

October 24, 2017

RFP No.161482

PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G13
CHATTANOOGA, TENNESSEE 37402

Requisition No.: RFP 161482

Ordering Dept.: Youth and Family Development/Office of Early Learning

Buyer: Deidre Keylon

E-mail: dmkeylon@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

Products or Services Being Purchased: HEAD START/EARLY HEAD START/EARLY HEAD START - CHILD CARE PARTNERSHIP PROGRAM CONSULTANT

**SEALED PROPOSAL MUST BE RECEIVED AS SPECIFIED NO LATER THAN
4:00 P.M. E.S.T. ON NOVEMBER 14, 2017**

**ALL QUESTIONS MUST BE RECEIVED IN WRITING AS SPECIFIED NO LATER THAN
4:00 P.M. E.S.T. ON NOVEMBER 7, 2017**

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____

Date: _____

COMPLETED AND SIGNED COVER PAGE TO BE RETURNED WITH PROPOSAL

REQUEST FOR PROPOSALS

OFFICE OF EARLY LEARNING

**HEAD START/EARLY HEAD START/EARLY HEAD
START - CHILD CARE PARTNERSHIP
PROGRAM CONSULTANT**

OCTOBER 24, 2017

OVERVIEW

The City is seeking a Consultant for the purposes of facilitating an evaluation of City of Chattanooga's Head Start, Early Head Start, and Early Head Start Child Care Partnership programs related to community need, fiscal and programmatic operations. The awarded Contractor(s) will be responsible for the professional quality, technical accuracy, and the coordination of all services provided.

Any Blanket Contract for services described herein shall be for a period of one (1) year, with two (2) additional optional one (1) year renewal periods, upon agreement of both parties.

The final number of contract(s) awarded will be within the sole discretion of the City. There is no guarantee that any work will be requested from an awarded Contractor.

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be in a clearly labelled package and submitted as otherwise specified to the Purchasing Department, City of Chattanooga, for time-stamping by no later than 4:00 p.m., e.s.t. on November 14, 2017, to the attention of:

City of Chattanooga Purchasing Department
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Late or misdirected proposals shall be rejected and returned unopened without exception. Postmarks are not accepted.

Quantity and Format

Proposer shall submit three (3) complete copies of the proposal as follows; one (1) original, one (1) copy and one (1) electronic copy in PDF format on a flash drive. All proposals shall be submitted in a sealed non-transparent envelope or box clearly labelled "**RFP No. 161482 - HEAD START/EARLY HEAD START/EARLY HEAD START - CHILD CARE PARTNERSHIP PROGRAM CONSULTANT**".

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless

otherwise requested at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions which may be read at:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to the RFP itself or to the Standard Terms and Conditions must be submitted with the Proposal. Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not accepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject accepted or conditional proposals at its sole discretion.

Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document, or as otherwise required by the City Purchasing Division.

ADDITIONAL REQUEST FOR INFORMATION

All questions and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 p.m., e.s.t. on November 7, 2017, and shall be **clearly labelled** as :**QUESTION re:RFP No. - HEAD START etc. PROGRAM CONSULTANT** and sent to:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244
dmkeylon@chattanooga.gov

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer, until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process.

PROPOSAL SCOPE OF WORK

Desired Outcomes:

- Completion of capacity building self-assessment
- Community assessment
- HS, EHS, and EHS-CCP "mock" review
- Organizational gap analysis

Scope of Work Includes:

1. Self-assessment

The City of Chattanooga has a need to perform a self-assessment for two federal grants that provide care for 998 children in the greater Chattanooga area. This is a dynamic, partnership based organization that works with multiple community based child care providers to increase the capacity of our local community based child care providers to operate high-quality care.

Therefore, a qualified firm is being sought to provide one-time supports for self-assessment including capacity building to identify ways in which we can better influence the overall quality of care in our service area, and leverage both community based and state pre-k partnerships. It is desired that this include:

- Support for current-year self-assessment
- Tools to replicate self-assessment in future years
- Recommendations for future self-assessments

2. Community assessment

In order to provide the most responsive services, a full-scale community assessment is needed to accurately identify needs. This assessment will identify:

- Current services that are successful and serving a high-needs population
- Untapped resources and gaps in collaborations for all components of programming
- Community readiness to expand community based child care partnerships
- An assessment of staff wage and benefits packages in relationship to both other TN Head Start/Early Head Start and Early Head Start-Child Care Partnerships and Hamilton County Department of Education staff wage and benefits.
- An assessment of creation and retention of a high-quality staff -
- Recommendations to increase community capacity to support partnerships
- Recommendations to increase agency capacity to influence quality in both community based partnerships and internally operated programs

3. Head Start, Early Head Start, and Early Head Start - Child Care Partnership Mock Reviews

Conduct one time mock reviews, and provide full reports with recommendations of all grant components for both the Head Start/Early Head Start and the Early Head Start-Child Care Partnership Grant.

4. Organizational Gap Analysis

City of Chattanooga's federal grants have moved from the Department of Social Services to the Office of Early Learning. In order to most successfully operate these grants, a full organizational gap analysis is needed to provide the recommendations needed for the Office of Early Learning to fully support and manage the grants. This analysis will include, but not be limited to:

- Organizational structure
- All operations including funding
- Organizational capacity to support community based partnerships
- Recommendations for growth-management and change-management to ensure high-quality care
- Recommendations for organizational capacity building

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures.
2. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

REVIEW AND EVALUATION OF PROPOSAL

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee, in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposers whose proposal is deemed to be in the best interests of the City.

Evaluation Committee

A committee consisting of individuals selected by the City will receive all proposals submitted. Each proposal will be awarded a maximum of 100 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

Evaluation Criteria

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical factors that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

- **20 points: Experience supporting full self-assessment with HS/EHS and EHS-CCP including all fiscal and programmatic components and wage/benefit study**
- **20 points: Experience executing a full community assessment for HE/EHS and EHS-CCP**
- **20 points: Experience performing organizational gap analysis**
- **15 points: Experience performing mock reviews**
- **10 points: Experience Providing Implementation Planning for EHS-CCP in Region IV**
- **10 points: Reference Projects**
- **5 points: Value/Cost Efforts**

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite up to three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number, if the quality of the proposals so merits.

The City Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation to the City, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

Selection of Finalist(s)

After review of the proposals by the Evaluation Committee and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

• RESPONSE FORMAT

Cover Letter

Include a cover letter, issued by an Officer of the proposing entity, introducing your company, summarizing your qualifications, and detailing any exceptions to the RFP and/or Standard Terms and Conditions.

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

Experience supporting full self-assessment with HS/EHS and EHS-CCP including all fiscal and programmatic components and wage/benefit study (20 points)

Offeror shall demonstrate in detail experience supporting a full self-assessment with:

- Head Start
- Early Head Start
- Early Head - Start Child Care Partnership
- Fiscal analysis
- Wage and benefit study
- Capacity building model including appropriate materials for grantee to improve the self-assessment process in the future
- HS and state pre-k alignment and leverage for increased access and quality

Experience executing a full community assessment for HE/EHS and EHS-CCP (20 points)

Offeror shall demonstrate in detail experience executing community assessments including the following:

- Head Start
- Early Head Start
- Early Head Start Child Care Partnership
- Assessment of community readiness for EHS-CCP
- Community based child care capacity for partnerships other than EHS-CCP

Experience performing organizational gap analysis (20 points)

Offeror shall demonstrate in detail experience performing organizational gap analysis including the following:

- Organizational structure

- All operations including fiscal
- Organizational capacity to support community based partnerships
- Recommendations for growth-management and change-management to ensure high-quality care
- Recommendations for organizational capacity building

Experience Providing Implementation Planning for Early Head Start-Child Care Partnerships (EHS-CCP) in Region IV (10 Points)

Include resumes or CVs of team to include EHS-CCP Implementation Planning.

Offeror shall additionally demonstrate experience:

- Providing technical assistance and consultation in Region IV for EHS-CCP
- Fiscal experience with EHS-CCP

Experience performing mock reviews (15 points)

Offeror shall demonstrate experience performing mock reviews for:

- Head Start
- Early Head Start
- Early Head Start-Child Care Partnerships

Reference Projects (10 points)

- Detail experience on a minimum of two projects of similar scope including timeliness and ability to stay on-budget
- Identify when the work was completed (preference is given to more recent projects of similar scope).

Include the following:

- City/agency/department/office for which performed
- Dates of project, Type of project, Dollar value, Is the entity still utilizing your service/product?
- Owner contact information for the listed projects, including an email address that can be used as reference verification.

Bad contact information and/or non-responsive references will be reflected in the scores.

Value/Cost Efforts (5 Points)

Identify a complete project all-in cost for this service.

This Cost must include the following:

- All warranty and/or extended warranty costs.
- All licensing or maintenance costs.
- Include all additional lifecycle costs.

- Includes implementation
- Includes all tools and materials related to the Scope of Work
- All additional costs associated with this proposal including operational costs, travel, and subcontracting costs

**APPENDIX A
PROPOSER QUALIFICATION DATA**

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer:

2. Main office address:

3. Phone: _____ Fax: _____

- a. Email Address:

4. Proposers federal tax identification number:

_____ (Please attach Form W-9)

5. The proposer is organized as a

6. The date the proposer was organized in its current form:

7. If a corporation, the state where it is incorporated:

8. Is your company registered with the Tennessee Secretary of State?

a. ☐ YES

b. ☐ NO - Please explain

9. How many years have you be engaged in the business described in this solicitation, under your present firm or trade name:

10. Describe any pending plans to sell or merge your company.

11. Have you ever been debarred or suspended by a government from consideration for the award of contracts?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

12. Have you ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

13. Have you ever been charged with liquidated damages on a contract?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

14. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

Chapter No. 817 (HB0261/SB0377).

"Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website: www.tn.gov, type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," and search to access a link to the "Public Information Library." <https://www.tn.gov/generalservices/article/Public-Information-library>. There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106, Iran Divestment Act. The list, which is periodically updated, is there. Currently, as of 10/17/17, the link for the list is available at this address:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:

- a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)