



Episcopal Children's Services • CHILD CARE PARTNERSHIP RFP 2023

Child Care Partnership Request for

# Proposal 2023

Episcopal Children's Services

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For childcare centers to provide Head Start services



— E P I S C O P A L —  
**Children's  
Services**



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# Letter from the Director

Greetings, prospective partner.

Episcopal Children's Services (ECS) has been in the business of providing early learning services for at-risk children for more than 50 years, and we know firsthand that the Early Head Start and Head Start program work to help improve opportunities for parents and families. ECS also has a long history of working directly with private childcare centers to manage the School Readiness and VPK programs, and to bring quality training and technical assistance to teachers. At ECS we truly believe in the importance of Early Head Start and Head Start Child Care Partners.

ECS is looking for private childcare owners and directors who are interested in taking on a challenging but rewarding role as an Early Head Start or Head Start Child Care Partner.

Child Care Partners are private childcare centers—small, community-based businesses—who take in Early Head Start or Head Start children. Child Care Partners take Early Head Start (infants and toddlers) children into their centers—generally devoting a classroom or more—and adhere to all the requirements of the program. Child Care Partners provide a wonderful option for our parents, allowing them to have more centers and locations to choose from to fit the needs of their families. This partnership is also great for providers, who have an opportunity to enroll some great children who are likely to remain at the center for a long time, and who bring a dedicated funding source.

However, the program does have its challenges and there are a lot of requirements in place to keep the quality of the program high. Not all childcare providers are currently ready to maintain all the records, buy all the supplies, and follow all the rules necessary. **Please do consider your current needs and challenges before submitting a proposal.**

Good luck as you move through the attached RFP and decide if Child Care Partnership is right for your center!

Sincerely,

Autumn Tomas  
Vice-President of Head Start/Early Head Start



# 1. Introduction

## 1.1 Request for Proposal

Episcopal Children's Services (ECS) is now requesting proposals from preschool providers (childcare centers) seeking to participate in the agency's Head Start / Early Head Start (HS/EHS) – Child Care Partnerships. HS/EHS is a federally funded early childhood program designed to serve low-income infants and toddlers (from birth until the child's third birthday) and preschool children (ages three to five). Participating families will receive high-quality, full-day early care and education services and comprehensive, wrap-around supports to be provided by Child Care Partnership preschools that successful proposals and are chosen to participate by ECS. Child Care Partnership preschools will be reimbursed at a contracted rate for providing care to classrooms of children in the EHS/HS program. The current RFP is open to preschool providers in the following counties:

**Alachua, Baker, Bradford, Clay, Citrus, Dixie, Duval, Gilchrist, Lake, Levy, Marion, and Nassau Counties**

## 1.2 Episcopal Children's Services

Episcopal Children's Services is a recognized leader in early childhood education serving more than 25,000 children and their families in fourteen counties in Northeast and Central Florida – Baker, Bradford, Clay, Duval, Nassau, Putnam, St. John's, Alachua, Marion, Lake, Citrus, Gilchrist, Dixie, and Levy.

We are a nonprofit organization that uses research and best practices to help families ensure their children enter school ready to learn. Our talented, dedicated teachers and staff proactively work with underserved children from birth to age five and their families to build a strong educational foundation. It is a "whole" child approach-helping kids grow intellectually, emotionally, and socially. We believe that educating a child improves their future success and strengthens the entire community.

## 1.3 Early Head Start and Head Start

Head Start/Early Head Start is a free program for children of families with low-incomes, providing comprehensive early learning in both center-based and home-based settings. This successful program helps ensure children's readiness for school and increases parental knowledge in children's growth and development. Episcopal Children's Services Head Start program provides full-day center-based early learning to children ages 3-5 years and the Early Head Start program provides full-day, full-year center-based and home-based early learning to pregnant women and



children birth to 3 years of age. The program also provides additional family support such as literacy workshops and parenting skills training and targeted attention on meeting specialized needs regarding children with disabilities, behavioral challenges, and health concerns. ECS provides Early Head Start services to 804 pregnant women, infants and toddlers in both home-based and center-based settings and Head Start services to 2,953 three- and four-year olds in center-based settings across Alachua, Baker, Bradford, Citrus, Clay, Dixie, Duval, Gilchrist, Lake, Levy, Marion and Nassau Counties.

The Head Start/Early Head Start program provides inclusive services in the areas of health, mental health, nutrition, disabilities and parent and community engagement, in addition to early childhood education as part of a comprehensive approach to school readiness. All children are screened for developmental progress, health, dental, vision and hearing. Head Start offers a nutrition assessment and provides daily nutritious snacks and meals. Any identified concerns are referred to the appropriate professional for treatment. The Head Start/Early Head Start staff understand that to support the child, they must support the whole family and parent involvement in the classroom and the program is highly encouraged. Parents are their children's first teachers, and the staff work with the parents to understand and care for the children enrolled in our programs.

## 1.4 Child Care Partnerships

The EHS/HS Child Care Partnership service model gives federal funding to community-based private childcare centers to enroll and care for Early Head Start and Head Start children. Participating private childcare centers are called Child Care Partners and are responsible for adhering to all EHS/HS program regulations. Childcare centers receive all the same benefits as children enrolled in ECS programs.

