

REQUEST for PROPOSALS
Rhode Island Pre-Kindergarten Program

The Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to expand the Rhode Island Pre-Kindergarten Program, in accordance with the terms of this solicitation.

BACKGROUND/OVERVIEW

This funding notification is to announce the availability of funds for expansion of the Rhode Island Pre-Kindergarten Program with the goal of building and sustaining a diverse delivery system of high-quality, state-funded Pre-Kindergarten programs across the state.

RIDE is committed to ensuring that all children begin school ready to learn and ready to succeed in their schooling careers, as life-long learners, and productive citizens. Research shows that attending high quality early childhood education programs helps children develop important social and cognitive skills and knowledge that prepares them to succeed in school. There is clear evidence of long-lasting benefits for children who participate in very high quality educationally focused early childhood programs. The benefits to children can also generate substantial government savings, including reduced need for special education services, reduced need for cash assistance and other public benefits as well as reduced rates of incarceration. An analysis by economist Robert Lynch, from the Economic Policy Institute, predicts that:

"A public investment in providing high-quality prekindergarten to all Rhode Island children ages 3 and 4 would start paying for itself by generating cost savings within 9 years. By the year 2050, the ratio of total benefits to total costs would be 8 to 1."

Currently, there are substantial numbers of children in Rhode Island entering kindergarten who are not adequately prepared to succeed in school which may ultimately increase the risk that these children drop out of school or fail to achieve their full potential.

The award of grant funds is contingent upon the inclusion of the anticipated Rhode Island Pre-Kindergarten Program dollars in the FY 2017 State budget. Any actions taken by a potential applicant or any costs incurred in meeting conditions of the grant program prior to passage of the budget are incurred solely by the applicant.

The Rhode Island Pre-Kindergarten Program will expand enrollment of children who will be age 4 by September 1, 2016 and who reside in one of the following eligible districts: **Central Falls, Cranston, East Providence, Johnston, Newport, North Providence, Pawtucket, Providence, West Warwick, and Woonsocket.**

Prior to the contract start date, selected Pre-Kindergarten sites will develop an outreach and recruitment process and plan in partnership with the RIDE ensuring that the outreach and recruitment focuses on children of high need including: children of low and moderate income families, children with developmental delays and disabilities and dual language learners; and invite them to apply for Pre-Kindergarten openings. Children will be randomly selected for participation in the program using a state-supervised lottery system.

Families who enroll their children in a Rhode Island Pre-Kindergarten Program classroom will not be charged for any portion of the Rhode Island Pre-Kindergarten Program service. There

will be no co-payments or registration, field trip, or enrichment fees. Field trips and enrichment activities are optional and are expected to be built into the proposed program budget. Grantees who participate in the Child Care Assistance Program (CCAP) program may continue to do so. Grantees may receive subsidy for the portion of the day that the child is not funded by the Rhode Island Pre-Kindergarten Program. For example, if a program is offering a 6 hour pre-kindergarten program and wrap-around child care for the remainder of the day for a subsidized eligible child, the program may receive a part-time subsidized fee.

Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria below indicate the standards and factors that will be more heavily weighted in the review process.

The Rhode Island Pre-Kindergarten Program is administered by RIDE.

ELIGIBLE APPLICANTS

Rhode Island Pre-Kindergarten Program funding will be offered to programs in a variety of settings in recognition of the existence of Rhode Island's diverse early childhood system which includes many high quality educational programs. The FY17 state and federal funding for the Rhode Island Pre-Kindergarten Program will increase enrollment from 594 four year old children in 33 classrooms to 954 four year old children in 53 classrooms in the 2016 – 2017 school year.

