



COMMUNITY ACTION CORPORATION OF SOUTH TEXAS

CLASS® Observations & Reporting

PROPOSALS DUE:
09/06/2019

Attn: Elena Esquivel
Head Start Director
elena.esquivel@cacost.org

Community Action Corporation of South Texas
204 E. First St.
Alice, TX 78332

REQUEST FOR PROPOSAL (RFP)
CLASS® Observations and Reporting

INTRODUCTION

The Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through state and federal grants and fees for service. CACOST has a workforce of 650 employees and a service area consisting of seventeen south Texas counties. The mission of CACOST is to continuously improve the lives of south Texans by providing high-quality healthcare, education, housing, and economic opportunities to reduce poverty through services and partnerships. More information on CACOST can be obtained by visiting the CACOST web site at www.cacost.org.

The CACOST Head Start program is federally funded to serve 1,361 children in 7 counties. CACOST Head Start employs 283 and operates in 27 locations. The program ensures that children ages 0-3 (EHS) and 3-5 (HS) and their families are provided with comprehensive services to promote optimum physical, cognitive, social and emotional growth.

GENERAL CONDITIONS

Purpose

Community Action Corporation of South Texas (CACOST) is seeking proposals from highly qualified individuals or organizations with expertise in providing **CLASS® Observations and Reporting** to support the development of the comprehensive services delivery model for the Early/Head Start programs.

Submission Information

Closing date

Proposals must be submitted no later than **5 p.m., September 06, 2019**.

Inquiries & Contact Person

All questions concerning this RFP packet should be directed to Mrs. Elena Esquivel, Head Start Director at elena.esquivel@cacost.org. Correspondence with individuals other than those listed herein will not be allowed. From the issuance date of this RFP, until a firm/individual is selected, and the selection is announced, firms are not allowed to communicate regarding this RFP with any CACOST director, employee, or consultant. Any inquiry regarding this RFP must be directed to the contact listed above. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST.

Costs of Preparation

All costs incurred in the preparation of responding to this RFP will be the sole responsibility of the Proposer and will not be reimbursed by CACOST. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

Submission Instructions to Proposers

To be considered responsive and receive an evaluation, RFP must fully address all sections of the RFP. Your RFP should be addressed as follows:

Community Action Corporation of South Texas
RFP for CLASS® Observations and Reporting
ATTN: Elena Esquivel, Head Start Director
204 E. First St.
Alice, Texas 78332
OR via email to elena.esquivel@cacost.org

It is the responsibility of the Proposer to ensure that the proposal is received by the date and time specified above. **LATE PROPOSALS WILL NOT BE CONSIDERED.** Confirmation of receipt is the sole responsibility of the Proposer. Proposal submissions may include value-added alternatives and any relevant information in addition to the information requested in the RFP. Proposals may be withdrawn in writing prior to the deadline. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

Notification of Award

CACOST anticipates but does not guarantee that a contract or multiple contracts will be awarded on or around the week of October 01, 2019. Award will be made to the Proposer(s) based on the listed evaluation criteria and the responses that are most compatible with CACOST's needs. CACOST will be the sole judge in making this determination.

CACOST is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP. The awarded contract will be for an initial one-year term, beginning October 1, 2019, with mutually agreeable extensions, subject to evaluation for continuance or modifications, for up to a (2) year term.

CACOST may investigate the qualifications of any individual or organization under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The Agency also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal

- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of proposers(s) eligible for discussions after review of RFP
- i. Solicit best and final offers from all, some, or one of the proposers(s)
- j. Waive informalities and irregularities in RFP
- k. Award without discussion
- l. Cancel an awarded contract if performance is unsatisfactory, with the provision of a written notice; no penalty and/or fee may be imposed
- m. Conduct pre-contract negotiations with any and/or all potential qualified contractors

This RFP shall not, in any manner, be construed to be an obligation on CACOST to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Expected Timelines

Event	Date(s)
RFP Notification Posting	August 20, 2019
Responses due	September 06, 2019
Announcement of Intent to Award	September 20, 2019
Estimated Contract Date	October 01, 2019

ADDITIONAL TERMS & CONDITIONS

Confidentiality

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Proposer agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Proposer’s possession, to these employees on the Proposer’s staff who must have the information on a “need-to-know” basis. The Proposer agrees to notify immediately, in writing, CACOST’s authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

Limitations and Reservations

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into a

written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract.

CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST.

If selected for negotiations, Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

Small, Women and/or Minority-Owned Business

Efforts will be made by CACOST to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CACOST. A Proposer qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

Equal Opportunity

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state or local laws. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age, race, color, creed, gender, religion, marital status, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief. Contractor further agrees that every subcontractor entered into for the performance of the Agreement shall contain a provision requiring nondiscrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the Agreement.

Stevens Amendment

This project will be supported by the U.S. Department of Health and Human Services (HHS) funds and we will comply with the Stevens Amendment.

COMPLIANCE WITH STATE AND FEDERAL LAWS

Historically Underutilized Businesses

It is CACOST policy to encourage the participation of small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161.

"Historically underutilized business (HUB)" means an entity with its principal place of business in this state that is:

- a corporation formed for the purpose of making a profit in which 51 percent or

- more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
- a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
 - a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
 - a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or.
 - a supplier contract between a historically underutilized business as determined under Government Code, Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.

Certification with Regard to Lobbying

No federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

Equal Employment Opportunity

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans, recently separated veterans, other protected veterans, and Armed Forces Service Medal Veterans, the affirmative action clause for handicapped workers and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, Proposer certifies that it complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

Prohibited Substances in the Workplace

The contractor is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the contractor is

observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract will occur.

Debarment and Suspension

The contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

SCOPE OF SERVICES

CACOST Head Start Program Birth to Five program strives to provide children with quality experiences as outlined in the Head Start Performance Standards and the Head Start Act of 2007. In addressing the goals and expectations for children, it is essential to utilize a tool that measures the quality of teacher effectiveness, practices and teacher accountability that leads to children's successful school readiness goals. The Classroom Assessment Scoring System (CLASS®) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms. CLASS® includes three domains or categories of teacher-child interactions that support children's learning and development: Emotional Support, Classroom Organization, and Instructional Support. Within each domain are dimensions which capture more specific details about teachers' interactions with children that contribute to the overall measured quality (CLASS® Implementation Guide).

Specific Requests/Requirements

Proposed services should include the services listed below but are not limited to these services.

- The certified CLASS® Consultant is responsible for completing 61 class observations and ratings, using the pre-k CLASS® instrument. Consultants will be required to travel independently to all classroom locations. First CLASS® observation cycle should begin between October 21st – 25th 2019, and the second cycle should begin April 20th – 24th 2020. No observations may be conducted during nap time.
- CLASS® observers must observe, document, and code all teacher-child interactions in each preschool classroom. Proposers are required to have excellent verbal and written communication skills, be proficient in computers and have an ability to complete work promptly and submit individualized CLASS® observation results per classroom upon completion of the CLASS® observation.
- Two CLASS® observations are to be conducted in preschool classrooms. The first observation is to take place in the fall, the second in the spring. CLASS® observations consist of 4 cycles per classroom each lasting no less than 20 minutes.
- After each observation, Certified CLASS® observers are to provide immediate preliminary observation results to the Pre-K teacher and the mentor coach followed by detailed observation reports.

- One-year experience in conducting CLASS® observations is required. Certified CLASS® observers must be current as a CLASS® Observer in the pre-k level issued by TEACHSTONE. Include current certification with corresponding documents.

CACOST has several locations (**Attachment A**). The locations for Head Start 0-5 facilities are in Aransas, Duval, Jim Hogg, Jim Wells, Kleberg, Brooks, and San Patricio Counties. Hours of operation are Monday through Friday, 7:30 a.m. – 3:00 p. m.

