insurance for the protection of such employees not protected by the Workers’ Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of $1,000,000.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of $1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.
Subcontractor’s Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor’s own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

15.0 GOVERNING LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

16.0 CODE OF ETHICS

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

17.0 SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this contract are declared severable.

18.0 INDEPENDENT ASSURANCES

(Applicable if outsourcing a key internal control. Note that if the scope of work involves information technology, the IT/Data Processing contract template should be used instead, along with this language) The State of Louisiana /State Agency will also require the Contractor and /or subcontractors, if performing a key internal control, to submit to an independent SSAE 16 SOC 1 and/or type II audit of its internal controls and other financial and performance audits from outside companies to assure both the financial viability of the (outsourced) program and the operational viability, including the policies and procedures placed into operation. The audit firm will conduct tests and render an independent opinion on the operating effectiveness of the controls and procedures.

The contractor could be required to provide a quality control plan, such as third party Quality Assurance (QA), Independent Verification and Validation (IV &V), and other internal project/ program reviews and audits.

These audits will require the Contractor to provide any assistance, records access, information system access, staff access, and space access to the party selected to perform the indicated audit. The audit firm will submit a final report on controls placed in operations for the project and include a detailed description of the audit firm’s tests of the operating effectiveness of controls.
The Contractor shall supply the Department with an exact copy of the report within thirty (30) calendar days of completion. Such audits may be performed annually during the term of the contract. The Contractor agrees to implement recommendations as suggested by the audits within three months of report issuance at no cost to the State Agency. Cost of the SSAE 16 audit is to be included in the cost being proposed in response to this RFP.

19.0  RECORD OWNERSHIP

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by the Contractor in connection with the performance of the services contracted for herein shall become the property of the State and shall, upon request, be returned by the Contractor to the State, at the Contractor’s expense, at termination or expiration of the contract.

20.0  COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

21.0  ENTIRE AGREEMENT AND ORDER OF PRECEDENCE

This contract together with the RFP and contractor’s proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the Contractor’s Proposal.

22.0  PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for $100,000 or more and for any Contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel.

The State reserves the right to terminate this Contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the Contract.

THUS DONE, SIGNED AND EXECUTED by the parties on the dates next to their respective signatures below.
Two Witnesses' Signatures (required)

_____________________________

Contractor's Signature

By:________________________________________ Date

Printed Name:_________________________________________

Title:_________________________________________

Telephone: (____)____________________________

State Agency Signatures

__________________________________________
Assistant/Deputy Superintendent Date

__________________________________________
State Superintendent of Education Date

*(Contracts exceeding $50,000 require the following additional signatures)

__________________________________________
* President, State Board of Elementary and Secondary Education Date
ATTACHMENT III: ELECTRONIC VENDOR PAYMENT SOLUTION

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of $5,000 and under, and where feasible, over $5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or have not already enrolled in EFT, you will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or EFT. You may indicate your acceptance below.

The LaCarte Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:
- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Purchasing on request.

EFT payments are sent from the State’s bank directly to the payee’s bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information is available at: [http://www.doa.la.gov/OSRAP/EFTforWebsite.pdf](http://www.doa.la.gov/OSRAP/EFTforWebsite.pdf).

To facilitate this payment process, you will need to complete and return both EFT enrollment forms found at: [http://www.doa.la.gov/Pages/osrap/Forms/Forms.aspx](http://www.doa.la.gov/Pages/osrap/Forms/Forms.aspx) and [http://www.doa.la.gov/OSRAP/EFTforWebsite.pdf](http://www.doa.la.gov/OSRAP/EFTforWebsite.pdf).

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Will Accept</th>
<th>Already enrolled</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Will Accept</th>
<th>Already enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

____________________________________________________
Printed Name of Individual Authorized

____________________________________________________
Authorized Signature for payment type chosen

____________________________________________________
Email address and phone number of authorized individual
ATTACHMENT IV - Sample Cost Proposal

Proposer may apply for a parish, multiple parishes, an entire region, multiple regions or the state (Regions listed in Appendix II). The Proposer should complete the Sample Cost Proposal as part of a complete proposal.

The unit cost for child respite services and any payments made for that service will be paid above and beyond the total contracted amount. These services are provided only on an as needed basis in the event of a disaster or other declared emergency. When examining the anticipated total funding for a parish, child respite services are not a part of the estimated funding.

Note on Early Learning Resource Center Units: The proposed unit cost should reflect the cost for performing one unit for each parish. The total number of Early Learning Resource Center Units should reflect the number of total parishes proposed, multiplied by 12.

