

**Request for Proposals
2P11-033**

The City of Bristol, Connecticut is accepting proposals for the following:

**Professional Services
Analysis of School Readiness Programs**

All submittals must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010

Submittals will be received until **11:00 am, October 7, 2010.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>



City of Bristol, Connecticut
Request For Proposals 2P11-033
Professional Services – Analysis of School Readiness Programs

The City of Bristol is interested in receiving proposals for professional services relating to analysis of the School Readiness Program including observations, action plans, follow-up, and/or workshops in School Readiness classrooms.

The scope of services and proposal submission documents are available from
the City of Bristol
Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until **Thursday, October 7, 2010 at 11:00 am**; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and four copies, and shall be in a sealed envelope or package clearly identified as "RFP 2P11-033 Professional Services – Analysis of School Readiness Programs" delivered to the address noted above.

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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-033

Professional Services - Analysis of School Readiness Programs

I. PROJECT SPECIFICATIONS

I.1. INTRODUCTION

The City of Bristol is interested receiving contracting for professional services relating to analysis of the School Readiness Program as defined herein, including observations, action plans, follow-up, and/or workshops in School Readiness classrooms.

I.2. BACKGROUND

The overall number of School Readiness Classrooms is sixteen (16), as follows:

Bristol Preschool Child Care Center

West Street - 6

School Street - 3

Bristol Boys and Girls Club/ Family Center

Laurel Street - 2

Pleasant Street - 3

Ingraham Manor @ Bristol Hospital Child Development Center

440 North Main Street - 1

Bristol Board of Education

Mountain View School on Vera Road - 1

The amount of the grant for this project is \$20,000.00. Work must be completed by June 30, 2011.

I.3. SCOPE OF SERVICES

The scope of services is generally defined as noted below. Firms submitting qualifications are required to include information on how the scope of services will be addressed, including a timeline relative to the Scope of Services defined below.

Organization must have ability, knowledge or certification to do the following:

Must have knowledge and ability to administer, assess and plan from: ECERS (Early Childhood Environmental Rating System), NAEYC (National Association for the Education of Young Children), Creative Curriculum, DECA (Devereux Early Childhood Assessment Program) and the CT Frameworks and Assessment.

Must have ability to work with State and /or Federal organizations including but not limited to: CCAC (CT Charts-A-Course), AFP (Accreditation Facilitation Project), CT Training Wheels Project, ECERS Project, NAEYC, Department of Social Services (DSS), State Department of Education (SDE)

Organization must be able to observe all sixteen (16) School Readiness Classroom for pre- and post observations for at least two (2) hours per observation.

After Observations- Action Plans (written) for Classroom/Program must be completed and shared with School Readiness Grant Manager/Program Director.

Classroom coaching/mentoring/modeling for 16 classrooms (2 hours per classroom) - Through this coaching/mentoring with classroom teacher an Action Plan will be implemented.

After a specific designated time period - post observation will be done to determine if Classroom has improved to meet NAEYC standards.

Organization must send a representative to School Readiness Program Quality Meetings. Committee meets September through June first, once per month for approximately one hour.

Organization must provide at least five (5) 2 hour workshops for School Readiness teachers and/or administrators. These workshops must be based on the ten (10) NAEYC Program Standards of:

- Relationships
- Curriculum
- Teaching
- Assessment of Child Progress
- Health
- Teachers
- Families
- Community Relationships
- Physical Environment
- Leadership and Management

Consultant(s) assigned to this project are expected to:

- Hold baccalaureate degree or higher in ECE/CD or related field: or a degree in an area of specialization relevant to the NAEYC Standards and Criteria,
- Be familiar with the NAEYC Accreditation Criteria,
- Utilize early childhood best practices to assist the program in meeting an improvement plan,
- Have experience as a consultant to early childhood programs and be able to establish a positive working relationship with program administrators, staff and the School Readiness Grant Manager,
- Must have knowledge of ECERS, NAEYC, Creative Curriculum, DECA and CT Frameworks and assessment,
- Must be able to work with the AFP Project, CT Training Wheels Project, ECERS Project and NAEYC.

II. SUBMISSION REQUIREMENTS

II.1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, October 7, 2010**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

II.2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and four (4) copies** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A narrative description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the within the available time.
 2. A detailed work program and time schedule, including milestones for periodic review of the work with the advisory committee(s). Please note that activities of assigned staff, including report of assigned time use, shall be made to SRC staff assigned by the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A completed State of Connecticut ED 114 Budget Form.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol, CT 06010, clearly marked as "2P11-033 Professional Services School Readiness".

II.3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service and completion date
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

II.4 EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the firm's ability to meet all of the requirements set forth in the Scope of Services.

II.5 ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal. Documents/reports/data become property of the City of Bristol.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Professional Services - Analysis of School Readiness Programs
2P11-033**

Due Date: 11:00 am, October 7, 2010

City of Bristol
Purchasing Office
111 North Main Street, 2nd Floor
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town

State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-033
Professional Services for School Readiness Programs**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: September 14, 2010
Date documents received: ____/____/____
Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____
Address: _____
City or Town: _____
Phone: _____
Fax: _____
Email: _____
Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

STATE BUDGET, ED 114 BUDGET FORM:

FISCAL YEAR 2010

BUDGET TYPE:	Administration costs for City of Bristol	GRANT []	
GRANTEE NAME:		TOWN CODE:	
GRANT TITLE:	School Readiness and Child Day Care Grant Program		
PROJECT TITLE:	<u>LOCAL REQUEST FOR PROPOSAL:</u> Priority School District Municipalities: SRCDC Grant		
ACCOUNTING CLASSIFICATION:			
GRANT PERIOD	07/01/10-06/30/11	AUTHORIZED AMOUNT:	\$20,000
AUTHORIZED AMOUNT BY SOURCE:	CURRENT DUE:		
LOCAL BALANCE:	CARRY-OVER DUE:		
CODES	DESCRIPTIONS	BUDGET AMOUNT	
111a	Administrators / Supervisors Salaries		
111B	Teachers		
112A	Education Aides		
112B	Clerical		
119	Other		
200	Personnel Services – Employees Benefits		
322	Inservice (Professional Development)		
323	Pupil Services		
324	Field Trips		
325	Parent Activities		
330	Other Professional Technical Services		
331	Audit		
400	Purchased Property Services		
510	Pupil Transportation		
530	Communications		
580	Travel		
590	Other Purchased Services		
611	Instructional Supplies		
612	Administrative Supplies		
690	Other Supplies		
700	Property		
890	Other Objects		
	TOTAL		

_____ Original Request
Date

_____ Revised Request
Date

Budget Justification: