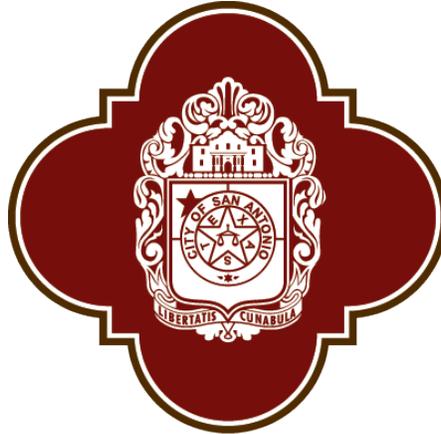


**CITY OF SAN ANTONIO**

Early Childhood Education Municipal Development Corporation

PRE-K 4 SA



**REQUEST FOR PROPOSAL  
("RFP")**

**(RFP 16-002)**

for

**COMPETITIVE EDUCATION GRANTS FOR PRE-K FOUR PROGRAMS**

Release Date: Friday, November 6, 2015  
Proposals Due: Friday, December 18, 2015

**This solicitation has been identified as High-Profile.**

**Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts.** Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded ("black out" period):

- 1 legal signatory of a high-profile contract;
- 2 any individual seeking a high-profile contract;
- 3 any owner or officer of an entity seeking a high-profile contract;
- 4 the spouse of any of these individuals;
- 5 any attorney, lobbyist or consultant retained to assist in seeking contract.

**A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the "black out" period.**

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## 003 – BACKGROUND

The City of San Antonio Early Childhood Education Municipal Development Corporation (The Corporation or Pre-K 4 SA) seeks proposals and qualifications from public independent school districts (ISDs)/charter schools, accredited private/parochial schools, and licensed childcare centers that serve four-year-old prekindergarten students to participate in a grant that would allow a school entity to demonstrate success in 1) increasing the number of four-year-olds served in a high quality prekindergarten program, or 2) improving the quality of prekindergarten education for four-year-old students served.

Research strongly supports the conclusion that early childhood interventions, particularly prekindergarten education in quality programs, are one of the best investments to improve educational outcomes. Limited funds restrict the capacity for school districts and childcare providers to provide full-day, high-quality prekindergarten services. The Texas Education Code, Section 29.153, requires a school district to offer prekindergarten education classes during a school year on a half-day basis to eligible children who are at least four years of age on or before September 1<sup>st</sup> if the district identifies at least fifteen (15) eligible children in the district, and permits a district, at its own cost, to offer an additional half day of prekindergarten education classes to these children, as well as prekindergarten services to children not eligible under Section 29.153.

Students are eligible under Section 29.153 if they meet at least one of the following criteria:

1. The child is eligible for the National Free and Reduced Lunch Program or receives Food Stamps or TANF benefits; or
2. The child is unable to speak and comprehend the English language (as determined by assessment); or
3. The child is homeless, as defined by the McKinney-Vento Homeless Assistance Act; or
4. The child is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority; or
5. The child is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty; or
6. The child is or has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing.

In order to address limited resources for full-day, high-quality prekindergarten education, the City created a municipal development corporation to develop and implement programs for early childhood development (authorized by Chapter 397A, Texas Local Government Code). The early childhood development program was designed to prepare each child to enter school and make each child ready to learn after completing the program, provide educational services to promote literacy, and establish math, reading, and lifelong learning skills, as well as social-emotional skills. The specific public purpose served by the Pre-K 4 SA program is to increase opportunities for quality preschool education in the City, increase high school graduation rates for at-risk children, reduce the instance of later student placement in special education programs, reduce the likelihood that students served by the program will be retained in one or more grades, and ultimately, to facilitate the development of a skilled workforce and civically engaged community.

The City of San Antonio began its prekindergarten initiative in August 2013 to dramatically enhance early childhood education to ensure future vitality and long-term economic health for San Antonio. Pre-K 4 SA is designed to serve 3,700 students annually with 2,000 of these students being served directly at a Pre-K 4 SA Education Center, while the remaining 1,700 students would benefit from Pre-K 4 SA through competitive grants.

This RFP represents a competitive process whereby contracts will be awarded to qualified Respondents for eligible programs and services. Available funds will be awarded in three separate categories:

1. Public ISDs/Charter Schools
2. Accredited Private/Parochial Schools
3. Licensed Childcare Centers

All Respondents awarded contracts as a result of the RFP must fully comply with all applicable federal, state, and local laws, regulations, and policies that are applicable to the particular funding sources supporting each individual contract.

## 004 - SCOPE OF SERVICE

### Overview:

The Corporation is releasing a Request for Proposal (RFP) seeking qualified responses that expand or enhance educational opportunities for four-year-olds in San Antonio, especially programs that target underserved families.

The Corporation proposes to support Respondents who demonstrate innovative ways to achieve the following goals:

- 1) Expansion opportunities that increase the number of students served in a high quality prekindergarten or increase the length of the school day for existing students in a high quality prekindergarten program.
- 2) Enhancement opportunities that improve the quality of education in an existing program through improved curriculum/assessment, increased professional development opportunities above the existing scope of Pre-K 4 SA Professional Development services, increased/improved parent involvement, decreased class size or teacher/student ratio, or other research-based best practices.

Respondents to the RFP need to demonstrate a plan that commits to achieving at least one of these goals above and monitors progress based on students' academic achievements and educators' professional development. Grant funds for this program must be used to *supplement* (increase the level of services) and *not supplant* (replace) funds from federal, state, and local funds for similar activities. Any program activity required by state law, State Board of Education (SBOE) rules, or local board policy may not be paid for with these funds. Grantees must maintain documentation that clearly demonstrates the supplementary nature of these funds.

### Purpose:

The intent of this RFP is to replicate components of the Pre-K 4 SA program that increase access to high-quality prekindergarten education. Pre-K 4 SA was designed to fulfill the Better Jobs Act by preparing San Antonio children for the 21<sup>st</sup> century job market. The voter-approved Pre-K 4 SA program achieves this goal through the following program standards:

- High-quality full-day prekindergarten services
- Low ratio of students to teaching professionals
- Extended-day service provided to help working parents and/or parents that are in school
- High quality curriculum
- Healthy meals and transportation
- Family support services including parent leadership classes, education classes, and fatherhood initiatives
- Annual independent evaluation
- Authentic student assessment
- Enrichment opportunities and community participation
- Professional development including classroom training, teacher/coach training, in-service training, and workshops

In order to further Pre-K 4 SA's goal to provide high-quality prekindergarten programs, it is Pre-K 4 SA's intent to award projects in the following three categories:

1. Public ISDs/Charter Schools
2. Accredited Private/Parochial Schools
3. Licensed Childcare Centers

Applicants must meet the qualifications listed for their category in addition to submitting a proposal that effectively meets the scope for their category.

### A. Public ISDs/Charter Schools

#### Funding

Pre-K 4 SA will fund up to \$2,500 per student for proposals that increase the quantity of four-year-old prekindergarten students served and/or improve the quality of pre-k four education.

#### Services

Proposals can include the following components:

- Expand programs from half-day to full-day (this can include facilities and staff)
- Improve classroom ratio
- Provide extended day services that result in increased enrollment and/or additional high quality education opportunities
- Develop or enhance a parent engagement program
- Conduct an independent evaluation
- Conduct student assessments
- Provide professional development including classroom training, teacher/coach training, in-service training, and workshops that exceed the current scope of Pre-K 4 SA Professional Development services
- Enhance students' classroom experience with research-based materials such as curriculum, technology, and equipment
- Provide screenings/referrals and support services
- Other research-based best practices that increase the number of students served or improve the quality of pre-k four education

Pre-K 4 SA will not fund the following projects:

- Services or materials that supplant existing services and materials

### *Monitoring and Reporting*

Applicants interested in applying for this grant must be willing to work with Pre-K 4 SA's independent external evaluation team to participate in data collection efforts (e.g., existing data, surveys, classroom observations, child assessments, etc.). Once grant awards are in place, grantees will be contacted to discuss monitoring and evaluation timelines and activities. Respondents will also submit their own recommended performance metrics in this application in Attachment B, Part Three which must be approved and agreed upon by Pre-K 4 SA prior to selection. Progress reports on these performance metrics will be required throughout the program. The Corporation reserves the right to visit and evaluate the program throughout the year.

### *Program Requirements and Preferences*

The following requirements are the minimum conditions for participation in the program. Pre-K 4 SA expects that all applicants meet these requirements, or that they will meet all of these criteria through their proposed plan.

- Organizations applying in this category must be either a Public ISD or a Texas Education Agency authorized charter school.
- The education facility must be located within the City of San Antonio City limits and students served must reside within the City of San Antonio City limits.
- Only four-year-old prekindergarten students may be served through grant funding (students must turn four years old by September 1 of the program year).
- Pre-K 4 SA Professional Development services must be utilized as part of the proposed plan.
- The proposal must include a detailed parent involvement and engagement plan and describe how parents will be involved in program planning and operating activities.
- The Public ISD/Charter School and program's students must be willing to participate in a Pre-K 4 SA approved quality and outcome evaluation through 3<sup>rd</sup> grade.
- In addition to submitting the required application, finalists may be required to provide a walkthrough of their school(s) for Pre-K 4 SA staff to assess the district and/or school's willingness and commitment to participate and improve quality of services.

## **B. Accredited Private/Parochial Schools**

### *Funding*

Pre-K 4 SA will fund up to \$2,500 per student for proposals that increase the quantity of four-year-old prekindergarten students served and/or improve the quality of pre-k four education.

