

**City and County of San Francisco
Office of Early Care & Education**



Request for Qualification (RFQ) #748 for

Early Learning Scholarships (ELS) - Licensed Early Head Start/ Head Start Programs



Date issued:	February 22, 2017
Pre-proposal conference:	9:00 a.m., March 2, 2017
Proposal due:	5:00 p.m., March 31, 2017

**Request for Qualification (RFQ) for Early Learning Scholarships (ELS)
Licensed Early Head Start/ Head Start Programs**

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I. Introduction and Schedule

A. General

The San Francisco Office of Early Care and Education (OECE) in partnership with the San Francisco Human Services Agency (SF-HSA), announces its intent to seek proposals from organizations or individuals interested in contracting to provide Early Learning Scholarship (ELS) Licensed Early Head Start/ Head Start (EHS/HS) Programs to support the city's implementation of the San Francisco Citywide Plan for Early Care and Education.

All Early Head Start and Head Start (EHS/HS) agencies are encouraged to apply through this open, competitive process. All EHS/HS programs currently receiving City funding (through C-Wages, Preschool for All and any other City funding) must apply in order to continue to receive this City funding. OECE projects awarding funding up to \$6,440,000. OECE reserves the right to change this amount in its sole discretion.

Note: Only nonprofit agencies holding federal grants for providing Early Head Start and/or Head Start services through Child Care Centers or Family Child Care homes are eligible to apply for funding through this RFQ.

Building on research and in response to input from the field, the Early Learning Scholarship approach aims to:

- Pay Centers enhanced rates that cover the cost of operating a quality program (as defined as meeting Tier 3 of the Bay Area Quality Rating and Improvement System)¹
- Ensure continuity of care for Target Populations²
- Reduce redundant paperwork and reporting

The Early Learning Scholarship funding approach was informed by a year-long Comprehensive Fiscal Analysis that included a review of all federal, state and local funding used to support ECE services, and analysis of revenues and expenses of a diverse variety of San Francisco Centers and Family Child Care homes. More than 100 local stakeholders participated in the process, which resulted in recommendations to streamline and improve the existing local funding approaches. (For more background on why this new funding approach was developed, please refer to Appendix D.)

OECE commissioned additional analysis to more fully address the comprehensive nature of Early Head Start and Head Start Services for low-income children and their families in San Francisco. Primarily conducted in late 2016, this additional effort provided an in-depth analysis of EHS/HS reimbursement rates and the attributable costs of the federal contract requirements for EHS/HS quality infrastructure, administrative supports, and direct services for children. The result was a recommendation for an ELS EHS/HS direct service rate for children funded through EHS/HS, either exclusively or in combination with California Department of Education Title 5 (General Child Care and Development or California State Preschool Program contracts), and/or local funding.

¹ For a description of the QRIS and the Tier 3 requirements, go to page 12.

² For a description of Target Populations, go to page 3.

This is a mechanism for EHS/HS federal grantees to apply for local Early Learning Scholarship funds to better meet the cost of providing quality care to the EHS/HS populations. The new ELS approach will take effect on July 1, 2017. To be considered for City funding under this new approach, EHS/HS federal grantees must complete the application on line at <https://goo.gl/forms/p9ymFEeOA7qjSNcV2>. It is anticipated that not all applications will be funded at their requested amount.

EHS/HS programs that are selected through the application process will work with OECE to develop one funding agreement with OECE that encompasses all enrollments (Center and/or Family Child Care homes) and sites supported with this funding.

The grant agreement shall have a **tentative term from July 1, 2017 to June 30, 2020**. In addition, the City shall have the option to extend the term for a period of two years, for a total of five years, subject to annual availability of funds, annual satisfactory Grantee performance, and need. OECE/SF-HSA has the sole, absolute discretion to exercise this option, and reserves the right to enter into grants of a shorter duration.

Payment for all services provided in accordance with provisions of this grant shall be contingent upon the availability of funds. The City shall not be required to provide any definite units of service nor does the City guarantee any minimum amount of funding for these services.

B. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFQ issued by the City	February 22, 2017
Pre-proposal conference	9:00 a.m., March 2, 2017
Deadline for submission of written questions or requests for clarification	2:00 p.m., March 10, 2017
Proposals due	5:00 p.m., March 31, 2017

Dates and times subject to change

C. Definitions

0-5 Continuity	Target Population families who lose subsidy eligibility for state funding may continue in care until their child reaches kindergarten with annual eligibility redeterminations for state/federal funding
0-5 Continuity	Target population families and their child(ren) may receive funding until the child reaches kindergarten, subject to funding availability, with annual eligibility redeterminations for state/federal funding.
CAPP	California Alternative Payment Program
<u>CA ECE Workforce Registry</u>	A web-based data system that collects workforce data such as qualifications, verified education, professional development, compensation and employment history, and demographics, and is linked to program data.
CDE	California Department of Education
CDSS	California Department of Social Services
CLASS	Classroom Assessment Scoring System. An external assessment of teacher-child interactions.
Comprehensive Fiscal Analysis (CFA)	<u>The Comprehensive Fiscal Analysis</u> was conducted by a national team of experts, providing an inventory of federal, state, and local investments, and proposing approaches and models for restructuring San Francisco’s local early care and education investments. The CFA recommendations and analysis were critical to the development of the ELS approach.
DHS	San Francisco Department of Human Services, a division of HSA.
DRDP	Desired Results Developmental Profile assessment for children ages 0-5 required of CDE contractors.
ELS	San Francisco Early Learning Scholarships are local funds that ensure providers can cover the cost of operating at a QRIS Tier 3 level. OECE may determine, over time, changes in costs or tiers for ELS reimbursement.
ELS–Bridge	Early Learning Scholarship (ELS) Bridge provides continuity of care for families who have lost eligibility in local and/or state subsidy programs or provides funding, on a case-by-case basis, to maintain a family’s state eligibility when they have defaulted on their Family Fee payment(s). All low-income families receive continuity through the program year, while Target Population families may receive continuity until the child reaches kindergarten, subject to funding availability.