Qualifications

- Must be CLASS® Reliable through TEACHSTONE in the Pre-K age level.
- Include prior experience working with the CLASS® tool.
- Include proof of current pre-k CLASS® Observer certification.

Content Requirements

- RFPs must include the following:
- Cover letter: A one-page cover letter with the name and contact information of the Proposer.
- Description of services to be provided, including informative sheets on services.
- A detailed plan of action for services requested.
- Please include any discounts provided to CACOST due to its 501 (C) (3) status included any in-kind donations.
- References: Provide contact person(s) of Proposer’s most relevant references for which it has provided services comparable to the services described herein over the past three years. Include name, address, phone number, email address, and description of work.
- Describe your organizational structure (e.g., publicly held corporation, partnership, etc.), philosophy, management structure, and brief company history.
- Include a copy of the Consultant’s CLASS® Reliable Certificate.
- Provide Certificate of Insurance as proof that Proposer has the required insurance.

Evaluation and Award of Proposals

Evaluation of each RFP will be based on the factors identified below:

Factors	Points
Understanding the scope of work and technical approach	35
Prior Experience	10
REFERENCES: Provide contact person(s) of Proposer’s most relevant references for which it has provided services comparable to the services described herein over the past three years. Include name, address, phone number, email address, and description of work.	20
COST: Please submit a cost for the services and include any in-kind that may be provided.	35

ATTACHMENT A

Alfredo Arriola 602 S. King St. Alice, TX 78332	-	Two (2) Classrooms
Arco Iris 958 N. Reynolds Alice, TX 78332	-	Two (2) Classrooms
Rancho Alegre 814 McMasters Rd. Alice, TX 78332	-	One (1) Classroom
Mary R. Garcia Learning Center 3051 Old Kingsville Road Alice, Texas 78332	-	Five (5) Classrooms
Kingsville CDC 400 E. Nettie Kingsville, Texas 78363	-	Five (5) Classrooms
Alice G K Kleberg 900 N. Sixth Kingsville, Texas 78363	-	Four (4) Classrooms
Jesus R. Perez 1111 Ainslie Ave Kingsville, Texas 78363	-	Two (2) Classrooms
Courts of Las Palomas 600 E. General Cavazos Blvd Kingsville, TX 78363	-	One (1) Classroom
Kings Crossing 1505 E. Corral Bldg. 7 Kingsville, TX 78363\	-	One (1) Classroom
Lasater Pre K Academy 200 W. Bennet Falfurrias, Texas 78355	-	Four (4) Classrooms
Aransas Pass Head Start 619 N. Commercial Aransas Pass, TX 78336	-	Three (3) Classrooms

Mario Ramirez 207 W. Pundt Orange Grove, Texas 78372	-	One (1) Classroom
Mathis PK/KG Academy Annex Bldg. 516 East St. Mary's Street Mathis, TX 78368	-	Three (3) Classrooms
Odem I 408 Willis St. Odem, TX 78370	-	One (1) Classroom
Portland 518 Elm St. Portland, TX 7837	-	One (1) Classroom
Gregory 107 Church St. Gregory, TX 78359	-	One (1) Classroom
New Discoveries 624 Avenue B Sinton, TX 78387	-	Four (4) Classrooms
San Diego Annex Learning Center 609 W. Labbe Ave	-	Four (4) Classrooms
Norman Thomas Learning Center 1404 S. Norton Freer, TX 78357	-	Four (4) Classrooms
El Cenizo 511 E. Santa Clara Hebbronville, TX 78361	-	Four (4) Classrooms
Premont Early College Academy 400 Cora Premont, Texas 78375	-	Four (4) Classrooms
Aransas Pass HS #2 254 N. 13 th , Unit 129	-	One (1) Classroom

Aransas Pass, TX

Live Oak Learning Center - Three (3) Classrooms
31 Griffith Drive
Rockport, Texas 78382

Total of 61 pre-k classrooms in our service area.