



Utah Community Action Program

Request for Proposal

For Childcare Centers to provide Head Start Services

For the period

August 1, 2024-July 31, 2025

Inquiries and proposals should be directed to:

Name: Stacy Weight

Title: Chief Administration Officer

Address: 1307 South 900 West, Salt Lake City, UT 84104

Phone: 801-410-5706

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General Information

A. Purpose

Utah Community Action is now requesting proposal from childcare providers and childcare centers seeking to participate in the agency's Early Head Start – Child Care Partnerships. Head Start is a federally funded early childhood program designated to serve income eligible infants and toddlers (from birth through 3 years of age). Families will receive high-quality, full day early care and education services. Child Care Partners will be reimbursed at a negotiated contract rate for providing care to classrooms of children in the Early Head Start program. The current RFP is open to child care providers in the following counties:

Tooele, Salt Lake, and Washington Counties

B. Who May Respond

Childcare providers providing services in the counties listed above.

C. Utah Community Action

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. The agency has approximately 600 employees, and annual revenues of approximately \$35M.

Utah Community Action helps remove these barriers through six core programs:

Adult Education – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

Head Start – Provides education and health services to young children who would otherwise not be prepared for Kindergarten.

HEAT – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

Case Management & Housing – Through deposit and emergency rental assistance, landlord-tenant mediation, homelessness services and holistic case management, our Case Management and Housing Program helps clients to obtain and maintain safe, stable and affordable housing.

Nutrition – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.

Weatherization – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. UCA encourages these types of businesses to apply: 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.

D. Early Head Start and Child Care Partnerships

Early Head Start programs provide family-centered services for low-income families with very young children. These programs are designed to promote the development of the children, and to enable their parents to fulfill their roles as parents and to move toward self-sufficiency.

Early Head Start programs provide similar services as preschool Head Start programs, but they are tailored for the unique needs of infants and toddlers. Early Head Start programs promote the physical, cognitive, social, and emotional development of infants and toddlers through safe and developmentally enriching caregiving. This prepares these children for continued growth and development and eventual success in school and life.

Following the general Head Start model, Early Head Start programs support parents, both mothers and fathers, in their role as primary caregivers and teachers of their children. Programs assist families in meeting their own personal goals and achieving self-sufficiency across a wide variety of domains, such as housing stability, continued education, and financial security.

Early Head Start programs also mobilize the local community to provide the resources and environment necessary to ensure a comprehensive, integrated array of services and support for children and families.

UCA provides Head Start and Early Head Start services to 1,429 children in both home-based and center-based services.

The Early Head Start Child Care Partnership model provides federal funding to community -based private childcare centers to enroll Early Head Start children. These private childcare centers are called Child Care Partners and are responsible for adhering to all Early Head Start program regulations. UCA has oversight for these Child Care Partners, including monitoring adherence to rules and regulations, monitoring attendance records, and providing payment to Child Care Partners.

Child Care Partners

Child Care Partners must adhere to all requirements as outlined in this RFP. Minimum requirements for every provider are listed in the Minimum Criteria Checklist in Attachment A. Providers not meeting these requirements are not eligible to submit a proposal.

A. General Instructions on Proposal Submission

An Intent to Propose document (under Attachment B) is optional. If any changes occur to the RFP, all proposers submitting an Intent to Propose by the deadline will receive notification of changes via email. All proposers are responsible for checking the UCA website for changes and other relevant information.

Proposers may submit an unlimited number of questions by email to stacy.weight@utahca.org by the deadline outlined in the RFP Timeline. All questions and answers will be posted to UCA's website under the RFP section and will also be emailed answers to proposers who submit an intent to bid form.

Proposers must submit a fully completed proposal by the stated deadline with no exceptions. All instructions regarding the proposal can be found in the Proposal Specifications section of this RFP. All proposers will be required to adhere to all conditions outlined in this RFP, contract terms, and Head Start Act and Head Start Performance Standards in order to maintain their contracts.

After the submission of proposals, UCA will review and invite proposers to begin contract negotiations. UCA reserves the right to select some, all or none of the submissions to move to the contract negotiation phase. Notifications are expected to begin in early March.

