

Sonia E. Diaz, Ed.D., Deputy Superintendent
Curriculum and Instruction

**SUBJECT: REQUEST AUTHORIZATION FOR THE SUPERINTENDENT TO
ISSUE A REQUEST FOR PROPOSALS FROM AGENCIES TO
PROVIDE QUALITY CHILD CARE SERVICES FOR
APPROXIMATELY 200 TO 800 AT-RISK CHILDREN, AGES BIRTH
TO THREE (3), WHO ARE CHILDREN OF PREGNANT AND
PARENTING STUDENTS SEEKING A HIGH SCHOOL DIPLOMA
FOR A TOTAL NOT TO EXCEED \$2,500,000**

COMMITTEE: INSTRUCTIONAL EXCELLENCE & COMMUNITY ENGAGEMENT

Authorization is requested for the Superintendent to issue a Request for Proposals (RFP) from agencies to establish a contract to provide quality child care services, for children of teenage parents who are seeking a high school diploma, effective July 1, 2005 through June 30, 2006. The purpose of this RFP will be to award successful proposers contracts with M-DCPS to provide child care services districtwide for students enrolled in the Teenage Parent Program (TAPP). It is proposed that once the contract is awarded, an option be included to renew the contract for two (2) additional one-year periods, and if needed, 90 days beyond the expiration date of the current renewal period. The estimated cost for these services is \$2,500,000. The District has been contracting these services since 1988.

A committee will determine the selection of the child care services agency on the basis of qualification and experience. The selection committee will be comprised of the following M-DCPS personnel, as well as a member of the community:

- One Administrative Director, Regional Operations
- One District Director, Alternative Education
- One Director, Teenage Parent Program
- One representative from Procurement Management and Services
- One representative from the Division of Business Development and Assistance
- One representative of the community

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The estimated timeline for implementation is as follows:

Procurement Contract Review Committee	January 20, 2005
Request authorization to issue RFP	March 16, 2005
Mailing RFP	March 17, 2005
Opening of proposals	April 12, 2005
Evaluation of proposals	April 14, 2005
Recommendation for award	June 15, 2005

The appropriation for this item will be included in the General Fund of the 2005-2006 Tentative Annual Budget to be recommended for adoption in July 2005 .

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

1. issue a Request for Proposals from agencies to provide quality child care services for approximately 200 to 800 at-risk children ages birth to three (3), who are children of pregnant and parenting students seeking a high school diploma, effective July 1, 2005 through June 30, 2006, for a total not to exceed \$2,500,000;
2. approve a selection committee to evaluate the proposals submitted; and

The appropriation for this item will be included in the 2005-2006 Tentative Annual Budget to be recommended for adoption in July 2005.

NJP:atg

REQUEST FOR PROPOSALS NO. 043-EE10

**TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR
CHILDREN WHO MEET LEGISLATIVE ELIGIBILITY FOR THE 2005-2006
SCHOOL YEAR**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

**Miami-Dade County Public Schools
Regional Operations
1450 Northeast Second Avenue, Suite 923
Miami, Florida 33132**

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals is to obtain professional services of qualified child care agencies to provide quality child care services for approximately 200 to 800 at-risk children, ages birth to 3 years old, who are children of pregnant and parenting students seeking a high school diploma.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Ten (10) copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time), April 12, 2005, at:

**The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management Services
1450 Northeast Second Avenue, Room 352
Miami, Florida 33132**

The proposal must be submitted in a sealed envelope or box marked "PROPOSAL - TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR CHILDREN WHO MEET LEGISLATIVE ELIGIBILITY REQUIREMENTS FOR THE 2005-2006 SCHOOL YEAR."

It is anticipated that the proposals may be presented to the School Board for acceptance on or about May 18, 2005. If accepted, notification

to the successful proposer(s) will be on or after June 16, 2005. The School Board reserves the right to reject any and all proposals.

IV. OWNER//AGENCY PROVIDED SERVICES

Proposers are notified that the School Board hereby reserves the right to provide, in whole or in part, the services described in this Request For Proposals. In the event the School Board chooses to provide services, adjustments may be required to the proposer's contracts in order to appropriately coordinate child care services for the Teenage Parent Program.

V. DESCRIPTION OF THE EXISTING PROGRAM

STUDENT ELIGIBILITY

Florida law requires district school boards to make adequate provision for pregnant and parenting teenagers to complete the coursework necessary to earn a high school diploma. One of the many services which teen parents are provided is child care.

