

State of Hawaii  
Department of Human Services  
Benefit, Employment & Support Services Division  
Child Care Program Office

**Request for Proposals**

**HMS-302-12-08-H**

**Pre-Plus Preschool Services – Mt. View**

April 3, 2012

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
Benefit, Employment and Support Services Division  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

April 3, 2012

MEMORANDUM

To: All Interested Applicants

From: Patricia McManaman, Director 

SUBJECT: Pre-Plus Preschool Services – Mt. View Elementary  
Request For Proposals (RFP) HMS-302-12-08-H

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Child Care Program Office (CCPO), is requesting proposals from qualified applicants to operate a quality early childhood education program in a Pre-Plus portable facility at Mountain View Elementary School on Hawaii island, for low income children, ages 3 – 5 years old, and preparing them for a successful transition into the public school Kindergarten.

The service requires the contractor to enter into a public-private partnership to operate the preschool as a “Pre-Plus” facility in collaboration with the Department of Education (DOE) and the Department of Human Services (DHS), to provide a quality child care program for disadvantaged children who would otherwise not have access to a service that ensures a safe and healthy environment for children; provide educational, social, and recreational activities appropriate to the children’s ages and developmental stages; and promote school readiness and preparation for children’s successful transition into Kindergarten.

The RFP provides information to assist applicants in the preparation of proposals and a budget, including: (1) a description of the services sought; (2) the requirements to be met by the organization selected to provide the service; (3) the criteria by which qualifying proposals shall be reviewed/rated; and (4) the criteria for monitoring and evaluating the services.

Applicants are to review the RFP very closely and address all parts of the RFP. Proposals shall be mailed and postmarked by the United States Postal Service on or before **May 3, 2012** or hand-delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **May 3, 2012**, to DHS-BESSD/CCPO at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813.

All mail-ins postmarked after 12:00 midnight HST **May 3, 2012** (including courier mail) or hand delivered after the **May 3, 2012** deadline will not be accepted for consideration.

The BESSD Child Care Program Office will conduct an **orientation** to review the RFP requirements on **April 9, 2012 from 9:00 a.m. to 11:00 a.m. HST**, at the Department of Human Services, Benefit, Employment and Support Services Division, Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii, 96813. All prospective applicants are encouraged to review the RFP closely and attend the orientation.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Marja Leivo at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813, telephone: (808) 586-7112, fax: (808) 586-5744, e-mail: mleivo@dhs.hawaii.gov.

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: One (1) original and three (3) copies**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 3, 2012** and received by the state purchasing agency no later than **10 days** from the submittal deadline.

### All Mail-ins

Department of Human Services  
Benefit, Employment & Support Services Division  
Child Care Program Office  
820 Mililani Street, Suite 606  
Honolulu, HI 96813

### DHS RFP COORDINATOR

Marja Leivo  
Phone: (808) 586-7112  
Email: mleivo@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 3, 2012**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **May 3, 2012**.

### Drop-off Sites

Department of Human Services  
Benefit, Employment & Support Services Division  
Child Care Program Office  
820 Mililani Street, Suite 606  
Honolulu, HI 96813

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### I. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	04/03/2012
Distribution of RFP	04/03/2012
RFP orientation session	04/09/2012
Closing date for submission of written questions for written responses	04/13/2012
State purchasing agency's response to applicants' written questions	04/17/2012
Discussions with applicant prior to proposal submittal deadline (optional)	04/03/2012 – 04/18/2012
Proposal submittal deadline	<b>05/03/2012</b>
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	05/04/2012 – 05/07/2012
Provider selection	05/07/2012 – 05/08/2012
Notice of statement of findings and decision	05/08/2012 – 05/09/2012
Contract start date	07/01/2012

## II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

### Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a> click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://capitol.hawaii.gov/">http://capitol.hawaii.gov/</a> click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click "Business Registration"
11	Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

#### **IV. RFP Organization**

This RFP is organized into five sections:

**Section 1, Administrative Overview:** Provides applicants with an overview of the procurement process.

**Section 2, Service Specifications:** Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

**Section 3, Proposal Application Instructions:** Describes the required format and content for the proposal application.

**Section 4, Proposal Evaluation:** Describes how proposals will be evaluated by the state purchasing agency.

**Section 5, Attachments:** Provides applicants with information and forms necessary to complete the application.

#### **V. Contracting Office**

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services  
Benefit, Employment & Support Services Division  
Child Care Program Office  
820 Mililani Street, Suite 606  
Honolulu, HI 96813  
Phone: (808) 586-7112 Fax: (808) 586-5744  
E-mail: mleivo@dhs.hawaii.gov

#### **VI. Orientation**

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** April 9, 2012 **Time:** 9:00 a.m. to 11:00 a.m.  
**Location:** 820 Mililani St., Ste. 606, Conference Room 1, Honolulu, HI

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and

may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

## VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** April 13 2012      **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** April 17, 2012

## VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal

Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes.

Refer to this section's part II. Website Reference for HCE's website address.

- G. Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

*Note that price is not considered confidential and will not be withheld.*

- I. Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
  - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
  - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Proposals submitted via facsimile transmissions, electronic mail, website, or on computer diskettes (CDs) are not permitted.

## **IX. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

## **X. Opening of Proposals**

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised

proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

#### **XIV. Cancellation of Request for Proposal**

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

#### **XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

#### **XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

#### **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

**XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

**XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Patricia McManaman	Name: Pankaj Bhanot
Title: Director	Title: Division Administrator
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: 820 Mililani Street, Suite 606 Honolulu, HI 96813
Business Address: 1390 Miller Street Honolulu, HI 96813	Business Address: 820 Mililani Street, Suite 606 Honolulu, HI 96813

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**

## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

The high cost of living in Hawaii forces many families with young children to spend their limited resources for other necessities and find alternatives to costly preschool programs. As a result, approximately 5,800 children (39%) enter Kindergarten without a preschool experience. Even if families of these children had sufficient funds for preschool, existing space would be inadequate. The Pre-Plus initiative was created to address this need through the development of a public-private partnership to expand available preschool resources, and increase the availability, affordability, and quality of child care settings.

