

CHICAGO: READY TO LEARN!

Head Start and Early Head Start Request for Proposals Application Instructions



City of Chicago
Mayor Rahm Emanuel



HEAD START AND EARLY HEAD START APPLICATION INSTRUCTIONS

SECTION I: OVERVIEW

A. Purpose of the Ready to Learn! RFP for Head Start and Early Head Start

The City of Chicago Department of Family & Support Services (DFSS) is seeking delegate agencies to provide Head Start and/or Early Head Start comprehensive child development services to eligible children and families in Chicago. DFSS currently administers Head Start programming to 16,808 children, ages 3-5, and their families, and Early Head Start programming to 923 infants and toddlers, ages 0-3, pregnant women, and their families.

This RFP seeks qualified community agencies, educational institutions, or other not-for-profit or for-profit entities with experience in providing comprehensive child development services, to serve as delegate agencies for Head Start and/or Early Head Start.

Organizations which become Head Start and/or Early Head Start delegate agencies will be required to partner with DFSS in fulfilling the following program goals:

- Provide high quality, comprehensive Head Start and/or Early Head Start child development services that allow children and families to flourish;
- Promote children and families' physical and social-emotional well-being and children's learning and development so that children are ready to succeed in school when they begin kindergarten;
- Allocate resources in a manner that is consistent with federal cost principles and responsive to community and family need;
- Ensure financial accountability and sustainability by following fiscal best practices; and
- Promote reflective management practices and data-driven decision making.

B. Background

Established in 2009, The City of Chicago Department of Family & Support Services is dedicated to supporting a continuum of coordinated services that enhance the lives

of Chicago residents, particularly those most in need, from birth through the senior years. DFSS works to promote the independence and well-being of neighborhoods by providing direct assistance and administering resources to a network of community-based organizations, social service providers, and institutions. DFSS' Children Services Division (CSD) administers the City's Head Start, Early Head Start, and Child Care funding, providing high quality comprehensive early childhood programming to children ages birth to twelve years of age.

Head Start and Early Head Start are comprehensive, child development programs which serve economically disadvantaged children from birth to age five, pregnant women, and their families. **Children are eligible for Head Start if 1) they are at least age 3 by September 1st of the program year and not yet age-eligible for kindergarten; and 2) their family income is below the Federal Poverty Level. Similarly, children are eligible for Early Head Start if they are: 1) younger than age 3; and 2) their family income is below the Federal Poverty Level. Children are also categorically eligible if they are both age eligible and family eligible for public assistance though SSI or TANF; homeless; or are in foster care.** For more information on eligibility for Head Start and Early Head Start, see the Head Start Act (as amended in 2007) and Head Start Program Performance Standards (45 CFR 1301 et seq) at <http://eclkc.ohs.acf.hhs.gov/hslc/standards>).

Head Start promotes child well-being and school readiness by enhancing the cognitive, physical, and social-emotional development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and their families. Head Start programs engage parents in their children's learning and help families make progress toward meeting their educational, literacy, and employment goals. Head Start understands that parents are a child's first and most important teacher, and parents (or primary caregivers) play a significant role in the administration and oversight of local Head Start programs. Each Head Start delegate must ensure that no less than 10 percent of the total number of children enrolled are children with disabilities.

Early Head Start promotes child and parent well-being and development through the provision of educational, health, nutritional, social, and other services. Early Head Start emphasizes mother and child pre- and post- natal health, infant and parent mental health, and opportunities for infants and toddlers to explore and develop physically, cognitively, and social-emotionally. Like Head Start, Early Head Start understands that parents are a child's first and most important teacher, and parents (or primary caregivers) play a significant role in the administration and oversight of the local program. Also like Head Start, each Early Head Start delegate must ensure that no less than 10 percent of the total number of children enrolled by an agency are children with disabilities.