ECS will provide oversight to Child Care Partners. This oversight includes monitoring Child Care Partners to make sure they adhere to EHS/HS and DCF rules and regulations, monitoring attendance records, and providing payment to Child Care Partners.



## 2. Becoming a Child Care Partner

Proposers wishing to become Child Care Partners must meet all requirements as outlined in this RFP. These are the requirements:

### 2.1 Meet all criteria

Child Care Partnership is not right for everyone. There are some non-negotiable requirements that every provider must adhere to—these are listed in the Fatal Criteria Checklist in Attachment C. Providers who do not meet all these conditions are not eligible to submit a proposal. Please be sure to meet all Fatal Criteria before moving forward with a proposal.

### 2.2 Submit an Intent to Propose

This document can be found in the Attachments under Attachment A (pg. 22) and **is required**. If any changes occur to the RFP timeline or document, all proposers submitting an Intent to Propose by the deadline will receive notification of changes by email. Proposers submitting an Intent to Propose will also receive answers to all questions submitted by email. All proposers are responsible for checking the ECS website for changes and other relevant information.

### 2.3 Participate and ask questions

ECS will hold a technical assistance meeting in Gainesville to review the RFP and help proposers who need assistance. **All new proposers must attend in person, and it is recommended that current providers attend**. An ECS representative will answer questions during this meeting. Attendance at this meeting is required to move forward with the RFP process.

Proposers also may submit an unlimited number of questions by email only to ECS. Questions must be submitted by the deadline listed in the timetable in section 2.7. ECS will put the answer to all questions on the ECS website and will also email answers to proposers who submit an Intent to Submit form. **Proposers should email all questions to JewRonda Greene at [JewRonda.Greene@ecs4kids.org](mailto:JewRonda.Greene@ecs4kids.org).**



## 2.4 Submit a proposal

Directors of childcare centers who wish to become Child Care Partners must submit a fully completed proposal by the stated deadline. All instructions regarding proposals can be found in section 3 of this RFP. ECS will review all proposals received and select proposers to approach for negotiations in alignment with the timeline below.

When completing the proposal, be sure to review the Evaluation Criteria, found in section 4 of this RFP. ECS will use these criteria when making decisions about which proposers to move forward to negotiations.

## 2.5 Consider the requirements

When writing the proposal, be sure to consider all the requirements of Child Care Partners, and if they meet the needs of your childcare business. **Child Care Partners must adhere to all conditions to maintain their contracts.** Please be sure to review all assurances, contract terms, and references to Head Start Performance Standards referenced in this RFP.

## 2.6 Notifications

Once proposals are submitted, ECS will review and invite selected proposers to begin contract notifications. ECS will select potential Child Care Partners based on the information presented in proposals. ECS reserves the right to select some, all or none of the submissions to move to negotiations. Notifications are expected to begin in mid-May.





## 2.7 Timeline

The following timeline outlines important dates for the Child Care Partner proposal process. Dates are subject to change. Proposers submitting an Intent to Propose document will be notified by email of any changes to the timeline.

Date	Activity
<b>February 10, 2023</b>	Intent to Propose document due (Required)
<b>March 1, 2023</b> Alachua, Baker, Bradford, Clay, Citrus, Dixie, Duval, Gilchrist Lake, Levy, Marion & Nassau	Proposer technical assistance meeting (Gainesville)
<b>March 8, 2023</b>	All prospective proposer questions due to ECS—NO QUESTIONS WILL BE ACCEPTED AFTER THIS TIME.
<b>March 13, 2023</b>	Answers to proposer questions posted.
<b>March 31, 2023</b>	ALL PROPOSALS DUE TO ECS no later than 3:00 PM Proposals must be submitted electronically to <a href="mailto:JewRonda.Greene@ecs4kids.org">JewRonda.Greene@ecs4kids.org</a> or mailed to Attention: JewRonda Greene ECS Skylark 1601 NE 25th Avenue Suite 900 Ocala, FL 34470 It is the proposer's responsibility to ensure proposals reach ECS office by the deadline.
<b>April 14, 2023</b>	All packets reviewed and scored by ECS team.
<b>May 12, 2023</b>	Notifications with selected Child Care Partners expected to begin.
<b>May 12, 2023</b>	Notifications sent to proposers not selected.
<b>May 31, 2023</b>	Contracts finalized with chosen partners.
<b>July 31-August 14, 2023</b>	Pre-Service Training
<b>August 15, 2023 (Stagger Start)</b>	Child Care Partners begin to serve Early Head Start and/or Head Start Children.

*All dates are subject to change*



## 3. Submitting a Proposal

### 3.1 Requirements of proposals to become a Child Care Partner

Episcopal Children's Services (ECS) is now requesting proposals from preschool providers who wish to become Child Care Partners to provide Early Head Start and Head Start services.

