



REQUEST FOR QUOTE
No. 2024-04
Early Childhood Classroom
and Teacher Effectiveness Assessment Tools

Objective:

ChildCareGroup (CCG) is seeking bids for research-based tools to help measure interactions and teacher skills and provide targeted coaching modules to measurably improve classroom quality by boosting interactions and supporting language skills for infants through PreK.

The Quality Rating and Improvement System (QRIS) for Texas uses the Texas Rising Star (TRS) assessment to certify early childhood programs and issue a rating of 2, 3, or 4 Star. Mentors work with programs to help them implement best practices and improve their level of service. Texas Rising Star focuses on 5 areas of the program that have specific criteria to measure quality, the largest of which is caregiver-child interaction.

Deadline for Questions:

Questions regarding this solicitation will be received until 6:00 pm (central time) on July 17, 2024. All questions shall be forwarded to the attention of the Procurement Department at procurement@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due on July 30, 2024, by 6:00 pm (central time). Responses will be received in electronic form **only** and shall be sent to the Procurement Department at procurement@ccgroup.org. Late responses will not be accepted.

Scope of Work:

According to Stanford Report, 2013, talking directly to toddlers strengthens their language skills. Psychologist reports that the amount of increased conversations to children can make a difference in the child's language proficiency and vocabulary. Language development is a critical part of child development. It supports a child's ability to communicate, and express and understand feelings. It supports thinking and problem-solving, and developing and maintaining relationships. Research indicates the ways teachers interact with children is crucial in determining how children develop over time (Curby and Brock, 2013). All interactions an educator has with children can influence how children learn, grow and feel about themselves. Positive, intentional and reciprocal (back and forth) interactions contribute to best outcomes for children. Children are happier, healthier, more confident, and excited to learn when adults nurture relationships and interactions. CCG provides ongoing mentoring and support to early childhood programs participating in the Texas Rising Star program. An area of focus is language development in infants through PreK groups. CCG seeks to improve the "talk environment" in the classroom through a series of measurements, reporting, and coaching, thus creating language-rich environments that support children's ongoing development.

Deliverables- Tool for measurement of verbal interactions between adults and children for use within an early childhood program/group setting. Reporting feature to show activity as well as illustrate progress and/or regression during the project. Coaching modules and materials to help teachers develop skills and implement long term practices.



Timeline- We plan to implement 3 -5-week cycles throughout the year beginning in August 2024. The first cycle will be:

- August 2024 Mentor/ Coach training
- September 2024 Sites/ Teacher selection
- October 2024 Teacher Orientation/ Delivery of Materials/ Collection of Permission forms
- October 2024 -July 2025: weekly site data collection, review, and coaching sessions

Milestone- Classrooms will be selected based on low performance in category 2 of the Texas Rising Star Guidelines. The Quality Initiatives Department will host an information meeting to the invited centers to learn about the program. Once the center agrees to participate in the program, their assigned mentor will design a growth plan for the center.

Reports- provide weekly reports that display the room summary of conversational turns the teacher engaged in with their students; and breakout of the amount of time the teacher engaged in interactive talk and the individual child's interactions. Provide a comparative summary of weekly progress.

Submittals:

The successful vendor will provide a company overview, plan for providing the requested tool/services, pricing structure, company W-9, and two letters of recommendation. Prices should be **All Inclusive** and no charges other than those quoted herein will be paid on orders placed as a result of this agreement.

Evaluation Criteria:

Responses will be evaluated based on the following:

- A. Ability of the organization to provide the requested services (20%)
 - i. Based on the history of the organization or services and the evidence of qualifications as listed in the proposer's packet.
- B. Quality of the product and services (40%)
 - ii. Based on the content and layout of the proposed product and services as written in the scope of work.
- C. Demonstrated Effectiveness (20%)
 - iii. Based on the letters of recommendation and the length of time the proposer has delivered services.
- D. MBE/WBE Certification (10%)
- E. Cost (15%)
 - iv. Based on the Unit of cost for products, training, and/or technology/virtual tools and services as applicable.

Terms:

This agreement shall be for a period of one (1) year with the option to renew for four (4) additional one (1) year periods, subject to funding availability.

ChildCareGroup reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Quote (RFQ) at any time without prior notice. This RFQ does not commit CCG to accept any quotes submitted, nor shall CCG be responsible for any costs incurred in the preparation of responses to this RFQ. CCG reserves the right to reject any or all quotes, to accept or reject any or all items in the quotation, to award a contract in whole or in part of the RFQ specifications and requirements, and/or to award to one or multiple bidders herein as deemed to be in the best interest of CCG.



General Terms and Conditions:

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. Tax shall not be included in the prices offered. A Tax-Exempt Form will be provided by CCG upon request.
5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. All change orders and modifications to the contract shall be processed through the Procurement Department only.
6. **INVOICES:** Invoices shall be submitted by email to ap@ccgroup.org, attention Accounts Payable. The Proposer will submit invoices on a monthly basis, including all supporting documentation (if applicable) to CCG, detailing services rendered, the number of hours worked, hourly rate, and total costs incurred.
7. **PAYMENT TERMS:** Payment terms are **Net 30 days**, unless otherwise specified by CCG.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Senior Director of Procurement. CCG reserves the right to approve or reject any and all requests for price escalations.



9. **PRICE REDUCTION**: If during the life of the contract, the proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.
10. **INDEMNITY**: The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract.
11. **TERMINATION FOR DEFAULT**: CCG reserves the right to terminate the contract immediately in the event the proposer fails to meet delivery schedules, or otherwise performs in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source.
12. **TERMINATION FOR CCG CONVENIENCE**: Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.