### *Services*

Proposals can include the following components:

- Expand programs from half-day to full-day (this can include facilities and staff)
- Improve classroom ratio

- Provide extended day services that result in increased enrollment and/or additional high quality education opportunities
- Develop or enhance a parent engagement program
- Conduct an independent evaluation
- Conduct student assessments
- Provide professional development including classroom training, teacher/coach training, in-service training, and workshops that exceed the current scope of Pre-K 4 SA Professional Development services
- Enhance students' classroom experience with research-based materials such as curriculum, technology, and equipment
- Provide screenings/referrals and support services
- Other research-based best practices that increase the number of students served or improve the quality of pre-k four education

Pre-K 4 SA will not fund the following projects:

- Services or materials that supplant existing services and materials

### *Monitoring and Reporting*

Applicants interested in applying for this grant must be willing to work with Pre-K 4 SA's independent external evaluation team to participate in data collection efforts (e.g., existing data, surveys, classroom observations, child assessments, etc.). Once grant awards are in place, grantees will be contacted to discuss monitoring and evaluation timelines and activities. Respondents will also submit their own recommended performance metrics in this application in Attachment C, Part Three which must be approved and agreed upon by Pre-K 4 SA prior to selection. Progress reports on these performance metrics will be required throughout the program. The Corporation reserves the right to visit and evaluate the program throughout the year.

### *Program Requirements and Preferences*

- Organizations applying in this category must be an accredited private/parochial school.
- The education facility must be located within the City of San Antonio City limits and students served must reside within the City of San Antonio City limits.
- Only four-year-old prekindergarten students may be served through grant funding (students must turn four years old by September 1 of the program year).
- Pre-K 4 SA Professional Development services must be utilized as part of the proposed plan.
- The proposal must include a detailed parent involvement and engagement plan and describe how parents will be involved in program planning and operating activities.
- The accredited private/parochial school and program's students must be willing to participate in a Pre-K 4 SA approved quality and outcome evaluation through 3<sup>rd</sup> grade.
- In addition to submitting the required application, finalists may be required to provide a walkthrough of their school(s) for Pre-K 4 SA staff to assess the school's willingness and commitment to participate and improve quality of services.

## **C. Licensed Childcare Centers**

### *Funding*

The purpose of the grants for licensed childcare centers is to improve the quality of prekindergarten education for four-year-olds. Pre-K 4 SA will offer bundled services and materials per center with additional resources provided based on the number of classrooms serving four-year-old prekindergarten students.

### *Services*

Services and materials provided will be offered in a bundled package. The following services and materials are offered in a bundled package for the licensed childcare center:

- Leadership development training for licensed childcare center directors or administrators
- Child Development Associate (CDA) credential for staff member(s) serving pre-k four classes
- Support for improving Texas Rising Star (TRS) and/or NAEYC status
- Training and materials for creating or enhancing a parent engagement program
- Other research-based best practices that improve the quality of pre-k four education

The following services are based on the number of classrooms serving four-year-old prekindergarten students. The package of services and materials for each classroom include:

- Regular professional development services for staff to include both workshops and individual coaching that exceeds the current scope of Pre-K 4 SA Professional Development services
- Curriculum and classroom materials

### *Monitoring and Reporting*

Applicants interested in applying for this grant must be willing to work with Pre-K 4 SA's independent external evaluation team to participate in data collection efforts (e.g., existing data, surveys, classroom observations, child assessments, etc.). Once grant awards are in place, grantees will be contacted to discuss monitoring and evaluation timeline/activities. Licensed childcare centers will also be evaluated on the performance metrics listed in this application in Attachment D, Part Three. Progress reports on these performance metrics will be required throughout the program. The Corporation reserves the right to visit and evaluate the program throughout the year.

### *Program Requirements and Preferences*

- a. Organizations must have at least 9 months of prior DFPS licensing history
- b. Applicants must not be on any adverse, corrective action, or Service Improvement Agreement (SIA) through Department of Family and Protective Services (DFPS) or Child Care Services (CCS)
- c. The education facility must be located within the City of San Antonio City limits and students served must reside within the City of San Antonio city limits.
- d. Four-year-old prekindergarten students must be served to receive grant services (students must turn four years old by September 1 of the program year).
- e. The licensed childcare center must work with Pre-K 4 SA to develop or enhance a parent engagement program.
- f. The licensed childcare center and program's students must be willing to participate in quality and outcome evaluation approved by Pre-K 4 SA.
- g. In addition to submitting the required application, finalists may be required to provide a walkthrough of their center for Pre-K 4 SA staff with the Center Director to assess the staff's willingness and commitment to participate and improve quality of services.

## **005 - ADDITIONAL REQUIREMENTS**

### Intellectual Property.

If selected, Respondent agrees to abide by the following regarding intellectual property rights:

Respondent shall pay all royalties and licensing fees. Respondent shall hold the City and Corporation harmless and indemnify the City and/or Corporation from the payment of any royalties, damages, losses or expenses including attorney's fees for suits, claims or otherwise, growing out of infringement or alleged infringement of copyrights, patents, materials and methods used in the project. It shall defend all suits for infringement of any Intellectual Property rights. Further, if Respondent has reason to believe that the design, service, process, or product specified is an infringement of an Intellectual Property right, it shall promptly give such information to the City and Corporation.

Upon receipt of notification that a third party claims that the program(s), hardware or both the program(s) and the hardware infringe upon any United States patent or copyright, Respondent will immediately:

Either:

obtain, at Respondent's sole expense, the necessary license(s) or rights that would allow the City and/or the Corporation to continue using the programs, hardware, or both the programs and hardware, as the case may be, or,

alter the programs, hardware, or both the programs and hardware so that the alleged infringement is eliminated, and

reimburse the City and/or Corporation for any expenses incurred by the City and/or Corporation to implement emergency backup measures if the City and/or Corporation are prevented from using the programs, hardware, or both the programs and hardware while the dispute is pending.

Respondent further agrees to:

assume the defense of any claim, suit, or proceeding brought against the City and/or Corporation for infringement of any United States patent or copyright arising from the use and/or sale of the equipment or software under this Agreement,

assume the expense of such defense, including costs of investigations, reasonable attorneys' fees, expert witness fees, damages, and any other litigation-related expenses, and

indemnify the City and/or Corporation against any monetary damages and/or costs awarded in such suit;

Provided that:

Respondent is given sole and exclusive control of all negotiations relative to the settlement thereof, but that Respondent agrees to consult with the City Attorney of the City, and/or designated counsel for the Corporation during such defense or negotiations and make a good faith effort to avoid any position adverse to the interest of the City and/or Corporation,

the Software or the equipment is used by the City and/or Corporation in the form, state, or condition as delivered by Respondent or as modified without the permission of Respondent, so long as such modification is not the source of the infringement claim,

the liability claimed shall not have arisen out of the City's or the Corporation's negligent act or omission, and the City and/or Corporation shall promptly provide Respondent with written notice within 15 days following the formal assertion of any claim with respect to which the City and/or Corporation asserts that Respondent assumes responsibility under this section.

#### Ownership and Licenses.

In accordance with Texas law, Respondent acknowledges and agrees that all local government records created or received in the transaction of official business or the creation or maintenance of which were paid for with public funds are declared to be public property and subject to the provisions of Chapter 201 of the Texas Local Government Code and Subchapter J, Chapter 441 of the Texas Government Code. Thus, no such local government records produced by or on the behalf of Respondent pursuant to this Contract shall be the subject of any copyright or proprietary claim by Respondent.

The term "local government record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by local government or any of its officials or employees pursuant to law including an ordinance, or in the transaction of official business.

Respondent acknowledges and agrees that all local government records, as described in herein, produced in the course of the work required by any contract awarded pursuant to this RFP, will belong to and be the property of City and /or Corporation. Respondent, if awarded this contract, will be required to turn over to City and/or Corporation, all such records as required by said contract. Respondent, if awarded this contract, shall not, under any circumstances, release any records created during the course of performance of the contract to any entity without City's and/or Corporation's written permission, unless required to do so by a Court of competent jurisdiction.

In accordance herewith, Respondent, if selected, agrees to comply with all applicable federal, state, and local laws, rules, and regulations governing documents and ownership, access and retention thereof.

Academic Institution: City and Corporation each reserve the non-exclusive right, including each and every copyright, to use and reproduce all reports, data and materials delivered pursuant to this solicitation and subsequent agreement (the Project Materials) and reserves the right to authorize others to use or reproduce such Project Materials. City and Corporation understand that under an academic institution's policies, copyright ownership in any works authored by the institution's faculty belongs to that author and not the institution. Therefore, the institution does not exercise any authority to bind its faculty to any copyright use or transfer agreement. City and Corporation also acknowledge that local

governmental records are public records and as such, the institution cannot transfer or otherwise confer any right to City and/or Corporation any rights in these materials. Nothing herein is intended nor shall it be construed to prohibit the institution or its faculty access to the collected data, or to transfer any ownership in the institution's best practice and benchmarking information to the City or Corporation.

The institution has the right to use Project Materials to produce scholarly works for publication. In the event that the institution or its faculty contributors publishes the results of this study or uses any of the Project Materials for educational activities, or permits any third party to do so, the institution or its faculty contributors shall acknowledge the City's and Corporation's contribution to the Project in any such publication.

Non-academic Entity: Respondent agrees that the Project Materials shall be and remain the sole and exclusive proprietary property of City and Corporation. The Project Materials shall be deemed a "work for hire" within the meaning of the copyright laws of the United States, and ownership of the Project Materials and all rights therein shall be solely vested in City and Corporation. Respondent shall grant, sell, assign, and convey to City and Corporation all rights in and to the Project Materials and the tangible and intangible property rights relating to or arising out of the project, including, without limitation, any and all copyright, patent, and trade secret rights. All intellectual property rights including, without limitation, patent, copyright, trade secret, trademark, brand names, color schemes, designs, screens, displays, user interfaces, data structures, organization, sequences of operation, trade dress, and other proprietary rights (the "Intellectual Property Rights") in the project shall be solely vested in City and Corporation. As owner of the tangible and intangible intellectual property, City and Corporation shall each have the right to reproduce, publish, and authorize others to reproduce or publish, or otherwise use such material. Respondent agrees to execute all documents reasonably requested by City and/or Corporation to perfect and establish City's and/or Corporation's right to the Intellectual Property Rights. In the event City and/or Corporation shall be unable, after reasonable effort, to secure Respondent's signature on any documents relating to Intellectual Property Rights in the project, including without limitation, any letters patent, copyright, or other protection relating to the project, for any reason whatsoever, Respondent hereby irrevocably designates and appoints City and Corporation and their duly authorized officers and agents as Respondent's agent and attorney-in-fact, to act for and in Respondent's behalf and stead to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent, copyright or other analogous protection thereon with the same legal force and effect as if executed by Respondent. Provided, however, nothing herein contained is intended nor shall it be construed to require Respondent to transfer any ownership interest in Respondent's best practice and benchmarking information to the City or Corporation.