C. Program Requirements

DFSS will award delegate agency subrecipient agreements to successful respondents who are able to demonstrate their ability to operate quality Head Start and/or Early Head Start programming in a manner that meets the Head Start Act and Performance Standards, community need, and city and state licensing standards. Successful respondents must have in place or have detailed plans for implementing:

- A system for ongoing program monitoring to ensure that Head Start program performance standards are met in all program areas;
- Hiring practices that attract, recruit, and retain qualified staff (as defined by the Head Start Performance Standards and Section 648A of the Head Start Act) in and outside the classroom who are culturally representative of the communities being served;
- A system for ensuring ongoing professional development and educational opportunities for staff and parents/ families;
- A system of shared governance that allows for board and parent oversight of program planning, human resources, finances, and decision making;
- A system for up-to-date data collection, reporting, and communication related to all program areas and services and readily available to program stakeholders, including

staff, board, parents, and DFSS;

- A system to ensure that programming is responsive to community and family needs and that children and families have access to a network of community partners and services;
- Education programming that promotes positive outcomes for young children and supports their school readiness, including children with disabilities and dual language learners. Education planning must take into account the *Head Start Child Development and Early Learning Framework* that builds on five essential domains (Physical Development & Health, Social & Emotional Development, Approaches to Learning, Language and Literacy, and Cognition and General Knowledge). For more Framework information see: the Early Childhood Learning and Knowledge Center (ECLKC) at <http://eclkc.ohs.acf.hhs.gov/hslc/sr/approach/cdelf>. DFSS Head Start delegate agencies are required to participate in a citywide child assessment system (currently, Teaching Strategies GOLD). All delegates use research-based age - and program - appropriate curricula;
- A system to engage and build relationships with families that support family well-being, nurture strong relationships between parents and their children, and foster ongoing learning and development for both parents and children. For more information see the *Head Start Family, Parent and Community Engagement Framework* at the ECLKC website at <http://eclkc.ohs.acf.hhs.gov/hslc/sr/approach/pfcef>;
- A system to ensure that 10 percent of enrolled children have an identified disability (for 0-3 year olds an Individualized Family Service Plan and for 4-5 year olds an Individualized Education Plan) and that children receive appropriate education and other services in the least restrictive environment;
- Demonstrated fiscal capacity, including proof of other sources of funding, the ability to provide 33% of the program budget in-kind or cash match, a recent A-133 Single Audit report, and other assurances of long term fiscal stability. In addition, applicant must demonstrate the ability to comply

with all established regulations applicable to program administration and grants management identified in the Head Start Program Act and Performance Standards and Other Regulations (45 CFR 1301-1211).

For a full understanding of Head Start programs and expectations, see the Head Start Act and Program Performance Standards which are available online at the ELCKC website at <http://eclkc.ohs.acf.hhs.gov/hslc/standards>.

D. Program Delivery

Head Start may be delivered through several approved program options, including center-based, licensed family child care homes, and home-based options. Thorough descriptions of each model is available on line at the ELCKC website at <http://eclkc.ohs.acf.hhs.gov/hslc>.

Each program delivery option has minimum requirements pertaining to service length and size, (see the Head Start/Early Head Start Program Options Table on page 9). All options are required to have teachers, providers, and home-visitors that meet DFSS Head Start teacher and staff qualification standards (see the Head Start/Early Head Start Table Staffing Requirements on page 10). In addition, delegates will be expected to have the fiscal capacity to properly staff program management functions, including having sufficient staff to fulfill the function of Head Start (Early Head Start) Director, Education Coordinator, Health Coordinator, Family Services/ Parent Engagement-Involvement Coordinator, Disabilities Coordinator. Organizations must also have qualified fiscal staff (or qualified contractors) and sufficient staff to keep data systems up-to-date.

E. Role and Expectations of Head Start Delegate Agencies

Note: In this section, "Head Start" is used to refer to both Head Start and Early Head Start, as both programs are responsible for fulfilling the Head Start Act and Program Performance Standards.

Head Start Program Performance Standards

Head Start and Early Head Start are highly regulated federal-to-local child development programs. Delegate agencies are expected to meet all the programmatic, fiscal, and operational requirements of the Head Start Act, Program Performance Standards, and Grants Administration rules. Information about each program area and associated policies and procedures are available at the Children Services Division website: <http://www.childserviceschicago.com/providers-content-areas>.

Grantee-Delegate Relationship

The relationship between a Federal Head Start grantee (i.e. the City of Chicago) and its delegate agencies is regulated by the Head Start Act of 2007 and Head Start Performance Standards, as well as other federal and local law, rules, and regulations. Delegate agencies agree to follow the Head Start Act and all Performance Standards, and consent to all requirements governing program reporting and monitoring, which includes, but is not limited to attendance, assessments, and outcomes reporting, and Program Information Reports (PIR). Delegates agree to ongoing monitoring which includes onsite DFSS and federal monitoring visits, annual grantee-delegate meetings, and triennial, federally-conducted program reviews. DFSS works closely with delegate agencies to ensure that all program standards are met, including but not limited to providing mandatory and optional training and professional development opportunities and providing delegates with program area consultants on an as-needed basis. For more information on the grantee delegate relationship, see 45 CFR Part 1303.