In May 2001, the Hawaii Legislature appropriated \$2.5 million per year for two years in Capital Improvement Project (CIP) funding which was designated for the Pre-Plus initiative and limited to the building and/or improvement of State facilities. With these dedicated funds, seventeen new preschool facilities were built on Department of Education (DOE) elementary school campuses. All Pre-Plus facilities are owned by the DOE but are to be operated by private preschool providers. Each facility is designed to accommodate a minimum of twenty (20) children by DHS licensing regulations. The current contract for the operation of a Pre-Plus program at Mountain View Elementary School on Hawaii Island is expiring June 30, 2012.

The purpose of this Request for Proposals (RFP) is to procure the services of a private preschool provider to operate a preschool program in the Pre-Plus facility located at Mountain View Elementary School, in Mountain View, Hawaii.

#### B. Planning activities conducted in preparation for this RFP

Planning for this service included:

- 1) Assessment of the existing state contract for Pre-Plus services, and comments received from other state and private agencies on the services and cooperative strategies used towards progress for achieving shared goals;
- 2) Analysis of information from program monitoring and evaluation reports of the current provider organization; and,
- 3) Consideration of responses to posting a "Request For Information" (RFI) February 10, 2012 on the State Procurement Notices System, inviting public input on the planned service.

**C. Description of the goals of the service**

All of Hawaii's children should have the opportunity to attend a quality early childhood education program. With a positive preschool experience, the children will be healthy, curious, socially aware, and ready to start Kindergarten with their classmates. The goals of this service are to:

1. Expand the number of preschool enrollment opportunities for disadvantaged children, ages 3 and four years old;
2. Provide a quality early childhood education program in which children are safe, healthy, and ready to learn; and,
3. Promote school readiness and prepare children for a successful transition into Kindergarten.

**D. Description of the target population to be served**

This service is targeted to benefit children, ages three (3) and four (4) years of age who are not currently attending preschool. Priorities for enrollment are: children whose families' incomes fall at or below 200% of the Federal Poverty Level (FPL), or roughly 82% of the State Median Income (SMI); and, children who reside in the school district of the Pre-Plus site. Although Pre-Plus is focusing on this group, children from families of any income level and from any school district may be served at a Pre-Plus facility. It is also understood that children may be cared for that become five (5) years old while enrolled in a Pre-Plus program.

**E. Geographic coverage of service**

The Pre-Plus site that the State requests proposals for is the Mountain View Elementary School, located in Mountain View on the island of Hawaii. The address for the school is: P.O. Box 9, Mountain View, HI 96771.

**F. Probable funding amounts, source, and period of availability**

The State shall provide a facility, rent-free, to private preschool provider. There is no funding available for operating costs. All costs incurred for utilities and maintenance will be the responsibility of the provider and paid as a fixed monthly maintenance fee of \$170 (schools without air conditioning) or \$305 (schools with air conditioning) by the 5<sup>th</sup> work day of the month to the DOE Auxiliary Services Branch (ASB). The maintenance fee shall be subject to change by the ASB annually in July. The Department of Human Services will provide some basic classroom furnishings: chairs, tables, cubbies, etc., as

available. More information will be provided to interested applicants at the orientation meeting.

The contract with the provider that allows the operation of a program at a Pre-Plus facility shall continue on an annual basis (State Fiscal Year), based on satisfactory performance as evaluated by the Department of Human Services and the Department of Education or an appointed designee. The evaluation will be contingent upon contract requirements between the provider and the DOE, and the provider and DHS.

The term of the contract awarded shall be for the period of July 1, 2012 to June 30, 2013. There is an option to extend the contract for five (5) additional 12-month terms, not to exceed June 30, 2018, subject to satisfactory performance.

## **II. General Requirements**

### **A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services, identified in SPO-H-201 (Effective 10/1/98), which can be found on the Hawaii State Procurement Office (SPO) website at:  
  
<http://hawaii.gov/spo/spoh/for-private-providers/forms-and-instructions-for-private-providers-applicants/costprinciples.PDF>
2. When a disagreement arises between the contracted organization and the State (DHS or DOE) regarding the performance of specific service activities within the contracted specifications, the wishes of the State shall prevail. Failure on the part of the contracted organization to comply shall be deemed cause for corrective action and subject to contractual remedies.
3. The applicant must have at least three (3) years experience in operating a DHS licensed group child care facility.
4. The children must be cared for in a DHS licensed group child care facility. The provider shall ensure that the appropriate staff qualifications, and teacher-child ratio regulations are maintained at all times during the hours of operation.
5. The provider must obtain accreditation from a nationally/DHS approved accreditation body (such as NAEYC or NECPA) within three

(3) years from the date of occupancy of Pre-Plus site(s). Head Start Programs must meet Head Start Program Performance Standards to be exempt from the accreditation requirement.