ELS-City (Voucher)	Early Learning Scholarships for providers who serve low-income children under the age of 4 whose families need ECE services but for whom other state or federal subsidies are unavailable. Approved children receive full tuition reimbursement for at least a minimum of one program year, and Target Population families will be funded until the child reaches kindergarten, subject to funding availability.
ELS-City (Reserved)	Early Learning Scholarships for providers who have “Reserved” or assigned slots designated to serve Target Population families until the child reaches kindergarten, subject to funding availability.
ELS-City (Moderate)	Subject to funding availability, these Early Learning Scholarships are for providers who serve moderate income families with children under the age of 4 whose families need ECE services but who are not eligible for other state and federal subsidies and may not be able to afford the full cost of quality care. Families will be verified as moderate income – defined as above 70% of State Median Income and less than 110% of Area Median Income (for example, between \$42,215 and \$106,656 for a family of 3) – by the ECE Integrated Services Grantee(s).
ELS-Gap	Early Learning Scholarships for providers who have a “gap” between one or more state and/or federal subsidies and the cost of operating a program at the QRIS Tier 3 level.
ERS	Environmental Rating Scale designed to assess process quality in an early childhood setting.
ECE Integrated Services Grantee(s)	Non-profit grantee selected by OECE that cuts payment checks to OECE authorized Early Learning Scholarship and Preschool for All Centers and Family Child Care Homes.
HSA	San Francisco Human Services Agency
Low-Income	Families earning less than 70% of the State Median Income as determined by the California Department Education. (see Appendix C)
Low-Moderate Income	Families earning more than 70% of the State Median Income and at or below 110% of the Area Median Income. (see Appendix C)
OECE	Office of Early Care and Education
P500	Project 500 is a San Francisco Mayoral initiative that seeks to prevent the transfer of poverty from one generation to the next by providing meaningful pathways up and out of poverty and by building an integrated and comprehensive system of care.
Preschool for All	San Francisco’s Preschool for All program offering free part-day preschool for four-year olds and a system of quality supports.

Program Year Continuity	Low-income families who lose state subsidy eligibility may continue in care until the end of the program year, typically prior to fall.
Quality Rating and Improvement System (QRIS)	A Quality Rating and Improvement System is a vehicle to organize early learning quality standards. QRIS is intended to measure and raise the level of quality of early learning programs by developing quality standards, providing quality improvement supports, and aligning disconnected systems. In 2011, California was awarded a federal grant to develop regional QRIS in 16 counties across California. San Francisco is a member of the <u>California Quality Rating and Improvement System</u> consortium.
QRIS State Quality Block Grant	CDE funded state stipends for quality in Title 5 contracted settings. Also the basis for a local program for non-state contractors participating in the quality system.
Resource and Referral	Assisting parents in finding child care that best meets their family needs through the provision of robust, up-to-date information regarding licensed providers.
<u>SF3C</u>	San Francisco Child Care Connection – A centralized eligibility and waiting list will support to assist low-income families in connecting with quality subsidized early care and education options.
<u>San Francisco Citywide Plan for Early Care and Education</u>	The San Francisco Board of Supervisor approved Early Care and Education plan to align early education goals, frameworks, funding, and outcomes targeting children birth through age five.
Stacked Funding	Funding that is “stacked” from multiple funding sources (e.g., state, federal, local, etc.) to cover the program operating costs.
Target Population	Low-income African American children, low-income Latino children, low-income English Language Learners, families who are homeless, children at-risk of abuse and/or neglect or involved with the child welfare system, and children with identified special needs or disabilities. Low income is defined as a family’s income is at or below 70% of the State Median Income (see Appendix C).
Voucher	A voucher provides families with the ability to pay for child care at a program of their choosing. Providers qualified through this RFQ are eligible to receive an ELS rate (which is designed to “enhance” the state or federal voucher rate) to serve families with vouchers.

D. Target Population

The San Francisco early care and education (ECE) system is focused on serving the needs of 0-5 year olds with a focus on low-income families. OECE has adopted a particular emphasis on “Target Population” families which include: low-income African American children, low-income Latino children, low-income English Language Learners, families who are homeless, children at-risk of abuse and/or neglect or involved with the child welfare system, and children with

identified special needs or disabilities. Low income is defined as a family's income at or below 70% of the State Median Income (see Appendix C).

E. Description of Early Learning Scholarship Funding Streams

This RFQ makes local funds available to EHS/HS federal grantees to support serving children ages 0 to 5. In an attempt to maximize federal and state funding before spending local City funding OECE has created the following ELS funding streams. Several of the funding streams below augment federal and state funds already supporting licensed ECE providers. ELS funding streams provide enhanced rates to cover the cost of providing quality services at Tier 3 on the QRIS in San Francisco.

The application that accompanies this RFQ asks EHS/HS grantees to estimate how many children they plan to enroll using each of the following funding streams during peak enrollment between July 1, 2017 through June 30, 2018. Each child can only be supported by one of the ELS funding streams at a time, therefore, applicants can only apply for one funding stream per projected child.

OECE anticipates applicants will primarily apply for the ELS EHS/HS funding stream described below which is intended for EHS/HS grantees.

ELS EHS/HS – This funding is awarded to agencies for a specific Center or Family Child Care home to better meet the cost of providing quality EHS/HS services in San Francisco. OECE will consider funding for each enrollment, up to the maximum rate indicated for each child, minus other federal or state funding available to support the enrollment. The federal and state funding streams considered to support an enrollment include: EHS/HS, California Department of Education, and food program funding.

Applicants may also consider applying for other ELS funding streams to support enrollments beyond the enrollments funded through their EHS/HS federal funding. OECE will consider such requests in the context of maximizing federal and state funding available to support enrollments. Below is a description of the other Early Learning Scholarship (ELS) funding streams that EHS/HS grantees may possibly be interested in:

ELS – City (Reserved): This funding is “reserved” or assigned to a specific Center/Family Child Care home and is designated to support Target Population families. If an Early Head Start/Head Start grantee is approved for ELS-City (Reserved) funding, the center must fill a “Reserved” slot with an eligible child, to receive full tuition reimbursement until the child reaches Kindergarten, subject to funding availability. ELS-City (Reserved) slots will be funded at the ELS Center Rate, which is based on the cost of providing quality services at Tier 3 on the QRIS.