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by Utah Community Action. Efforts will be made by Utah Community Action to utilize small businesses and minority-owned businesses. An Proposer 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).

B. RFP Timeline

RFP Issued	January 5, 2024
Intent to Propose Due (Optional)	January 16, 2024
Proposer Questions Due	January 31, 2024
Answers to Proposer Questions Posted	February 2, 2024
All Proposals Due	February 15, 2024

Proposals must be submitted no later than 4pm on Thursday, February 15, 2024 and sent electronically to stacy.weight@utahca.org or mailed to

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

It is the proposer's responsibility to ensure proposals are received by the deadline. Late proposals will not be considered.

Notifications to Selected Proposers	March 1, 2024
Contracts Finalized with Proposers	March 31, 2024
Child Care Partners' Contract Start Date	August 1, 2024

It is expected that the contract shall be one-year, with an option to extend for four additional one-year periods.

Proposal Specifications

A. Proposal Outline and Requirements

All proposals must include the following components:

1. **Cover Sheet (Attachment C)**
2. **Minimum Criteria Checklist (Attachment A)**
3. **Child Care Partner Survey (Attachment D)**
4. **Narrative proposal to be a Child Care Partner including the following items:**
 - a. **Proposed Services**
 - b. **Personnel Qualifications**
 - c. **Curriculum and assessment**
 - d. **Environment**
 - e. **Family Engagement**
 - f. **Recruitment**
 - g. **Program Philosophy**
 - h. **CLASS Infant and Toddler 2024**
 - i. **Quality Assurance**
5. **Budget – including the following**
 - a. **Budget Worksheet (Attachment E)**
 - b. **Budget narrative responses**
6. **Assurance (Attachment F)**
7. **Personnel Qualifications (Attachment G)**
8. **Other Attachments:**
 - a. **Copy of most recent meal menu**
 - b. **Copy of current childcare license or registration**
 - c. **Classroom(s) Floor Plan**
 - d. **Most recent financial audit or tax returns**
 - e. **Copy of current lease (if applicable) or proof of property ownership**

Cover Sheet

See Attachment C for Cover Sheet. Cover sheet must be signed by an authorized representative (electronic signature ok). The cover sheet should be the first page of the proposal.

Minimum Criteria Checklist

All entities must check each item to indicate they meet each one of the minimum criteria in Attachment A. No exceptions will be made. Please ensure your entity meets all conditions outlined. Any proposal not meeting all requirements will be disqualified.

Child Care Partner Survey

Complete all questions on the Child Care Partner Survey, Attachment D.

Narrative Proposal

The narrative should answer the questions below as clearly and simply as possible. If any question or section does not apply to your service offerings, please list the section and put N/A or indicate it is not applicable.

- a) Proposed Services: Please answer the following questions about Early Head Start.
 - 1) Provided adequate funding, what is the number of classrooms that could be provided for Early Head Start Services? Please indicate the usable square footage of each
 - 2) What is the number of slots that could be dedicated to Early Head Start children (1:4 ratio, maximum class size of 8).
- b) Personnel Qualifications
 - 1) Complete the Personnel Qualifications in Attachment G
 - 2) Does your program have existing staff who can meet the qualifications for the services proposed?
 - 3) If your program does not have existing staff, please explain the plan and timeline for hiring additional qualified staff
- c) Curriculum
 - 1) What infant curriculum do you currently use?
 - 2) What infant assessment system do you currently use?
 - 3) Do your employees have training on The Creative Curriculum or Teaching Strategies Gold?
- d) Environment
 - 1) Where are restrooms located for children in relation to the classroom?
 - 2) Does each classroom have a sink with hot water?
 - 3) Do your proposed classrooms measure at least 50 square foot per child?
 - 4) Do your proposed playground areas measure at least 75 square foot per child?
 - 5) Provide a brief description of classroom furniture and equipment – are they currently furnished? Are they in good repair? Are the furnishings (including outdoor play equipment) designed for infant/toddlers? Are any new materials needed to bring the classroom or outdoor spaces up to Early Head Start Standards? If applicable, please include a picture of the classroom and outdoor space.
- e) Family Engagement: family engagement is critical to the success of the program – interactions between staff, families, and children.
 - 1) How does your program build relationships between families and staff?
 - 2) Explain any currently provided parent education or activities (including specific examples)
 - 3) What other services and supports do you connect with families?
- f) Recruitment
 - 1) Please describe how you will recruit at risk children and families into your program? Please include any specific recruitment activities and timeline for proposed activities.
- g) Program Philosophy
 - 1) Describe why you feel your program is a good fit for Early Head Start services.
 - 2) How will the Early Head Start program improve the services you provide to children and families?
- h) CLASS Experience
 - 1) Provide the results of the most recent CLASS assessment, and indicate if any were below the lowest 10% of the 2022 nationwide scores.
 - 2) If any score is below the threshold above, please explain your plan to increase your score.
- i) Quality Assurance

