

## REQUEST FOR PROPOSALS

**RFP NUMBER: EDUD2011011**

**DATE ISSUED: 10/22/2010**

**ELIGIBILITY: Open to All Providers**

**The State of Ohio Department of Education is requesting Proposals for:**

**TITLE:** Head Start Professional Development, Strategic Planning and Annual Report

**INQUIRY PERIOD BEGINS: October 25, 2010**

**INQUIRY PERIOD ENDS: October 29, 2010**

**PROPOSAL DUE DATE: November 12, 2010 By 12:00 PM Eastern**

**PROPOSAL OPENING DATE: November 15, 2010**

**ESTIMATED AWARD DATE: December 15, 2010**

**Background:**

The Office of Early Learning and School Readiness, Ohio Department of Education (ODE) is seeking to enter into a contract with an entity to perform activities, which shall be identified by the Head Start State Collaboration Office (HSSCO).

Head Start is a federally funded program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health nutritional, social and other services to enrolled low-income preschool age children and families.

The Office of Head Start has published the proposed rulemaking related to the "Re-designation" of Head Start grantees. Also, the Head Start Program Performance Standards that have been in place since 1997, are being reviewed and revised. To ensure that Ohio programs continue to operate with high expectations of excellence, there is a need to conduct regional professional development sessions on the new standards and review the impact the changes will make on program systems and service delivery.

The Ohio Strategic Futures Work group meets quarterly to examine federal and state issues and public policy considerations that impact the Head Start community. The work group's goal is to facilitate the involvement of Head Start in state policies, plans, processes and decisions. There continues to be a need for the work group to conduct strategic planning sessions to scan the political and public policy environment, frame issues, become solution oriented and develop relationships with state partners.

The vital component to marketing Head Start to the broader community and to key constituents is to document Head Start information and maintain a public message and approach that will tell the story

about Ohio Head Start. The creation of a statewide annual report is significant to collecting and reporting annual Ohio Head Start data to the state and the wider community.

**Section 1: Objectives:**

It will be the responsibility of the Contractor to ensure that the Contractor's personnel assigned to perform the services/work/deliverables listed below are qualified to perform their assigned work. The Contractor will be required to identify a specific contact person to coordinate all activities including periodic discussions to review the status of deliverables with a counterpart contact person from the Office of Early Learning and School Readiness.

**Section 2: Overview of the Scope of Work:**

Deliverable 1: District Level Professional Development

- 1) Recruit and register Head Start grantees to attend regional district level professional development sessions on Re-designation and the new Head Start Program Performance Standards;
- 2) Coordinate and conduct four (4) regional professional development sessions on Re-designation and the new Head Start Program Performance Standards; and
- 3) Collect participant evaluation and feedback relative to the sessions.

Deliverable 2: Statewide Annual Head Start Report

- 1) Create a Statewide Annual Head Start Report that includes program and demographic data on Ohio Head Start programs.
- 2) Include any relevant statewide initiative data in the report; and
- 3) Distribute the Annual Report to Ohio Head Start programs and other key early childhood stakeholders.

Deliverable 3: Ohio Head Start Futures Group Meetings

- 1) Coordinate and conduct two (2) Head Start Futures Group meetings with group members.
- 2) Disseminate to Head Start grantees, specific solutions to issues that are discussed during group meetings; and
- 3) Collect participant evaluation and feedback relative to group meetings.

**Section 3: Proposal Format**

Signed Cover Letter: (Required – as acceptance of all the terms of this RFP/RFQ)

**Section 3(A): Work Plan** (Required – Must Reference RFP/RFQ Number)

The applicant must fully describe the approach, methods and specific work steps for conducting this work and producing the deliverables. ODE encourages responses that demonstrate a thorough understanding of the nature of early childhood education and family development and what the applicant must do to successfully complete this project:

1. Each proposal must include a profile of the applicant. The profile must include the applicant's legal name, address and telephone number, and home office location. The profile must also describe the applicant's organizational capacity to conduct the work, such as:
  - a. Ability to meet the RFP requirements
  - b. Sufficient office facilities, technology and support mechanisms
  - c. Financial stability and capacity
  - d. Sound large-scale project history

2. Personnel Plan - The applicant will provide a staffing plan that identifies all personnel required to complete the project. The plan must be in spreadsheet format and list each assigned staff member's name, position title, quoted maximum hourly rate, and short biography. The staffing experience described in the personnel plan should clearly indicate substantial expertise in relevant areas. The applicant should also provide references from past customers including brief descriptions of those projects.

3. Project Schedule - The applicant shall provide a project schedule that identifies milestones, timelines, task objectives and deliverables. The applicant will identify and describe all risk factors associated with timely completion of the forecasted milestone schedule.

**Section 3(B): Cost Summary (Required)**

A deliverable-based pricing must be included in proposal. All anticipated needs for meeting each deliverable must be included in its cost, including, but not limited to, staff time, materials, copyright permissions, stipends to participants, software, facility costs, travel and postage. The cost of the project shall not exceed \$43,000.00.

**Section 3(C): Standard Affirmation and Disclosure Form (Required)**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of **Executive Order 2010-09S** issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website: (<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

- 1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

- 2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

- 3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

- 4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

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(Name)

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(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

**Inquiry:**

All questions regarding this RFP/RFQ should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information.

**Submission Information: (Required)**

Proposals must reference the RFP/RFQ number above and should be submitted:

**Either by email to:**

Name: **Michelle K. Smith**

Email Address: **MichelleK.Smith@ode.state.oh.us**

**Please also email a copy to:**

Name: **Amadu Sankoh, Agency Procurement Officer**

Email Address: [Amadu.sankoh@ode.state.oh.us](mailto:Amadu.sankoh@ode.state.oh.us)

**OR by Regular mail to:**

Name: **Michelle K. Smith**

Address: **Ohio Department of Education  
Office of Early Learning & School Readiness  
25 South Front Street, Mail Stop 305  
Columbus, Ohio 43215**

**Please also mail a copy to:**

**Amadu Sankoh, Agency Procurement Officer  
25 South Front Street, Mail Stop G  
Columbus, OH 43215**

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**OTHER IMPORTANT INFORMATION FOR VENDORS:**

The State may reject any Proposals or unsolicited Proposal amendments that are received after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors must also allow for potential delays due to increased security. The State may reject late Proposals regardless of the cause for the delay.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP/RFQ, fails to comply with the procedure for participating in the RFP/RFQ process, or the offeror's Proposal fails to meet any requirement of this RFP/RFQ. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP/RFQ.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP/RFQ that was gathered through a source different from the inquiry process described in this RFP/RFQ.

The State will not be liable for any costs incurred by any offeror in responding to this RFP/RFQ, even if the State does not award a contract through this process. The State may decide not to

award a contract for the work. The State may also cancel this RFP/RFQ and contract for the work through some other process or by issuing another RFP/RFQ.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State of Ohio has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under ORC 9.24, prior to the award of any contract arising out of this RFP/RFQ, without notifying the Agency of such finding.

The successful offeror(s) will be required to enter into a contract with the Ohio Department of Education upon reaching agreement on terms and conditions for such contract prior to providing any services to the Department. The provisions of such contract are not valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126.07 and 131.33 of the Ohio Revised Code. The Department is not obligated to pay for services performed prior to such OBM certification.

All proposals and other materials submitted will become the property of the State and may be returned only at the option of the State. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after a contract has been awarded. The State will retain all proposals, or copies of the proposals, as part of the contract file for at least three years. After the retention period, the State may return, destroy, or otherwise dispose of the proposals or copies of the same.