EHS/HS grantees awarded ELS-City (Reserved) funding may be asked to enroll families from the centralized waiting and eligibility list (currently San Francisco Child Care Connection, or SF3C) to fill their ELS-City (Reserved) slots. Children at the time of their initial subsidy enrollment must be under the age of 4. OECE's ECE Integrated Services Grantee(s) may determine families' need and eligibility (e.g., low-income and employed, attending school or training, job search or incapacitated, etc.).

EHS/HS grantees with significant experience serving families who are homeless, children at-risk of abuse and/or neglect or involved with the child welfare system (FCS), or children with identified special needs or disabilities will be prioritized for this type of funding.

ELS – City (Voucher): This funding provides a “portable” City funded voucher to low-income children under the age of 4 whose families need ECE services but for whom other state or federal subsidies are unavailable. Approved children will receive full tuition reimbursement for at least a minimum of one program year, and Target Population families will be funded until the child reaches kindergarten, subject to funding availability.

EHS/HS grantees apply for ELS-City (Voucher) funding based on their projected peak enrollment capacity for serving ELS-City (Voucher) children. ELS-City (Voucher) funded enrollments may not supplant state/federal funded slots. Families are selected for available ELS-City (Voucher) funding through the centralized waiting and eligibility list (currently SF3C). OECE’s ECE Integrated Services Grantee(s) will determine families’ need and eligibility (e.g., low-income and employed, attending school or training, job search or incapacitated, etc.). Approved families may then select and enroll in any Center or Family Child Care Home qualified and/or awarded funding through one of OECE’s RFQ processes – if the provider has a vacancy. EHS/HS grantees selected by families will receive funding for enrolled eligible children at the ELS Center Rate, which is based on the cost of providing quality services at Tier 3 on the QRIS.

Priority for this funding are families with a child under age 4 who are homeless or at-risk of abuse and/or neglect or involved with the child welfare (FCS) or have identified special needs or disabilities.

Note: Families *involved with the child welfare system or who are homeless* with a child under the age of 4 may also receive ELS-City (Voucher) funding for their older siblings through age 12 to receive care through an eligible provider.

ELS – City (Moderate): OECE is also interested in expanding, over time, ELS – City subsidies for low-moderate income families. Subject to funding availability, this funding is “reserved” or assigned to a specific center who serves low-moderate income families with children under the age of 4 whose families need ECE services, but who are not eligible for other state or federal subsidies, and are not able to afford the full cost of care. Families will be verified as low-moderate income - defined as above 70% of State Median Income and less than 110% of Area Median Income (see appendix C) - by the ECE Integrated Services Grantee(s). Approved children may receive Early Learning Scholarship support for at least a minimum of one program year.

ELS – Gap: This funding provides an enhanced rate to fill the gap between state and/or federal funding and the cost of providing quality services at Tier 3 on the QRIS in San Francisco. The gap funding amount per child will depend on the amount of the state and/or federal subsidies supporting that child.

The gap funding amount will be calculated by the following formula: the ELS Gap Rate will be calculated based on the ELS Center or ELS FCC rate minus the State Reimbursement Rate and applicable Child and Adult Food Program rate, or any combination (i.e., stacked funding) of

those state/federal funding streams = ELS Gap funding amount. Gap funding for EHS/HS will apply to both licensed Center sites and qualified Family Child Care sites which have been approved through NOFA #746.

EHS/HS grantees awarded ELS-Gap funding must enroll families from the centralized waiting and eligibility list (currently SF3C), except for Family & Children’s Services or CalWORKS entitlement funded voucher enrollments, to fill vacancies. Children supported by this funding must be between the ages of 0 and 5.

ELS – Bridge: This funding provides continuity of care, when approved by OECE, for families who lose their eligibility for local, state and/or federal subsidies. Centers serving children ages 0 to 5 years old who have lost their subsidy eligibility and that have been approved by OECE will be funded at the applicable ELS Rate, which is based on the cost of providing quality services at Tier 3 on the QRIS, for at least a minimum of one program year. Target Population families will be funded until the child reaches kindergarten if they do not regain eligibility for state or federal subsidies, subject to funding availability.

Respondents with Title 5 contracts and EHS/HS funding will be prioritized for this type of funding. The length of continuity and criteria for approving eligible children may change depending upon funding availability. Applicants do not apply for this ELS funding stream, as it will only become available when a family an applicant is serving loses their existing subsidy.

ELS Full-Day, Part-Day, Full-Year and Part-Year Definitions

ELS funding can be used for both full-day and part-day enrollments, and for both full-year and part-year enrollments. As noted below, ELS-GAP funding will use the definitions of full day, part day, full year and part year determined by the underlying subsidy. Below is a table that defines these terms:

For ELS-Gap funding used with a California Department of Education Title 5 Contract	
Full Day	6.5 -10.5 hours a day
Part Day	4- 6.4 hours a day
Full Year	At least 246 days a year
Part Year	At least 175 days a year
For ELS-Gap funding used with a State Voucher	
Full Day	30 hours per week
Part Day	Less than 30 hours per week
For ELS-City and ELS-Bridge	
Full Day	6.5 -10.5 hours a day
Part Day	3.5-6.4 hours a day
Full Year	At least 246 days a year
Part Year	At least 175 days a year

ELS Infant, Toddler, and Preschool Definitions:

- ELS EHS/HS will use the definitions of infant, toddler, and preschool used by the federal Head Start program.
- ELS-Gap funding will use the definitions of infant, toddler, and preschool age determined by the underlying State/Federal subsidy. For EHS/HS infants and toddlers are defined as children under the age of 3.
- ELS-City funding will use the following definitions of age groups:
 - Infant: ages 0 to 24 months
 - Toddler: more than 24 months to less than 36 months
 - Preschool: ages 3 to 5 years old

Please refer to Appendix A for a matrix of the above funding streams.