The participating agencies will maintain records and documents in accordance with accounting procedures and practices, which sufficiently and properly reflect all expenditures of funds provided by M-DCPS. This information will be reflected on the attendance form submitted with all requests for payment.

Currently, students may choose to remain in their home schools or participate in the district's TAPP program and receive child care in a nearby facility that meets the requirements described below.

To be eligible for participation in the Teenage Parent Program a student must meet the following criteria:

- Volunteer to be in the TAPP;
- Complete the TAPP application (signed by student's parent if under 18 years of age);
- Submit all required documents for enrollment in M-DCPS; i.e. birth certificate for baby, and immunization record;
- Students should be residents of Miami-Dade County, Florida and enrolled as a full-time student in a Miami-Dade County Public School;

- Students are not fully subsidized by any other program including, but not limited to, Work and Gain Economic Self-Sufficiency (WAGES);
- Students' children are not subsidized by any other program including, but not limited to, pre-kindergarten programs for three and four year olds and kindergarten for eligible five year olds;
- Students' children are assigned identification numbers.

The agency will utilize the selection criteria defined below and provide training and technical support to include the following:

- Determine each student's proof of eligibility to participate in TAPP;
- Monitor immunization and physical records to insure that they remain current;
- Submit student daily attendance as required by the State Department of Education;
- Participate in F.T.E. attendance reports;
- Adopt, as part of its governing policies, Florida Department of Education and M-DCPS Board policies and procedures relating to dropout prevention;
- Comply fully with M-DCPS Board procedures to protect the confidentiality of student records and information within the extent of the Public Records Law;
- Designate a staff member to be responsible for the administration of the provisions of the contract;
- Provide immediate intake and placement services, communicating this information within 5 days to TAPP personnel so that transportation may be arranged, thus avoiding interruption in the student's return to school;
- Establish policy not to place the child on a waiting list;
- Screen and accept child care providers who are NAEYC accredited centers, be willing to participate in a continuous quality improvement project to submit an application for NAEYC Accreditation within a 24-month period;
- Initiate a project of continuous quality improvement that addresses the 10 Components of Quality Child Care and NAEYC Accreditation requirements;
- Provide caregivers with specialized training in early childhood development and adolescent development;
- Develop a training calendar with courses for caregivers working in child care centers;
- Work with the school district's support services personnel to address the specific needs of children in child care and their adolescent parents;

- Provide a representative to serve on the Early Learning Coalition Task Force on Teen Parents and their Children.

Early education and care programs providing child care services for the children of teen parents must contract with the provider agency and agree to the following requirements:

- Maintain licensure in accordance with State Board of Education administrative Rule 6A-6.0525(5)(a);

“Districts choosing to operate school-based child care for children birth through age three must be licensed by the Department of Health and Rehabilitative Services (now the Department of Children and Families) pursuant to Section 402.3025(1), Florida Statutes or by the local licensing agent.”

- Require the highest possible standards of cleanliness, frequent hand washing, spacing of cribs, compliance with SIDS sleep position requirements, and timely health referrals;
- Maintain NAEYC Accreditation or participate in a continuous quality improvement project and submit an application for NAEYC Accreditation within a 24-month period.
- Require caregivers to have a national Child Development Associate (CDA) credential with an infant/toddler endorsement, or enrollment in CDA course work to obtain their (CDA) credential with an infant/toddler endorsement within an 18-month period;
- Require an Associate degree and a national CDA credential with an infant/toddler development endorsement for lead caregivers in teenage parent programs;
- Maintain ratios and group size throughout the school day that provide high quality care for the children of teen parents. Required ratios are:

	Age group	Ratio	Group Size
Young Infants	0-8 mos.	1:3	6
Mobile infants	9-17 mos.	1:4	8
Toddlers	18-36 mos.	1:5	10
Multi-age groups of infants and toddlers	0-36 mos.	1:4	8

- **Assign a primary caregiver for each child and apply the model of continuity of care;**
- **Implement developmentally appropriate curricula that promotes social emotional development and strong attachments;**
- **Promote literacy through the creation of a language rich environment with caregivers encouraging expressive language throughout the day;**
- **Schedule share reading time and other family literacy activities to promote the improved skills of the parent and the emerging literacy of the child;**
- **Encourage the involvement of teen parents and their families in their children's early care and education;**
- **Identify children with possible developmental delays and submit timely referrals to appropriate agencies for these children.**

M-DCPS reserves the right to audit the records of the agency at any time during the performance of this agreement and for a period of three years after final payment is made. M-DCPS will monitor program delivery and make suggestions as needed.

