

SHELBY COUNTY BOARD OF EDUCATION

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 □ Memphis, Tennessee 38112-4892 □ Phone (901) 416-5376

REQUEST FOR PROPOSAL

(NOT AN ORDER)

The Shelby County Board of Education reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any minor informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education. Successful Respondents shall be paid only when delivery is complete. *For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.

ADDENDUM 1

PROPOSAL FOR Before and After Childcare Summer Learning Academy

- Revision 1: Section 3.0 Evaluation Criteria on page 12, see revision on page 1 below.
Revision 2: Part V: Scope of Services, Section 1.1 The Services on page 14, see revision on page 1 below.
Revision 3: Part V: Scope of Services, Section – B. Staff Requirements, #2. Education on page 15 & 16, see revision on page 2.
Revision 4: Part V: Scope of Services, Section – C. Proposal Presentation on page 16, and #3-Plan for delivery of services, k., on page 17, see revision on page 3 below.
Revision 5: Appendix I Compensation Pricing Schedule on page 43, see updated Appendix I Compensation Pricing Schedule on page 4 below.

ISSUED BY: Toni Jones, Academic Sourcing Manager

RFP #052521TJ

We propose to furnish the item(s) and/or services outlined in the proposal at prices quoted and guarantee safe delivery F.O.B. delivered and as specified. Proposals are submitted with a declaration that no Shelby County Board of Education Member or employee has a financial or beneficial interest in this transaction.

NAME OF FIRM, ADDRESS, CITY, STATE, ZIP CODE, TERMS, PHONE, FAX #, E-MAIL ADDRESS

CHECK HERE IF YOU ARE A MINORITY VENDOR, CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR, PRINT AUTHORIZED REPRESENTATIVE NAME

PLEASE NOTE: Per the Local Vendor Preference Resolution adopted by the Shelby County Board of Education Commissioners on January 29, 2013, local vendors must have physical address located within the limits of Shelby County. A Post Office Box is not acceptable.

CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE. "Shelby County Board of Education does not discriminate in its Programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age."

Evaluation Criteria	Major
	Weights
Adherence to Federal and State Compliance Requirements	25%
Academic Enrichment Components	20%
Academic Support Components	25%
Program & Daily Operating Structure	5%
Financial Stability	5%
Cost	20%
Total	100%

Part V: Scope of Services, Section 1.1

The successful respondent must be a current provider who can provide before and after care, on site, for the Summer Learning Academy by providing care for students already participating in the “Pandemic Child Payment Assistance Certificates” or “Temporary/Emergency Childcare for Essential Workers Grant” through the State of Tennessee Department of Human Services for students who are currently enrolled and actively attending before and after school care. For all non-eligible students that are not receiving state and/or grant funding, SCS will pay the successful provider for all other students that participate in the program requiring these services.

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B. Staff Requirements

2. Education:

All site supervisors who oversee the day to day operations of the program must be at least twenty-one years (21) of age and meet at least one the following minimum qualifications:

Education level	Minimum experience required
Graduation from an accredited four-year (4 year) college.	One (1) year of full-time experience in a group setting. Experience may be paid or unpaid. (2 years' school-age care experience = 1-year full-time experience)
Sixty (60) semester hours of college training, with at least thirty (30) hours of which shall be in business or management, child or youth development, early childhood education or related field.	Two (2) years of full-time experience in a group setting. Experience may be paid or unpaid. (2 years' school-age care experience = 1-year full-time experience)
High school diploma (or equivalent), and Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training, or the equivalent as recognized by the Department.	Four (4) years of full-time experience in a group setting. Experience may be paid or unpaid. (2 years' school-age care experience = 1-year full-time experience)
Has been continuously employed as an on-site program director or childcare agency owner since July 1, 2000.	Not applicable.

All site workers who provide direct supervision to students must be at least twenty-one (21) years of age and meet at least one the following minimum qualifications:

Education level	Minimum experience required
Two (2) years of college training or a Department recognized credential in business or management, child or youth development, early childhood education or related field.	One (1) year of full-time or two (2) years of part time school age care documented work experience (paid or unpaid) in a group setting
High school diploma or equivalent educational credential recognized by the Department.: Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training, or the equivalent as recognized by the Department.	Two (2) years of full-time or four (4) years of part time school-age care documented work experience (paid or unpaid) in a group setting. Four (4) years of full-time experience in a group setting. Experience may be paid or unpaid. (2 years' school-age care experience = 1- year full-time experience)
Has been continuously employed as an on-site program director or childcare agency owner since July 1, 2000.	Not applicable.

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C. Proposal Presentation

The proposal should include all Schools in Appendix-J Exhibit A School Locations. Include an overall Budget in proposal. The proposal must succinctly and clearly address the following:

1. Describe your history, vision and philosophy. Indicate the number of years you have provided services similar to those requested in the RFP. Describe your organizational structure. Provide your organizational chart. Do you have a State license to operate childcare? If yes, what is the licensing agency and provide the name and contact information for the agency.
2. Describe your organization's qualifications and experience providing services in extended learning settings.

3. Plan for delivery of services

- a) Provide a sample lesson plan, and program schedule
- b) How do you handle equipment, supplies, consumables and furniture needed for program operation?
- c) What is your initial financial investment in program equipment and materials?
- d) Describe methods used to communicate with parents of children in your program?
- e) Describe how you provide program information to the school board, principals and other administrative personnel
- f) Describe how you collaborate and communicate with Summer Learning Academy leadership and staff about program and student needs?
- g) Describe how you market the program to the Summer Learning Academy community?
- h) Describe your supervision plan and the method used to account for and track the whereabouts of each student in the program?
- i) Describe how you incorporate diversity into your program?
- j) Provide all relevant insurance verification, including a dollar value to which your company is covered. What types of insurance do you offer? **Please see Appendix A-16 (Contract Terms and Conditions) – g (Insurance).**
- k) Describe staff training and resources available to deescalate disputes and resolve differences and conflicts between students and between students and adults.
- l) Discuss how you will accept subsidized childcare DHS vouchers.

**Appendix-I Compensation Pricing Schedule
RFP #052521TJ Before and After Childcare Summer Learning Academy**

Note: There is no minimum or maximum guaranteed number of students for the services at each location.

PROGRAM FEES (PER CHILD)	
DESCRIPTION	COST
Before School	\$ _____ /week
After School	\$ _____ /week
Before & After School	\$ _____ /week

Please note: Should a student be picked up late in the aftercare services, the parent will get one warning by SCS that the student will be removed. If the parent pickup late a second time. The student can participate in the before care services but not the after-care services. The successful contractor will not be allowed to charge SCS for any late student pickups.