Locally Informed Program Design

Head Start delegate agencies are expected to be an integral part of their communities. Delegates are required to perform annual community and self assessments to ensure that they are meeting the needs of their immediate communities and the families they serve. Program staff should be representative of the community they serve, and programming should be sensitive to and fluent in local cultures. As part of their communities, delegates are expected to have linkages and partnerships with other locally-based organizations that also serve, or can be a resource for, local families.

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Parent Engagement/ Family Community Partnerships

Head Start understands that parents (or other primary caregivers) are children's first, most important, and longest-lasting teachers. Therefore delegates are expected to engage parents and families in program planning and decision-making, in setting and reaching family goals, and in encouraging them in their role as stewards of their children's well-being. Delegates should have vigorous family services outreach and programming strategies that includes the development of Family Partnership Agreements to engage parents and families, to ensure that families receive the medical, dental, and mental health care they need, and to connect families with other services and opportunities they need to thrive.

Delegates must have budgeted funds to cover the cost of parent involvement activities, including those related to Policy Committee and Citywide Policy Council service, such as child care arrangements and carfare. Parent Involvement activities may include but are not limited to training, out-of-town airfare and per-diem, non-program adult food, child care expenses, local travel, and cultural event tickets and fees linked to programmatic purposes.

Quality Early Childhood Education

Delegates are expected to implement evidence-based curricula and individualize lesson plans to meet each child's needs. All education staff must meet the teacher qualification standards associated with their program option (see Table B), and delegates must provide staff with opportunities for professional development and education, including providing qualified classroom substitutes. Head Start delegates are expected to participate in the citywide child assessment and outcomes system (currently Teaching Strategies GOLD) and must report child outcomes three times a year (Fall, Winter, and Spring). Head Start center-based programming must participate in CLASS evaluations and related professional development, and all programs must agree to participate in research-based program-quality evaluation systems as directed by DFSS.

School Readiness Goals

Delegates are required to set school readiness goals that encompass children's cognitive, physical, and social-

emotional development as well as the well-being of their parents or guardians. Goals must align with: 1) Early Learning Standards; 2) child outcomes and assessment data collected through the citywide child assessment system; and 3) Program Information Report (PIR) data collected through the Child Outcomes, Planning and Assessments (COPA) system. Delegates are required to take steps to achieve their school readiness goals, and track their progress in reaching these goals through child assessment data, PIR data, and other reports.

Early Head Start

Delegates that provide Early Head Start services to pregnant women and infants and toddlers, ages 0-3, must have staff with the appropriate qualifications. Infants and toddlers must receive age appropriate care in all program areas, including health, dental, mental health, nutrition, education, and family engagement. In addition, delegates must make program spots available to eligible pregnant women and ensure that pregnant women receive perinatal care and training in child development, parenting, and nutrition.

Staff Training and Professional Development

Delegates must provide pre-service and in-service training opportunities to program staff, home providers, and parent volunteers to assist them in acquiring and increasing the knowledge and skills they need to operate a comprehensive Head Start program. Delegates must participate in mandatory training and education opportunities offered by DFSS and provide staff-relief when classroom staff are required to attend. Each Head Start-related staff member must have an up-to-date professional development plan, and teachers are required to have 15 hours of professional development annually.

Robust Governing Bodies

Head Start is a dually governed-program, and delegates are expected to have a robust board of directors and parent policy committee. Delegates must have policies and procedures in place to ensure that these two governing bodies play an active role in program and budget development, including policies and procedures to ensure board and parent policy committee approval of all Head Start-related funding applications, budgets,

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personnel hires and evaluations, self-assessments, and improvement plans. The delegate agency's Board of Directors must include at least one of each of the following: parent of a current or former Head Start child, attorney, fiscal expert, and early childhood education and development expert, as well as members with additional experience in education, business administration, and community affairs. Delegates are required to send parent representatives to the Citywide Parent Policy Council.

Serving the Neediest Children and Families

Delegates are expected to prioritize enrollment so that children and families with the greatest need are served first, including homeless children and families and children with disabilities. Delegates must have in place procedures to validate and document program eligibility.