**All proposals submitted must include the following components:**

1. Intent to Propose (Attachment A)
2. Cover sheet (Attachment B)
3. Fatal Criteria Checklist (Attachment C)
4. Child Care Partner survey (Attachment D)
5. Narrative proposal to be a Child Care Partner, including the following items:
  1. Proposed services
  2. Personnel qualifications
  3. Curriculum and assessment
  4. Environment
  5. Family Engagement
  6. Program Philosophy
  7. CLASS assessment experience
  8. Classroom Technology
  9. Quality Assurance
6. Budget, including the following items:
  1. Budget worksheet (Attachment E)
  2. Budget narrative responses
7. Assurances (Attachment F)
8. Personnel Qualifications (Attachment G)
9. Attachments:
  1. Copy of most recent meal menu
  2. Copy of current childcare license or registration



3. Floor Plan
4. Copy of DCF inspections for past 24 months
5. Most recent financial audit or tax return
6. Copy of current lease
7. Copy of Discipline Policy
8. Copy of Suspension and Expulsion Policy

## 3.2 Submitting proposals

All proposals must be submitted by the deadline, outlined in the timetable in section 2.7 of this RFP. Proposals must be electronic or mailed. It is the proposer's responsibility to ensure proposals reach ECS offices by the deadline. **All proposals must reach ECS offices by March 31, 2023, at 3:00 pm. No exceptions will be made.**

### Submission by email:

All submissions by email must be in .pdf, .doc, .docx, .xls, or .xlsx format. No other formats will be accepted. Submissions must be emailed to **JewRonda Greene** at [jewronda.Greene@ecs4kids.org](mailto:jewronda.Greene@ecs4kids.org). Please note there is a 2 MB limit on emails received by ECS.

Email submissions are preferred to be incorporated into one electronic document. If submissions are emailed as separate documents, please be sure to label each electronic document appropriately.

### Submission by hand-delivery or mail:

(Please note that paper copies must be submitted to the ECS Office)

ATTN: JewRonda Greene

ECS Skylark

1601 NE 25th Avenue

Suite 900

Ocala, FL 34470

Mailed submissions must be presented in a 3-ring binder, with tabs separating each section.

## 3.3 Cover sheet

Complete the information on the cover sheet, Attachment B, and have an authorized representative sign. The Cover Sheet should be placed before all other items in mailed or hand-delivered proposals. Emailed proposals should include the cover sheet first in submissions.

## 3.4 Fatal Criteria Checklist

Review the Fatal Criteria Checklist found in Attachment C to ensure that all conditions are met. Fatal Criteria Checklist must be included in the proposal, and all conditions initialed. Proposers



do not receive points for the Fatal Criteria Checklist, but proposal will be removed from consideration if these conditions are not met.

### 3.5 Child Care Partner Survey

Complete all questions on the Child Care Partner Survey, Attachment D. Please be as accurate as possible in your responses. Proposers will not receive additional points for how questions are answered on the survey. This attachment collects useful information about the proposer.

### 3.6 Narrative proposal to be a Child Care Partner

The Narrative proposal section requests the most information of proposers and has the most evaluation points assigned to it. Please answer questions in this section as clearly and simply as possible. Be sure to note the weight of each section in the Evaluation Criteria in section 4 of this RFP.

When responding to this narrative section, it is recommended that proposers clearly label each section so that reviewers can easily see responses. If any question of section does not apply to the services you are offering, it is best to state this rather than leave a section blank.

When responding to this section by mail or hand delivery, please place separate tab by sections. When responding electronically, please try to create one document that includes all narrative responses, rather than save each section separately.

- 1. Proposed services:** Please answer the following questions about Early Head Start and Head Start. Provided sufficient funding, how many classrooms and slots could you dedicate to the provision of services:

#### Early Head Start

- a. What is the number of classrooms that could be dedicated to (or repurposed for) Early Head Start? **(Please include the square footage of each)** \_\_\_\_\_
- b. What is the number of slots that could be dedicated to Early Head Start children? (1:4 ratio, maximum class sizes of 8) \_\_\_\_\_

#### Head Start

- c. What is the number of classrooms that could be dedicated to (or repurposed for) Head Start? **(Please include the square footage of each)** \_\_\_\_\_
- d. What is the number of slots that could be dedicated to Head Start children? (1:10 ratio, maximum class sizes of 20) \_\_\_\_\_



**2. Personnel qualifications**

- a. Complete the Personnel Qualifications in Attachment G
- b. Does your program have existing staff who can meet the qualifications for the services proposed? Explain. (See Teacher Qualification Section)**
- c. If your program does not have sufficient staff to meet qualifications for proposed services, please explain the plan to acquire sufficient qualified staff.



### 3. Curriculum

- a. What infant/toddler curriculum do you currently use?
- b. What infant/toddler assessment system do you currently use?
- c. What preschool curriculum do you currently use?
- d. What preschool assessment system do you currently use?
- e. Do your current employees have training on The Creative Curriculum or Teaching Strategies GOLD? Please explain.