- 1) Describe systems for ongoing monitoring to ensure safety and quality program standards are met
- 2) Must Comply with ACF-IM-HHS-22-07 from the Office of Head Start Reporting on Child Health and Safety Incidents. All incidents must be reported to UCA no later than three (3) business days.

Budget

- a) Please complete budget worksheet document – Attachment E
- b) Budget Narrative – answer the following questions
 - a. Is your center currently operating at a deficit?
 - b. Describe any expenses expected with changes you will have to make in your program to comply with the Child Care Partnership program.
 - c. If not currently in compliance with the required minimum pay requirements outlined in the Minimum Criteria Checklist, provide a timeline of anticipated activities to bring staff pay into alignment.
 - d. Non-federal match: each program will be required to provide 20% of the total cost of the program paid for with Federal Funds in non-federal match. Explain your program's plan to achieve the required non-federal match.

Assurances

Review and check that you acknowledge all Assurances in Attachment F.

Attachments

The following attachments are required to be included with your proposal.

- a) Copy of most recent meal menu
- b) Copy of current childcare license
- c) Classroom(s) floor plan (must include usable square footage for the classroom and playground) for proposed Early Head Start classrooms
- d) Most recent financial audit or tax return
- e) Copy of current lease, if applicable or proof of property ownership

Proposal Evaluation

A. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the required Attachments.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed would be able to comply with the required Head Start regulations and standards

B. Proposal Evaluation Criteria

Evaluation of each proposal will be scored on the following factors:

Factor - Criteria	Point Maximum
Proposed Services – clearly defined proposed classrooms and slots	5
Personnel Qualifications – sufficient staffing plan for proposed services	10
Personnel Qualifications – existing staff who meet qualifications for proposed services	5
Curriculum – experience using Creative Curriculum or TS Gold	5
Environment – existing classroom and playground are appropriate and adequate	30
Family Engagement – current system of activities for families	5
Program Philosophy – understanding of impact of EHS on community	5
CLASS Experience – as a CLASS assessment and scores above threshold	15
Quality Assurance – identified and adequate monitoring system	5
Budget Document – complete attachment	5
Budget Narrative – adequate narrative to support requested budget	10
Complete – all required items are included and proposal is complete	5
Current ECCP Partner – proposer is a current partner in Good Standing	10
Minority Owned/Small Business	5
Total Points Available	120

C. Review Process

Utah Community Action may, at its discretion, request presentations by or meetings with any or all Proposers to clarify or negotiate modifications to the Proposers' proposals.

However, Utah Community Action reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Proposer can propose.

Utah Community Action contemplates award of the contract to the responsible Proposer with the highest total points.

Attachment A: Minimum Criteria Checklist

All proposers must at a minimum adhere to the following criteria. Proposer must check each item on the Minimum Criteria Checklist and include with proposal submission. No exceptions will be made.