Cost evaluations will be conducted by comparing costs for each parish.

<table>
<thead>
<tr>
<th>Parish(es) for Cost Chart</th>
<th>Parish(es) for Cost Chart</th>
<th>Parish(es) for Cost Chart</th>
<th>Parish(es) for Cost Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Differentiated Coaching</td>
<td>Group Training</td>
<td>Early Learning Resource Center</td>
</tr>
<tr>
<td>Unit Cost</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td></td>
<td>Unit cost for one parish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Units to be provided</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>= (total number of parishes proposed) x 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td>(unit cost x # of units to be provided)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Cost of Contract</td>
<td>(sum of costs, not including costs for child respite services)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix I: Estimated Total Funds Per Parish

Note: This is for planning purposes only. The actual amount contracted may change.

<table>
<thead>
<tr>
<th>Parish</th>
<th>Estimated # of Type III Child Care Centers</th>
<th>Estimated # of classrooms within Type III Child Care Centers</th>
<th>Estimated Funding</th>
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<tbody>
<tr>
<td>Acadia</td>
<td>9</td>
<td>28</td>
<td>$49,100</td>
</tr>
<tr>
<td>Allen</td>
<td>2</td>
<td>7</td>
<td>$15,650</td>
</tr>
<tr>
<td>Ascension</td>
<td>15</td>
<td>83</td>
<td>$84,750</td>
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<tr>
<td>Assumption</td>
<td>0</td>
<td>0</td>
<td>$6,600</td>
</tr>
<tr>
<td>Avoyelles</td>
<td>7</td>
<td>36</td>
<td>$41,100</td>
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<tr>
<td>Beauregard</td>
<td>3</td>
<td>14</td>
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</tr>
<tr>
<td>Bienville</td>
<td>3</td>
<td>7</td>
<td>$19,550</td>
</tr>
<tr>
<td>Bossier</td>
<td>10</td>
<td>103</td>
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<tr>
<td>Caddo</td>
<td>45</td>
<td>236</td>
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<tr>
<td>Calcasieu</td>
<td>37</td>
<td>227</td>
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<tr>
<td>Caldwell</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Cameron</td>
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<td>Catahoula</td>
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<tr>
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<tr>
<td>East Feliciana</td>
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<td>Evangeline</td>
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<tr>
<td>Grant</td>
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<td>$14,950</td>
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<tr>
<td>Iberia</td>
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<td>Jackson</td>
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<tr>
<td>Plaquemines</td>
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<td>Richland</td>
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<tr>
<td>Sabine</td>
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<tr>
<td>St. Bernard</td>
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<td>St. Charles</td>
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<tr>
<td>St. Helena</td>
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<td>1</td>
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<tr>
<td>St. James</td>
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<td>St. John the Baptist</td>
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<td>Union</td>
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<td>Webster</td>
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<td>West Baton Rouge</td>
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</tr>
<tr>
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<td>2</td>
<td>$11,000</td>
</tr>
<tr>
<td>Winn</td>
<td>1</td>
<td>3</td>
<td>$11,350</td>
</tr>
</tbody>
</table>
Appendix II: Child Care Resource and Referral Regions

*Note: Proposer may apply for a parish, multiple parishes, an entire region, multiple regions or the state.*

<table>
<thead>
<tr>
<th>Region</th>
<th>Parishes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 New Orleans</td>
<td>Jefferson, Orleans, Plaquemines, St. Bernard</td>
</tr>
<tr>
<td>2 Baton Rouge</td>
<td>East Baton Rouge, East Feliciana, Iberville, Pointe Coupee, West Baton Rouge, West Feliciana</td>
</tr>
<tr>
<td>3 Covington</td>
<td>Livingston, St. Helena, St. Tammany, Tangipahoa, Washington</td>
</tr>
<tr>
<td>4 Thibodaux</td>
<td>Ascension, Assumption, Lafourche, St. Charles, St. James, St. John, Terrebonne</td>
</tr>
<tr>
<td>5 Lafayette</td>
<td>Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermillion</td>
</tr>
<tr>
<td>6 Lake Charles</td>
<td>Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis</td>
</tr>
<tr>
<td>7 Alexandria</td>
<td>Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn</td>
</tr>
<tr>
<td>8 Shreveport</td>
<td>Bienville, Bossier, Caddo, Claiborne, DeSoto, Jackson, Natchitoches, Red River, Sabine, Webster</td>
</tr>
<tr>
<td>9 Monroe</td>
<td>Caldwell, East Carroll, Franklin, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll</td>
</tr>
</tbody>
</table>