### 4. Environment: Please answer the following questions in the narrative. Please feel free to provide any additional description that may be beneficial to reviewers:

- a. Does each of the proposed EHS/HS classrooms have a sink? If yes, do these sinks have hot water?
- b. Where are the restrooms located for proposed EHS (infants/toddlers) classrooms?
- c. Where are the restrooms located for proposed HS (pre-school children) classrooms?
- d. Do your proposed classrooms measure at 35 square foot per child?
- e. Do your proposed playgrounds measure at 75 square foot per child?
- f. Please provide a brief description of the equipment currently available in the proposed Head Start and Early Head Start classroom(s). How are these classrooms currently furnished and equipped? Are these furnishings and materials in good repair? What kinds of replacement and/or new materials may be needed to bring the classroom up to Head Start / Early Head Start standards? Please attach pictures of the classroom space.
- g. Please provide a brief description of the outdoor play area currently available for infants and toddlers within your program.  
Is the outdoor area designed for infant/toddler? How is it equipped? Is the outdoor play area in good repair? What types of improvements may be necessary to bring the outdoor play area up to Early Head Start standards? Please attach pictures of the Early Head Start playground space. Write N/A if you are not proposing this option.



- h. Please provide a brief description of the outdoor play area currently available for preschoolers within your program. Is the outdoor area designed for preschooler use? How is it equipped? Is the outdoor play area in good repair? Does your proposed playground measure at 75 square foot per child? What types of improvements may be necessary to bring the outdoor play area up to Head Start standards? Please attach pictures of the preschool playground space pictures. Write N/A if you are not proposing this option.

## 5. Family Engagement

Family engagement is an interactive process through which staff, parents, families, and their children build positive and goal-oriented relationships. It is a shared responsibility of families and professionals that requires mutual respect for the roles and strengths each has to offer. Family engagement means doing with—not doing to or for— families.

- a. How does your program build relationships between families and staff?
- b. Do you currently provide parent education information or activities? Please describe the types of parenting program/activities you offer. Please attach examples.
- c. Do you connect families with services and supports? If so, please provide examples.

## 6. Recruitment

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

- a. Please describe how you will help recruit at risk children and all families into your program.

## 7. Program philosophy

- a. Please describe why you feel your childcare program is a good fit for the Early Head Start/Head Start program.
- b. How do you feel the Early Head Start/Head Start program will improve the services you provide to children and families?



- c. Why do you think it is important to bring Early Head Start/Head Start services to your community?
- d. Please attach your programs Discipline Policy.
- e. Please attach your program's Suspension and Expulsion Policy.

**8. CLASS experience**

- a. Have you ever received a CLASS assessment? If so, what are the dates of the latest assessment and what were the results in each classroom?

The Thresholds (lowest 10% nationwide) for 2020 were as follows:

Emotional support: **5.67**

Classroom Organization: **5.31**

Instructional Support: **2.38**

The Thresholds (lowest 10% nationwide) for 2020 were as follows:

Infant- Responsive Caregiving: **6.00**

Toddler-Emotional and Behavioral Support: **6.00**

Engaged Support for Learning: **5.00**

**If you scored below the identified threshold in any of the three areas, please explain your plan to increase score(s).**

**9. Classroom Technology**

- a. What type of technology and/or interactive media is used to support children's learning?
- b. How is technology and/or interactive media used by teachers?
- c. How is technology and/or interactive media used by children?
- d. Do your classrooms have tablets or desktop computers?

**10. Quality Assurance**

- a. Describe systems used for ongoing monitoring to ensure your program meets expected quality and safety measures.





## 3.7 Budget

Proposers must submit information about budgeting for Early Head Start and Head Start services. In this section, ECS wants to understand the proposer's costs and if it is possible to incorporate the changes required by the Early Head Start and Head Start program. Some prospective partners find that the cost of operating with more qualified teachers, lower ratios, and additional costs is too prohibitive for their current business model. There are two parts to this section, and both are required:

- 1. Budget worksheet document: Complete and include the budget document in Attachment E**
  
- 2. Budget narrative: Answer the following questions in a narrative:**
  - a. Is your center currently operating in the black (not at a deficit)?
  
  - b. List and describe any expenses expected with changes you will have to make within Child Care Partnership program.
  
  - c. Do you anticipate having any trouble meeting the requirements to 1) provide qualified teachers, 2) meet required ratios, or 3) provide diapers for children (if proposing EHS services)? Why or why not?
  
  - d. Non-Federal Match is a requirement of Head Start programs. Allowable Non-Federal Match includes, but is not limited to, volunteer time, cash donations, supply or other material donations, space donations, etc. Child Care Partners will be required to raise a specified percentage of ECS's total requirement, which is twenty-five percent based on the total slots assigned. The amount of Non-Federal match that each program is expected to raise will be assigned annually after receipt of ECS's annual award. Child Care Partners will be required to accurately report all in-kind received each month by the stated deadline.  
Space donations include office space or storage space that is being utilized for/by the Head Start program. If you believe you have an applicable space you are donating, that space must be appraised by a licensed appraiser at the expense of



the Child Care Partner. Once you receive the appraisal back, the documentation should be provided to the Outreach department to determine the value that can be claimed for your center each month.

Currently programs are meeting in-kind goals by organizing classroom supply drives, diaper drives, asking for community volunteers to donate their time, and sending home at home learning and at home reading activities for parents to complete with their children, among other ways

Please describe the efforts you will make in meeting your non-federal match requirement.