- 6. The provider must complete DOE Forms BO-1 (Application for Use of School Buildings, Facilities, or Grounds) and BO-2 (Statement Indemnifying State Against Liability Claim) annually as part of the reporting requirements of the contract. (See Section 5, Attachments C,D) **Forms are for example only and are not required at time of proposal submittal.**

**B. Secondary purchaser participation**  
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases – Not applicable.

**C. Multiple or alternate proposals** **check one**  
(Refer to HAR Section 3-143-605)

Allowed                       Unallowed

**D. Single or multiple contracts to be awarded** **check one**  
(Refer to HAR Section 3-143-206)

Single                       Multiple                       Single & Multiple

Criteria for multiple awards: NA

**E. Single or multi-term contracts to be awarded** **check one**  
(Refer to HAR Section 3-149-302)

Single term (2 years or less)                       Multi-term (more than 2 years)

**Contract terms:**

Initial term of contract: July 1, 2012 to June 30, 2013

Length of each extension: twelve (12) months

Number of possible extensions: Five (5)

Maximum length of contract: six (6) years. Not to exceed June 30, 2018

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

**Conditions for contract extensions:**

The contract for the proposed services may be extended without the necessity of re-bidding, subject to the State's need and determination of satisfactory provider performance, or unless the Agreement is terminated. The option to extend the services will be offered in writing by the DHS, at least sixty (60) days prior to the expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties, thereto, prior to the expiration date of agreement. The contracted provider shall not provide any services until the agreement is fully and properly executed.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Contact person: Marja Leivo  
 Phone: (808) 586-7112  
 Email: [mleivo@dhs.hawaii.gov](mailto:mleivo@dhs.hawaii.gov)

**III. Scope of Work**

Whereas the DHS and DOE have executed a working agreement on the Pre-Plus program requirements, operational responsibilities, maintenance commitments, and liability issues for the Pre-Plus programs at designated DOE school campuses statewide, the agreement allows the awarded pre-school operator to propose the program design, or designs, that best address the needs of the children and families in the proposed service area and of the DOE host school.

The applicant shall outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. The plan should account for all functions or activities identified in the application, including the location, the hours, days, and months of operation, enrollment procedures, age of children, and a schedule of services for the hours of operation. Describe any special features of the program operations design, curriculum, provisions for accommodating children with special needs, and plans for parent, DOE, and community involvement.

The design and management component shall include program governance, management systems and procedures, human resources management, facilities, materials and equipment.

If the applicant is proposing a new program, the applicant shall provide a detailed start-up plan. The plan shall include tasks, activities, personnel, and timeframe. The plan shall clearly show how the applicant would have the program established with necessary staffing to meet the anticipated enrollment and provide the required services in the applicable geographic area(s) by July 1, 2012.

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

- 1) Provide preschool opportunities for disadvantaged children, ages three (3) and four (4) years old.
  - a) The provider shall offer preschool services with the focus on children, three and four years of age, whose families fall at or below the 200% of the Federal Poverty Index.
  - b) The Pre-Plus facility shall be used solely for the Pre-Plus program, and the official name of the facility shall be the “(site name) Pre-Plus”, e.g. “Kuhio Pre-Plus”. All other terms, references or identifiers used in connection with the “Pre-Plus” program shall merely identify the location and/or the provider.
  - c) The provider shall be willing to include special needs children, as defined by the Hawaii Administrative Rules 8-53 & 8-56 and Section 619 of the Federal Individuals with Disabilities Education Act (IDEA) of 1997 in their program, provided that the provider has the required qualifications, staffing and resources as defined by the DOE to adequately service this population without adverse impact to the overall service delivery of the Pre-Plus program.
  - d) Designation of responsibilities in providing services to DOE identified special needs children in the Pre-Plus program shall be negotiated and set forth in an agreement between the provider and the DOE. Consideration for appropriateness of the program, availability of slots, and necessary accommodations to be provided, shall be factored into an agreeable plan for the operation of any “inclusion program”.
- 2) Provide a quality child care program in which children are safe, healthy, and ready to learn.
  - a) The provider shall describe the design and approach of the proposed program and demonstrate a capability and willingness to work collaboratively with the DOE to develop and offer educational, social, and recreational activities appropriate to the children’s ages and development stages. The plan for collaboration shall reflect the overall intent of the Pre-Plus effort in providing pre-school aged children a quality early

education experience that facilitates a seamless transition from preschool to Kindergarten.

b) In the event that there is a disagreement between the provider and DOE in their collaborative effort to develop curriculum activities, the DHS, or a representative designated by the Department, shall assist in facilitating a resolution. If no resolution results from such efforts, the DHS shall make a final decision.

c) The provider shall demonstrate provision of quality child care by obtaining accreditation within 3 years from start of services, or in lieu of accreditation, Head Start programs must meet Head Start Program Performance Standards.

d) The provider shall promote good nutrition and health, and have a meal plan for all of the children in the program.

e) The provider shall incorporate a parent involvement plan for families whose child(ren) attend the Pre-Plus program. The parent involvement plan may include, but not be limited to, parent newsletters, parent nights, family fun days, and the like.

f) The provider shall be responsible for maintaining the Pre-Plus facility, equipment and materials at standards of repair, orderliness, sanitation, and safety as required by the State. The provider and the Department of Education may choose to share in the responsibility if both parties are in agreement to do so.

g) The provider shall be responsible for the daily operational maintenance of the Pre-Plus classroom, such as, but not limited to, classroom janitorial services, grounds maintenance of the playground and fencing installed to surround the area, and restocking of classroom inventory.

3) Promote school readiness and prepare children for a successful transition into Kindergarten.

a) The provider shall be responsible for the delivery and daily oversight of the curriculum, and incorporation of a transition strategy from preschool to Kindergarten. The Department of Education shall be responsible for the overall review of the curriculum to determine its appropriateness and that it works towards meeting the goals and expectations for its Kindergarten grade level entry.

b) The provider shall collaborate with Department of Education staff: to support children's learning language, literacy, and numeric skills; to share

the learning process children experience in preschool; and, to establish plans and policies for the children's smooth transition into Kindergarten.

c) The provider shall support linkages between schools and families, and between other service providers, children, and families.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

The applicant shall demonstrate that personnel possess the necessary knowledge, skills and abilities that would enable them to effectively deliver the proposed services.