Annual Quality Grant: This funding is an annual, per child amount (calculated on subsidized enrollments) that is **added** to a Center or Family Child Care homes OECE funding agreement if they are rated as Tier 4 or 5 on the QRIS. This funding stream signals that the City recognizes increasing levels of quality, and over time, aims to enhance funding to incentivize and reward Centers for higher QRIS ratings. This funding is from both the California Department of Education and the City.

Transition Funding: This funding is to help currently funded providers ensure continuity of services for children currently enrolled and provide some funding stability during the first two years of OECE's new ELS funding approach. EHS/HS grantees, Centers and Family Child Care homes currently funded through C-WAGES and/or Operating Grants and/ or Preschool For All which will face reductions in their OECE funding under the new approach will be prioritized for this funding stream. Transition funding will be one-time funding paid over two years. Transition funding is limited and will be negotiated with OECE. Programs must apply through the application that accompanies this RFQ in order to be eligible.

F. Rates

For EHS/HS grantees, OECE will determine funding amounts using the Early Learning Scholarship Early Head Start/Head Start Rates as a maximum amount per child. These rates were determined by an in-depth analysis of San Francisco Early Head Start/Head Start reimbursement rates and the cost of delivering high-quality Early Head Start/Head Start services. Due to the differences in EHS/HS grant federal reimbursement rates across federal grantees, the OECE funding amounts per child per federal grantee will be adjusted according the awarded applicant's federal base funding from Head Start and any other state and federal funding for each enrollment, such as CSPP part-day stacked with Head Start half day.

The following maximum rates are established for EHS/HS grantees providing services in a center setting.

Early Learning Scholarship Early Head Start/ Head Start Center Rates	
Infant	\$ 30,958
Toddler	\$ 30,958
Preschool (full year)	\$ 22,833
Preschool (full day, part year)	\$ 17,635
Preschool (part day, part year)	\$ 11,880

EHS/HS applicants providing services through partnerships with Family Child Care homes are also encouraged to apply for funding for direct service payment enhancements to Family Child Care homes. Funding applications for EHS services in Family Child Care homes will be considered at the ELS Family Child Care Rates based on the age of the child. Below is a table of the rates for each applicable ELS funding stream, including rates for full day, part day, full year and part year.

Early Learning Scholarship Family Child Care Rates				
	Full day, Full Year	Full day, Part Year	Part day, Full Year	Part day, Part Year
Infant	\$20,707	\$14,731	\$11,389	\$8,102
Toddler	\$20,707	\$14,731	\$11,389	\$8,102
Preschooler	\$19,494	\$13,868	\$10,722	\$7,627

EHS/HS grantees that apply for other ELS funding streams to support enrollments beyond their EHS/HS enrollments will be considered using the standard, applicable ELS rates, which are listed below.

Early Learning Scholarship Center Rates				
	Full Day, Full Year	Full Day, Part Year	Part Day, Full Year	Part Day, Part Year
Infant	\$27,496	\$19,560	\$15,123	\$10,758
Toddler	\$20,935	\$14,893	\$11,514	\$8,191
Preschooler	\$17,069	\$12,143	\$9,388	\$6,678

Annual Quality Grant Amounts:

This funding is an annual per child amount (calculated on subsidized enrollments) that is added to a Center’s OECE funding agreement if they are rated as Tier 4 or 5 on the QRIS.

One-Time, Per Child Amount	Tier 4	Tier 5
Infant/Toddler	\$ 300	\$ 330
Preschooler	\$ 200	\$ 220

Transition Funding: There is no rate for Transition funding. The amount of transition funding per agency will not exceed the agency's projected loss under the new funding approach, as determined by OECE. Amounts will be negotiated with OECE. Transition funding is limited.

II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

Program Assurances

Below is a brief description of the program requirements any EHS/HS grantee receiving ELS funding must agree to follow. For more detailed information on these program requirements, please refer to the OECE Program Operating Guidelines located at www.sfoece.org. To the extent possible, given EHS/HS federal program standards, OECE will seek to align and streamline reporting to reduce administrative burden and duplication.

Quality:

- 1. Curriculum** – Providers must utilize an evidenced-based curricula, which aligns with either the California Department of Education *Infant/Toddler Learning & Development Foundations*, California Department of Education *California Preschool Curriculum Frameworks (Volumes 1-3)* (if serving preschool-age) and Head children), or the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*.
- 2. Quality Improvement Plan** – Providers must develop and implement a Quality Improvement Plan that incorporates analysis and reflection on child assessments, observations, and other data about the program.
- 3. Intentional Approach & Parent-Teacher Conferences** OECE requires Centers and Family Child Care providers to have an intentional approach to engage families and to hold at least two individual parent-teacher conferences each program year to discuss the child's progress. OECE may require providers to comply with additional family engagement requirements that are developed in partnership with providers at a future date during the funding term. EHS/HS requirements, when applied to all enrollments, will meet this assurance.
- 4. Family Surveys** To help ensure that families' needs are being met and that they have a formal mechanism to provide feedback to the Center, OECE will require providers to survey families of OECE-funded children if their program is selected. Each year different providers across the City will be randomly selected to participate.
- 5. No Faith-Based Teaching** Providers may not deliver any direct faith-based instruction during program time supported with OECE funds.
- 6. Quality Supports** Providers must participate in quality supports, such as training, coaching, and mental health consultation including, but not limited to, those provided by First 5 San Francisco and the San Francisco Department of Public Health.

Workforce and Compensation:

- 1. Compensation** – Given OECE's commitment to supporting the ECE workforce and the recommendations in the Citywide Early Care and Education Plan, OECE suggests Centers

pay at least the following minimum hourly wages for classroom staff, which was used to calculate the rates for the Early Learning Scholarship. The suggested ELS Classroom Staff Wage Minimums are based on job responsibilities and level of education, and Centers are encouraged to provide compensation higher than these suggested minimums.

