



REQUEST FOR QUOTE RFQ No. 2022-18 Certified CLASS Observer

Objective:

ChildCareGroup (CCG) is seeking Certified CLASS Observers to conduct classroom assessments for all CCG Early Head Start, Head Start, and Independent School District (ISD) Partnership Classrooms for the fall and spring semester of each program year. In addition, contractor(s) may also be needed to conduct classroom assessments for community-based early learning programs participating in the Texas Rising Star program, funded through the Texas Workforce Commission, in Dallas, Bosque, Falls, Freestone, Hill, Limestone, McLennan, Jefferson, Orange, and Hardin Counties.

Overview:

The Classroom Assessment Scoring System (CLASS) is used to assess effective Teacher-Child interactions in our Infant/ Toddler & Preschool Classrooms. This tool specifically focuses on how teachers engage and relate to children as well as providing learning opportunities within activities and routines.

CLASS observations are required for all CCG Early Head Start, Head Start, and Independent School District (ISD) Partnership Classrooms.

Deadline for questions:

Questions regarding this solicitation will be received until 12:00pm (central time) on September 14, 2022. All questions shall be forwarded to the attention of the Procurement Department, at procurement@ccgroup.org. Questions received after the deadline **will not** be answered.

Due Date and Time:

Responses to this solicitation are due on September 21, 2022, by 2:00pm (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:

Contractor will provide classroom assessment and scoring observations using the Classroom Assessment Scoring System (CLASS), 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.

Contractor will provide written reports with scores and summary notes for each classroom. Contractor will be available to offer oral reports to CCG education administration staff as needed.

Contractor is responsible for any and all materials, supplies, tools, and other costs and expenses of performing the Services.

Observations will be conducted in fall and spring program years with some flexibility on exact dates.

Observations will be conducted in 35 Head Start classrooms on 16 early childhood campuses for CCG sites. Classrooms for Texas Rising Star early learning programs will be based on available funds and determination of need. Multiple contractors may be used in order to ensure timely delivery of services.

Service Locations:

Center Name	Address	City	Number of HS Classrooms
ChildCareGroup at MLK	2922 MLK Blvd	Dallas	1
ChildCareGroup at W Dallas	2827 Lapsley	Dallas	1
ChildCareGroup at Anderson	625 E Ave B	Garland	3
ChildCareGroup at Eastfield	3737 Motley Dr	Mesquite	2
Dobie EC Center	14040 Rolling Hills	Dallas	4
Cisneros PreK Center	2826 S 5 th	Garland	2
Parsons PreK Center	2202 Richoak	Garland	2
Bilhartz Elementary	6700 Want Dr	Duncanville	2
Hastings Elementary	602 W Center	Duncanville	1
Jack Lowe Elementary	7000 Holly Hill	Dallas	2
George Truett Elementary	1810 Inadale	Dallas	2
Carroll Elementary	1101 E 13th	Corsicana	6
Cockrell Hill Elementary	425 S Cockrell Hill	Desoto	2
Woodridge Elementary	1001 Woodridge	DeSoto	3
Merrifield Elementary	102 E Vineyard	Duncanville	1
J.N. Ervin Elementary	3722 Black Oak Dr.	Dallas	1

Submittals:

Prospective contractors responding to this RFQ shall submit the following:

- Plan for providing the services requested
- Resume and professional certifications
- List of two (2) references to include name, address, email and telephone number
- Proposed hourly rate for services. The hourly rate should include the cost of travel between sites as needed (proposed hourly rates shall 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:

Quotes will be evaluated by the Early Childhood Program team leaders based on how well response addresses the needs listed in the scope of work above. ChildCareGroup will negotiate final contract details with service provider that is selected from this RFQ Process.

Contract Term:

This fixed-cost agreement shall be for a period of one (1) year with four (4) one-year options for renewal.

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 prices offered.** A Tax-Exempt Form will be provided by CCG upon request. A request for a Tax-Exempt Form can be submitted in writing to khuff@ccgroup.org or by contacting the Finance Department at 214-905-2408. In no event is it the CCG's responsibility to provide a tax-exempt form without a request for the same.
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/COO, 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 to the attention of Accounts Payable Department, 1420 W. Mockingbird Lane, Dallas, Texas 75247 or emailed to ap@ccgroup.org.
7. **PAYMENT TERMS:** Payment terms are net 30 days, unless otherwise specified by CCG in the proposal document.

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 contracted proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Procurement Manager. The basis for price escalation should be based on the Consumer Price Index for the most recent twelve-month period reported for the Dallas-Fort Worth area. The contracted proposer shall provide CCG with copies of the appropriate indices for verification purposes. 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 contracted 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 successful proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract which may result from the proposal and the proposer so agrees upon the submission of the proposal. The proposer must deliver, if requested by CCG, a written release of all liens or other proper evidence of same, to the satisfaction of CCG prior to the issuance of final payment by CCG.**
11. **TERMINATION FOR DEFAULT**: ChildCareGroup reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of CCG in the event of breach or default of this contract. CCG reserves the right to terminate the contract immediately in the event the contracted proposer fails to meet delivery schedules, or otherwise perform 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, and charge the full increase in cost to the defaulting contracted proposer.
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 contracted 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.