The minimum staffing for the Pre-Plus facility shall be a Teacher and an Aide, both of whom shall be qualified to work with preschool children in accordance with the rules and regulations of the State Department of Human Services (DHS). (Refer to HAR §17-892.1-17)

The applicant shall submit an organizational chart showing clear lines of authority for each person performing services under this project and describe the organization's capability and experience in performing this service, including the qualifications of the project manager/director and other key personnel.

**2. Administrative**

The applicant shall comply with all federal, state and county requirements for the administration of a child care facility, operate the Pre-Plus program as a DHS licensed group child care center, and ensure that the appropriate staff qualifications and teacher-child ratio regulations are maintained at all times during the hours of operation.

The applicant shall ensure that reporting requirements and accreditation requirements are met as specified in the General Requirements. (See Section II. General Requirements A.)

Written policies and procedures are required for all services including personnel standards, operating procedures, determination of client eligibility and enrollment, documentation, record keeping, data gathering, reporting, financial administration, quality assurance, monitoring and evaluation.

The applicant is required to have a written outcome-based program plan, and an on-going planning and evaluation process for these services.

All costs incurred for utilities and operational maintenance will be the responsibility of the provider. The provider shall pay a fixed monthly maintenance fee of \$170 (schools without air conditioning) or \$305 (schools with air conditioning) by the 5<sup>th</sup> work day of the month, payable to the DOE Operations and Maintenance Section. The maintenance fee is a cost allocated fee that covers utility expenses (electric, water/sewer, and air conditioning operating and maintenance fees, if applicable) and shall be subject to change by the DOE Auxiliary Services Branch (ASB) annually in July.

All furniture, equipment, and materials purchased by DHS for the Pre-Plus facility, that has an expected life of more than one year, shall remain the property of the DHS. The provider shall maintain the inventory of DHS property and report the condition annually, and as requested for State inventory purposes.

### **3. Quality assurance and evaluation specifications**

Quality assurance plan. The applicant shall have a written quality assurance plan including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, and the requirements of this RFP. The plan shall include procedures to monitor administrative, program and fiscal operations, for compliance with all requirements. It shall also provide for procedures to determine whether the target group receives consistent, high quality services. The quality assurance plan shall also identify roles and responsibilities for on-going monitoring and implementation.

Evaluation of performance. The applicant shall have a written plan for evaluation of performance in providing the required services, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The plan should identify staff roles and responsibilities for assuring on-going implementation of the plan.

The applicant must also indicate the specific measurement tool(s) and/or procedures that will be utilized to document and verify that each proposed program output and outcome was accomplished.

Inventory Records. The applicant shall be responsible for keeping records of furniture, equipment and materials provided by DHS, and shall submit an annual inventory of the State provided furniture, furnishings and equipment in a manner prescribed by the State.

Program Records. The applicant shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff or its designee, including case records and documentation of service activities. Program records subject to review shall include required reports and periodic assessments of program effectiveness. Monitoring of program records and activities may include, but are not limited to:

- Observation of the program operations;
- Notes of staff meeting/minutes and training;
- Examination of recordkeeping procedures;
- Document review of the various service activities, including collaboration with the DOE, community agencies and organizations, and parent involvement and meal service plans.

Evaluation will consist of comparing projected program objectives with outcome performance, and analyzing factors that produced those results.

The service provider will meet with representatives of the State to discuss the progress of the program and cooperate with the State in an annual performance evaluation.

Contract monitoring. Annual contract monitoring by the DHS may include site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required reports, and periodic assessment of the program effectiveness.

#### **4. Output and performance/outcome measurements**

The applicant must maintain throughout the term of the contract a system of self-appraisal and program evaluation to track and validate effectiveness of the activities provided. The evaluation process must include tools or instruments to identify client, which are relevant to client outcomes and include a process for making improvements or taking corrective action based upon the evaluation findings.

There shall be a written description of the process that will be used to measure the effectiveness of the services. The provider shall have made progress in meeting the outcomes as indicated in the service activity section (III.A.) above by:

- Submitting a quarterly statistical report (DHS 940 (08/05) no later than 30 days after the end of each calendar quarter. (See Section 5, Attachment E)
- Submitting quarterly narrative data reports of accomplishments and annual documentation to verify progress achieved in meeting program goals and objectives as defined by the performance indicators identified on the form “Provider Performance Report for \_\_\_\_\_Pre-Plus”. (See Section 5, Attachment G)
- Submit annual documentation to verify payment of monthly charges for utilities paid to the DOE as applicable.

The provider shall submit additional information as specified by the State upon request as necessary.

## **5. Experience**

The applicant shall demonstrate experience in operating a DHS licensed group child care center and providing preschool services for children, three (3) and four (4) years of age. The applicant shall indicate if their experience is with an accredited child care program or a Head Start program.

The applicant shall indicate how this experience will be applicable towards fulfilling the goals of the Pre-Plus program.

## **6. Coordination of services**

The applicant shall describe the agencies that it will coordinate its services with and indicate those with which it already has established partnerships.

The applicant shall provide a list of organizations, cooperating entities, and other key individuals and resources it will work with, along with a short description of the nature of their effort or contribution.