In the event that Respondent desires to copyright material or to permit any third-party to do so, Respondent must obtain the City's and/or Corporation's prior written approvals to do so and must appropriately acknowledge City's and Corporation's support in any such materials.

#### **006 - TERM OF CONTRACT**

A contract awarded in response to this RFP will be for a one (1) year period, with a one (1) year option for renewal. Pre-K 4 SA Board of Directors' approval is anticipated in the beginning of March 2016, and the contract will begin July 1, 2016. Services to students must begin no later than October 1, 2016. The awarding of a contract does not guarantee compensation from the Corporation.

If a contract is renewed, the awarded entity will be required to submit an updated annual plan and will be subject to updated policies, procedures, and requirements determined by Pre-K 4 SA.

#### **007 - PRE-SUBMITTAL CONFERENCE**

Pre-Submittal Conferences will be held at the Pre-K 4 SA South Education Center located at 7031 S. New Braunfels, San Antonio, TX 78223. The first will take place on Thursday, November 12, 2015 at the following times by category: Public ISD/Charter Schools at 5:00 p.m. Central Time; Private/Parochial Schools at 6:00 p.m. Central Time; Childcare Centers at 7:00 p.m. Central Time. The second will take place on Saturday, November 21, 2015 at the following times by category: Public ISD/Charter Schools at 10:00 a.m. Central Time; Private/Parochial Schools at 11:00 a.m. Central Time; Childcare Centers at 12:00 p.m. Central Time. Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

This meeting place is accessible to disabled persons. The Pre-K 4 SA South Education Center is wheelchair accessible. The accessible entrance is located on the South side of the building. Accessible parking spaces are located at 7031 S. New Braunfels. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in the Restrictions on Communication section, after the conclusion of the Pre-Submittal Conference.

## **008 - PROPOSAL REQUIREMENTS**

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

If submitting a hard copy proposal, submit one (1) original, signed in ink and fifteen (15) hard copies of the proposal and one (1) compact disk (CD) containing an Adobe PDF version of the entire proposal. Each of the items listed below must be labeled with the heading indicated below as a separate file on the CD.

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EXECUTIVE SUMMARY. The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

APPLICANT IDENTIFICATION FORM. Use the Form found in this RFP as Attachment A. Depending on organization category selection, organizations will proceed with the coordinating attachments/documents.

Public ISD/Charter School (Attachments B)  
Accredited Private/Parochial School (Attachments C)  
Licensed Childcare Center (Attachments D)

GENERAL INFORMATION FORM. Use the Form found in this RFP as Attachment B/C/D, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFP as Attachment B/C/D, Part Two.

PROPOSED PLAN. Use the Form found in this RFP as Attachment B/C/D, Part Three.

FUNDING BUDGET. Use the Form(s) that is found in this RFP as Attachment B/C, Part Four.

CONTRACTS DISCLOSURE FORM. Use the Form in RFP Attachment E which is posted separately or Respondent may download a copy at:

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFP as Attachment F. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM (VOSBPP) ORDINANCE TRACKING FORM – Complete, sign, and submit VOSBPP Identification form found in the RFP as Attachment G.

PROOF OF INSURABILITY. Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

SIGNATURE PAGE. Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment H. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFP as Attachment I.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

### 009 - CHANGES TO RFP

Changes to the RFP, made prior to the due date for proposals shall be made directly to the original RFP. Changes are captured by creating a replacement version each time the RFP is changed. It is Respondent's responsibility to check for new versions until the proposal due date. City will assume that all proposals received are based on the final version of the RFP as it exists on the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP.

### 010 - SUBMISSION OF PROPOSAL

Proposals should be submitted in hard copy format.

#### Submission of Hard Copy Proposals.

Respondent shall submit one (1) original, signed in ink, fifteen (15) hard copies and one (1) copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, "**COMPETITIVE EDUCATION GRANTS FOR PRE-K FOUR PROGRAMS**" on the front of the package.

Proposals must be received in the Office of the City Clerk no later than **11:00 a.m. Central Time, on Friday, December 18, 2015** at the address below. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the Office of the City Clerk by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

#### Mailing Address:

Office of the City Clerk  
Attn: Pre-K 4 SA  
P.O. Box 839966  
San Antonio, Texas 78283-3966

#### Physical Address:

Office of the City Clerk  
Attn: Pre-K 4 SA  
100 Military Plaza  
2nd Floor, City Hall San Antonio, Texas 78205

Proposals sent by facsimile or email will not be accepted.

Proposal Format. Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper. If submitting a hard copy, place proposal inside a three ring binder. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and, in the case of hard copy submissions, printed two-sided. Margins shall be no less than 1" around the perimeter of each page. Websites or URLs shall not be submitted in lieu of the printed proposal. Each proposal must include the sections and attachments in the sequence listed in the RFP Section Proposal Requirements,

and each section and attachment must be indexed and, for hard copy submissions, divided by tabs and indexed in a Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the due date for submission of proposals and submitted in the same manner as original proposal. For hard copy proposals, provide a cover letter with the proposal, indicating it is a modified proposal and that the Original proposal is being withdrawn.

Correct Legal Name.

Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Human Resources shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one hundred and eighty (180) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. All proposals become the property of the Corporation and City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, Corporation and City cannot guarantee that either will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Cost of Proposal. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

**011 - RESTRICTIONS ON COMMUNICATION**

Respondents are prohibited from communicating with: 1) elected City officials or the Corporation Board, and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Corporation Board agenda item; and 2) City and Corporation Board employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City and Corporation employees include:

Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conferences.

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **2:00 p.m., Local Time, Tuesday, December 1, 2015**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Laura Sambrano, Procurement Specialist III**  
**City of San Antonio, Finance Department – Purchasing Division**  
[laura.sambrano@sanantonio.gov](mailto:laura.sambrano@sanantonio.gov)

Questions submitted and the City's and Corporation responses will be posted with this solicitation.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated Corporation Board agenda date and a review of the solicitation process.

The Corporation reserves the right to contact any Respondent to negotiate if such is deemed desirable by the Corporation. Such negotiations, initiated by Corporation and/or designated City staff persons, shall not be considered a violation by Respondent of this section.

### 012 - EVALUATION OF CRITERIA

The Corporation will conduct a comprehensive, fair, and impartial evaluation of all Proposals received in response to this RFP. The selection process shall be based on technical experience, ability to provide evaluation/services, the ability to meet the needs of pre-kindergarten children, including children who have disabilities or are English language learners, and have experience in the education of prekindergarten children. The Corporation may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. The selection committee may select all, some or none of the Respondents for interviews. If the Corporation elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The Corporation may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The Corporation reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Corporation.

#### Evaluation Criteria for Public ISDs/Charters:

##### A. Experience, Background, Qualifications (30 points)

Scoring Items		Detail Scoring
Organization, General	The applicant describes how the intended mission and goals are inclusive of the proposed services. The applicant includes program details including a history of providing effective services, sufficient and qualified staff, and ADA compliance with accessible or acceptable accommodations.	0-5
Organization, Financial Management	The applicant details the appropriate type of financial statement assurance, acceptable financial procedures including board oversight, realistic reporting and projection of agency revenues and expenditures, an acceptable level of other sources of funding, and sufficient but not excessive funds in reserve.	0-5
Experience	The applicant describes in detail their experience in providing services, years in service, staffing resources to provide quality services, and years of partnership with Pre-K 4 SA (if applicable).	0-20

##### B. Proposed Plan (60 points)

Clarity and Accuracy of Proposal	The information submitted is clear and accurate and aligns to Pre-K 4 SA's purpose.	0-5
Statement of Educational Need Being Addressed	The need is identified and documented using reliable and valid data, the affected population is identified and described using demographics, and the geography and area served in the City are described.	0-5
Program Services Needed	The reason why the program service is needed in the community is clearly stated (expansion or enhancing quality). If the program service is provided by other organizations/agencies, the applicant explains the reason why the proposed program service is not duplicative.	0-10
Description of Program Services	(1) The applicant provides an overview of program service including a description of the specific activities used in providing the program service. (2) The applicant addresses the identified problem/need (expansion or enhancing quality). (3) The applicant illustrated which best practices and/or evidence based strategies are being utilized. (4) The applicant demonstrates how the program meets the following prekindergarten standards: (a) Curriculum meets Texas Pre-K Guidelines (b) Teachers and staff are highly qualified (c) Ongoing professional development is provided and required for	0-20

	<p>teachers and assistants</p> <p>(d) Key prekindergarten data is collected and reported to evaluate progress</p> <p>(e) An effective parent engagement program is implemented</p> <p>(f) Staff to child ratio is 1 to 10 or better</p> <p>(g) Maximum class size is 20 or lower</p> <p>(h) Screening/referral services are provided</p> <p>(i) At least one meal is provided each day</p>	
Sustainability Plan	The applicant describes the program's sustainability plan to ensure the program can continue after the grant period.	0-5
Target Population	The applicant outlines the population served and the reason why they will be served. Detailed information is provided about the trends and issues affecting the population.	0-5
Performance Measurement	Relevant, meaningful, realistic, and replicable performance measures are provided and show how the desired outcome results are being achieved. Performance measures demonstrate progress toward kindergarten readiness.	0-10

### C. Funding Budget (10 points)

Funding Justification	The reason why the issue should be addressed with City funding is clearly stated and the level of funding requested is clearly justified. A program budget narrative is included that provides a detailed explanation of line item budgets.	0-5
Program Budget*	The budget is accurate, complete, and reasonable. The budget is connected to results and pricing is reasonable and in line with services and other programs. <i>*Extra points may be assigned for demonstrated program cash match.</i>	0-5