Maintaining Full Enrollment and Attendance

Delegates are required to have 100 percent full enrollment on the first day of service and maintain full enrollment and an active waitlist throughout the program year. In addition, they must have an Average Daily Attendance of 85 percent and maintain records indicating the reason for each absence. Delegates must implement procedures for follow-up on patterns of absenteeism and on non-excused absences.

Children with Disabilities

Delegates must reserve ten percent of their enrollment for children with diagnosed disabilities. Children with disabilities must be served in the Least Restrictive Environment. Delegates must have policies and procedures in place to ensure that 1) developmental screening occurs within 45 days of child enrollment; 2) referrals for evaluation of children with suspected disabilities are forwarded to the Local Education Agency (LEA) in a timely fashion; 3) referrals for evaluation to the LEA are followed-up with parents and the LEA; 4) children eligible for special education services are enrolled and receive services; and 5) that Individualized Family Service Plans or Individualized Education Plans are integrated into a child's individualized lesson plan.

Management Staffing

Delegates must ensure that they have adequate staffing to ensure progress in all program areas and monitor program sites and partners. At the minimum, delegates must designate a program director and staff to fulfill management functions in education, health services, disabilities, and social services (i.e., family and community partnerships).



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Management Plans

Delegates must develop and maintain written management plans for the operation of the Head Start program based on the Head Start Act and Performance Standards. Management plans must include a description of the systems in place for Early Childhood Development and Health Services; Family and Community Partnerships and Family Engagement; and Program Design and Management. Management Plans must be reviewed and approved by the Parent Policy Committee and the Board of Directors.

Self-Assessment, Continuous Improvement, and Annual Roundtables

Delegates are expected to meet all Head Start Standards. To ensure compliance and improve quality, delegates are required to perform an annual self-assessment that identifies program strengths and areas for improvement. Written improvement plans with clear goals are required. Delegates will meet with DFSS staff to review Program Information Reports (PIRs) and other outstanding issues. Delegates will generate improvement plans with performance goals. If the delegate meets its goals, it will receive an annual letter of good standing. The failure to meet goals will result in a letter of at-risk standing, which may result in the loss of funding.

Data Collection and Reporting

All delegates are required to update the on-line Child Outcomes, Reports and Assessment (COPA) system on a regular basis. Teachers and education staff are required to participate in the citywide on-line child assessment and outcomes system, and delegates must report child outcomes three times a year (Fall, Winter, and Spring). Other data and reports may be collected on an as needed basis.

Safe Environments

All buildings, facilities, equipment, and personal and real property used as part of the Head Start program must conform to the following requirements: 1) all aspects of the proposed program must conform to all appropriate local, state, and federal codes, regulations, and laws prior to the commencement of the program and during its entirety; 2) all state and local fire, health, sanitation,

safety, and building codes must be complied with prior to the commencement of the program and during its entirety; 3) all buildings, facilities, equipment, personal and real property must be safe-guarded properly for children prior to the commencement of the program and during its entirety; 4) required approvals or licenses from all appropriate state and local authorities must be obtained prior to the commencement of the program and during its entirety; and 5) there must be a valid lease agreement or title of ownership for the program space or building in which the Head Start program is operated.

Transportation

All delegates will be expected to participate in annual trainings in bus and pedestrian safety. Delegates are expected to use DFSS approved and contracted bus companies and to receive prior approval for any field trips from DFSS.

Fiscal Capacity and Accountability

Delegates must be sound financial managers of their Head Start funding and cost allocate funding in a manner that ensures appropriate program staffing. DFSS is currently projecting an estimated cost per child of \$5,331 for Head Start slots and \$5,412 for Early Head Start slots. Delegates should have diverse funding streams and must meet a 33 percent non-federal share requirement of their total Head Start program budget or 1/3 of their Head Start funding. Delegates are required to comply with the Single Audit Act, also known as the OMB A-133 audit. The Single Audit is an organization-wide audit or examination of an entity that expends \$500,000 or more of federal assistance received for its operations. Its objective is to provide assurance to the US federal government as to the management and use of such funds by recipients. The audit is typically performed by an independent certified public accountant (CPA) and encompasses both financial and compliance components. Single Audits must be submitted to the Federal Audit Clearinghouse along with a data collection form, Form SF-SAC. Additionally, Delegates are required to demonstrate that they have sufficient cash reserves or other resources to operate the Head Start program for at least three months prior to receiving reimbursements.

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Delegates, if necessary, will be required to provide fiscal information to the City of Chicago in order to comply with the Federal Funding Accountability and Transparency Act (FFATA). Specifics can be found in the FFATA Information Center Web Search Portal.