## **7. Reporting requirements for program and fiscal data**

Information relevant to the Pre-Plus program must be provided as requested by the Department of Human Services or the Department of Education. This may include, but is not limited to, parental consents and collection of data for research purposes. The applicant shall describe its ability to meet the following reporting requirements:

- Submit a Pre-Plus Quarterly Report (DHS 940 (08/05)) to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service. (See Section 5, Attachment E)
- Submit quantitative calendar quarter data of the accomplishments achieved for each program goal and objective in such terms as the number of children served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, these should be listed chronologically to show the schedule of accomplishments and their target dates. (Refer to Section 5, Attachment G, “Provider Performance Report For \_\_\_\_\_ Pre-Plus”)
- Submit a final report to the State summarizing the program achievements for the contract period within sixty (60) calendar days after the last day of the contract period. The report shall include information about the status of achieving the overall objective of the service, and a narrative summarizing the success of project activities and recommendations to improve services for the next contract period if the contract is extended.
- Submit copies of completed DOE Forms BO-1 (*Application for Use of School Buildings, Facilities, or Grounds*) and BO-2 (*Statement Indemnifying State against Liability Claim*) annually, within the first quarter of the contract period, as part of the reporting requirements of the contract. (See Section 5, Attachments C, D)

### C. Facilities

The provider selected to provide Pre-Plus preschool services shall operate in the facility provided by the State for the Pre-Plus program. The provider selected will be responsible for making any improvements necessary to bring the facility up to the standard acceptable for the operation of a Group Child Care Center, and in accordance with the DOE and DHS facilities requirements.

The provider selected to provide the Pre-Plus preschool services shall operate and maintain the equipment and facilities in accordance with all Departmental policies and procedures.

### IV. Compensation and Method of Payment      Not applicable.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

#### **I. Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the DHS with a broad understanding of the entire proposal. The applicant shall include a brief description of its organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the need identified in the service specifications.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. The applicant shall include a brief description of the preschool curriculum and philosophy that will be utilized.

### **B. Experience**

The applicant shall provide a description of current operations and experience in serving preschool-aged children in a DHS licensed preschool facility, including the number of years of experience in operating a DHS licensed preschool facility. The applicant shall include points of contact, addresses, and e-mail/phone numbers. The State reserves the right to contact references to verify experience.

The applicant shall experience with serving special needs children, with accreditation and/or meeting performance standards, and familiarity or experience with the Pre-Plus site(s).

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall include a written quality assurance plan that includes procedures to monitor administrative and program operations. The quality assurance plan should include how the applicant will handle concerns with staff performance, parent complaints, monitoring or the activities at the Pre-Plus site(s), and plans for obtaining accreditation and/or meeting Head Start Program Performance Standards.

The applicant shall also include a written plan and procedures for evaluation of performance in providing the target group consistent, high quality services. The plan should illuminate how outcomes of the services will be measured and effectiveness of the program will be evaluated, and include procedures to identify and resolve problems, and make improvements to the program as needed.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community by indicating which agencies, organizations, and/or groups it will collaborate with in order to deliver

services to the target group in a satisfactory manner. The applicant shall describe a plan to collaborate with the agencies and resources identified, and with the school principal to provide an appropriate transitional strategy from Preschool to Kindergarten for the children in the Pre-Plus program.

**E. Facilities**

The applicant shall describe a proposed plan to collaborate with the Principal of the elementary school where the Pre-Plus facility is located, and with other community resources, to prepare, alter, or improve the Pre-Plus facility, if needed, to meet DHS Group Child Care Center licensing requirements.

**III. Project Organization and Staffing**

**A. Staffing**

**1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, staff/child ratio and proposed caseload capacity appropriate for the services proposed. (Refer to the personnel requirements in the Service Specifications, as applicable.)

The applicant shall also describe plans for continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for.

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable) The applicant shall describe the proposed staffing pattern for the Pre-Plus site. The applicant shall also provide written policies and procedures for staff hiring and supervision.

**B. Project Organization**

**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Describe any additional in-service training provided to staff, if applicable, including frequency and duration of training sessions, and how staff at the Pre-Plus site will be monitored.

## 2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## IV. Service Delivery

The applicant shall include a detailed discussion of their approach to applicable service activities and management requirements from Section 2, Item III – Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments and responsibilities, timelines, and schedules. This can include a daily, monthly, and annual calendar or schedule of activities, including a list of holidays when the program will not operate.

The applicant shall provide a description of their plans to implement the primary services and activities listed in Section II (Scope of Work) which includes, but is not limited to:

- A. The general plan for providing the required services;
- B. An indication of the proposed hours and months of operation for the Pre-Plus site;
- C. An indication of the enrollment procedures and the age group to be targeted for the Pre-Plus site, including the provision of enrollment opportunities for children with special needs;
- D. A description of how health and nutrition will be provided, as well as a description of the meal plan for children in care at the Pre-Plus site, including who will provide meals/snacks for the children;
- E. A description of plans to involve families in the Pre-Plus program;
- F. Description of how data will be collected and reported in order to meet reporting requirements and to assess quality assurance plans;
- G. Description of plans to measure outcomes of required services and to evaluate the effectiveness of the program, including plans for use of this data for program improvement; and
- H. Description of plans for collaboration with DOE.

## V. Financial

### A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The applicant shall describe source(s) of funding for the proposed program at the Pre-Plus site(s) including, but not limited to, subsidies, tuition, or other sources. The proposal shall include possible sources of funds to complete any improvements needed to ensure the Pre-Plus facility(s) meet DHS Group Child Care Center licensing requirements.

The DHS shall select the applicable cost proposals subject to the legal standing of the applicant organization, e.g., non-profit or for-profit, and that are in the best interest of the State.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206E	Budget Justification – Contractual Services: Administrative

## **B. Other Financial Related Materials**

### **1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a) The organization's most recent financial audit.
- b) A copy of the organization's financial policies that relate to the expenditure of funds for this project.

