

# RFP 04202022LP Provision of Head Start Services

## Questions and Answers

1. The application states that we need 7 copies to turn in plus the original. Is that front and back of the application and is that all 64 pages of it or do application start on a certain page?
  - A. **See 1.0 on page 9 of the RFP document for the General Format of the Proposal**
  
2. The outside of the package shall be labeled.
  - \*Is this a cover page that need to be put on a large envelope or write directly on the envelope?
  - \*Do the cover page need to be put on each application of the 8 copied applications?
  - A. **See 1.0 on page 9 of the RFP document for the General Format of the Proposal**
  
3. Which do I check for the vendor? Minority Local or business license
  - A. **That is based on your companies' profile**
  
4. Do some of the pages need to notarize in the application?
  - A. **The specific appendices will note if a notary is required**
  
5. Appendix C do I need to do a Ref page of people I do business with?
  - A. **See page 10, #4 regarding references**
  
6. On year 2 of the budget I do not see Floater do I put the floater with the assistant teacher for the number of employees?
  - A. **Yes, a floater will be a position each year to follow Head Start regulations.**
  
7. Do I put the family service worker on here for our family engagement specialist?
  - A. **No, all family engagement specialists are employee of Memphis-Shelby County Schools.**
  
8. Can you please advise me as to what are the steps in bidding and is this for SCS Preschool or Head Start?
  - A. **See 1.0 on page 9 of the RFP document for the General Format of the Proposal, Page 14 starts the Scope of Services with the details of this RFP for Head Start.**
  
9. I had two SCS Preschool classrooms but was unable to find a certified teacher. I have teachers with degrees in Early Childhood Education, both Masters and Bachelors, but was unable to accept the job based on the credentials needed. If you will let me know the qualifications and credentials needed, I will be able to know if I can fill the positions.
  - A. **Staff Qualifications and Development**

Candidates must meet the qualifications listed below:

- an associate's or bachelor's degree in child development or early childhood education; or
- a bachelor's degree or beyond with at least 24 hours of early childhood hours; or
- a bachelor's degree or beyond with a CDA license

10. Can you please advise me the qualifications that you listed if they are for Shelby County preschool or for the Headstart program.

A. The qualifications are for Head Start lead teachers only. All other grant funded Pre-K classroom teachers must be certified. Head Start teachers non licensed teachers are considered Childcare Educators.

11. Also, can you give me a list of qualifications for both programs.

A. Candidates must meet the qualifications listed below:

- an associate's or bachelor's degree in child development or early childhood education; or
- a bachelor's degree or beyond with at least 24 hours of early childhood hours; or
- a bachelor's degree or beyond with a CDA license

Certified Pre-K teachers

- hold a bachelor's degree from a regionally accredited college or university;
- endorsed Pre-K-3 or Pre-K-4
- be enrolled in or have completed an approved educator preparation program, and be recommended for licensure by the program provider.
- meet all professional assessment requirements as specified by the State Board of Education ([required assessment information can be found here](#));
- meet requirements in at least one area of endorsement; **and**
- ensure that the department has official transcripts of all credits earned through an institution of higher education.

12. The question that we have for our site is that the zip codes in the 38115 area are not listed on the procurement for proposal. We have two Head Start classes now at this site. Do we need to make a bid going forward at Sensational Enlightenment if the 38115 is not listed?

A. The current contracted vendors are for one year. The zip code list shows all the areas we will need classes for 2022-23. If the current vendor's zip code is not listed, we no longer need community partner support in that area. We have analyzed our current service areas and have streamlined and moved classes where the population has shifted.