Eligible organizations or entities include licensed child care centers, Head Start programs, public schools, and non-public schools able to operate a classroom in the following Rhode Island communities: **Central Falls, Cranston, East Providence, Johnston, Newport, North Providence, Pawtucket, Providence, West Warwick, and Woonsocket.**

All applicants are required to:

- Have ability and capacity to submit an application for RIDE Comprehensive Early Childhood Education Approval by the program start date and demonstrate capacity to meet the 2013 RIDE Comprehensive Early Childhood Education Programs Standards for Approval by the end of the first fiscal year of the contract.
- Participate in BrightStars, RI's Quality Rating and Improvement System.
- Have, at the time of application, at least one staff that meets the qualifications for Education Coordinator as specified in Standard 4.1 in the RIDE Comprehensive Early Childhood Education Programs Standards for Approval who will work the entire 41 week Pre-K program year.
- Be able to staff each state-funded Pre-Kindergarten classroom with a teacher who meets the qualifications for early childhood teachers as specified in Options One or Two of Standard 4.2 of the RIDE Comprehensive Early Childhood Education Programs Standards for Approval.
- Be able to staff each state-funded Pre-Kindergarten classroom with a teacher assistant who meets the qualifications for teacher assistants as specified in Standard 4.3 of the RIDE Comprehensive Early Childhood Education Programs Standards for Approval.

- Compensate all Rhode Island Pre-Kindergarten Program teachers and teaching assistants with a competitive salary and benefits based on their credentials, experience, and past performance.
- Be able to provide wrap-around child care OR have a strong collaboration with and transportation to/from at least one child care provider for families that need it.
- Be prepared to assume the administrative responsibilities associated with participation in this program and its evaluation, including, but not limited to:
 - Revision of existing program policies and procedures and family handbooks to align with RI State Pre-K policies and implementation guidance
 - Attendance monitoring and reporting
 - On-going progress monitoring using an on-line child assessment system
 - Review of internal self-assessment and external monitoring reports to determine progress in implementing program standards
 - Site visits by RIDE and External Evaluators to observe the Rhode Island Pre-Kindergarten Program classrooms and conduct meetings with administrators and others
 - Participation by grantees in required components of the program evaluation
 - Provision of required information through narrative and budget reports submitted on a quarterly basis and other informational requests
 - Participation at required Grantee meetings and trainings
- Host an orientation session for enrolled children and their families prior to the start of the program school year.
- Prior to the contract start date, have the capacity and be prepared to 1) conduct recruitment, including responding to family requests for visits or information about your specific Pre-K program, 2) manage the application process, 3) participate in completing a state-supervised lottery to select children, and 4) to follow up with selected families after they receive an initial email notification from the State regarding lottery results, from April – June 2016.
- Enroll and manage U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) applications of eligible Pre-K children and their families
- Be fully staffed and prepared to participate in required State Pre-K professional development and technical assistance activities from the contract start date (on or about July 1, 2016) and throughout the contract year.
- Operate the Pre-Kindergarten Program classroom for a minimum of 6 hours per day and 180 days per year. It is the intention of RIDE that awarded programs begin implementing Pre-Kindergarten services no later than the 6th day of September, 2016. All applicants must demonstrate their ability and intention to open by this date and operate a full day program for 180 days.

Joint applications for funds may be submitted. However, in each case there must be one lead agency chief administrative officer who will retain fiduciary and other administrative responsibilities for the grant.