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

**Section 4**

**Proposal Evaluation**

## Section 4 Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	35 points
Project Organization and Staffing	15 points
Service Delivery	40 points
Financial	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State procurement office)

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

Each section below shall be evaluated using the following criteria:

Weighted points (0-5; 0 being the lowest points and 5 being the highest points allotted) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

- 5 = Very satisfactory
- 4 = More than satisfactory
- 3 = Satisfactory
- 2 = Less than satisfactory
- 1 = Unsatisfactory
- 0 = Not addressed (no credit given)

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

**1. Experience and Capability (35 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

**A. Necessary Skills**

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services, including preschool curriculum and philosophy.
- 

**B. Experience**

- Description of experience related to the delivery of the service in a DHS licensed preschool facility, including experience with special needs children, accreditation and/or meeting performance standards, and familiarity or experience with Pre-Plus site(s).
- 

**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance plans for the proposed service, including methodology for monitoring administrative and program operations.
  - Sufficiency of plans and procedures for evaluation of performance, including: how outcomes of services will be measured; effectiveness will be evaluated; and, procedures to resolve problems and improve program as needed.
- 

**D. Coordination of Services**

- Demonstrated knowledge of which agencies, organizations, or groups need to be collaborated and coordinated with in order to deliver satisfactory services.
  - Described how collaboration with the DOE Principal, and other organizations or groups would result in the delivery of satisfactory services.
-

**E. Facilities**

- Demonstrated ability to coordinate resources to ensure the Pre-Plus facility meets State requirements.

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**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. Staffing**

- The proposed staffing pattern, client/staff ratio, plans for continuity of service activities in the event of staff illness, emergencies or vacancies, and proposed caseload capacity is appropriate for the services proposed.
- Minimum qualifications (including experience) for staff assigned to the program, including written policies and procedures for staff hiring and supervision.

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**B. Project Organization**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: "Organization-wide" and "Program" charts reflect the position of each staff and line of responsibility/supervision for the overall service activity and tasks.

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**3. Service Delivery (40 Points)**

*Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.*

- Describes in detail a plan for provision of the required services, including program design, enrollment procedures, and approach to providing preschool opportunities for the target age and income group to be served. \_\_\_\_\_
- Describes in detail all functions and activities identified in the application as tasks and responsibilities for the provision of a quality child care program in which children are safe, healthy, and ready to learn. Includes details of schedule and hours, days, and months of operation. \_\_\_\_\_
- Describes in detail the delivery and daily oversight of the curriculum, collaboration with DOE, linkages between school, families and other service providers, and the incorporation of transitions strategies that will be used to promote school readiness and prepare children for successful transition to Kindergarten. \_\_\_\_\_
- Describes in detail the extent of management oversight of the program, staffing and their qualifications, work assignments, and capability and experience in performing the proposed services. \_\_\_\_\_
- Describes in detail the approach to monitoring and maintaining the Pre-Plus facility and property at standards of repair, orderliness, sanitation and safety as required by the State, in compliance with DHS licensing requirements, and the provision for payment of maintenance fees to the DOE. \_\_\_\_\_
- Describes in detail how data will be collected in order to meet program and fiscal reporting requirements, and to assess quality assurance plans, including identification of staff roles and responsibilities for implementation of the plan. \_\_\_\_\_
- Describes plans to measure outcomes of required services and to evaluate the effectiveness of the program, including plans for use of data for program improvement. \_\_\_\_\_
- Describes experience in operating a DHS licensed group child care center providing preschool services for the target population, including experience with meeting accreditation requirements, coordination of services with other agencies. \_\_\_\_\_
- Describes a plan for overall monitoring of services, including appropriateness of deliverables such as progress reports, timeliness, and performance/outcome measures. \_\_\_\_\_

**4. Financial (10 Points)**

- Personnel costs are reasonable and comparable to positions in the community. \_\_\_\_\_
- Non-personnel costs are reasonable and adequately justified. \_\_\_\_\_
- The proposed budget supports the scope of service and requirements of the Request for Proposal. \_\_\_\_\_
- Accounting system is adequate (as indicated in most recent audit report). \_\_\_\_\_

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Proposal Application Table of Contents
- C. Sample Form BO-1 – Application for use of School Buildings, Facilities, or Grounds
- D. Sample Form BO-2 – Statement Indemnifying State Against Liability Claim
- E. Sample Form DHS 940 (08/05) – Pre-Plus Quarterly Report
- F. Special Conditions
- G. Sample “Provider Performance Report For \_\_\_\_\_Pre-Plus”

## **Attachment A**

### **Proposal Application Checklist**

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Organizational Chart(s)	Section 3, RFP	Section 3, RFP	<b>X</b>	
Audit Report	Section 3, RFP	Section 3, RFP	<b>X</b>	
Financial Policies	Section 3, RFP	Section 3, RFP	<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Attachment B**

### **Sample Proposal Application Table of Contents**

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
	A. Necessary Skills .....	2
	B. Experience .....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services .....	6
	E. Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
	A. Staffing .....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications .....	9
	B. Project Organization .....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery .....</b>	<b>12</b>
<b>V.</b>	<b>Financial .....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation .....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 2011	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A .....	
	Table B .....	
	Table C .....	
	E. Program Specific Requirements	

## **Attachment C**

### **Sample Form BO-1**

### **Application for use of School Buildings, Facilities, or Grounds**

DEPARTMENT OF EDUCATION • STATE OF HAWAII

**APPLICATION FOR USE OF SCHOOL BUILDINGS, FACILITIES, OR GROUNDS**

(Application should be received by the School at least 10 working days prior to requested date of use.)

Date \_\_\_\_\_ 19\_\_\_\_

WE RESPECTFULLY REQUEST THE USE OF:  CLASSROOM  AUDITORIUM  LIBRARY  
 DINING ROOM  GYMNASIUM  OTHER: \_\_\_\_\_

AT \_\_\_\_\_ SCHOOL ON THE FOLLOWING DATE(S): \_\_\_\_\_  
(month/day/year)

FROM \_\_\_\_\_ a.m./p.m. TO \_\_\_\_\_ a.m./p.m.

FOR THE PURPOSE OF (GIVE INFORMATION ON USE): \_\_\_\_\_

APPLICANT'S NAME AND ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: Home: \_\_\_\_\_

Bus.: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS AND AFFIX YOUR SIGNATURE:

1. IS YOUR ORGANIZATION TAX-EXEMPT NON-PROFIT? (TAX I.D. NUMBER: \_\_\_\_\_) .....  YES  NO
2. IS THIS A GOVERNMENT SPONSORED ACTIVITY? (SPONSORING AGENCY: \_\_\_\_\_) .....  YES  NO
3. IS THIS A SCHOOL/DOE SPONSORED ACTIVITY? (SCHOOL ADMINISTRATION: \_\_\_\_\_) .....  YES  NO
4. IS THIS A RELIGIOUS OR CHURCH RELATED ACTIVITY? .....  YES  NO

If "yes," you are hereby notified that the Department of Education will allow the use of public school facilities by religious groups on temporary basis only in order to comply with the First Amendment of the U.S. Constitution and Article I, Section 4 of the Constitution of the State of Hawaii. Leases may be renewed annually but not exceeding five (5) years. You are expected to make a good faith effort to retain a more permanent or alternative location for your religious activities during the period of the lease. If such a good faith effort is lacking, your lease may not be renewed.

Total number of years the church or religious organization has been using the school's facilities: \_\_\_\_\_

5. IS THIS A PERSONAL OR PRIVATE BUSINESS ACTIVITY? .....  YES  NO
  6. IS THERE A FEE, TUITION, OR DONATION COLLECTED? (AMOUNT: \$ \_\_\_\_\_ PER DAY/PER HOUR) .....  YES  NO
  7. DO YOU PLAN TO SUBLEASE THE FACILITY? (Craft Fairs and Carnivals) .....  YES  NO
- IF SUBLEASING, ARE ALL SUBLESSEES TO BE COVERED BY APPLICANT'S LIABILITY INSURANCE? .....  YES  NO

I, the undersigned, on behalf of the organization I represent, have answered the above questions truthfully and accurately. If the school facilities, equipment or grounds are not properly maintained by the applicant, the State of Hawaii Department of Education will deny further use of school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcohol or tobacco substances are prohibited at all times on school grounds or at any school activities. Furthermore, I understand that as a user of school facilities the activity being conducted shall be lawful and shall not discriminate against participants based on sex, race, color, religion, age, national origin, or disability.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

(To be filled in by the school)

ACTUAL FEES AND CHARGES:

CODES FOR CASH RECEIPTS:

TYPE OF REQUEST:	TYPE I	TYPE II	TYPE III	Org. I.D.	Source/Object	Program I.D.
RENTAL:	\$ N/A	\$ N/A	\$ _____	000	1240	37307
CUSTODIAL:	\$ _____	\$ _____	\$ _____	468	2208	37287
UTILITIES:	\$ N/A	\$ _____	\$ _____	000	5001	37326
TOTALS:	\$ _____	\$ _____	\$ _____	--- (School Code)		

(Checks payable to: DEPARTMENT OF EDUCATION)

POLICE AND/OR LIFE GUARD REQUIRED: (NUMBER OF POLICE AND/OR LIFE GUARDS REQUIRED: \_\_\_\_\_) .....  YES  NO

LIABILITY INSURANCE REQUIRED: (\$1,000,000 liability insurance for craft fairs, carnivals, and certain athletic events)  
 Policy No. \_\_\_\_\_ .....  YES  NO

YOUR REQUEST FOR USE OF SCHOOL FACILITIES OR GROUNDS IS HEREBY:  APPROVED  DISAPPROVED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal/Designee)

REASON FOR DISAPPROVAL:  FACILITY REQUESTED NOT AVAILABLE  OTHER: \_\_\_\_\_  
 CUSTODIAN/STAFF NOT AVAILABLE \_\_\_\_\_

DISTRIBUTION: ORIGINAL—School, COPY—Requestor

## **Attachment D**

### **Sample Form BO-2**

### **Statement Indemnifying State Against Liability Claim**

Application No. \_\_\_\_\_ (District)

Application No. \_\_\_\_\_ (School)

**DEPARTMENT OF EDUCATION • STATE OF HAWAII**  
**STATEMENT INDEMNIFYING STATE AGAINST LIABILITY CLAIM**  
*(Application for Use of School Buildings, Facilities or Grounds)*

School: \_\_\_\_\_

The undersigned individual(s), group and/or organization, his or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawaii Department of Education permitting and allowing the use of the designated school rooms, buildings and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawaii Department of Education against any

and all loss, liability, demands, claims, suits, actions or proceedings of every name, character and description which may be suffered or incurred by or brought against the State of Hawaii Department of Education for or an account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organization.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name of Organization

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ Judicial Circuit  
State of Hawaii

My commission expires: \_\_\_\_\_

OR

\_\_\_\_\_  
School Principal or Vice Principal

\_\_\_\_\_  
Date

## **Attachment E**

**Sample Form DHS 940 (08/05)**

**Pre-Plus Quarterly Report**



**PRE-PLUS QUARTERLY REPORT**

Location of Pre-Plus Facility: \_\_\_\_\_ Name of Provider: \_\_\_\_\_ Reporting Period: \_\_\_\_\_ Year: \_\_\_\_\_

	# of 3 year old children enrolled	# of 4 year old children enrolled	Total number of children enrolled	# of special needs children DOE qualified	# of children whose families fall at or below 200% of FPI	# of children utilizing DHS subsidies	# of children utilizing other subsidies and or scholarships*	# of children with prior preschool experience & name of preschool**
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								

\*List number and type of subsidy/scholarship on back if necessary

\*\*List number and names of preschools on back if several

## **Attachment F**

### **Special Conditions**

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## Special Conditions

### Insurance Coverage

The contracted organization shall comply with the following additional requirements to the General Conditions, Section 1.4 (this can be found on the SPO website):

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the Contractor's work has been completed satisfactorily.