## Evaluation Criteria for Accredited Private/Parochial:

### A. Experience, Background, Qualifications (30 points)

Scoring Items		
Organization, General	The applicant describes how the intended mission and goals are inclusive of the proposed services. The applicant includes program details including a history of providing effective services, sufficient and qualified staff, and ADA compliance with accessible or acceptable accommodations.	0-5
Organization, Financial Management	The applicant details the appropriate type of financial statement assurance, acceptable financial procedures including board oversight, realistic reporting and projection of agency revenues and expenditures, an acceptable level of other sources of funding, and sufficient but not excessive funds in reserve.	0-5
Experience	The applicant describes in detail their experience in providing services, years in service, staffing resources to provide quality services, and years of partnership with Pre-K 4 SA (if applicable).	0-20

### B. Proposed Plan (60 points)

Clarity and Accuracy of Proposal	The information submitted is clear and accurate and aligns to Pre-K 4 SA's purpose.	0-5
Statement of Educational Need Being Addressed	The need is identified and documented using reliable and valid data, the affected population is identified and described using demographics, and the geography and area served in the City are described.	0-5
Program Services Needed	The reason why the program service is needed in the community is clearly stated (expansion or enhancing quality). If the program service is provided by other organizations/agencies, the applicant explains the reason why the proposed program service is not duplicative.	0-10
Description of Program Services	<p>(1) The applicant provides an overview of program service including a description of the specific activities used in providing the program service.</p> <p>(2) The applicant addresses the identified problem/need (expansion or enhancing quality).</p> <p>(3) The applicant illustrated which best practices and/or evidence based strategies are being utilized.</p>	0-20

	(4) The applicant demonstrates how the program meets the following prekindergarten standards: (a) Curriculum meets Texas Pre-K Guidelines (b) Teachers and staff are highly qualified (c) Ongoing professional development is provided and required for teachers and assistants (d) Key prekindergarten data is collected and reported to evaluate progress (e) An effective parent engagement program is implemented (f) Staff to child ratio is 1 to 10 or better (g) Maximum class size is 20 or lower (h) Screening/referral services are provided (i) At least one meal is provided each day	
Sustainability Plan	The applicant describes the program's sustainability plan to ensure the program can continue after the grant period.	0-5
Target Population	The applicant outlines the population served and the reason why they will be served. Detailed information is provided about the trends and issues affecting the population.	0-5
Performance Measurement	Relevant, meaningful, realistic, and replicable performance measures are provided and show how the desired outcome results are being achieved. Performance measures demonstrate progress toward kindergarten readiness.	0-10

**C. Funding Budget (10 points)**

Funding Justification	The reason why the issue should be addressed with City funding is clearly stated and the level of funding requested is clearly justified. A program budget narrative is included that provides a detailed explanation of line item budgets.	0-5
Program Budget*	The budget is accurate, complete, and reasonable. The budget is connected to results and pricing is reasonable and in line with services and other programs. *Extra points may be assigned for demonstrated program cash match.	0-5

**Evaluation Criteria for Licensed Childcare Centers:**

**A. Experience, Background, Qualifications (35 points)**

Scoring Items		
Organization, General	The applicant describes the childcare center's mission and goals. The applicant includes program details including a history of providing services, sufficient and qualified staff, and ADA compliance with accessible or acceptable accommodations.	0-5
Organization, Financial Management	The applicant details the appropriate type of financial statement assurance, acceptable financial procedures including board oversight (if applicable), and an acceptable level of other sources of funding.	0-5
Experience	The applicant describes in detail their experience in providing childcare services, years in service, and training provided to staff including professional development provided by Pre-K 4 SA (if applicable).	0-25

**B. Commitment to Services (65 points)**

Clarity and Accuracy of Proposal	The information submitted is clear and accurate and aligns to Pre-K 4 SA's purpose.	0-5
Statement of Educational Need Being Addressed	The need is identified and documented using reliable and valid data. The affected population is identified and described using demographics, and the geography and the area served in the City are described.	0-15
Commitment to Quality Enhancement	The importance of the quality of education is articulated. The importance of achieving and/or maintaining Texas Rising Star Certification and/or NAEYC accreditation is described. The importance of providing parent engagement opportunities is detailed.	0-15
Program Services	The applicant explains reasons why the grant bundle of services will enhance the quality of education at the childcare center.	0-20

Needed		
Sustainability Plan	The applicant describes the programs' sustainability plan to ensure that the benefits of the program can continue after the grant period.	0-5
Target Population	The applicant clearly communicates the number of four-year-old prekindergarten students to be served through the grant services.	0-5

### 013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS

The Corporation reserves the right to award one, more than one, or no contract(s) in response to this RFP.

The Contract(s), if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to the Corporation, as determined by the selection committee, upon approval of the Corporation.

The Corporation may accept any Proposal in whole or in part. This may include offering a grant amount smaller than requested in a proposal, or approving only a portion of the proposed plan. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of the Corporation. However, final selection of a Respondent is subject to Corporation approval.

The Corporation reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. Corporation also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

The Corporation will require the selected Respondent(s) to execute a contract with the Corporation, prior to Corporation award. No work shall commence until the Corporation signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on the Corporation until approved by the Corporation Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, the Corporation reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent. In the event that a contract is negotiated and executed between the selected Respondent and the Corporation but such contract is terminated within the first 90 days of the contract term, the Corporation shall have the further option to enter into negotiations and a contract with another Respondent.

This RFP does not commit City or Corporation to enter into a Contract, award any services related to this RFP, nor does it obligate City or Corporation to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

The successful Respondent must be able to formally invoice the City and/or Corporation for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City and/or Corporation.

**Conflicts of Interest.** Respondent acknowledges that it is informed that the Corporation abides by the Charter of the City of San Antonio and its Ethics Code prohibition of a City or Corporation officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or the Corporation. An officer or employee has a "prohibited financial interest" in a contract with the Corporation or City or in the sale to the Corporation or City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the Corporation or City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a Corporation or City contract, a partner or a parent or subsidiary business entity.

Respondent is required to warrant and certify that it, its officers, employees, and agents are neither officials nor employees of the Corporation or City, consistent with Section 2-42 of the City's Ethics Code. (Contracts Disclosure – form may be found online at <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>.)

**Independent Contractor.** Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that Corporation and/or City shall in no way be responsible for Respondent's

actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

State of Texas Conflict of Interest Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the Corporation or City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under §176.066(a) of the statute.

By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

[https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together, either by mail or hand delivery, to the Office of the City Clerk. If mailing, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

If delivering by hand, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205.

Do not include these forms with your proposal. The Purchasing Division will not deliver the forms to the City Clerk for you.

#### **014 - SCHEDULE OF EVENTS**

Following is a list of **projected dates/times** with respect to this RFP:

RFP Release Date:	Friday, November 6, 2015
Pre-Submittal Conferences:	Thursday, November 12, 2015 at the following times by category: Public ISD Charter/Schools: 5:00 p.m. Private/Parochial Schools: 6:00 p.m. Childcare Centers: 7:00 p.m.  Saturday, November 21, 2015 at the following times by category: Public ISD Charter/Schools: 10:00 a.m. Private/Parochial Schools: 11:00 a.m. Childcare Centers: 12:00 p.m.
Final Questions Accepted:	Tuesday, December 1, 2015 at 2:00 p.m.
Proposal Due:	Friday, December 18, 2015 at 11:00 a.m. Local Time

**015 - RFP EXHIBITS**

**RFP EXHIBIT 1**

**VETERANS PREFERENCE PROGRAM (VOSB) ORDINANCE**

The Corporation has determined that it will abide by Ordinance 2013-12-05-0864, effective for solicitations issued after January 15, 2014, so that all solicitations issued by the City and/or Corporation are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Preference Tracking Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Preference Tracking Form.

**RFP EXHIBIT 2**

**INSURANCE REQUIREMENTS**

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

**INSURANCE**

Prior to the commencement of any work under this Agreement, Respondent shall furnish copies of all required endorsements and completed certificate(s) of insurance to the Corporation, by and through the City's Risk Manager, which shall be clearly labeled "Competitive Education Grants for Pre-K Four Programs" in the description of operations block of the certificate. The certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The Corporation will not accept a memorandum of insurance or binder as proof of insurance. The certificate(s) must be signed by the authorized representative of the carrier, and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the City's Risk Manager. The Corporation shall have no duty to pay or perform under this agreement until such certificate and endorsements have been received and approved by the Corporation. No officer or employee, other than City's Risk Manager, shall have authority to waive this requirement.

The Corporation reserves the right to review the insurance requirements of this article during the effective period of this agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City's Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will the Corporation allow modification whereby the Corporation may incur increased risk.

A respondent's financial integrity is of interest to Corporation; therefore, subject to Respondent's right to maintain reasonable deductibles in such amounts as are approved by the Corporation, Respondent shall obtain and maintain in full force and effect for the duration of this agreement, and any extension hereof, at Respondent's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below for each Respondent category:

**A. Public ISD/Charter Schools**

<u>TYPE</u>	<u>AMOUNTS</u>
1. <u>Workers' Compensation</u>	<u>Statutory</u>
2. <u>Employers' Liability</u>	<u>\$ 500,000 / \$500,000 / \$500,000</u>
3. <u>Commercial General Liability Insurance to include coverage for the following:</u> <u>a. Premises/Operations</u> <u>b. Independent Contractor</u> <u>c. Products/Completed Operations</u> <u>d. Personal Injury</u> <u>e. Sexual Abuse/Molestation</u>	<u>For Bodily Injury and Property Damage of \$1,000,000 per occurrence;</u> <u>\$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage * Subject to TORT Immunity</u>
4. <u>Business Automobile Liability*</u> <u>a. Owned/leased vehicles</u> <u>b. Non-owned vehicles</u> <u>c. Hired Vehicles</u>	<u>Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence * Subject to TORT Immunity</u>
5. <u>Professional Liability</u>	<u>\$ 2,000,000 per Claim / \$5,000,000 Aggregate</u>
6. <u>Commercial Crime Coverage (policy shall be endorsed to name City and Corporation as a joint loss payee)</u>	<u>\$ 500,000 per Claim</u>