ELS Classroom Staff Wage Minimums for FY 2017-18

Classroom Staff Role	Min. Education Level	Suggested Staff Wage Minimums
Assistant Teacher	6-11 ECE/CD units or Assistant Perm	\$14.00 or Minimum Wage*
Teacher/Co-Teacher Head/Lead Teacher Master Teacher	12-23 units or Associate Teacher Permit	\$15.78
Teacher/Co-Teacher Head/Lead Teacher	Teacher Permit or Unit Equivalent	\$17.53
Teacher/Co-Teacher Head/Lead Teacher	Master Teacher Permit or Unit Equivalent	\$19.28
Teacher/Co-Teacher Head/Lead Teacher	Site Supervisor Permit	\$21.04
Teacher/Co-Teacher Head/Lead Teacher	Program Director Permit or Unit Equivalent	\$22.79
Site Supervisor/Assistant Director	Site Supervisor Permit	\$26.30

*No Center receiving funding from the City can pay any staff member below the Minimum Compensation Ordinance.

OECE does not have suggested staff wage minimums for Family Child Care homes.

- 2. Staff Training** – OECE will provide orientation and training sessions and hold regular required Administrators Roundtable meetings each fiscal year to share critical information with Providers. OECE will also require three in-depth trainings on the following topics: Support for Dual Language Learners, Inclusion and Meeting the Needs of Young Children with Disabilities or Other Special Needs, and Family Engagement and Support.

Enrollments:

- 1. Residency Requirement** Children funded by the Early Learning Scholarship or Preschool for All must be a San Francisco resident during the time that they are enrolled in the funded program, except for Title 5 participants.
- 2. Filling Child Vacancies** – EHS/HS grantees are permitted to fill EHS/HS vacancies per their federal contract requirements.
- 3. Enrollment Recordkeeping** – Providers shall establish and maintain a basic file for each family receiving Early Learning Scholarship or PFA funding. EHS/HS requirements will fulfill this program assurance.

4. **Child Attendance Recordkeeping** – All centers receiving Early Learning Scholarship funding shall maintain electronic enrollment and attendance records for **all** children using the Cocoa database and its electronic sign in and sign out features. OECE will provide technical assistance and a limited amount of start-up funding to purchase tablets, security devices, and equipment to enhance Wi-Fi connections. All Family Child Care homes receiving Early Learning Scholarship funding shall maintain electronic enrollment and attendance records for **all** children using a database designated by OECE.
5. **Child Attendance Policy** OECE-funded children are allowed up to 10 days of non-attendance that is unexcused (vacation, leave, “best interest of child”) during the Program Year.
6. **Consent Form** Providers must include the OECE Consent form in their application/reapplication materials and keep them on file.
7. **Nondiscrimination Policy** Providers must have a written enrollment policy that includes language about not discriminating against any child or his or her parent(s) on the basis of race, color, national origin, sex, sexual orientation, religion or disability.
8. **Children with Disabilities and Special Needs** Providers will make reasonable accommodations for children identified as eligible for special education and/or related services under the Individuals with Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA).

State/Federal funding:

1. Agencies are required to ensure maximum use of their state and federal contract funding, while also working with OECE (through the ELS-Bridge approval process) to ensure continuity for children who subsequently become ineligible for state and/or federal funding and receive ELS-Bridge.

Other Requirements:

1. **Annual Financial Audit** – Providers shall be required to submit a financial audit to OECE on an annual basis.
2. **Program Evaluation** – Providers shall participate in OECE-sponsored evaluation activities aimed at better understanding the impact of City-funded programs.
3. **OECE Logo** – Providers shall be required to use an approved OECE logo in all materials used to market OECE-funded programs, including brochures, websites, flyers, banners, and advertisements.

Funding Agreements

EHS/HS grantees selected through this RFQ will enter into funding agreements for a specific maximum dollar amount. OECE will determine that maximum dollar amount based on the number of enrollments the grantee is awarded in each funding stream: ELS-EHS/HS, ELS-City (Reserved), ELS- City (Moderate), ELS-Gap for Title V contracts or State Vouchers, and QRIS Quality Grants and/or Transition Funding. This RFQ will qualify providers to receive ELS City (Voucher) funding and ELS-Gap funding for state voucher children as eligible families select their site. Funding to serve those types of enrollments will be administered by the ECE Integrated Services Grantee(s). While the funding agreement will encompass all the funding for which the Center is awarded, verified enrollments will determine actual payments. OECE will approve first quarter advances, and reconcile subsequent quarters based on verified enrollments.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by **5:00 p.m.**, on **March 31, 2017**. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all Respondent submissions within one (1) working day after the deadline for receipt noted above.

Complete applications will consist of the following **three (3)** items:

1. The RFQ Application Form:

- a. Please complete and submit the online RFQ Application Form <https://goo.gl/forms/p9ymFEeOA7qjSNcV2> . This form can only be completed online. Please allow for 2-3 hours to complete this form.

Tips for completing the online Google Application Form

- OECE suggests that applicants write their narrative responses in Word and then paste them into the online form.
- Applicants may choose to submit the contents of their application after each section. For the question, “Do you want to continue to next section or save your application now and return to finish it later?” Click on “Save and return to finish later,” and then click “NEXT.” On the following screen, click on “SUBMIT.”
- You can choose to continue your application at a later time by either: 1) keeping your web browser open and clicking on “Edit your response” or 2) going to the email account you entered at the beginning of the application and looking for an email from Google Forms with the subject line “San Francisco Office of Early Care and Education Request for Qualifications (RFQ) #748 - Early Learning Scholarship for Licensed Early Head Start/ Head Start Programs.” To continue with your application, click “EDIT RESPONSE” and it will take you to the section where you previously left off.

2. Budget Please create a budget using Microsoft Excel spreadsheets provided, delineating the (please see Section XII: for details):

- a. Projected enrollments by age (infant, toddler, and preschool) to be served by the agency
- b. EHS/HS federal reimbursement rate per child by age for those enrollments
- c. Any CDE, food program or other state/federal funding supporting those enrollments per child by age
- d. Projected gap to the ELS-EHS/HS maximum rate for those enrollments per child by age
Please create a summary sheet for the agency totals overall, and tabs detailing projections by each Center and one tab for Family Child Care enrollments including the name of licensed operators to be funded, if applicable. Please submit the budget, with any relevant narrative, to Steve.Kim@sfgov.org AND HSARFP@sfgov.org.

