



Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

REQUEST FOR PROPOSAL

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals for a research-based and research-proven Curriculum and Assessment with validity and effectiveness that is appropriate for 0 – 5-year-old children. The purpose of this document is to provide details of the curriculum required and establish the basis for an agreement between UCA and the provider.

BACKGROUND OF PROJECT

Utah Community Action Head Start was one of the first organizations in Utah since 1964 to respond to President Lyndon B Johnson's call to Declare War on Poverty. The facilitation of the Head Start Program and its creation was to break the cycle of the poor and underserved populations through Early Childhood Development. Head Start works with the most vulnerable children, ensuring we meet health, nutritional, emotional, social, and educational needs for children growing up in income eligible households. In addition to the children, Head Start also educates the parents on the importance of being involved in their child's education as well as ensures that families most basic needs are met. With our Head Start program, we leverage resources to bridge gaps in order to combat deep rooted poverty. We offer a hand-up solution to even our most vulnerable and youngest participants.

During the 2021-2022 school year, the program will be serving 1520 preschool children and 250 infant and toddler children.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

PROPOSAL SUBMISSIONS REQUIREMENTS

By submitting a proposal, Interested Parties acknowledge and agree that the scope of work, and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.



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Proposals must be received by November 18, 2020. Proposals received after the deadline will not be accepted. Proposals can be submitted via hard copy or electronic copy to the address provided below. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

PROPOSAL KEY DATES

RFP Released	November 6, 2020
Proposals Due	November 18, 2020
Selection	November 20, 2020

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy. If providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org

PART 2: SCOPE OF SERVICES AND PROJECT REQUIREMENTS

Utah Community Action Head Start Program is looking for a research-based and research-proven Curriculum and Assessment with validity and effectiveness that is appropriate for 0 – 5-year-old children which. Proposer will provide a one-page narrative outlining the firm's strengths and distinguishing skills or capabilities to deliver materials in a timely manner, as well as services and support to the program to fully implement materials. Proposal will include an outline of the total first year investment and any additional recurring costs.

- Supports active learning through a variety of learning experiences.
- Promotes research-based teaching practices in all Head Start Early Learning Outcomes Framework (ELOF) domains.
- Is aligned with Head Start Early Learning Outcomes Framework (ELOF) domains and indicators, the Utah Early Childhood Core Standards, and the requirements and expectations of the Utah school districts.
- Provides Professional Development and resources for teaching staff.
- Provides scaffolding strategies within activities to support children as they move through the developmental progressions.
- Specifies developmentally appropriate learning goals and guidance on how to use them for the individualization of learning experiences based on children's strengths and needs.



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- Offers comprehensive guidance for ongoing child assessment.
- Provides a range of strategies and resources to support parent and family engagement.
- Offers comprehensive standardized training and materials to support implementation.
- Includes specific prompts and open-ended questions to extend children's learning throughout activities.
- Provides specific guidance on how to establish well-organized, engaging indoor and outdoor environments.
- Provides specific guidance on how to support the development and learning of children who are dual language learners (DLLs).
- Provides specific adaptations for children with disabilities, suspected delays, or other special needs.
- Provides some guidance on how to integrate children's and families' cultures into the learning environment and learning experiences.

Contract will be for the 2021-2022 School Year, but will have an option for 2 one year extensions.

Project materials and curriculum must be delivered by June 15, 2021.

PART 3: SELECTION PROCESS

Evaluation will be completed using a weighted scale with the specified factors below.

Ongoing Support	10 points
Technical fit	20 points
Costs and Fees	65 points
Adherence to RFP instructions	5 points
Total	100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP all proposers will be notified of the selection.

PART 4: WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by November 13, 2020. Questions can be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be responded to in writing and may be made available to all proposers.