\*Required if vehicle is used to transport children

**B. Accredited Private/Parochial Schools**

<u>TYPE</u>	<u>AMOUNTS</u>
1. <u>Workers' Compensation</u> 2. <u>Employers' Liability</u>	<u>Statutory</u> <u>\$ 500,000 / \$500,000 / \$500,000</u>
3. <u>Commercial General Liability Insurance to include coverage for the following:</u> <u>a. Premises/Operations</u> <u>b. Independent Contractor</u> <u>c. Products/Completed Operations</u> <u>d Personal Injury</u> <u>e. Sexual Abuse/Molestation</u>	<u>For Bodily Injury and Property Damage of \$1,000,000 per occurrence;</u> <u>\$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage</u>
4. <u>Business Automobile Liability*</u> <u>a. Owned/leased vehicles</u> <u>b. Non-owned vehicles</u> <u>c. Hired Vehicles</u>	<u>Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence</u>
5. <u>Professional Liability</u>	<u>\$ 2,000,000 per Claim / \$5,000,000 Aggregate</u>
6. <u>Commercial Crime Coverage (policy shall be endorsed to name City and Corporation as a joint loss payee</u>	<u>\$ 500,000 per Claim</u>

\*Required if vehicle is used to transport children

**C. Licensed Childcare Centers**

<u>TYPE</u>	<u>AMOUNTS</u>
1. <u>Workers' Compensation</u> 2. <u>Employers' Liability * If they have employees or independent contractors who do not have their own insurance *</u>	<u>Statutory</u> <u>\$ 100,000 / \$500,000 / \$100,000</u>
3. <u>Commercial General Liability Insurance to include coverage for the following:</u> <u>a. Premises/Operations</u> <u>b. Independent Contractor</u> <u>c. Products/Completed Operations</u> <u>d Personal/Advertising Injury</u> <u>e. Medical Payments</u> <u>f. Sexual Abuse/Molestation</u>	<u>For Bodily Injury and Property Damage of \$300,000 per occurrence/aggregate</u>
4. <u>Business Automobile Liability*</u> <u>a. Owned/leased vehicles</u> <u>b. Non-owned vehicles</u> <u>c. Hired Vehicles</u> <u>d. Medical Payments</u>	<u>Combined Single Limit for Bodily Injury and Property Damage of \$300,000 per occurrence</u>

\*Required if vehicle is used to transport children

Respondent agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Respondent herein, and provide a certificate of insurance and endorsement that names Respondent, Corporation and City as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Respondent. Respondent shall provide Corporation with

said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent Board approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, or the Corporation's CEO, which shall become a part of the contract for all purposes.

As they apply to the limits required by Corporation, Corporation shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Respondent shall be required to comply with any such requests and shall submit requested documents to Corporation at the address provided below within 10 days. Respondent shall pay any costs incurred resulting from provision of said documents.

Pre-K 4 SA South Education Center  
7031 S. New Braunfels  
San Antonio, Texas 78223

Respondent agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the Corporation and/or City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the Corporation and/or City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the Corporation or City of San Antonio where either the Corporation and/or City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the Corporation and City.
- Provide advance written notice directly to the Corporation and/or City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

Within five calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement certificate of insurance and applicable endorsements to Corporation. Corporation shall have the option to suspend Respondent's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this agreement.

In addition to any other remedies Corporation may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, Corporation shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this Agreement.

It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the Corporation and/or City of San Antonio for liability arising out of operations under this agreement.

It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this agreement and that no claim or action by or on behalf of the Corporation or City shall be limited to insurance coverage provided.

Respondent and any subcontractors are responsible for all damage to their own equipment and/or property.

### RFP EXHIBIT 3

#### INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

#### INDEMNIFICATION

**RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and CORPORATION and their employees, officers, directors, volunteers and representatives of the CITY and CORPORATION, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CORPORATION AND CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of the CORPORATION and/or the CITY, it s officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT, CITY AND CORPORATION ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY OR CORPORATION UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.**

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY and CORPORATION in writing within 24 hours of any claim or demand against the CITY, CORPORATION or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT'S activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT'S cost. The CITY and CORPORATION shall have the right, at their option and at their own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

016 - RFP ATTACHMENTS

RFP ATTACHMENT A

APPLICANT IDENTIFICATION FORM

Applicants must apply in ONE of the following categories. Check one of the below categories in which your organization is submitting an application (SELECT ONLY ONE).

Public ISD/Charter School (Attachments B)

Accredited Private/Parochial School (Attachments C)

Licensed Childcare Center (Attachments D)

**Instructions for RFP Attachments B, C, and D**

Based on the category selected above, complete the following attachments to include Part One, Part Two, Part Three, and Part Four (only for B and C categories) of each letter attachment your organization has selected:

**Public ISDs/Charter Schools: Complete Attachment B forms ONLY.** Do not complete Attachment C or D, these forms are not necessary for your application. After completing Attachment B forms, continue to Attachment E – Contracts Disclosure Form to continue the rest of the application forms listed in RFP Attachment I – Proposal Checklist.

**Accredited Private/Parochial Schools: Complete Attachment C forms ONLY.** Do not complete Attachment B or D, these forms are not necessary for your application. After completing Attachment C forms, continue to Attachment E – Contracts Disclosure Form to continue the rest of the application forms listed in RFP Attachment I – Proposal Checklist.

**Licensed Childcare Centers: Complete Attachment D forms ONLY.** Do not complete Attachment B or C, these forms are not necessary for your application. After completing Attachment D forms, continue to Attachment E – Contracts Disclosure Form to continue the rest of the application forms listed in RFP Attachment I – Proposal Checklist.

**RFP ATTACHMENT B, PART ONE**

**PUBLIC ISD/CHARTER SCHOOL: GENERAL INFORMATION**

**1. Respondent Information:** Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Year established: \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: \_\_\_\_\_

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: \_\_\_\_\_

Partnership

Corporation If checked, check one:  For-Profit  Nonprofit

Also, check one:  Domestic  Foreign

Other If checked, list business structure: \_\_\_\_\_

Printed Name of Contract Signatory: \_\_\_\_\_

Job Title: \_\_\_\_\_

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide address of office from which this project would be managed:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Total Number of Current Clients/Customers: \_\_\_\_\_

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

List Related Companies:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes \_\_\_ No \_\_\_

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes \_\_\_ No \_\_\_ If "Yes", list authorizations/licenses.

\_\_\_\_\_

\_\_\_\_\_

5. Where is the Respondent's corporate headquarters located? \_\_\_\_\_

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes \_\_\_ No \_\_\_ If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its San Antonio office?

Years \_\_\_\_\_ Months \_\_\_\_\_

b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes \_\_\_ No \_\_\_ If "Yes", respond to c and d below:

c. How long has the Respondent conducted business from its Bexar County office?

Years \_\_\_\_\_ Months \_\_\_\_\_

d. State the number of full-time employees at the Bexar County office. \_\_\_\_\_

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes \_\_\_ No \_\_\_ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

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**8. Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

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**9. Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes \_\_\_ No \_\_\_ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

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**10. Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

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**11. Previous Contracts and/or Grants:**

a. Has the Respondent ever failed to complete any contract and/or grant awarded?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract and/or grant?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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## REFERENCES

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

### **Reference No. 1:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### **Reference No. 2:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### **Reference No. 3:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

## RFP ATTACHMENT B, PART TWO

### **PUBLIC ISD/CHARTER SCHOOL: EXPERIENCE, BACKGROUND, QUALIFICATIONS**

*This section is to be completed by Public ISD/Charter School applicants only.*

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture. Scoring will be based on RFP Section 012 – Evaluation of Criteria.

1. Respondent should describe their capacity to plan and implement a program to meet the scope of services specified in RFP Section 004 – Scope of Services. They also should include a description of the provider practice, its mission, and goals, years of experience, and indicate number and role of board members (if applicable) to ensure sufficient oversight.
2. Describe Respondent’s experience relevant to the Scope of Services requested by this RFP. List and describe relevant projects of similar size and scope performed over the past five years. Identify associated results or impacts of the project/work performed.
3. Describe Respondent’s specific experience working with Pre-K 4 SA and/or public entities, especially large municipalities. If Respondent has partnered with the City (including Pre-K 4 SA) in the past, identify the name of the project and the department with which Respondent partnered.
4. Respondents with established programs should describe the populations that have been the recipients of services, ADA (Americans with Disabilities Act) compliance, and summarize accomplishments with the client populations.
5. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience on projects of similar size and scope. Provide an organizational chart that includes all personnel to be assigned to this project to include job/task descriptions.
6. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
7. Describe Respondent’s type of financial statement assurance, financial procedures including board oversight, ability to report realistic budget and statements of revenues and expenditures, fund raising activities and program income, and financial accountability. Submit prior past reviews for any grant funds received in the past year; documents should include monitoring reports and past performance reports when applicable (past reviews or monitoring/performance reports will not be included in the page limit for this section).
8. If applicable: If Respondent is proposing as a joint venture or partnership with a third party or sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint ventures and/or, sub-contractors have worked together in the past.

The narrative information submitted for questions 1 through 8 shall not exceed six (6) pages. The only additional documents that may be submitted for consideration over the six (6) page limit are past reviews or monitoring /performance reports.

**RFP ATTACHMENT B, PART THREE**

**PUBLIC ISD/CHARTER SCHOOL: PROPOSED PLAN**

*This section is to be completed by Public ISD/Charter School applicants only.*

Prepare and submit narrative responses to the following items. Scoring will be based on RFP Section 012 – Evaluation of Criteria.

**Operating/Service Plan Narrative**

1. Describe the education need being addressed. Use reliable and valid data to document and describe the following: the identified problem/need; the reason why the services are needed in the community; best practices and/or evidence based strategies; whether or not services are unique in nature and are provided by other organizations; the population to be served including demographics, geography, and area of the City where services will be conducted.
2. Describe program services including a description of the specific activities used in providing the program service. Describe the timeline and schedule of events/tasks necessary for program service to be operational. Describe the operating days/hours for the proposed program.
3. Describe how your current program or proposed plan meets any or all of the following prekindergarten quality standards: curriculum meets Texas Pre-K Guidelines; teachers and staff are highly qualified; ongoing professional development is provided and required for teachers and assistants; key prekindergarten data is collected and reported to evaluate progress; an effective parent engagement program is implemented; staff to child ratio is 1 to 10 or better; maximum class size is 20 or lower; screening/referral services are provided; at least one meal is provided each day.
4. Describe the performance measurements used, the number of individuals served, cost per individual, and how result measurements will align with Pre-K 4 SA's mission increase the number of our-year-olds served in a prekindergarten program and/or improve the quality of prekindergarten education for four-year-old students served. Describe how this plan will be sustainable past the grant period.