### 3.8 Assurances

Review and initial the Assurances, found in Attachment F. Include these assurances in the proposal submission.

### 3.9 Attachments

The following attachments are required in your proposal. If submitting an electronic proposal, all attachments can be combined into one .pdf document or attached and labeled separately. If submitting a proposal by mail, please include all attachments in a tabbed section labeled "Attachments."

**Required attachments:**

- a. Copy of proof of contract with Food Program
- b. Copy of current childcare license
- c. Copy floor plan—must include dimensions of the center and grounds and identify which room(s) would be used for Early Head Start or Head Start children.
- d. Copy of DCF inspections for past 24 months
- e. Most recent financial audit or tax return
- f. Copy of current lease (if applicable)
- g. Copy of Center Accreditation Certificate/Endorsement(s) (If Applicable)



- h. Copy of Discipline Policy
- i. Copy of Suspension and Expulsion Policy
- j. E-Verify



## 4.0 Evaluation criteria

The following criteria will be used to review all submitted proposals.

Item	Description	
<b>Narrative proposal</b>		
<b>Proposed services</b>	Proposer clearly defines the proposed classrooms and slots proposed, given sufficient funding.	5
<b>Personnel qualifications</b>	Proposer has sufficient staffing plan to meet proposed services	10
<b>Personnel qualifications</b>	Proposer has existing staff who meet qualifications for proposed services	5
<b>Curriculum</b>	Proposer has experience using curriculum and/or assessment for proposed age group(s)	5
<b>Curriculum</b>	Proposer has experience using Creative Curriculum or TSG	5
<b>Environment</b>	Proposer's existing classroom and playground environments are appropriate for proposed services (see classroom checklists)	30
<b>Family Engagement</b>	Proposer has a current system of family engagement activities and materials to support activities.	5
<b>Program philosophy</b>	Proposer understands the role of EHS/HS, and its impact on the child care center and community.	5
<b>CLASS experience</b>	Proposer has experience with the CLASS assessment and has received scores significantly above the identified threshold.	10
<b>Classroom Technology</b>	Proposer uses technology and/or interactive media in the classroom to support learning in ways that are developmentally appropriate	5
<b>Quality Assurance</b>	Proposer uses ongoing monitoring systems to ensure quality	5
<b>Budget</b>		
<b>Budget document</b>	Budget document is complete, and all required attachments are included	5
<b>Budget narrative</b>	Budget narrative reveals a good understanding of the center's current fiscal status, as well as the impact of the Child Care Partnership on the business.	10
<b>Other components</b>		
<b>Fatal Criteria Checklist</b>	Checklist is included, and all items are initialed. <b>(Proposal is removed from consideration if this condition is not met.)</b>	0
<b>All components of the proposal are included</b>	Proposer includes all required items as listed in section 3.1	5
<b>Current ECS Child Care Partner</b>	Proposer is a current ECS Child Care Partner in good standing	10
<b>Bonus Points</b>		
<b>Discipline Policy</b>	Proposer has current Discipline Policy in place	2
	Discipline Policy meets Head Start standards and requirements	3
<b>Suspension/Expulsion Policy</b>	Proposer has current Suspension/Expulsion Policy in place	2
	Suspension/Expulsion Policy meets Head Start standards and requirements	3
<b>Total points available</b>	<b>130</b>	



## ATTACHMENT A: INTENT TO PROPOSE

This document is required. If any changes occur to the RFP timeline or document, all proposers submitting an Intent to Propose by the deadline will receive notification of changes by email. Proposers submitting an Intent to Propose will also receive answers to all questions submitted by email. All proposers are responsible for checking the ECS website for changes and other relevant information.

Legal name of childcare business: \_\_\_\_\_

Name of program (if different from legal name of business): \_\_\_\_\_

\_\_\_\_\_

Address of business: \_\_\_\_\_

County of business: \_\_\_\_\_

Contact name and title: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Proposed number of classrooms: \_\_\_\_\_ Head Start Early Head Start: \_\_\_\_\_

### **Statement:**

I, \_\_\_\_\_ (name), as a representative of

\_\_\_\_\_ (business), intend to submit a proposal in

response to the ECS RFP for Child Care Partners



## ATTACHMENT B: COVER SHEET

PROGRAM INFORMATION	
	Type your responses in this column
<b>Legal name:</b> This is the legal name of the business or individual making this application.	
<b>Name of program:</b> If different from the legal name above, this is the operating name of the program in which you are proposing to provide Head Start Services.	
<b>Federal ID# or Tax ID#</b>	
<b>STATE DCF childcare license #:</b>	
<b>County in which your program is located:</b>	
<b>Name of owner:</b>	
<b>Owner's e-mail:</b>	
<b>Name of director:</b>	
<b>Director's e-mail:</b>	
<b>Program Mailing Address:</b>	
<b>Phone Number:</b>	
<b>Program Type:</b>	<b>Center-Based Child Care</b>
<b>Is proposer currently an ECS EHS/HS Child Care Partner?</b>	Yes      No

I am submitting an application to be considered for participation as an Episcopal Children's Services Head Start / Early Head Start childcare provider partner. I verify that all information in this application is correct and true. I am duly authorized to bind my agency/corporation should my agency/corporation be awarded a contract. By the submission of this application, I acknowledge that – if selected - we will comply fully with the state and federal requirements as outlined by AGENCY and/or contained within the Head Start Performance Standards.

\_\_\_\_\_  
Provider Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Agent



## ATTACHMENT C: FATAL CRITERIA CHECKLIST

All entities proposing to become ECS Child Care Partners must **at minimum** adhere to the following criteria. Proposers must initial all items on the Fatal Criteria Checklist and include with proposal submission. No exceptions will be made.

All entities proposing to become ECS Child Care Partners must:

\_\_\_\_\_ Have not had a Class 1 Violation.

\_\_\_\_\_ Have not had two or more current Class 2 violations of the same standard in a two-year period.

\_\_\_\_\_ Have not had three or more current Class 3 violation of the same standard in a two-year period.

\_\_\_\_\_ Agree to participate in the USDA Food Program.

\_\_\_\_\_ Agree to adhere to all applicable DCF, Office of Head Start, and ECS policies for the duration of the contract.

\_\_\_\_\_ I have read the attached Child Care Partner proposal and agree to adhere to all conditions if my business is chosen to be a Child Care Partner.



# ATTACHMENT D: CHILD CARE PARTNER SURVEY

Complete the following survey and include with proposal.

<b>DSS Regulatory Status:</b> <input type="checkbox"/> Licensed <input type="checkbox"/> Registered <b>CHECK ALL THAT APPLY</b> →		<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Military Program	<input type="checkbox"/> Private for Profit <input type="checkbox"/> School District <input type="checkbox"/> Other (Please Describe)
Is your program accredited by an outside entity?	<input type="checkbox"/> No <input type="checkbox"/> NAEYC <input type="checkbox"/> APPLE <input type="checkbox"/> Other <b>ACCREDITATION (Please Explain)</b>		
Is your program currently approved as a school readiness provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your program accept school Readiness Vouchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your program currently approved as VPK provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your program currently contracted with another Head Start Grantee?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Years of Operation			
What are your hours of operation? (Please include both days and hours)			
Does your center provide transportation for infant and preschoolers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any DCF licensing Violations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If yes, please attach copies along with any explanation you are to provide.</small>		
Has your program had any DCF Class 1 or Class 2 violations within the last two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your program currently under Corrective Action Plan (CAP) from the Early Learning Coalition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If yes, please attach a copy of your CAP plan to this application.</small>		
Do you participate in the Child and Adult Care Food Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your facility or classroom accessible to children and adults with physical disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your center participating in other early childhood programs, pilots or quality enhance initiatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, please indicate all that apply)</small> <input type="checkbox"/> ELC Initiative <input type="checkbox"/> Other (Please Describe) <input type="checkbox"/> Provider Funding Project		





## ATTACHMENT D: CHILD CARE PARTNER SURVEY (CONT)

Complete the following survey and include with proposal.

<i>ENROLLMENT INFORMATION</i>	
	Type your responses in this column
<b>What is your program's licensed enrollment capacity?</b>	
<p><b>Tell us about your facility and enrollment:</b></p> <p><b>Current number of infant CLASSROOMS (birth to 12 months):</b>  <b>Current infant ENROLLMENT (birth to 12 months):</b></p> <p>_____</p> <p><b>Current number of toddler CLASSROOMS (12-24 months):</b>  <b>Current toddler ENROLLMENT (12-24 months):</b></p> <p>_____</p> <p><b>Current Number of toddler CLASSROOMS (2-year-olds):</b>  <b>Current Toddler ENROLLMENT (2-year-olds):</b></p> <p>_____</p> <p><b>Current number of preschool CLASSROOMS (3-year-olds):</b>  <b>Current preschool ENROLLMENT (3-year-olds):</b></p> <p>_____</p> <p><b>Current number of preschool CLASSROOMS (4-year-olds):</b>  <b>Current preschool ENROLLMENT (4-year-olds):</b></p> <p>_____</p>	
<b>Total current enrollment:</b>	
<p><b>Among the infants and toddlers (under age three) <i>currently enrolled</i> in your program, how many would you estimate meet Early Head Start eligibility guidelines? (Family income at or below 100% of the federal poverty)</b></p>	
<p><b>Among the preschoolers (3-5 years) <i>currently enrolled</i> in your program, how many would you estimate meet Head Start eligibility guidelines? (Family income at or below 100% of the federal poverty definition)</b></p>	



## ATTACHMENT E: BUDGET WORKSHEET

Complete the following budget document and include with proposal.