3. Cover Page with Minimum Qualification Criteria Page Number Form in PDF

- a. Section X. San Francisco Office of Early Care & Education Cover Page, with Signature from your authorized representative.
- b. Section XI. San Francisco Office of Early Care & Education Page Number Form

- c. **Minimum Qualifications – up to 10 pages.** Agencies must provide a Minimum Qualifications Narrative describing in detail how the proposing agency meets each of the Minimum Qualifications. Any proposals failing to demonstrate these qualifications will be considered non-responsive and will not be eligible for proposal review or award of contract or grant. (Refer to section IV, Item A, below)

In order for your Agency’s submission to be considered as a complete response package, your EHS/HS agency must submit both the online Application AND email a budget to Steve.Kim@sfgov.org AND HSARFP@sfgov.org by March 31, 2017 at 5:00pm.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

The following are the minimum requirements to be qualified for funding

- Located in the City and County of San Francisco and serving San Francisco families.
- Hold a federal grant, in good standing, for Early Head Start and/or Head Start services.
- Must have current licenses with Community Care Licensing Division (CCLD) of the California Department of Social Services, and be in good standing.
- Centers must have a Tier 3 rating on the California Quality Rating and Improvement System (QRIS) Matrix by July 1, 2017 to receive OECE funds, and must maintain that rating throughout the funding period. To be rated as a Tier 3, Centers must:
 - *Child Observation:* Conduct child observations using the Desired Results Developmental Profile two times a year per child for every child in a classroom with an OECE-funded child
 - *Developmental & Health Screenings:* Work with families to ensure screening of all children using a valid and reliable developmental screening tool at entry and as indicated by results thereafter, and ensure Health Screening Form (Community Care Licensing form LIC 701 "Physician's Report -Child Care Centers" or equivalent) is used at entry and annually (or alternatively ensures vision and hearing screenings are conducted annually)
 - *Minimum Qualifications for Lead Teacher:* Have 24 units of ECE/CD + 16 units of General Education or Teacher Permit, and 21 hours professional development annually
 - *Effective Teacher-Child Interactions - CLASS Assessments:* Allow independent CLASS assessment by reliable observer to inform the program’s professional development/improvement plan
 - *Ratios and Group Size:* Maintain the following ratios Infant/Toddler= 3:12; Toddler = 2:12; Preschool= 2:24
 - *Program Environment Rating Scale(s):* Allow assessment on the whole tool. Results used to inform the program’s Quality Improvement Plan
 - *Director Qualifications:* Have an Associate’s degree with 24 units ECE/Child Development with 6 units management/administration and 2 units supervision or Site Supervisor Permit, and 21 hours professional development annually.

Family Child Care homes that are included in an application must either have a Tier 3 QRIS score or work to achieve such a score by June 30, 2020. Note: The QRIS is subject to change due to state, regional and local policy shifts.

Selection Process and Criteria

The selection process will include an initial screening of the application, based on the minimum qualifications. Only applicants that meet minimum qualifications will move forward to the technical review panel. EHS/HS applicants who do not meet minimum qualifications will not be reviewed and are considered ineligible for funding.

The City reserves the right to request follow-up documentation of information submitted in the application. The City reserves the right to conduct oral interviews and/or site visits as part of the selection process, if deemed necessary. If OECE opts to conduct interviews and/or site visits to assess respondents' ability to provide the services, OECE may elect to interview or visit only the most qualified respondents if the number of responses is high (based on the minimum qualifications). The final selection, based upon the written application (and possibly an interview and/or site visits) will be made by the Director of OECE.

The technical review panel will evaluate and rate the EHS/HS applications for ELS funding in accordance with the criteria listed below in priority order for a total of 100 points, allocated as follows:

1. Quality Rating and Improvement System (QRIS) scores for operated sites. (26 points)
2. Years of experience agency has used an evidenced-based curricula. (25 points)
3. Experience serving Low-income and/or Target Population families with agency's Center-based ECE services:
 - a. Years of experience agency has serving families with an income at or below the State Median Income. (3 points)
 - b. Years of experience agency has served homeless families. (3 points)
 - c. Years of experience agency has served families involved in the child welfare system. (3 points)
 - d. Years of experience agency has served families that have children with identified Special Needs. (3 points)
 - e. Years of experience agency has served low-income African American families. (3 points)
 - f. Years of experience agency has served low-income Latino families. (3 points)
 - g. Years of experience agency has served low-income English Language Learner families.- (3 points)
 - h. Training, infrastructure, and/or partnerships that support the agency's efforts to serve Early Head Start, Head Start eligible families. (3 points)
4. Intent to serve infants and toddlers from low-income families. (5 points)
5. Breadth of comprehensive services and partnerships to provide children and families services beyond child development support. (5 points)
6. Location in priority neighborhoods as defined by Child Care Planning and Advisory Council (CPAC) for relevant ages of children served (See Appendix B). (5 points)
7. Demonstrated commitment to increasing workforce compensation. (5 points)
8. Evidence of an intentional approach to engage families of children in the program.-(5 points)
9. Intent to serve infants, toddlers, and preschoolers so as to foster continuity of care from ages 0 – 5. (tie-breaker criteria only, 10 points)

The technical review panel will evaluate and rate the applications for **Transition Funding** in accordance with the criteria listed below for a total of 100 points, allocated as follows:

1. Quality Rating and Improvement System (QRIS) score.(20 points)
 2. Amount of projected loss in OECE Funding in FY 2017-18 assuming proposed ELS and PFA enrollments are fully funded. (20 points)
 3. Years of experience serving low-income and Target Population families. (20 points)
 4. Intent to serve infants and toddlers from low-income families. (20 points)
- Compelling reason why the agency needs transition funding. (20 points)

V. Pre-proposal conference and Contract/Grant award

A. Pre-Proposal Conference

Proposers are encouraged to attend the (optional) pre-proposal conference on **March 2, 2017**, at **9:00 a.m.**, to be held at **1650 Mission Street, Suite 312, San Francisco, CA 94103**. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFQ, please contact the individual designated in Section VI.B.

B. Contract/Grant Award

OECE will select respondents with whom OECE staff shall commence contract negotiations. The selection of any response shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiations and approvals before the City enters into a final, binding award contract with respondent. If a satisfactory contract cannot be negotiated in a reasonable time OECE, in its sole discretion, may terminate negotiations with the highest ranked respondent and begin contract negotiations with the next highest ranked respondent.

C. Written Questions

Proposers are encouraged to submit written questions before the due date stated in Section I.B. to the individual designated in Section VI.B. All questions will be addressed and any available new information will be provided in writing via email to proposers. All written questions must be submitted on or prior to **2:00 p.m., March 10, 2017**.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFQ

Proposers are responsible for reviewing all portions of this RFQ. Proposers must promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification must be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of intent to request written modification or clarification of the RFQ, must be in **writing and directed to:**

Steve Kim, GB22
Office of Contract Management
San Francisco Human Services Agency
1650 Mission Street, Suite 300
San Francisco, CA 94103
steve.kim@sfgov.org

C. Objections to RFQ Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFQ, the proposer must, not more than ten calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFQ, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time **before the deadline** for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract/grant awarded pursuant to the RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a

particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements

for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals;

5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFQ.

N. Local Business Enterprise Goals and Outreach

Due to county, federal and state funding for these services, LBE bid discounts will not be used in this RFQ

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits; the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfcMD.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and

that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within ten calendar days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the tenth calendar day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Director
Office of Early Care & Education
P.O. Box 7988
San Francisco, CA 94120-7988

IX. Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/index	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	aspx?page=4762 In Vendor Profile Application		spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	
4.	CMD LBE Certification Application http://www.sfgsa.org/index.aspx?page=6058 In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts if applicable. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Unit 30 Van Ness Avenue, Suite 200 San Francisco, CA 94102 Phone: (415) 581-2310

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
 Purchasing forms: Click on “Required Vendor Forms” under the “Information for Vendors and Contractors” banner.

Contract Monitoring Division

CMD’s homepage: <http://sfgsa.org/index.aspx?page=5365>
 Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>
 LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

X. San Francisco Office of Early Care & Education Cover Page

NAME OF ORGANIZATION(S): _____

ADDRESS: _____

DIRECTOR: _____

PHONE/FAX#: _____

EMAIL: _____

FEDERAL EMPLOYER #: _____

ANNUAL AMOUNT(s) REQUESTED: \$ _____

I understand that the San Francisco Office of Early Care & Education/Human Services Agency (OECE/SF-HSA) reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity

Signature of authorized representative(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Submit an electronic copy to Steve.Kim@sfgov.org and HSARFP@sfgov.org

XI. San Francisco Office of Early Care & Education Page Number Form

For each item listed below, please list the page number(s) where the reviewer may find the information about how the applicant meets each minimum qualification.

	Minimum Qualifications	Page #
A1.	Located in the City and County of San Francisco and serving San Francisco families.	
A2.	Hold a federal grant, in good standing, for Early Head Start and/or Head Start services..	
A3.	Must have current licenses with Community Care Licensing Division (CCLD) of the California Department of Social Services, and be in good standing..	
A4	Centers must have a Tier 3 rating on the California Quality Rating and Improvement System (QRIS) Matrix by July 1, 2017 to receive OECE funds, and must maintain that rating throughout the funding period. Family Child Care homes that are included in an application must either have a Tier 3 QRIS score or work to achieve such a score by June 30, 2020.	
A5	Respondent must be a certified vendor with the City and County of San Francisco or the ability be become a certified vendor within ten (10) days after notice of intent to award.	
A6	Demonstrate the willingness and ability to comply with the City contracting requirements set forth in Section VII of this RFP.	

XII. San Francisco Office of Early Care & Education Budget Forms and Instructions

Budgets should be submitted in the standard HSA/OECE format. Forms are available at: <http://mission.sfgov.org/OCABidPublication/ReviewBids.aspx> and click on the “Consultants and Professional Services” link and then the link for this RFQ.

The following spreadsheets are in Excel. There are 4 pages in the budget (in addition to the budget justification), as follows: Contract Budget Summary, Salaries and Benefits Detail, Operating Expense Detail, Capital Expenditure Detail.

Please note the Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Budget Justification is a narrative, which provides the detailed information and calculations supporting the amount allocated for each budget line item. There is no form provided for the Budget Justification. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the

FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

The Cost Allocation Plan is required. Respondents must follow the City's cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA/OECE format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e, security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

In addition to the above budget information, OECE is also asking applicants to delineate in the budget form:

- Projected enrollments by age (infant, toddler, and preschool) to be served by the agency
- EHS/HS federal reimbursement rate per child by age for those enrollments
- Any CDE, food program or other state/federal funding supporting those enrollments per child by age
- projected gap to the ELS-EHS/HS maximum rate for those enrollments per child by age

Please create a summary sheet for the agency totals overall, and tabs detailing projections by each Center and one tab for Family Child Care enrollments including the name of licensed operators to be funded, if applicable.

Please add any relevant narrative you think is needed to explain the above information. HSARFP@sfgov.org.

These guidelines provide general information. If further clarification or technical assistance is required, consult your HSA Office of Contract Management Contract Manager.

Appendix A

OECE Citywide Plan - Early Learning Scholarship



OECE CITYWIDE PLAN - EARLY LEARNING SCHOLARSHIPS

Using an equity lens to fund and promote school readiness for target populations demonstrating less preparedness for Kindergarten.


Target Populations

- Homeless
- Involved in the child welfare system
- Children w/ Special Needs
- Low-income African American
- Low-income Latino
- Low-income English Language Learners

Note: Either the state contractor or the ECE Integrated Services grantee will serve as the certifying agency for each of the above ELS funding types.