I confirm that our entity must:

_____ Agree to participate in the USDA Food CACFP Program

_____ Agree to adhere to all applicable Office of Head Start and Utah Community Action policies for the duration of the contract

_____ I have read the attached Child Care Partner proposal and agree to adhere to all conditions if selected as a Child Care Partner

_____ I will ensure all classroom staff meet the following minimum pay requirements by the start of the contract, with a plan to support the additional pay requirements below by the 2026-2027 school year if contract is extended

Position	Staff Education/Certification	August 2024 Minimum Pay	SY2026-2027 Minimum Pay
Teacher	Advanced	\$29.66	\$36.24
Teacher	BS in Early Childhood	\$26.81	\$32.95
Teacher	AS Degree in Early Childhood	\$23.73	\$26.36
Teacher	CDA	\$21.75	\$23.06
Asst Teacher	Advanced	\$24.13	\$30.08
Asst Teacher	BS in Early Childhood	\$21.92	\$27.35
Asst Teacher	AS Degree in Early Childhood	\$20.82	\$21.88
Asst Teacher	CDA	\$18.38	\$19.14
Asst Teacher	No Credential	\$17.46	\$16.41

Attachment B: Intent to Propose

This Intent to Propose is optional. Any changes that occur to the RFP document and answers to any questions will be sent to all entities that submit an Intent to Propose by the deadline. Notifications will be sent via email. All other proposers are responsible for checking the UCA website for changes and other relevant information.

Legal Name of Business	
Name of Program or DBA	
Address of Business	
County of Business	
Contact Name	
Contact Title	
Contact Email Address	
Contact Phone Number	

Attachment C: Cover Sheet

Legal Name of Business	
Name of Program or DBA (if different)	
Address of Business	
County of Business	
Federal Tax ID	
Owner Name and Title (or President/CEO)	
Owner's email	
Director's Name	
Director's Email	
Is Proposer a Current ECCP Child Care Partner with UCA?	
Phone Number:	

I am submitting an application to be considered for an Early Head Start Child Care Partnership Agreement with Utah Community Action. I verify all information in this application is correct and true to the best of my knowledge. I certify I am authorized to bind my agency should we be awarded a contract. By submitting this application, I acknowledge that we will comply fully with all State and Federal requirements as outlined by the applicable agencies.

Provider Name

Signature of Authorized Agent

Date

Printed Name of Authorized Agent

Attachment D: Child Care Partner Survey

Complete the following and include with your proposal.

	Yes	No
Is your program currently contracted with any other Head Start grantees?		
Years in operation		
What are your hours of operation?		
Does your center provide transportation?		
Do you have any Child Care Licensing violation?		
Do you currently participate in the Child and Adult Food Care Program?		
Is your facility or classroom accessible to children and adults with disabilities?		
What is your program's licensed enrollment capacity?		
Enrollment Details:		
Current number of infant (birth-3) classrooms		
Current infant enrollment (birth-3)		
Among the infants (birth-3) in your program currently, how many would you estimate meet Early Head Start eligibility guidelines?		

Attachment E: Budget Worksheet

Complete the following budget information and include with your proposal.

How many Early Head Start CLASSROOMS do you propose to serve?	
How many Early Head Start CHILDREN do you propose to serve?	

Budget Details – PLEASE PROVIDE ANNUAL AMOUNTS

Program Budget	Federal Funds/Partnership Funds Requested from Utah Community Action	Funds Provided by Child Care Partner/Other Sources	Total Budget
Personnel			
Fringe Benefits			
Space Costs			
Contractual			
Supplies			
Other – provide detail in narrative of other funds for program			
Training and Technical Assistance			
Total			

Attachment F: Assurances

Please check each assurance below and sign and date this form at the bottom.