FINANCIAL INFORMATION	
	Type your responses in this column
<b>What is your current weekly tuition rate for:</b> 1. Infants (0-12 months): 2. Toddlers (12-24 months): 3. Toddlers (2-year-olds): 4. Pre-k 3 (3 year-olds): 5. Pre-k 4 (4 year-olds):	
<b>What is your current School Readiness reimbursement rate for:</b> 1. Infants (0-12 months): 2. Toddlers (12-24 months): 3. Toddlers (2-year-olds): 4. Pre-k 3 (3 year-olds): 5. Pre-k 4 (4 year-olds):	
<b>Recognizing that Early Head Start requirements dictate a classroom of no more than 8 children (1:4 ratio), with two teachers possessing an Infant-Toddler Child Development Associate (CDA) or FCCPC for the entirety of the operational day, what would you project as your staffing cost (per classroom) to meet these requirements?</b>	
<b>Recognizing that Head Start requirements dictate a classroom of no more than 20 children (1:10 ratio), with at least one teacher possessing an Associates Degree in ECE or higher and the 2<sup>nd</sup> teacher possessing a Pre-K Child Development Associate (CDA) for the entirety of the operational day, what would you project as your staffing cost (per classroom) to meet these requirements?</b>	
<b>How many Early Head Start classrooms do you propose to serve?</b>	
<b>How many Head Start classrooms do you propose to serve?</b>	

Please note: Proposers must also answer additional budget narrative questions, found in section 3.7.



## ATTACHMENT F: ASSURANCES

Please initial each assurance below and sign and date this form at the bottom.

\_\_\_\_\_ I represent and assure, on behalf of the applicant, that – as a funded partner - the applicant site will comply with ECS Head Start / Early Head Start program guidance, to include participation in on-site program monitoring, the segregation of program funds and compliance with fiscal requirements to be specified by ECS.

\_\_\_\_\_ I assure that the applicant agrees to use ECS Head Start / Early Head Start-Child Care Partnership funds to supplement and not supplant public funds received from any other source.

\_\_\_\_\_ I assure that the applicant will comply with all Head Start / Early Head Start-Child Care Partnership reporting and monitoring requirements established by ECS including, but not limited to, participation in child assessment, attending regular program meetings, and attending required training sessions.

\_\_\_\_\_ **I assure that the applicant will participate with ECS in all required grantee meetings and work cooperatively with ECS to ensure a sound, high-quality program, including meeting all reporting requirements in a timely and accurate manner.**

\_\_\_\_\_ I assure that the applicant, will abide by the legal requirements for staff background checks and health checks that regulate its type of program.

\_\_\_\_\_ I assure that the applicant will comply with the requirements pertaining to the age of children to be enrolled in the program, the student/teacher ratio, the maximum group size, the hiring of staff who meets the qualifications specified\*\*, the professional development requirements, and all monitoring and assessment requirements.

\_\_\_\_\_ I assure that the applicant will comply with the Head Start / Early Head Start Child Care requirement to offer full-day services, no less than 200 days a year (EHS) or 165 days (HS).

\_\_\_\_\_ I assure that the applicant will comply with the ECS requirement in regard to obtaining and maintaining all forms of insurance.

\_\_\_\_\_ I assure that I will participate in the CACFP (Child Adult Care Food Program) and serve meals/snacks, free of charge, to enrolled children. I understand I am responsible for reporting to the USDA food program. I also understand that I am responsible for providing alternate meals for children diagnosed with food allergies.

\_\_\_\_\_ I assure that I will provide diapers and formula for children for the Early Head Start-Child Care portion of the day.

\_\_\_\_\_ I assure that the applicant will cooperate in the development of a Continuous Quality Improvement Plan as requested by ECS.



\_\_\_\_\_ I assure that the applicant will cooperate in the ongoing internal monitoring process of childcare facility as part of Continuous Quality Assurances as requested by ECS.

\_\_\_\_\_ I assure that the applicant and staff will work **cooperatively** with all ECS staff as required by agency.

**Eligibility, Recruitment, Selection, Enrollment, and Attendance Assurances**

\_\_\_\_\_ I assure that the program will serve only those children whose families have a documented income meeting the approved income guidelines (100% of federal poverty guidelines, with an allowance for up to 10% of slots being over income) or meet one of the categorical eligibility criteria for Head Start / Early Head Start. For HS-CC partnership slots, children receiving VPK vouchers at the time of enrollment will be prioritized.

\_\_\_\_\_ I assure that the ECS HS / EHS-CC Partnership program will begin submitting enrollment data to the federal Office of Head Start within 30 days of the program acceptance notification and recognize that failure to maintain full enrollment may result in the loss of funds and return of slots to ECS.

\_\_\_\_\_ I assure that the program will adhere to ECS attendance policies and procedures.

**Program Governance Assurances**

\_\_\_\_\_ I will assure that I will collaborate with ECS to establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the HS / EHS- CC Partnerships program.

\_\_\_\_\_ I will assure that representatives from my program or partners will participate in ECS HS / EHS-CCP Policy Council.

\_\_\_\_\_ *I understand that The AGENCY Head Start / Early Head Start – Child Care Partnerships (HS / EHS-CCP) grant is funded via federal dollars through the Administration of Children and Families (ACF).*

*ECS reserves the right to negotiate and to fund full or partial applications.*

As a proposed provider partner for ECS Head Start / Early Head Start – Child Care Partnerships grant, I recognize that I will be held accountable for the delivery of high-quality early childcare, compliant with both state and federal Head Start requirements. I assure my program's commitment to collaboration with ECS to ensure the success of this grant program.