The Assistant Superintendent, and other designated personnel in the Program, have the responsibility for coordinating activities between the School District and the agency(ies), relative to the agreement between the parties. Procurement Management Services will monitor and support the implementation of all conditions relating to this agreement.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS

- 1. A minimum of three (3) references that support your position as qualified to implement child care services across the District;**
- 2. A brief description of the program design that will be implemented. Base information for ten (10) children. Also include the type and frequency of supervision to be provided, (including the position and qualifications) of individual who will provide supervision;**
- 3. List of proposer's locations and the number of children, ages from birth through three (3) years old to be served for the 2005-2006 school year;**

4. Include the appropriate County/City licenses for all potential child care locations;
5. Evidence of the agency's professional liability insurance covering exposures for a limit of liability not less than \$1,000,000 per occurrence. Should occurrence type coverage not be available and only claims made coverage be available, the successful vendor shall agree to carry such required insurance so that claims may be brought up to three (3) years post occurrence, such coverage evidenced by the extended tail endorsement. A public entity, which is subject to the limitations included within Florida Statutes 768.28, may satisfy the liability insurance requirement by providing the School Board with an acceptance letter of self-insurance. Please note that agencies that do not carry liability insurance coverage, or self-insurance, if applicable, and Workers Compensation for staff retained by the agency will not be considered.
6. Evidence of security clearance. Since M-DCPS is a public agency, which serves children and adolescents, all employees and contracted personnel must have a security clearance to insure that individuals with criminal records involving moral turpitude do not have contact with students. Professionals who are proposed to provide services will comply with security clearance procedures prescribed by M-DCPS; See attachment A – Security Clearance Procedures for Miami-Dade County Public Schools.
7. Cost per child for a 10-hour day, including breakdown of any administrative costs.
8. Number of children ages from birth through three (3) years old agency can accommodate.

VII. TERM OF CONTRACT

The purpose of this Request For Proposals is to establish a contract with agencies that can implement quality child-care services district-wide. Each participating agency will be responsible for serving between 200 to 600 children. The term of the contract shall be from July 1, 2005, through June 30, 2006, and may, by mutual agreement between the School Board and the awardee upon final School Board approval, be renewable for two (2) additional one year periods and, if needed, 90 days beyond the expiration date of the current renewal period. The Board, through Procurement Management services, may, if considering to renew, request a letter of intent to renew from the awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon by the School Board. Renewal will be dependent upon funding

availability and the need for child-care services, as determined by Regional Operations.

Payment for services will be made monthly, upon review and approval of the Agencies' Attendance Forms by the Teenage Parent Program. All financial records pertinent to the delivery of child care services are to be maintained in the office of the proposer for a period of five (5) years and will be made available to the School Board and it's designee for audit purposes.

The School Board, by law, must reserve the right to cancel the contract at the end of the year of the contract term or fiscal year, or in the event the services rendered do not comply with the provisions of the proposal and/or the quality of service is found to be undesirable.

The proposer shall comply with all municipal, state and federal statutes prohibiting discrimination. If selected, the proposer shall agree to hold harmless, indemnify and defend indemnitees (as hereafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of this Request For Proposals or on the proposer, whether or not due or caused in part by the negligence or other culpability or the indemnitee, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to the indemnitees: The School Board of Miami-Dade County Florida and its members, officers and employees.

VIII. ADDITIONAL REQUIREMENTS

Staff delivering the child-care services must participate in all required training components.

Registration of all students will be required, as well as keeping health and immunization requirements current.

Agencies must be able to provide students with a 10-hour day program; Monday through Friday;

Participate in the development and implementation of a district-wide simplified point of entry for all preschool students.

Each classroom must have a proper staff following the county, state and federal adult to student ratio.

Agencies must agree to participate in all M-DCPS evaluation components related to its participating children.

Selected proposers shall provide quality child care services for approximately 200 to 600 children, ages birth to 3 years old, at various public/private locations in Miami-Dade County, Florida.

Child-care services shall be available for student to drop off children as early as 6:30 a.m., when necessary.

Shall provide stimulating and educational age-appropriate environments for all children enrolled.

IX. EVALUATION OF PROPOSALS

A. Proposals will be evaluated by representatives of the school district in order to ascertain which proposals best meet the needs of the School Board. The evaluation of proposals will be made on or about April 14, 2005, by a committee of the following members:

- **Administrative Director, Regional Operations**
- **District Director, Alternative Education;**
- **Director, Teenage Parent Program;**
- **A representative from Procurement Management Services;**

- **A representative from the Division of Business Development and Assistance;**
- **A representative from the community.**

B. Evaluation consideration will include, but not be limited, to the following:

- 1. Whether the proposal clearly states an understanding of the work to be performed within the established time frames.**
- 2. The cost per child may not be the dominant factor, but will be a significant factor in making the final determination. It will be a**

particularly important factor when all other evaluation criteria are relatively equal.