SCOPE OF WORK***Tasks/Deliverables***

<i>Task</i>	<i>Deliverables</i>	<i>Schedule</i>
<i>Task #1</i>	Prior to the contract start date, have the capacity and be prepared to 1) conduct recruitment, including responding to family requests for visits or information about your specific Pre-K program, 2) manage the application process, 3) participate in completing a state-supervised lottery to select children, and 4) to follow up with selected families after they receive an initial email notification from the State regarding lottery results, from April – June 2016. This includes: ensuring applicants meet state specified requirements regarding age and primary residence and completing state-required income verification procedures at time of enrollment and confidentially maintaining all documentation provided.	April – June 2016
<i>Task #2</i>	Implement a comprehensive early childhood education program for a minimum of 180 days for at least 6 hours per day. This includes: submitting an application by the start of the school year, completing the approval process and maintain all program-level and classroom-level standards as specified in the 2013 RIDE Comprehensive Early Childhood Education (CECE) Programs Standards for Approval, including the specific staffing qualifications: <ul style="list-style-type: none">• at least one staff that meets the qualifications for Education Coordinator as specified in CECE Standard 4.1• a certified early childhood teacher who meets the qualifications specified in Options One or Two of CECE Standard 4.2• a teacher assistant who meets the qualifications specified of Standard 4.3	No later than September 6, 2016 and ongoing from September through June for remainder of contract
<i>Task #3</i>	Maintain an active enrollment of 18 children per classroom.	Immediately upon start of school and ongoing from September through June for remainder of contract
<i>Task #4</i>	Enroll and manage USDA Child and Adult Care Food Program (CACFP) applications of eligible Pre-K children and their families	Upon enrollment in the state Pre-K and ongoing from September through June for the remainder of contract
<i>Task #5</i>	Implement a comprehensive system of child assessment used to inform instruction and support children’s development and learning. This includes: collaboration with local school district Child Outreach program to screen each child during the fall of the school year and using a child assessment system and measures identified by RIDE to effectively assess children’s learning and development, inform curriculum planning, and report on children’s developmental progress in an ongoing manner.	Immediately upon start of school and ongoing from September through June for remainder of contract

<i>Task #6</i>	Develop and maintain collaborative relationships with community partners and seek resources as needed to ensure full support of children and families experiencing crisis and to fully include children with disabilities and/or special health care needs.	Immediately upon start of school and ongoing from September through June for remainder of contract
<i>Task #7</i>	Be fully staffed and prepared to participate in required State Pre-K professional development and technical assistance activities.	Immediately upon execution of contract and ongoing from September through June for remainder of contract
<i>Task #8</i>	Assume the administrative responsibilities associated with participation in this program and its evaluation including providing RIDE with required information through narrative and budget reports submitted on a monthly and/or quarterly basis and other informational requests, as needed.	Immediately upon execution of contract and ongoing from September through June for remainder of contract
<i>Task #9</i>	Sign a Memorandum of Understanding between RIDE, Teaching Strategies GOLD, and grantee to provide RIDE access to student data and program reports requested for program monitoring and evaluation purposes.	Immediately upon start of school and ongoing from September through June for remainder of contract.
<i>Task #10</i>	Collaborate with local schools to facilitate the transition to kindergarten for enrolled children.	Immediately upon execution of contract and ongoing from September through June for remainder of contract

TERMS OF THE CONTRACT

The Contract will begin **July 1, 2016** and end **June 2019**. The scope of the work may be modified by RIDE prior to beginning work on a given task. Subsequent years' activities are dependent on the availability of state and federal funding and may be modified by mutual consent.

RIDE retains the option of granting a time extension of up to **one year** with additional funding if available and if the level of work is expanded by mutual written consent.

COST PROPOSAL/TERMS OF PAYMENT

Based on recommendations from a national early childhood fiscal expert, RIDE has determined that a reasonable estimate of the state share for operating a State Pre-K classroom (the cost of operating a full-day, minimum of 6 hours, high quality program for 18 children for a minimum of 180 days per year) that meets the requirements of RIDE CECE Standards Approval, is approximately \$173,000. This estimate reflects the following cost categories required to successfully operate a State Pre-K classroom: cost of hiring and paying a competitive salary and benefits for a beginning teacher and a teacher assistant, supplies, facilities costs for one classroom, administrative expenses for one classroom, and includes anticipated reimbursement for meals through the USDA CACFP program. The estimated percentages for Pre-K budgetary allocations are identified below:

Pre-K Budget Categories	% of total proposed Pre-K Budget
Salaries <ul style="list-style-type: none"> • Teacher and Teacher Assistant (100%) • Education Coordinator (estimated 18%) • Administrator (estimated 12%) • Substitutes (350 hours) 	56%
Fringe Benefits <ul style="list-style-type: none"> • mandatory state benefits (e.g. TDI) • health insurance for Teacher and Teacher Assistant health insurance for Education Coordinator • health insurance for Administrator 	21%
Supplies and Materials, Equipment, and Professional/Technical Services <ul style="list-style-type: none"> • educational materials • program supplies • equipment • furniture and fixtures • family engagement activities • dues or subscriptions • food (supplemented by USDA CACFP revenue) • catering/purchased food services • utilities (gas, oil, electricity) 	23% (estimated 9 - 11% for supplies and materials, equipment and professional/technical services, 10 - 12% for property services, and 2% for indirect costs/other purchased services)
Property Services <ul style="list-style-type: none"> • rent/lease/mortgage • telephone and internet • maintenance 	
Indirect Costs/Other Purchased Services <ul style="list-style-type: none"> • office expense (i.e. payroll costs for Pre-K staff) • property insurance • printing and copying 	

Applicants should prepare a preliminary proposal based on your agency's anticipated costs to operate Rhode Island Pre-Kindergarten Program classroom in the cost categories outlined above. Please note that funds may only be used to cover the costs to operate the Rhode Island Pre-Kindergarten Program classroom. While this can include an appropriate allocation of shared expenses such as facilities costs and administrative costs, programs may not use Rhode Island Pre-Kindergarten Program funds to cover costs that are not directly related to the Rhode Island

Pre-Kindergarten Program classroom. If the applicant does not anticipate costs in particular cost categories, that section of the budget should reflect zero cost. For cost categories that exceed the State’s estimated percentages, a detailed justification must be provided as part of the technical proposal; clearly explaining the need for those costs and describing the positive impact that these additional costs will have in supporting improved children’s learning and development.

PROPOSAL SUBMISSION

Questions: Questions concerning this solicitation may be e-mailed to Kristen Greene at RIDE at kristen.greene@ride.ri.gov no later than noon on March 4, 2016. **Send your questions in Microsoft Word format.** Please reference the RFP title on all correspondence. Questions received, if any, will be posted and answered on the RIDE website as an addendum to this solicitation by March 9, 2016. It is the responsibility of all interested parties to download this information. **Final proposals are due and must be delivered by 4:30 PM on Friday, April 1, 2016. Faxed or emailed responses will not be considered. Application Timeline:**

February 22, 2016	Request for Proposals Posted
March 4, 2016	Questions due.
March 9, 2016	Questions and answers posted.
April 1, 2016	Applications due.
April 19, 2016	Projected announcement of selected programs. Child applications posted and disseminated.
June 28, 2016	Recruitment for prospective families and students begins.
June 30, 2016	Student applications due. State lottery to select students for each site.

Proposals (submit an original plus 4 copies) should include the following:

1. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
2. A Cost Proposal as described above.
3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
4. A current fiscal year’s agency/school operating budget, which breaks out the various sources of revenue to the center or organization. For multi-purpose organizations, please provide an operating budget for the child care center and overall organization.
5. Required Attachments:

	Staff resumes and teaching certifications for the Pre-Kindergarten Education Coordinator and/or Director
	Staff resumes and teaching certifications for the Pre-Kindergarten Program Teacher and Teacher Assistant (or job descriptions if not yet hired)

Mail or Deliver to: RI Department of Education
Office of Instruction, Assessment, and Curriculum
Attn: Kristen Greene
255 Westminster St.
Room 400
Providence, Rhode Island 02903

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Instruction, Assessment, and Curriculum at the time of opening, for any cause, will be determined to be late and will not be considered. **Faxed or emailed responses will not be considered.**

TECHNICAL PROPOSAL REQUIRED ELEMENTS

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 10 single-spaced pages. Margins must be at least 1 inch on all sides. Any requested documents should be included as attachments or appendices. Attachments or appendices do not count against the technical proposal page count.

Experience in and Capacity to Provide High-Quality ECE

Please provide a narrative summary which describes your organization/school's experience in and capacity to provide high-quality early childhood education. Be sure to address your school or program's leadership structure and your early childhood philosophy & educational approach. Within your narrative briefly address any of the bulleted characteristics below as they relate to your program.