	I represent and assure, on behalf of the proposer, that – as a funded partner the proposer site will comply with UCA Early Head Start program guidance, to include participation in on-site program monitoring, the segregation of program funds and compliance with fiscal requirements to be specified by UCA.
	I assure that the proposer agrees to use UCA Head Start / Early Head Start-Child Care Partnership funds to supplement and not supplant public funds received from any other source.
	I assure that the proposer will comply with all Head Start / Early Head Start-Child Care Partnership reporting and monitoring requirements established by UCA including, but not limited to, participation in child assessment, attending regular program meetings, and attending required training sessions.
	I assure that the proposer will participate with UCA in all required grantee meetings and work cooperatively with UCA to ensure a sound, high-quality program, including meeting all reporting requirements in a timely and accurate manner.
	I assure that the proposer, will abide by the legal requirements for staff background checks and health checks that regulate its type of program.
	I assure that the proposer will comply with the requirements pertaining to the age of children to be enrolled in the program, the student/teacher ratio, the maximum group size, the hiring of staff who meets the qualifications specified**, the professional development requirements, and all monitoring and assessment requirements.
	I assure that the proposer will comply with the Head Start / Early Head Start – Child Care requirement to offer full-day services, no less than 200 days a year (EHS)
	I assure that the proposer will comply with the UCA requirement in regard to obtaining and maintaining all forms of insurance.
	I assure that I will participate in the CACFP (Child Adult Care Food Program) and serve meals/snacks, free of charge, to enrolled children. I understand I am responsible for reporting to the USDA food program. I also understand that I am responsible for providing alternate meals for children diagnosed with food allergies.
	I assure that I will provide diapers and formula for children for the Early Head Start – Child Care portion of the day.
	I assure that the proposer will cooperate in the development of a Continuous Quality Improvement Plan as requested by UCA
	I assure that the proposer will cooperate in the ongoing internal monitoring process of childcare facility as part of Continuous Quality Assurances as requested by UCA.
	I assure that the proposer and staff will work cooperatively with all UCA staff as required by agency.
	I assure that the program will serve only those children whose families have a documented income meeting the approved income guidelines (100% of

	federal poverty guidelines, with an allowance for up to 10% of slots being over income) or meet one of the categorical eligibility criteria for Head Start / Early Head Start.
	I assure that the UCA HS / EHS-CC Partnership program will begin submitting enrollment data to the federal Office of Head Start within 30 days of the program acceptance notification and recognize that failure to maintain full enrollment may result in the loss of funds and return of slots to UCA.
	I assure that the program will adhere to UCA attendance policies and procedures.
	I will assure that I will collaborate with UCA to establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the HS / EHS- CC Partnerships program.
	I will assure that representatives from my program or partners will participate in UCA HS / EHS-CCP Policy Council.
	I understand that The AGENCY Head Start / Early Head Start – Child Care Partnerships (HS / EHS-CCP) grant is funded via federal dollars through the Administration of Children and Families (ACF).
	I assure that the program will supply all technology devices for staff, including but not limited to iPads, laptops, and printers.

UCA reserves the right to negotiate and to fund full or partial applications.

As a proposed provider partner for UCA Head Start / Early Head Start – Child Care Partnerships grant, I recognize that I will be held accountable for the delivery of high-quality early childcare, compliant with both state and federal Head Start requirements. I assure my program's commitment to collaboration with UCA to ensure the success of this grant program.

Provider Name

Signature of Authorized Agent

Date

Printed Name of Authorized Agent

Attachment G: Personnel Qualifications

Please complete the following for all current personnel that are proposed to work in the Early Head Start classroom, including Center Director and Teaching Staff. You will need to attach one Attachment G Page for each staff member.

Title/Position	
Name	
Length of Employment with Center	
#yrs experience with children under age 3	
Relevant Degree(s) (high school, associates, bachelors, masters, etc.)	
Major	
School or University	
Additional Relevant education or certification information	
Do they currently hold an ACTIVE Infant/Toddler CDA?	

Early Head Start

Both teachers must have at least one of the following:

- Infant Toddler Child Development Associate (CDA) credential or comparable credential (FCCPC)
- An associate degree in child development or early childhood education with 6 credit hours specific to infant and toddler development
- A baccalaureate degree in child development or early childhood education with 6 credit hours specific to infant and toddler development; or a baccalaureate degree in elementary education with 15 credit hours in early childhood education courses including 6 credit hours specific to infant and toddler development
- An advanced degree in child development or early childhood education with 6 credit hours specific to infant and toddler development; or an advanced degree in elementary education with 15 credit hours in early childhood education courses including 6 credit hours specific to infant and toddler development