The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile	Bodily injury - \$1,000,000 per person \$1,000,000 per occurrence Property damage - \$1,000,000 per accident
Professional Liability, if applicable	\$1,000,000 per claim \$2,000,000 annual aggregate

The type of insurance policy shall be on an occurrence basis, rather than claims made.

Each insurance policy required by this contract shall contain the following clauses:

1. *“The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii.”*
2. *“It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy.”*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Automobile liability insurance shall include excess coverage for the Contractor's employees who use their own vehicles in the course of their employment.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s)

therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

The Contractor shall immediately provide written notice to the contracting department or agency should any of the insurance policies be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Benefit, Employment and Support Services Division to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

### **Interpreter Services**

The contracted organization:

- Shall provide interpreters for persons with limited English proficiency to ensure equal access to services;
- Shall notify applicants, potential applicants, and recipients of services of their right to free interpreter services;
- Is prohibited from requiring applicants, potential applicants, or clients to bring their own interpreters with them to interviews or other appointments, even though this is what they might prefer to do;
- Shall document the offer of language assistance services and whether the individual accepted or declined the services; and
- Shall submit a quarterly Limited English Proficiency (LEP) Report on a form provided by the Department that shall include at a minimum:
  - a. Number of LEP individuals who were offered language assistance services, and from that number, how many declined or required language assistance services;
  - b. Primary language spoken by each LEP person;
  - c. Type of interpreter service provided; and
  - d. Name of interpreter (and agency, if applicable).

## **Attachment G**

### **Sample “Provider Performance Report For \_\_\_\_\_ Pre-Plus”**

**PROVIDER PERFORMANCE REPORT FOR \_\_\_\_\_ PRE-PLUS**

Program Goals and Objectives	Performance Indicators	Progress Achieved	Comments
<p><b>GOAL I: Expand the number of preschool enrollment opportunities for disadvantaged children ages 3 and 4 years old.</b></p>			
<p><b>Objective 1: Increase the number of preschool spaces within specific school communities and expand enrollment of children ages 3 and 4 years old in a quality preschool.</b></p>	<ul style="list-style-type: none"> <li>a) The total number of preschool spaces provided by Pre-Plus.</li> <li>b) The number of 3 year old children enrolled.</li> <li>c) The number of 4 year old children enrolled.</li> <li>d) The number of children served qualifying for DOE services due to special needs.</li> <li>e) The number of children served who have prior preschool experience.</li> </ul>		
<p><b>Objective 2: Increase the number of affordable childcare slots for families whose income falls at or below 200% of the Federal Poverty Index (FPI).</b></p>	<ul style="list-style-type: none"> <li>a) The number of children enrolled whose families are at or below 200% of the FPI.</li> <li>b) The number of children enrolled who receive DHS child care subsidies.</li> <li>c) The number of children enrolled who receive other subsidies or scholarships.</li> </ul>		

PROVIDER PERFORMANCE REPORT FOR \_\_\_\_\_ PRE-PLUS

Program Goals and Objectives	Performance Indicators	Progress Achieved	Comments
<p><b>GOAL II: Provide a quality child care program in which children are safe, healthy, and ready to learn.</b></p>			
<p><b>Objective 1: Provide a safe and healthy environment for children and staff, in collaboration with the DOE Principal and staff.</b></p>	<p>a) Provider has a current DHS license and complies with the group child care center rules/regulations.</p> <p>b) Provider collaborates with the DOE Principal to maintain the facility and property at standards of repair, orderliness, sanitation, and safety, as required by the State.</p> <p>c) Provider promotes good nutrition and health, and has a meal plan for all children in the program.</p>		
<p><b>Objective 2: Provide a quality child care program with educational, social, and recreational activities appropriate to the children's ages and developmental stages.</b></p>	<p>a) Provider implements a curriculum that supports all areas of child development, including social, cognitive, emotional, language, and physical.</p> <p>b) Provider obtains accreditation within 3 years from date of occupancy of facility, or in lieu of accreditation, Head Start program must meet Head Start Performance Standards.</p> <p>c) Provider incorporates a parent involvement plan and maintains a collaborative relationship with each child's family.</p> <p>d) Provider supports families by linking them to other services as needed.</p>		

PROVIDER PERFORMANCE REPORT FOR \_\_\_\_\_ PRE-PLUS

Program Goals and Objectives	Performance Indicators	Progress Achieved	Comments
<p><b>GOAL III: Promote school readiness and prepare children for a successful transition into Kindergarten.</b></p>			
<p><b>Objective 1: Incorporate transition strategies in the preschool curriculum to prepare children for entering into Kindergarten.</b></p>	<p>a) Provider's curriculum includes meaningful activities and developmentally appropriate experiences which facilitate school readiness.</p> <p>b) Provider collaborates with the DOE Kindergarten staff to support children's learning language, literacy, and numeric skills.</p>		
<p><b>Objective 2: Program staff and DOE staff collaborate to ensure high quality early school experiences for young children and to promote their successful transition into more formal learning in Kindergarten.</b></p>	<p>a) Provider communicates with the DOE staff to share the learning process children experience in preschool.</p> <p>b) Provider consults with DOE staff to establish plans and policies for a smooth transition for children into the formal learning environment of Kindergarten.</p> <p>c) Provider supports linkages between schools and families, and other service providers, children, and families.</p>		