**Additional Information** - Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

The information submitted for questions 1 through 4 shall not exceed six (6) pages. This includes text, tables, charts, diagrams, or any additional documentation. Pre-K 4 SA will not consider any information submitted after the page limit.

**PUBLIC ISD/CHARTER SCHOOL: Service Plan Specifications**

*This section is to be completed by Public ISD/Charter School applicants only.*

a) The proposed plan will (check all that apply):

- Increase the number of four-year-olds served in a prekindergarten program from \_\_\_\_\_ to \_\_\_\_\_  
Existing number of students      Proposed number of students
- Increase the length of the school day for students served from \_\_\_\_\_ to \_\_\_\_\_  
Original pgm hours      Proposed pgm hours
- Enhance an existing prekindergarten program for \_\_\_\_\_ students.  
Number of students impacted

- b) Describe how the proposed plan applies to the options selected above (200 words or less).
- c) Provide a timeline with key milestones for the proposal’s planning and implementation (200 words or less).
- d) Describe the proposed operating days/hours for proposed program (100 words or less).
- e) Describe how you plan to use Pre-K 4 SA Professional Development services as part of the proposed plan (200 words or less).
- f) Use the table to describe the number of four-year-olds receiving services through the proposed plan. Please indicate the name, location, and the estimated number of four-year-olds to be served at the location. If more than one location will be used, list the information for each location where services will be provided.

School Name	Complete Address	Number of four-year-olds to be served through proposed plan
<b>Total</b>		

g) Write the number of four-year-old prekindergarten students to be served by the proposed plan that qualify prekindergarten services under the Texas Education Agency eligibility requirements. Eligibility criteria are listed in RFP Section 003 – Background.

Eligibility	Estimated Number of Four-Year-Olds
Qualify by TEA	
Do not qualify by TEA	
<b>Total</b>	

h) Confirm that you meet all of the application requirements by initialing next to each statement to certify that you meet these requirements or that you will meet these requirements through the proposed plan. Provide explanation if you cannot meet this requirements at time of submission. If awarded, documentation may be requested if audited.

Requirement	Initials
Organizations applying in this category must be either a public ISD or a Texas Education Agency authorized charter school.	
The education facility must be located within the City of San Antonio City limits and students served must reside within the City of San Antonio city limits.	
Only four-year-old prekindergarten students may be served through grant funding (students must turn four years old by September 1 of the program year).	

Pre-K 4 SA Professional Development services must be utilized as part of the proposed plan.	
The proposal must include a detailed parent involvement and engagement plan and describe how parents will be involved in program planning and operating activities.	
The public ISD/charter school and program's students must be willing to participate in a Pre-K 4 SA approved quality and outcome evaluation through 3 <sup>rd</sup> grade.	
In addition to submitting the required application, finalists may be required to provide a walkthrough of their school(s) for Pre-K 4 SA staff to assess the district and/or school's willingness and commitment to participate and improve quality of services.	



## RFP ATTACHMENT B, PART FOUR

### PUBLIC ISD/CHARTER SCHOOL: BUDGET

*This section is to be completed by Public ISD/Charter School applicants only.*

There are two elements to the Budget Section that need to be submitted:

1. The Budget Worksheet
2. The Budget Narrative

#### **Budget Worksheet:**

The Budget Worksheet is available at <http://www.sanantonio.gov/RFPListings/>, posted as RFP Attachment B, PART FOUR in Excel format for download. A sample of the budget worksheet is shown on the next page of this RFP.

The following sections are included to calculate budget costs for the proposal:

- Section A – Write the name of the Respondent’s organization and select the respondent category.
- Section B – Enter the annual salary for all new staff that will be funded through the grant or existing positions that will incur hours or increase hours due to this grant. Include benefits in the annual cost, if applicable. In the “Number of FTEs” column, enter the full time equivalent.
  - Example 1: If a new position is hired and will dedicate 100% of their work hours to the proposed project, enter 1 FTE.
  - Example 2: If a position is dedicating half of their work hours to the proposed project, then enter 0.5 FTE.
  - Example 3: If two positions are dedicated to the proposed project for 50% of their time each, then enter 1 FTE.
- Section C – Include all costs related to materials and equipment. This can include curriculum, technology hardware/software, etc.
- Section D – Include a list of contracted services that this grant will request. Each service is calculated with the cost per unit, type of unit (hours, etc.), and number of units.
- Section E – Include onetime costs such as building improvements, materials, or other items that exceed \$5,000 per unit. Any items that cost less than \$5,000 should be listed under Section C, Materials and Equipment Costs.
- Section F – Write the number of students to be served by the proposed plan in year 1. When the number of students to be served is entered, the spreadsheet will automatically calculate the cost per child. The cost per child must not exceed \$2,500.

#### **Budget Narrative:**

The Budget Narrative details the development of line item budgets. This document provides justification as to why the issue should be addressed with City and Corporation funding, level of funding requested is clearly justified, and how the budget is connected to the results and pricing is reasonable and in line with services and other programs.

Please note the funding for administrative costs may not exceed 20% of total budget. The summary of this information shall not exceed two (2) pages. Pre-K 4 SA will not consider any information submitted after the page limit.



**RFP ATTACHMENT C, PART ONE**

**ACCREDITED PRIVATE/PAROCHIAL SCHOOL: GENERAL INFORMATION**

**1. Respondent Information:** Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Year established: \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: \_\_\_\_\_

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: \_\_\_\_\_

Partnership

Corporation If checked, check one:  For-Profit  Nonprofit

Also, check one:  Domestic  Foreign

Other If checked, list business structure: \_\_\_\_\_

Printed Name of Contract Signatory: \_\_\_\_\_

Job Title: \_\_\_\_\_

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide address of office from which this project would be managed:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Total Number of Current Clients/Customers: \_\_\_\_\_

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

\_\_\_\_\_  
\_\_\_\_\_

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List Related Companies:

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2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes \_\_\_ No \_\_\_

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes \_\_\_ No \_\_\_ If "Yes", list authorizations/licenses.

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5. Where is the Respondent's corporate headquarters located? \_\_\_\_\_

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes \_\_\_ No \_\_\_ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years \_\_\_\_\_ Months \_\_\_\_\_

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes \_\_\_ No \_\_\_ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years \_\_\_\_\_ Months \_\_\_\_\_

- d. State the number of full-time employees at the Bexar County office. \_\_\_\_\_

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes \_\_\_ No \_\_\_ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

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**8. Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

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---

**9. Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes \_\_\_ No \_\_\_ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

---

---

**10. Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

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**11. Previous Contracts and/or Grants:**

a. Has the Respondent ever failed to complete any contract and/or grant awarded?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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---

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract and/or grant?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

---

---

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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## REFERENCES

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

### **Reference No. 1:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### **Reference No. 2:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### **Reference No. 3:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

## RFP ATTACHMENT C, PART TWO

### **ACCREDITED PRIVATE/PAROCHIAL SCHOOL: EXPERIENCE, BACKGROUND, QUALIFICATIONS**

*This section is to be completed by Private/Parochial School applicants only.*

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture. Scoring will be based evaluation criteria on RFP Section 012 – Evaluation of Criteria.

1. Respondent should describe their capacity to plan and implement a program to meet the scope of services specified in section 004 of this RFP. They also should include a description of the provider practice, its mission, and goals, years of experience, and indicate number and role of board members (if applicable) to ensure sufficient oversight.
2. Describe Respondent's experience relevant to the Scope of Services requested by this RFP. List and describe relevant projects of similar size and scope performed over the past five years. Identify associated results or impacts of the project/work performed.
3. Describe Respondent's specific experience working with Pre-K 4 SA and/or public entities, especially large municipalities. If Respondent has partnered with the City (including Pre-K 4 SA) in the past, identify the name of the project and the department with which Respondent partnered
4. Respondents with established programs should describe the populations that have been the recipients of services, ADA (Americans with Disabilities Act) compliance, and summarize accomplishments with the client populations.
5. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience on projects of similar size and scope. Provide an organizational chart that includes all personnel to be assigned to this project to include job/task descriptions.
6. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
7. Describe Respondent's type of financial statement assurance, financial procedures including board oversight, ability to report realistic budget and statements of revenues and expenditures, fund raising activities and program income, and financial accountability. Submit prior past reviews for any grant funds received in the past year; documents should include monitoring reports and past performance reports when applicable (past reviews or monitoring/performance reports will not be included in the page limit for this section).
8. If applicable: If Respondent is proposing as a joint venture or partnership with a third party or sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint ventures and/or, sub-contractors have worked together in the past.

The narrative information submitted for questions 1 through 8 shall not exceed six (6) pages. The only additional documents that may be submitted for consideration over the six (6) page limit are past reviews or monitoring/performance reports.

**RFP ATTACHMENT C, PART THREE**

**ACCREDITED PRIVATE/PAROCHIAL SCHOOL: PROPOSED PLAN**

*This section is to be completed by Private/Parochial School applicants only.*

Prepare and submit narrative responses to the following items. Scoring will be based evaluation criteria on RFP Section 012 – Evaluation of Criteria.

**Operating/Service Plan Narrative**

1. Describe the education need being addressed. Use reliable and valid data to document and describe the following: the identified problem/need; the reason why the services are needed in the community; best practices and or evidence based strategies; whether or not services are unique in nature and are provided by other organizations; the population to be served including demographics, geography, and area of the City where services will be conducted.
2. Describe program services including a description of the specific activities used in providing the program service. Describe the timeline and schedule of events/tasks necessary for program service to be operational. Describe the operating days/hours for the proposed program.
3. Describe how your current program or proposed plan meets any or all of the following prekindergarten quality standards: curriculum meets Texas Pre-K Guidelines; teachers and staff are highly qualified; ongoing professional development is provided and required for teachers and assistants; key prekindergarten data is collected and reported to evaluate progress; an effective parent engagement program is implemented; staff to child ratio is 1 to 10 or better; maximum class size is 20 or lower; screening/referral services are provided; at least one meal is provided each day.
4. Describe the performance measurements used, the number of individuals served, cost per individual, and how result measurements will align with Pre-K 4 SA's mission increase the number of our-year-olds served in a prekindergarten program and/or improve the quality of prekindergarten education for four-year-old students served. Describe how this plan will be sustainable past the grant period.