- Experience serving low-income children
- Geographic location within eligible community which provides access to Pre-K program for families not already in vicinity of existing Pre-K program
- Innovative approaches that will meet the specific needs of children and families in the community.
- Existing community partnerships which will reduce cost of and/or enhance services provided to Pre-K Program children and families (i.e. reduced or no cost facilities, reduced or no cost mental health consultation).
- Experience working successfully with English Language Learners
- Classroom quality as demonstrated by recent results of classroom quality assessments conducted in classrooms of proposed Pre-K teacher(s), including, but not limited to:
 - ECERS
 - CLASS
- Evidence of positive learning outcomes for previous classroom participants.
- Classroom supervision and support provided by an early childhood education leader with an advanced degree in early childhood education.
- Participation in other initiatives designed to improve quality of program (e.g. program improvement plan through BrightStars and Center for Early Learning Professionals, RIDE CECE Preschool Approval Technical Assistance, NAEYC Accreditation, DHS CCAP Program Quality Improvement Grant and/or Award recipient, TEACH participating program)

If your organization is a past or current recipient of a state Pre-K grant, please provide the following information: 1) identify the timeline in which your organization participated and 2) describe as well as provide any available evidence of your organization’s capacity to provide high quality ECE.

Classroom Space and Education Program Structure

It is expected that the State Pre-Kindergarten classroom and the educational program it is a part of will comply with either DCYF licensing regulations or, if the program is located in a public or private PK-12 school, with RIDE Basic Education Program Regulations, G-14-4 Ensuring a Safe and Healthy Physical Environment. RIDE highly recommends that all applicants complete a CECE Self-Assessment for the proposed classroom(s) and educational program. The CECE Self-Assessment document can be found at:

<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Instruction-and-Assessment-World-Class-Standards/Early-Childhood/Programs/RIDE%20CECE%20Program%20-%20Self-Assessment.pdf>

Given your completion of the CECE self-assessment, identify the location of the facility/facilities housing the proposed Pre-Kindergarten classroom(s) and briefly describe how the facility/facilities and classrooms meet BEP regulations or DCYF licensing OR describe in detail how your organization will ensure all applicable regulations are met (work completed) by September 6, 2016.

Provide information explaining how the proposed facilities are accessible to staff, children and families during the State Pre-Kindergarten school year, including the specific months, days and hours that the facility is available for use by the program. Provide details explaining how the facility and classrooms meet basic safety requirements as well as provide access to natural light, the required amount of usable floor space for each child, accessibility to child bathrooms, and the provision of a safe, fenced playground space.

Provide any additional information which demonstrates the quality of the educational program you currently provide; including, but not limited to, classroom quality assessments conducted on classrooms of proposed Pre-Kindergarten classroom staff and child assessment information demonstrating improved developmental and learning outcomes.

Staffing Qualifications

Please summarize the background and qualifications of the proposed Pre-Kindergarten Program administrator and all teaching staff. Please attach resumes and any appropriate teaching certificates for individuals already on staff.

Using the table format outlined below, attach a list and description of the titles and roles of all full-time and part-time staff to be paid by the RI Pre-Kindergarten Program grant.

Position Title	FTE	Name of Staff	List Relevant Credentials (Teacher Certification and Number of College ECE credits)	ECERS or CLASS scores

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OR

Include detailed job descriptions for positions that will need to be filled as well as a description of the hiring process that will result in highly qualified Pre-K staff. Please note that evidence that all staff meet the specified qualifications will be required prior to final funding approval. Please identify any other individuals, irrespective of funding source, who will regularly be present in the Pre-Kindergarten Classroom and specify their role.

Identify the individual(s) who will be responsible for supervising the RI Pre-Kindergarten Program classroom. Please attach resumes and any appropriate teaching certificates for individuals already on staff. Describe their qualifications.