Select Federal Regulations relevant to Head Start

1. 45 CFR Part 1301, Head Start Administration
2. 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
3. 45 CFR Part 1304, Program Performance Standards for the Operation for Head Start Programs by Grantees and Delegate Agencies
4. 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
5. 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
6. 45 CFR Part 1307, Head Start Designation Renewal System
7. 45 CFR Part 1308, Head Start Program Performance Standards Services for Children with Disabilities
8. 45 CFR Part 1309, Head Start Facilities Purchase, Major Renovation & Construction
9. 45 CFR Part 1310 Head Start Transportation
10. 2 CFR 215, Uniform Administrative Requirement
11. 2 CFR Part 220, 225, or 230 as applicable (cost principles)

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Head Start & Early Head Start Program Options Table

Program Type	Option	Hours per Day	Days per Week	Days per year	Age Group	Class Size	Home Visits	Hours per Home-Visit	
Head Start	Center-Based/ Full Day	5 +	5 days	240-248	4-5	17-20	2	1	
					3	15-17	2	1	
	Center-Based/ Half-Day	3.5 – 5	5 days	160+	4-5	17-20	2	1	
					3	15-17	2	1	
	Center-Based/ Double-Ses- sion	3.5	4 days	128+	4-5	15-17	2	1	
					3	13-15	2	1	
	Family Child Care Homes	5+	5 days	240-248	3-5	12	2	1	
	Home-Based	Number of Home-Visits			Hours per Home-Visit		Number of Socializations		Hours per Socialization
1 per week/ 32+			1.5+		2 per month/ 16+		1.5+		
Early Head Start	Center-Based	5+	5 days	240-248	0-3	8	2	1.5	
	Family Child Care Homes	5+	5 days	240-248	0-3	6	2	1.5	
	Home-Based	Number of Home-Visits			Hours per Home-Visit		Number of Socializations		Hours per Socialization
		48			1.5		24		1.5

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Head Start Staffing Requirements

Program	Program Option	Staff	Qualification	Staffing Ratio/ Case Load
Head Start	Center Based	Lead Teacher	BA in ECE	1:10
		Assistant Teacher	CDA/AA/BA	
		Family Service Worker	HS Diploma or Equivalency	•
	Family Child Care Home	Provider	CDA—Family Child Care	1:6**
	Home-Based	Home-Visitor	CDA—Home-Based/ AA/ BA	1:10-12
Early Head Start	Center Based	Lead Teacher	BA in ECE	1:4
		Assistant Teacher	CDA-IT /AA/BA	
		Family Service Worker	HS Diploma or Equivalency	*
	Family Child Care Home	Provider	CDA—Family Child Care	1:4***
	Home-Based	Home-Visitor	CDA—Home-Based/ AA/ BA	1:10-12

*Although HS provides no standard identifying a maximum caseload for Family Service Workers, applicants should consider their program model and target population when making staffing and caseload decisions.

**One provider with mixed age group—maximum group size of six, with no more than two under the age of two.

***One provider with four infants and toddlers, with no more than two of the four under the age of 18 months.

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SECTION II: ANTICIPATED AWARDS AND TERM OF CONTRACTS FOR DELEGATE AGENCIES

Anticipated Term of Contract and Funding Source(s)

This initiative is administered by the Department of Family and Support Services through funding received from the federal Office of Head Start (OHS), within the Administration of Children and Families (ACF) of the U.S. Department of Health and Human Services (HHS). All guidelines and requirements of the City of Chicago must be met. Federal, state, and local corporate funds may be used to support this program during the contract term contemplated under this RFP. Selected Respondents will be required to comply with all laws, regulations, policies and procedures imposed by funding sources. All Delegates that expend \$500,000 or more of federal awards in a year are required to obtain an annual audit in accordance with the Single Audit (OMB Circular A-133)

The term of contract(s) executed under this RFP will run **from August, 2013 - November, 2014**. The initial contract period will be for 16 months. DFSS may extend this term for up to two additional periods, each not to exceed one year. This extension option is contingent upon successful performance of the program and services provided, and upon availability of funds. Should

a Respondent's contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of Respondents generated from this RFP to select another qualified Respondent.

Reimbursement

Funding is subject to the availability and appropriation of funds. Respondents should be aware that payment for services by the City will be made on a reimbursement basis. Respondents should not plan to receive their first payment until up to 60 days after the execution of the delegate agreement. Respondent must be able to proceed with program operations upon award notification.