**Additional Information** - Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

The information submitted for questions 1 through 4 shall not exceed six (6) pages. This includes text, tables, charts, diagrams, or any additional documentation. Pre-K 4 SA will not consider any information submitted after the page limit.

**ACCREDITED PRIVATE/PAROCHIAL SCHOOL: Service Plan Specifications**

*This section is to be completed by Private/Parochial School applicants only.*

- a) The proposed plan will (check all that apply):
  - Increase the number of four-year-olds served in a prekindergarten program from \_\_\_\_\_ to \_\_\_\_\_.  
Existing number of students      Proposed number of students
  - Increase the length of the school day for students served from \_\_\_\_\_ to \_\_\_\_\_.  
Original pgm hours      Proposed pgm hours
  - Enhance an existing prekindergarten program for \_\_\_\_\_.  
Number of students impacted
- b) Describe how the proposed plan applies to the options selected above (200 words or less).
- c) Provide a timeline with key milestones for the proposal’s planning and implementation (200 words or less).
- d) Describe proposed operating days/hours for proposed program (100 words or less).
- e) Describe how you plan to use Pre-K 4 SA Professional Development services as part of the proposed plan (200 words or less).
- f) Use the table to describe the number of four-year-old prekindergarten students receiving services through the proposed plan. Please indicate the name, location, and the estimated number of four-year-olds to be served at the location. If more than one location will be used, list the information for each location where services will be provided.

School Name	Address	Number of four-year-olds to be served through proposed plan
<b>Total</b>		

- i) Write the number of four-year-old prekindergarten students to be served by the proposed plan that qualify for free prekindergarten services under the Texas Education Agency eligibility requirements. Eligibility criteria are listed in RFP Section 003 – Background.

Eligibility	Estimated Number of Four-Year-Olds
Qualify by TEA	
Do not qualify by TEA	
<b>Total</b>	

- g) Confirm that you meet all of the application requirements by initialing next to each statement to certify that you meet these requirements or that you will meet these requirements through the proposed plan. Provide explanation if you cannot meet this requirements at time of submission. If awarded, documentation may be requested if audited.

Requirement	Initials
Organizations applying in this category must be either an accredited private or parochial school.	
The education facility must be located within the City of San Antonio City limits and students served must reside within the City of San Antonio city limits.	

Only four-year-old prekindergarten students may be served through grant funding (students must turn four years old by September 1 of the program year).	
Pre-K 4 SA Professional Development services must be utilized as part of the proposed plan.	
The proposal must include a detailed parent involvement and engagement plan and describe how parents will be involved in program planning and operating activities	
The accredited private/parochial school and program's students must be willing to participate in a Pre-K 4 SA approved quality and outcome evaluation through 3 <sup>rd</sup> grade.	
In addition to submitting the required application, finalists may be required to provide a walkthrough of their school(s) for Pre-K 4 SA staff to assess the school's willingness and commitment to participate and improve quality of services.	



## RFP ATTACHMENT C, PART FOUR

### ACCREDITED PRIVATE/PAROCHIAL SCHOOL: BUDGET

*This section is to be completed by Private/Parochial School applicants only.*

There are two elements to the Budget Section that need to be submitted:

1. The Budget Worksheet
2. The Budget Narrative

#### **Budget Worksheet:**

The Budget Worksheet is available at <http://www.sanantonio.gov/RFPListings/> , posted as RFP Attachment C, PART FOUR in Excel format for download. A sample of the budget worksheet is shown on the next page of this RFP.

The following sections are included to calculate budget costs for the proposal:

- Section A – Write the name of the Respondent’s organization and select the respondent category.
- Section B – Enter the annual cost for all new staff that will be funded through the grant or existing positions that will incur hours or increase hours due to this grant. Include benefits in the annual cost, if applicable.
- Section C – Include all costs related to materials and equipment. This can include curriculum, technology hardware/software, etc.
- Section D – This section requests a list of contracted services that this grant will request. Each service is calculated with the cost per unit, type of unit (hours, etc.), and number of units.
- Section E – Include onetime costs such as building improvements, materials, or other items that exceed \$5,000 per unit. Any items that cost less than \$5,000 should be listed under Section C, Materials and Equipment Costs.
- Section F – Write the number of students to be served by the proposed plan in year 1. When the number of students to be served is entered, the spreadsheet will automatically calculate the cost per child in cell XX. The cost per child must not exceed \$2,500.

#### **Budget Narrative:**

The Budget Narrative details the development of line item budgets. This document provides justification as to why the issue should be addressed with City and Corporation funding, level of funding requested is clearly justified, and how the budget is connected to the results and pricing is reasonable and in line with services and other programs.

Please note the funding for administrative costs may not exceed 20% of total budget. The summary of this information shall not exceed two (2) pages. Pre-K 4 SA will not consider any information submitted after the page limit.



**RFP ATTACHMENT D, PART ONE**

**LICENSED CHILDCARE CENTER: GENERAL INFORMATION**

- 1. Respondent Information:** Provide the following information regarding the Respondent.  
(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_  
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Year established: \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_  
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: \_\_\_\_\_

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: \_\_\_\_\_  
 Partnership  
 Corporation If checked, check one:  For-Profit  Nonprofit  
Also, check one:  Domestic  Foreign  
 Other If checked, list business structure: \_\_\_\_\_

Printed Name of Contract Signatory: \_\_\_\_\_

Job Title: \_\_\_\_\_  
(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide address of office from which this project would be managed:  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Total Number of Current Clients/Customers: \_\_\_\_\_  
Briefly describe other lines of business that the company is directly or indirectly affiliated with:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

List Related Companies:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes \_\_\_ No \_\_\_

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes \_\_\_ No \_\_\_ If "Yes", list authorizations/licenses.

\_\_\_\_\_

\_\_\_\_\_

5. Where is the Respondent's corporate headquarters located? \_\_\_\_\_

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes \_\_\_ No \_\_\_ If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its San Antonio office?

Years \_\_\_\_\_ Months \_\_\_\_\_

b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes \_\_\_ No \_\_\_ If "Yes", respond to c and d below:

c. How long has the Respondent conducted business from its Bexar County office?

Years \_\_\_\_\_ Months \_\_\_\_\_

d. State the number of full-time employees at the Bexar County office. \_\_\_\_\_

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes \_\_\_ No \_\_\_ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

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**8. Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

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**9. Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes \_\_\_ No \_\_\_ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

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**10. Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

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**11. Previous Contracts and/or Grants:**

a. Has the Respondent ever failed to complete any contract and/or grant awarded?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract and/or grant?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with/grant received from, services contracted/received through grant, date, contract and/or grant amount, and reason for failing to complete the contract and/or grant.

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## REFERENCES

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

### **Reference No. 1:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### **Reference No. 2:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### **Reference No. 3:**

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

## RFP ATTACHMENT D, PART TWO

### **LICENSED CHILDCARE CENTER: EXPERIENCE, BACKGROUND, QUALIFICATIONS**

*This section is to be completed by Licensed Childcare Center applicants only.*

Prepare and submit narrative responses to address the following items. Scoring will be based evaluation criteria on RFP Section 012 – Evaluation of Criteria.

1. Please describe the mission and goals of the licensed childcare center. Include the center's history of providing services; sufficient and qualified staff; ADA (Americans with Disabilities Act) compliance and accessible or acceptable accommodations.
2. Describe Respondent's financial procedures, revenue streams, and board oversight (if applicable) with a narrative. Include a profit and loss statement as an attachment to this section. Submit prior past reviews for any grant funds received in the past year; documents should include monitoring reports and past performance reports when applicable (profit and loss statement, past reviews, or monitoring/performance reports will not be included in the page limit for this section).
3. Describe experience in providing childcare services, years in service, and training provided to staff including professional development services provided by Pre-K 4 SA if applicable.
4. Describe the education/training you require of your teachers. Describe the training do you provide for teachers.
5. If a specific curriculum for four-year-old prekindergarten students is used, name or describe the curriculum or materials used.
6. Describe the way parents are involved in the program.

The narrative information submitted for questions 1 through 8 shall not exceed four (4) pages. The only additional documents that may be submitted for consideration over the four (4) page limit are the profit and loss statement, past reviews, or monitoring /performance reports.

## RFP ATTACHMENT D, PART THREE

### LICENSED CHILDCARE CENTER: COMMITMENT TO SERVICES

*This section is to be completed by Licensed Childcare Center applicants only.*

Prepare and submit narrative responses to the following items. Scoring will be based evaluation criteria on RFP Section 012 – Evaluation of Criteria. The summary of information shall exceed no more than three (3) pages.

#### **Operating/Service Plan Narrative**

1. The following services and materials are provided in the childcare center bundle to awarded respondents: director leadership development training, CDA credentials, support for TRS and/or NAEYC accreditation, support for parent engagement programs, regular professional development, and curriculum and classroom materials. Which of these services and materials does your center need?
2. Describe why these services are needed and how the services provided from the childcare center bundle will enhance the quality of education for four-year-old prekindergarten students in your childcare center.
3. As the director, describe your commitment to achieving and maintaining Texas Rising Star Certification and/or NAEYC accreditation.
4. Describe the staff's willingness and commitment to fully participate in all of the services included in the center-wide and classroom-specific childcare center bundled package described in RFP Section 004.
5. Describe how the childcare center will continue to use materials provided from the grant program and continue to provide professional development opportunities for staff after the grant period.

**Additional Information** - Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

The information submitted for questions 1 through 5 shall exceed no more than four (4) pages. This includes text, tables, charts, diagrams, or any additional documentation. Pre-K 4 SA will not consider any information submitted after the page limit.