3. The geographic area of potential service will not be the dominant factor, but will be considered. It will be a particularly important factor when all or other evaluation criteria are relatively equal.
4. The background, qualification, experience, skills and/or expertise in the area of implementing quality, nurturing environments for young children will be extremely important. Preference will be given to proposers who can provide high quality, parent friendly programs in locations that support the M-DCPS existing TAPP.
5. The School District reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is made, an agreement acceptable to the School Board Attorney will be entered into with the successful proposer(s). No debriefing or discussion will be held with unsuccessful proposers. The School Board is not obligated to place any order for any services subsequent to the award of this proposal.
6. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply services which may be required by the School Board.

X. AFFIRMATIVE ACTION REQUIREMENTS AND MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

A. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic, or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown, by ethnicity, gender, and occupational categories of its workforce. (See Attachment B-Affirmative Action Employment Breakdown FM-4859)

B. Minority/Women Business Enterprises (M/WBE) Participation

It is the policy of the School Board to actively encourage the participation of minority owned and controlled businesses (African American, Hispanic and Women) in the award and performance of Board contracts. In keeping with this policy, all M/WBEs (prime and subcontractor/consultant) must be certified by the Division of Business Development and Assistance, prior to contract award. See Attachment C-M/WBE Certification Application FM-3920)

C. Payment to M/WBE Subcontractors/Subconsultants

It is the policy of the School Board to track payments that are made to M/WBE subcontractors/subconsultants. In keeping with this policy, all payments to subcontractors/subconsultants must be reported to the Director, Division of Business Development and Assistance, 1450 NE 2nd Avenue, Room 456, Miami, Florida 33132. (See Attachment D-M/WBE Subcontractor/Subconsultant Quarterly Expenditure Report FM-4831)

XI. MEDICAID FUNDS

The proposer is herein advised and must contractually agree that its aggregate reimbursement from the School Board will be reduced by Medicaid funds, if any are received by proposer for services provided to eligible Medicaid recipients, pursuant to their individual education plans. The proposer is required to notify the district as a part of this Request For Proposals whether the proposer intends to access any Medicaid funds. The proposer agrees to provide the School Board with reasonable documentation on a quarterly base in order to reconcile any such Medicaid receipts.

XII. IMPLEMENTATION SCHEDULE

The planned scheduled for implementation of proposals is as follows:

Procurement Contract Review Committee	<u>January 20, 2005</u>
Request Authorization to Issue RFP	<u>March 16, 2005</u>
Mailing of RFP	<u>March 17, 2005</u>
Opening of Proposals	<u>April 12, 2005</u>
Evaluation of Proposals	<u>April 14, 2005</u>
Recommendation for Award	<u>June 15, 2005</u>

XIII. ADDITIONAL INFORMATION

Any additional information with respect to the Request For Proposals may be obtained from:

**Ms. Barbara Jones, Director
Procurement Management Services
Miami-Dade County Public Schools
1450 Northeast Second Avenue, Room 362
Miami, Florida 33132
Telephone (305) 995-2348**

Any additional information regarding proposal specifications or concerning the Teenage Parent Program may be obtained from:

**Dr. Zandra S. Rucker-Albury, Director
Teenage Parent Program
5120 Northwest 24th Avenue, Building 3 Room 8
Miami, Florida 33142
Telephone (305) 636-7404**

Summary of Request for Proposals

TITLE: Request For Proposals to Provide Teenage Parent Child Care Services for Children Who Meet Legislative Eligibility Requirements for 2005-2006 School Year.

INITIATED BY: Regional Operations

The selected proposers shall provide quality child care services for approximately 600 children, ages birth to 3 years at various public/private locations in Miami-Dade County.

Child care services shall be available for student to drop off children as early as 6:30 a.m., when necessary. The reimbursable days of 224 excludes spring/summer school recess and winter recess. Stimulating and educational age-appropriate environments shall be provided for all children enrolled.

Agencies will be selected on the following criteria:

- Ability to deliver quality services in a 10 hour day;
- Each classroom must have a proper certified staff with county, state and federal adult-to-student ratio guidelines;
- Participate in all required training sessions;
- Comply with all required registration requirements for participating students;
- Ability to deliver services that will financially support the existing M-DCPS *- FTE formula.