Project Location and Accessibility to People with Disabilities

Respondent must be committed to achieving full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA). Additionally, the Department of Family and Support Services reserves the right to ensure that all mandated services are available in each geographic region, and provided in a linguistically and culturally appropriate manner.



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Section III: RFP and Submission Information

A. Proposal Deadline and Submittal Procedures

NOTE: Organizations applying to be a delegate agency for both Head Start and Early Head Start must complete and submit separate applications for Head Start and Early Head Start. These applications can be largely identical except for cover page, budget information, and programmatic elements specific to each age group.

Please send one original and two copies by 4:30 p.m. on October 1, 2012

To:
Vanessa Rich
Deputy Commissioner of Children Services
Department of Family and Support Services
1615 W. Chicago Ave., 2nd Fl.
Chicago, Illinois 60622

Additionally, please **e-mail an exact and complete scanned copy of your proposal, budget and ALL attachments to:** dfssheadstart@cityofchicago.org by October 1, 2012 by 4:30 p.m. The emailed copy must be in a pdf file. Often large files cannot be quickly or successfully electronically submitted to us. If your application packet consists of these files, we highly recommend the use of file compression software such as Win Zip (which can be downloaded for a free trial period at <http://www.winzip.com/downwz.htm>) or any other similar software in order to keep your e-mail submissions to a single e-mail.

The paper original, the two paper copies, and the e-mailed copies are all required for the submission to be considered complete.

Proposals will be accepted prior to the due date, from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. Please request the Children Services Division at the front desk. In-person or bonded messenger delivery of proposals is encouraged. Time-stamped receipts will be issued as proof of timely submittal. All proposals must be complete. Incomplete proposals may not be reviewed.

No proposal will be considered complete and therefore reviewed unless the original copy and two paper copies are delivered and received at DFSS offices and the e-mailed

copy is received at dfssheadstart@cityofchicago.org by 4:30 p.m. October 1, 2012. Proposals received after the due date and time may be deemed NON-RESPONSIVE, and therefore subject to rejection.

B. Contact Person Information

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. For answers to program-related questions please contact: Beth Stover: elizabeth.stover@cityofchicago.org.

All other questions regarding the administrative aspects of this RFP may be directed to: Julia Talbot: jtalbot@cityofchicago.org

Timeline

Proposal Release Date:	August 1, 2012
Bidders Conferences	August, 2012
Proposal Due:	October 1, 2012
Award Notification Date	Spring, 2013
Anticipated Contract Start Date:	August, 2013

Bidder's Conferences will be held at Malcolm X College, located at 1900 W. Van Buren St., Chicago, IL at the following date and times: Friday August 10, 2012, 1-3:30 pm; Saturday August 11, 2012, 9-11:30 am; and Wednesday August 22, 2012, 6-8:30 pm. Prior registration for the bidders conference is encouraged but not required. To register please go to the Children Services Division website at www.childrenserviceschicago.com. For more information see Chicago: Ready to Learn! Initiative Overview, page 10.

DFSS anticipates sending out letters designating delegate agency status to qualified organizations in spring 2013, conditional on the approval of their delegate status by the U.S. Department of Health and Human Services (HHS).

D. Award Letters and Slot Allocation for Head Start and Early Head Start in the Ready to Learn! Initiative:

Successful respondents will receive an award letter that will grant delegate agency status and will identify

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the provisional number of slots, program models, communities, and funding amount awarded, based on the applicant's stated program capacity and DFSS need. Upon HHS approval, contracts will be awarded indicating the anticipated slots and funding range. **All funding is based on actual number of children served.** Delegates will be expected to begin recruiting children in August 2013 and begin providing services in late August 2013.

Because Head Start and Early Head Start are required to be fully enrolled at all times, DFSS reserves the right to revise slot allocations, and typically does so at least twice per year, in the summer and late winter. In early summer DFSS provisionally allocates slots and funding amongst its delegate agencies based on prior utilization and projected community need. During summer recruitment, delegates recruit and enroll children and families to meet their enrollment benchmarks. Delegates certify their enrollment at the end of September. If delegates are unable to meet their enrollment benchmarks, slots are transferred to communities with outstanding need. In February of the program year, slot re-allocation occurs to ensure that all slots are filled, and if need be, unfilled slots are transferred to communities with outstanding need.

The Head Start program year runs from Sept 1 – August 31. The fiscal year runs from Dec 1 – Nov 30.