**LICENCED CHILDCARE CENTER: Center Summary**

*This section is to be completed by Licensed Childcare Center applicants only.*

- a) Childcare Center License Number: \_\_\_\_\_
- b) How long has the facility been operating at this site? Years: \_\_\_\_\_ Months: \_\_\_\_\_
- c) Is the licensed childcare center a current Texas Rising Star provider? Check one option.  
 No     Level 1     Level 2     Level 3     Level 4
- d) Is the licensed childcare center NAEYC accredited? Check one option.  
 No  
 Have not started process but would like to  
 Started process; date process initiated: \_\_\_\_\_  
 Yes; years of accreditation: \_\_\_\_\_
- e) Has the licensed childcare center been cited for any of the following deficiencies in the last 12 months? Answer yes or no for each deficiency listed.

**Critical Deficiencies:**

Deficiency	Yes	No
746.201 (9) Permit Holder Responsibilities – Complying with Child Care Licensing Law in Chapter 42 Human Resources Code		
746.1201(4) Responsibilities of Employees and Caregivers		
746.1201(5) Responsibilities of Employees and Caregivers – Report Suspected Child Abuse, Neglect, or Exploitation		
746.2805 Prohibited Punishments		
746.1311(a) Director Annual Training – 30 Hours Required		
746.1315(b) One Employee at Center and With Each Group of Children Away from Center Must Have Current CPR for Infants, Children, & Adults		
746.3805(a) Administering Medication – Authorization to Administer		
746.3805(b) Administering Medication – Authorization Expires on the First Anniversary of the Date the Authorization is Provided		
745.626 Background Checks Requirement – Providing Direct Care		
745.656 Individuals on the Texas Sex Offender Registry – Cannot Be Present at Facility		
745.661 Take Appropriate Action for Criminal Conviction or a Finding, Must Remove a Person from a Child Care Operation, and/or Requesting Risk Evaluation		

**High and Medium-High Risk Deficiencies**

Deficiency	Yes	No
746.1003(1), (3)-(6) Director Responsibilities		
746.1201(1) Responsibilities of Employees and Caregivers – Demonstrate Competency, Good Judgment, Self-Control		
746.1203(4) Responsibilities of Caregivers – Supervision of Children		
746.1203(5) Responsibilities of Caregivers – Children in Control		
746.1301(a)(2)(B) 24 Clock Hours of Pre-Service Training		
746.1305 (b) Pre-Service Training Requirement		
746.1309(a) Documented Annual Training – 24 Hours Required		
746.1309(e)(1) Annual Training for Caregivers of Children Under 24 Months – Shaken Baby Syndrome		
745.625 Background Checks Requirement		

f) What is the total number of children enrolled in the licensed childcare center? \_\_\_\_\_

g) Write the number of each age group enrolled in the licensed childcare center.

Age Group	Number of Children
0 to 6 months	
6 months to 1 year	
1 year olds	
2 year olds	
3 year olds	
4 year olds	
5 year olds (not in kindergarten)	
<b>Total</b>	

h) How many classrooms does the licensed childcare center have serving **four-year-old prekindergarten students**? \_\_\_\_\_

i) What is the student to teacher ratio for the **pre-k four** classrooms (including teacher assistants)?  
1 adult to \_\_\_\_\_ students

j) How many **four-year-old (only)** students participate in CCS? \_\_\_\_\_

j) Write the number of **four-year-old (only)** students to be served by the grant that qualify for prekindergarten services under the Texas Education Agency eligibility requirements. Eligibility criteria are listed in RFP Section 003 – Background.

Eligibility	Estimated Number of Four-Year-Olds
Qualify by TEA	
Do not qualify by TEA	
<b>Total</b>	

k) Write the number of staff members with each qualification at the licensed childcare center.

Staff qualifications	Number of Staff
Total number of staff members	
Number of staff over the age of 21	
Number of staff that completed an orientation	
<b>Years of Experience</b>	
Number of staff with 0 to 1 years of experience in childcare	
Number of staff with 1 to 3 years of experience in childcare	
Number of staff with 3 to 5 years of experience in childcare	
Number of staff with 5 to 10 years of experience in childcare	
Number of staff with 10 or more years of experience in childcare	
<b>Education and Credentials</b>	
Number of staff with high school diploma/GED	
Number of staff with an associate's degree	
Number of staff with a bachelor's degree	
Number of staff with a master's degree	
Number of staff with a valid Child Development Associate (CDA) credential	
Number of staff with a valid Child Care Professionals (CCP) credential	
Number of staff with a valid Child Care Administrator's credential	
<b>Additional Training</b>	
Number of staff with college credit hours in early childhood education	
Number staff with of college credit hours in business management	

Number of staff with clock hours in business management	
Number of staff with clock hours in childcare related training	
Number of staff with clock hours in Infant, Toddler, and Three Year Old Learning Guidelines	
Number of staff with clock hours in Texas Prekindergarten Guidelines	

- l) Confirm that you meet all of the application requirements by initialing next to each statement to certify that you meet these requirements or that you will meet these requirements through the proposed plan. If awarded, documentation may be requested if audited.

<b>Requirement</b>	<b>Initials</b>
Organizations must have at least 9 months of prior DFPS licensing history	
Applicants must not be on any adverse, corrective action, or Service Improvement Agreement (SIA) though Department of Family and Protective Services (DFPS) or Child Care Services (CCS)	
The education facility must be located within the City of San Antonio City limits and students served must reside within the City of San Antonio city limits.	
Four-year-old prekindergarten students must be served to receive grant services (students must turn four years old by September 1 of the program year).	
The licensed childcare center must work with Pre-K 4 SA to develop or enhance a parent engagement program.	
The licensed childcare center and program's students must be willing to participate in quality and outcome evaluation approved by Pre-K 4 SA.	
In addition to submitting the required application, finalists may be required to provide a walkthrough of their center for Pre-K 4 SA staff with the Center Director to assess the staff's willingness and commitment to participate and improve quality of services.	

## LICENCED CHILDCARE CENTER: Performance Measure Scorecard

This section is for reference only. Licensed Childcare Center applicants will be evaluated on the performance measure scorecard if awarded.

### Pre-K 4 SA Childcare Center Bundle Components

#### Childcare Center Services

1. Leadership development training for directors
2. CDA credentials
3. TRS and/or NAEYC status
4. Parent engagement program

#### Pre-K Four Classroom Services

5. Weekly professional development
6. Curriculum and classroom materials

Licensed childcare centers will be evaluated on the following performance measures. Each measure evaluates the component of the childcare center bundle service listed in the table above.

### Outcomes

1. The quality of administration and education at the center will improve.
2. CDA credentialed staff will improve the quality of services for children.
3. An increase in TRS status, advancement in NAEYC accreditation process, or improvement in other accredited programs will enhance overall quality of services.
4. Parents will engage with the center and staff in a meaningful way and become advocates to improve their child's educational experience.
5. The quality of instructional practices and curriculum implementation will improve in pre-k four classrooms.
6. Daily lessons will be aligned with curriculum, materials, and instructional strategies.

### Outputs

1. The center director will attend 100% of the leadership development training provided by the grant.
2. The number of center staff with CDA credentials will increase by at least one, if applicable.
3. The center will meet qualifications to begin the TRS process, improve by at least one TRS category, or advance in the process for NAEYC accreditation, or approved alternate accreditation.
4. 90% of parents will report that they have multiple opportunities to engage with center teachers and staff regarding their child's education program.
5. Pre-k four teachers(s) will attend 100% of the weekly professional development and work with a Pre-K 4 SA coach.
6. a) Pre-k four teacher(s) will create and complete weekly lesson plans using curriculum and classroom materials provided by Pre-K 4 SA staff.  
b) 100% of pre-k four lessons will be aligned with prekindergarten curriculum, materials, and instructional strategies

### Data Collection and Reporting

Metrics and procedures will be developed for data collection and reporting prior to the contract being awarded.

**RFP ATTACHMENT E**  
**CONTRACTS DISCLOSURE FORM**

Contracts Disclosure Form may be downloaded at

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

**RFP ATTACHMENT F**

**LITIGATION DISCLOSURE FORM**

**Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.**

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes \_\_\_ No \_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes \_\_\_ No \_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes \_\_\_ No \_\_\_

**If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.**

**RFP ATTACHMENT G**

**VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM TRACKING FORM**

Posted as separate documents.

**RFP ATTACHMENT H**

**SIGNATURE PAGE**

Respondent, and co-respondent, if any, must complete City's Certified Vendor Registration (CVR) Form prior to the due date for submission of proposals. The CVR Form may be accessed at: <http://www.sanantonio.gov/purchasing/>.

By submitting a proposal, Respondent represents that:

If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibit 2 and 3.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.

Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.

Respondent agrees to fully and truthfully submit the Respondent Questionnaire form and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

(S)he is authorized to submit this proposal on behalf of the entity.

**Acknowledgement of Prohibition regarding Campaign and Officeholder Contributions**

I acknowledge that this contract has been designated a "high-profile" contract. I have read and understand the provisions regarding high profile contracts that appear on the cover page of this RFP.

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

\_\_\_\_\_  
Respondent Entity Name

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

While Co-Respondent does not have to submit a copy of Respondent's proposal, Co-Respondent should answer any questions or provide any information directed specifically to Co-Respondent.

\_\_\_\_\_  
Co-Respondent Entity Name

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**RFP ATTACHMENT I**

**PROPOSAL CHECKLIST**

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Executive Summary	
Applicant Identification Form RFP Attachment A	
General Information and References RFP Attachment B/C/D, Part One	
Experience, Background & Qualifications RFP Attachment B/C/D, Part Two	
Proposed Plan RFP Attachment B/C/D, Part Three	
Funding Budget RFP Attachment B/C, Part Four (for Category D this form is not required.)	
*Contracts Disclosure Form RFP Attachment E	
Litigation Disclosure Form RFP Attachment F	
*Veterans Preference Program Tracking Form RFP Attachment G	
Proof of Insurability (See RFP Exhibit 2) Insurance Provider's Letter Copy of Current Certificate of Insurance	
*Signature Page RFP Attachment H	
Proposal Checklist RFP Attachment I	
One (1) Original, fifteen (15) copies and one (1) CD of entire proposal in PDF format if submitting in hard copy.	
*Signed Addendums, if applicable	

\*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.