Education Coordinator	FTE	Name of Staff	List Relevant Credentials (i.e. Teacher Certification)	Years Teaching in ECE

If your organization does not have a qualified administrator to serve in the role of Education Coordinator, describe your willingness to share fiscal responsibilities for hiring for this role with other State Pre-Kindergarten programs.

Continuous Quality Improvement System

Discuss the plan for ensuring RI Pre-Kindergarten Program classroom staff will have adequate time to plan and prepare for program implementation and to document and review child assessment information in consultation with others; including the weekly planning schedule (times included), classroom coverage if planning occurs during the time children are present, the individuals who will be involved, and how planning time will be used. Describe the supervision model to be provided by the Education Coordinator in relation to the State Pre-K teaching staff. Discuss the plan for ensuring program staff is available for professional development opportunities (including trainings and on-site technical assistance) as planned throughout the year (including summer months) by RIDE.

If your organization is a past recipient of a state Pre-K grant, please describe and provide evidence of how your program’s administrative supervision and support system has evolved during Pre-K program participation.

Budget Narrative

For each cost category, provide an explanation of how Pre-K grant funds will be used; include a rationale for how the funds are reasonable and sufficient to achieve Pre-K Program outcomes. For cost categories that exceed the State’s estimated percentages, a detailed justification must be provided; clearly explaining the need for those costs and describing the positive impact that these additional costs will have in supporting improved children’s learning and development.

TECHNICAL PROPOSAL REVIEW CRITERIA

A technical review team convened by the Rhode Island Department of Education will review each complete application using these criteria:

Category	Points Possible for all Applicants	Additional Points Possible for Past or Current Grant Recipients Only
Experience and Capacity	10	5
Classroom Space and Education Program Structure	20	-
Staffing	15	-
Continuous Quality Improvement System	15	5
Budget Narrative	15	-
Cost Proposal	15	-
TOTAL	90	10

APPENDIX A

BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	Year 1	Year 2	Year 3
1. Salaries (51000)			
2. Fringe Benefits (52000)			
3. Professional and Technical Services (53000)			
4. Property Services (Facility Rental/Maintenance) (54000)			
5. Other Purchased Services (55000)			
6. Supplies and Materials (56000)			
7. Property and Equipment (57000)			
Subtotal			
7. Indirect Costs (60000)			
TOTAL			

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

BUDGET DETAIL SHEET *
FISCAL YEAR 2017

EMPLOYEE COMPENSATION AND EMPLOYEE BENEFITS (51000 and 52000)

POSITION	FTE	EMPLOYEE COMPENSATION (51000)	EMPLOYEE BENEFITS (52000)
Administrator			
Education Coordinator			
Teacher			
Teacher Assistant			
Substitutes			
TOTAL		\$	\$

PROFESSIONAL AND TECHNICAL SERVICES (53000)

CATEGORY	ITEM DESCRIPTION	TOTAL \$
Catering/Purchased Food Services *		
TOTAL		\$

PROPERTY SERVICES (54000)

CATEGORY	ITEM DESCRIPTION	TOTAL \$
Building Rent/Lease/Mortgage		
Building Maintenance		
Telephone/Internet Services		
TOTAL		\$

OTHER PURCHASED SERVICES (55000)

CATEGORY	ITEM DESCRIPTION	TOTAL \$
Printing/Copying		
Property Insurance		
TOTAL		\$

SUPPLIES AND MATERIALS (56000)

CATEGORY	ITEM DESCRIPTION	TOTAL \$
Food/Snacks **		
Educational Materials		
Program Supplies		
Family Engagement Activities		
Subscriptions and Dues		
Utilities (Gas, Oil, Electricity)		
TOTAL		\$

PROPERTY AND EQUIPMENT (57000)

CATEGORY	ITEM DESCRIPTION	TOTAL \$
Furniture and Fixtures		
Equipment		
TOTAL		\$

INDIRECT COSTS (60000)

CATEGORY	ITEM DESCRIPTION	TOTAL \$
Office expenses		
TOTAL		\$

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Net reimbursement from USDA CACFP