E. Application Requirements

Format of the Proposal

All Proposals must be prepared using the fillable pdf application package found on the Chicago: Ready to Learn! website at www.cityofchicago.org/bids/chicagoreadytolearn. It is the City's policy to encourage the use of reusable, recycled, recyclable and chlorine-free paper in the submission of all RFP documents. Proposals must not be bound but should be securely stapled or binder-clipped to ensure that the entire contents remain complete and intact. Submit one (1) complete original signature set (clearly marked "originals") of all RFP documents and two (2) complete paper copies, as well as a complete emailed electronic copy as instructed above.

In addition to the requested information stated in accompanying application package and budget forms

(constituting the narrative and budget portions of the proposal), Respondents must supply the additional information listed under "Application Appendix" below.

The Application Package should consist of the Program Cover Sheet, Program Narrative, and Program Appendix. All documents should be submitted in the order outlined below:

Program Cover Sheet

Respondents should submit a completed Application Cover Sheet for Head Start or Early Head Start, signed by an authorized representative of the Respondent's organization.

Program Narrative

Respondents should submit the following forms, which together comprise the Program Narrative:

- Site Level Community and Program Information Sheet (**one for each proposed site**)
- Head Start/Early Head Start Delegate Agency Summary Form
- Home Visiting Schedule Form (if applicable)
- Family Child Care Network Form (if applicable)
- Recruitment, Selection and Attendance Form
- Curriculum for Children Form
- Screening and Assessment Description Form
- Children with Disabilities Form
- Parent Engagement and Support Form
- Community Partnerships Form
- IFSP and Case Management Form
- Transitions Form
- Health Services Form
- Staff Qualifications Form
- Human Resources Form
- Organizational and Experience History Form
- Record Keeping, Monitoring and Self-Assessment Form
- Governance Form
- Board of Directors Form

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- ❑ Fiscal Capacity Form
- ❑ Head Start/Early Head Start Budget Narrative Form
- ❑ Appendix List Form

Program Appendix

Respondents should include in the appendix the following documents:

- ❑ Head Start/Early Head Start Budget Summary (SF424A)
- ❑ Proof of non-profit status (if applicable)
- ❑ Copies of applicable child care licenses, or evidence of license-exempt status
- ❑ Proof of accreditation and quality certifications if available (NAEYC, QRS, etc)
- ❑ Organizational Chart
- ❑ Resumes of key agency leadership staff (or job descriptions if position is vacant)
- ❑ Copies of audited balance sheet and (Independent Auditor's Report) for the three most recently completed annual audits
- ❑ Board of Director's approval of the application

- ❑ Parent Policy Committee approval of the application, if applicant is current Head Start or Early Head Start delegate (include minutes from Policy Committee Meeting)
- ❑ Evidence of sufficient cash reserves or other resources to operate the proposed program for at least three months prior to receiving reimbursement
- ❑ Documentation of participation in or eligibility for the USDA Child & Adult Care Food Program
- ❑ Certificate of Liability Insurance (see sample in Attachment A on Chicago: Ready to Learn website)
- ❑ Copy of the official Articles of Incorporation for your agency
- ❑ Performance Letter from DFSS for most recent year (if current delegate)
- ❑ Letters of Commitment from Child Care Partner organizations, if applicable
- ❑ Letters of Support (optional, maximum of five)

Respondents should provide a list of items in the Appendix using the Appendix List Form.



SECTION V: EVALUATION AND SELECTION PROCEDURES

A. Proposal Evaluation Process

An evaluation committee selected by DFSS will evaluate and rate all proposals based on the evaluation criteria outlined below. Each proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria outlined below. DFSS reserves the right to consult with other city departments or public or private funders during the evaluation process. Selected Respondent **must be ready to proceed** with the proposed program at the time of contracting.

The Commissioner, upon review of recommended agencies, may reject, deny, or recommend agencies that have applied for grants, based on previous performance and/or area need. Selections will not be final until the City and the Respondent have fully negotiated and executed a contract. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a fully executed contract.

B. General Selection Criteria

The Proposals will be evaluated on the Respondent's ability to operate a Head Start and/or Early Head Start program as defined in this RFP. The following criteria will be used in evaluating all proposals for delegate agency status:

1. Previous Programmatic Experience and Expertise (10 points/ 10 percent)

Respondent should demonstrate experience providing high quality, comprehensive, early childhood development services and knowledge of the populations to be served or similar populations.