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_



Date:

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## ATTACHMENT G: PERSONNEL QUALIFICATIONS

### A: DIRECTOR'S QUALIFICATIONS

**INSTRUCTIONS:** Complete the charts on current personnel (or personnel that you proposed to be employed) in the HEAD START AND EARLY HEAD START CLASSROOMS ONLY.

#### 1. Basic information: Complete the following information for the Program Director position

Title/Position	Name	Length of employment with center	# years working with children under three	# years working with children three and four years of age	Current Rate of Pay (Hourly Rate and Hours per Week) or Annual Salary
<b>Program Director</b>					

#### 2. Education information: Complete the following about highest level of education completed for the person named

Degree (high school, associate's degree, bachelor's degree, master's degree, etc.)	Major	School or University	Year of completion	Hold an ACTIVE Director's Credential?
				Yes      No

#### 3. Additional education information: Complete the following if the person named is working towards any additional degree (AA, Bachelors, Masters, etc.)

Degree (high school, associate's degree, bachelor's degree, master's degree, etc.)	Major	School	Anticipated completion date



# ATTACHMENT G: PERSONNEL QUALIFICATIONS

## B: EARLY HEAD START TEACHER'S QUALIFICATIONS

**INSTRUCTIONS:** Complete the charts on current personnel (or personnel that you proposed to be employed) in the EARLY HEAD START CLASSROOMS ONLY.

**Complete one form for each Early Head Start teacher who is proposed to be employed in Early Head Start classrooms only. Additional forms will be available at [www.ecs4kids.org](http://www.ecs4kids.org).**

### 1. Basic information: Complete the following information for the Early Head Start teacher position

Title/Position	Name	Length of employment with center	# years working with children under three	# years working with children three and four years of age	Current Rate of Pay (Hourly Rate and Hours per Week) or Annual Salary
Early Head Start Teacher					

### 2. Education information: Complete the following about highest level of education completed for the person named

Degree (high school, associate's degree, bachelor's degree, master's degree, etc.)	Major	School or University	Year of completion	Hold an ACTIVE Infant-toddler CDA or FCCPC?
				Yes      No

### 3. Additional education information: Complete the following if the person named is working towards any additional degree (AA, Bachelors, Masters, etc.)

Degree (high school, associate's degree, bachelor's degree, master's degree, etc.)	Major	School	Anticipated completion date



# ATTACHMENT G: PERSONNEL QUALIFICATIONS

## C: HEAD START TEACHER'S QUALIFICATIONS

**INSTRUCTIONS:** Complete the charts on current personnel (or personnel that you proposed to be employed) in the HEAD START CLASSROOMS ONLY.

**Complete one form for each Head Start teacher who is proposed to be employed in Head Start classrooms only. Additional forms will be available at [www.ecs4kids.org](http://www.ecs4kids.org).**

### 1. Basic information: Complete the following information for the Head Start teacher position

Title/Position	Name	Length of employment with center	# years working with children under three	# years working with children three and four years of age	Current Rate of Pay (Hourly Rate and Hours per Week) or Annual Salary
Head Start Teacher					

### 2. Education information: Complete the following about highest level of education completed for the person named

Degree (high school, associate degree, bachelor's degree, master's degree, etc.)	Major	School or University	Year of completion	Hold an ACTIVE Preschool CDA or FCCPC?
				Yes      No

### 3. Additional education information: Complete the following if the person named is working towards any additional degree (AA, Bachelors, Masters, etc.)

Degree (high school, a associate degree, bachelor's degree, master's degree, etc.)	Major	School	Anticipated completion date



## Teacher Qualification Criteria

### **Head Start**

One teacher must have at least one of the following:

- An associate degree in child development or early childhood education; or an associate degree in a field related to early childhood education with 30 credit hours in early childhood education courses, with at least four months experience teaching preschool-age children
- A baccalaureate degree in child development or early childhood education; or a baccalaureate degree in elementary education with 15 credit hours in early childhood education courses, with at least four months experience teaching preschool-age children; or a baccalaureate degree in any field with 45 credit hours in early childhood education courses, with at least four months experience teaching preschool-age children
- An advanced degree in child development or early childhood education; or an advanced degree in elementary education with 15 credit hours in early childhood education courses, with at least four months experience teaching preschool-age children; or an advanced degree in any field with 45 credit hours in early childhood education courses, with at least four months experience teaching preschool-age children

The 2nd teacher must meet the following:

- Preschool CDA credential or FCCPC or enrolled in a program leading to CDA or an associate or baccalaureate degree in ECE or related field and complete w/in 2 years of hire

### **Early Head Start**

Both teachers must have at least one of the following:

- Infant Toddler Child Development Associate (CDA) credential or comparable credential (FCCPC)
- An associate degree in child development or early childhood education with 6 credit hours specific to infant and toddler development
- A baccalaureate degree in child development or early childhood education with 6 credit hours specific to infant and toddler development; or a baccalaureate degree in elementary education with 15 credit hours in early childhood education courses including 6 credit hours specific to infant and toddler development
- An advanced degree in child development or early childhood education with 6 credit hours specific to infant and toddler development; or an advanced degree in elementary education with 15 credit hours in early childhood education courses including 6 credit hours specific to infant and toddler development