2. Administrative/Fiscal Capacity and Experience (30 points/ 30 percent)

Respondent will demonstrate the resources and expertise to assume and meet all administrative and fiscal requirements. This includes the Respondent's fiscal (including financial management systems), technological, management, administrative and staff capabilities.

3. Systems Management (30 Points/ 30 percent)

Respondent will demonstrate the organizational capacity to design and deliver program options that fit the needs of their community and that follow Head Start Program Performance Standards in the areas of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and Program Design Management (PDM), which includes Human Resources, Monitoring, Governance, Transportation, and Safe Environments.

4. Services Management (30 Points/ 30 percent)

Respondent will demonstrate the programmatic capacity to design and deliver comprehensive program services that fit the individual needs of the children and families they serve and that follow Head Start Program Performance Standards in the areas of Education, Disabilities, Family Community Partnerships, and Health Services, which includes medical, oral, and mental health services and nutrition.

C. Additional Evaluation Criteria

In addition to general selection criteria, proposals will be evaluated on the following criteria in order to allocate slots:

1. The capacity to serve high need areas;
2. The capacity to serve underserved populations; and
3. The capacity to offer program options that fit the demonstrated needs of local families.



SECTION VI: LEGAL AND SUBMITTAL REQUIREMENTS

A description of the following required forms has been included for your information. *Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this proposal.*

A. City of Chicago Economic Disclosure Statement (EDS)

Respondents are required to execute the **Economic Disclosure Statement** annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process. More information about the on-line EDS system can be found at:

<https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>.

B. Disclosure of Litigation and Economic Issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent; or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

1. A debtor in bankruptcy; or
2. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
3. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
4. A defendant in any criminal action; or
5. A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
6. A principal of a bond for which a surety has provided contract performance or

compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or

7. A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current, or potential litigation, bankruptcy, or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Evelyn Diaz. Failure to disclose relevant information may result in a Respondent being determined ineligible, or if after selection, in termination of a contract.

C. Funding Authority

This initiative is administered by the Chicago Department of Family and Support Services, the City of Chicago, and the U.S. Department of Health and Human Services. Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, and the U.S. Department of Health and Human Services must be met. Additionally, all successful Respondents must comply with the Single Audit Act if applicable.

D. Insurance Requirements

Funded Respondents will provide and maintain, at their expense, the insurance coverage and requirements specified by the City of Chicago in the "Insurance Requirements and Insurance Certificate" (see attachment A). The Insurance Certificate of Coverage is only required for those Respondents who are selected for a grant agreement award at which time more information will be given. However, a preliminary version of this certificate must be provided when responding to the RFP as the City

of Chicago cannot enter into contracts with Respondents without the insurance. Please refer to Attachment A for more information.

E. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

F. False Statements

1. 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

2. 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

3. 1-21-030 Enforcement.

In addition to any other means authorized by

law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

G. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

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3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of Chicago as amended (the "Municipal Code"), it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid

to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

6. If selected for grant award, respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.

7. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. No person or entity responding to this request for proposals (the "Respondent") or any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any proposed subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of

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persons and entities are together, the “Identified Parties”), shall make a contribution of any amount to the Mayor of the City of Chicago (the “Mayor”) or to his political fundraising committee during (i) the bid or other solicitation process for the Contract or Other Contract, including while the Contract or Other Contract is executory, (ii) the term of the Contract or any Other Contract between City and Respondent, and/or (iii) any period in which an extension of the Contract or Other Contract with the City is being sought or negotiated.

Respondent represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Respondent or the date the Respondent approached the City, as applicable, regarding the formulation of the Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Respondent shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor’s political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor’s political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 will constitute a breach and default under the Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default will entitle the City to all remedies (including without limitation termination for default) under the Contract, under

Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Respondent violates this provision or Mayoral Executive Order No. 2011-4 prior to the award of the Contract, the Commissioner may reject Respondent’s proposal.

For purposes of this provision:

“Bundle” means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

“Contract” means an agreement resulting from this request for qualifications/proposals/ information.

“Contribution” means a “political contribution” as defined in Chapter 2-156 of the Municipal Code.

For purposes of this provision only, individuals are “Domestic Partners” if they satisfy the following criteria: (A) they are each other’s sole domestic partner, responsible for each other’s common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b) a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.

“Other Contract” means any agreement entered into between the Respondent and the City that is (i) formed under the authority of Chapter 2-92 of the Municipal Code; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