** Tier 3 rate with 5% differential for infants and toddlers in Centers serving 0-5 year olds*

*** A 3 year "grace period" will be established for family child care providers not rated or with a QRIS score below Tier 3 to provide time for T&TA supports to help the provider achieve a Tier 3 or higher rating.*

ELS TYPE	PURPOSE	ELS RATE	ELIGIBILITY	ENROLLMENT PRIORITIES	NEED & ELIGIBILITY RECERTIFICATION
 <b style="color: #556B2F;">ELS Gap	Fills the gap between state/federal funding and the cost of quality ECE services. Ensures all providers are paid a fair rate, which the state has failed to do.	Depends on the amount of the underlying subsidy. This rate will be calculated by the following: Tier 3 rate minus SRR/RMR and food program = ELS Gap rate.*	Low-income families who meet state "Need & Eligibility" requirements and select a Tier 3-5** rated provider.	Follows state/ federal enrollment requirements of underlying subsidy.	State/federal enrollment recertification requirements.
 <b style="color: #FF8C00;">ELS City	ELS City (Voucher) and ELS City (Reserved) target resources to promote a birth-to-5 ECE system. Provides local vouchers and anchored slots with select ECE providers that cover the full cost of quality ECE services.	Tier 3 rate*	Low-income families with at least one child under 4 years of age who select a Tier 3-5** rated provider.	<ol style="list-style-type: none"> 1) Homeless families 2) Target Populations 3) Low-income families 	Annually
 <b style="color: #483D8B;">ELS Bridge	Provides continuity of care for local, state and/or federal subsidized families who lose their eligibility. Ensures local families can maintain their child's ECE services for a minimum of one program year.	Same as previous.	Subsidized families who lose their local, state and/or federal eligibility and continue receiving care with a Tier 3-5** rated provider.	Continuity Priorities: <ol style="list-style-type: none"> 1) Homeless families - Entry to Kindergarten 2) Other target populations - Entry to Kindergarten 3) Low-income/low-middle income families - Program Year. 	Annually

In this model, quality is defined minimally as meeting the requirements of Tier 3 of the Bay Area Quality Rating and Improvement System (QRIS).

**Appendix B
CSPP/CCTR Zip Code Priorities 2016**

San Francisco County CA State Preschool Program CSPP (for preschool-age children) Zip Code Priorities 2016				San Francisco County General Child Care and Development (CCTR) (for infants and toddlers) Zip Code Priorities 2016			
County Number	Zip Code	Neighborhood	CSPP LPC Priority 2016	County Number	Zip Code	Neighborhood	CCTR LPC Priority 2016
38	94102*	Tenderloin/Civic	1	38	94102*	Tenderloin/Civic	1
38	94103++	SOMA	1	38	94103++	SOMA	1
38	94104++	Financial District	1	38	94104++	Financial District	1
38	94105++	Rincon Hill	1	38	94105++	Rincon Hill	1
38	94107	Potrero	2	38	94107	Potrero	2
38	94108*	Chinatown	1	38	94108*	Chinatown	1
38	94109*	Russian Hill	1	38	94109*	Russian Hill	1
38	94110	Mission	1	38	94110	Mission	1
38	94111	Embarcadero	3	38	94111	Embarcadero	3
38	94112	Excelsior	1	38	94112	Excelsior	1
38	94114	Castro	3	38	94114	Castro	3
38	94115	Western Addition	2	38	94115	Western Addition	2
38	94116	Outer Sunset	1	38	94116	Outer Sunset	1
38	94117	Haight	2	38	94117	Haight	2
38	94118	Richmond	2	38	94118	Richmond	2
38	94121	Outer Richmond	2	38	94121	Outer Richmond	2
38	94122	Sunset	1	38	94122	Sunset	1
38	94123	Marina	3	38	94123	Marina	3
38	94124	Bayview	1	38	94124	Bayview	1
38	94127	West Portal	3	38	94127	West Portal	3
38	94129	Presidio	3	38	94129	Presidio	3
38	94130	Treasure Island	3	38	94130	Treasure Island	3
38	94131	Glen Park	3	38	94131	Glen Park	2
38	94132	Merced	2	38	94132	Merced	2
38	94133*	North Beach	1	38	94133*	North Beach	1
38	94134	Visitacion Valley	1	38	94134	Visitacion Valley	1
38	94158	Mission Bay	2	38	94158	Mission Bay	3

*Adjacent designated small zip codes

++Employment and Transportation Corridors

Source: SF3C July 2016 - Public Housing

Appendix C
California Department of Education (CDE) - State Median Income

Family Fee Schedule								
Part-time Fee	Monthly Full-time Fee	Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8 or more
\$21.00	\$42.00	1,820	1,950	2,167	2,513	2,860	2,925	2,990
\$26.50	\$53.00	1,893	2,028	2,253	2,614	2,974	3,042	3,109
\$31.50	\$63.00	1,965	2,106	2,340	2,714	3,089	3,159	3,229
\$37.00	\$74.00	2,038	2,184	2,426	2,815	3,203	3,276	3,349
\$42.00	\$84.00	2,111	2,262	2,513	2,915	3,317	3,393	3,468
\$47.50	\$95.00	2,184	2,340	2,600	3,016	3,432	3,510	3,588
\$55.50	\$111.00	2,257	2,418	2,686	3,116	3,546	3,627	3,707
\$64.00	\$128.00	2,329	2,496	2,773	3,217	3,661	3,744	3,827
\$72.50	\$145.00	2,402	2,574	2,860	3,317	3,775	3,861	3,946
\$81.00	\$162.00	2,475	2,652	2,946	3,418	3,889	3,978	4,066
\$89.50	\$179.00	2,548	2,730	3,033	3,518	4,004	4,095	4,186
\$97.50	\$195.00	2,621	2,808	3,120	3,619	4,118	4,212	4,305
\$106.00	\$212.00	2,693	2,886	3,206	3,719	4,232	4,329	4,425
\$114.50	\$229.00	2,766	2,964	3,293	3,820	4,347	4,446	4,544
\$123.00	\$246.00	2,839	3,042	3,380	3,920	4,461	4,563	4,664
\$131.50	\$263.00	2,912	3,120	3,466	4,021	4,576	4,680	4,784
\$139.50	\$279.00	2,985	3,198	3,553	4,122	4,690	4,797	4,903
\$148.00	\$296.00	3,057	3,276	3,640	4,222	4,804	4,914	5,023
\$156.50	\$313.00	3,130	3,354	3,726	4,323	4,919	5,031	5,142
\$159.50	\$319.00	3,203	3,374	3,749	4,348	4,948	5,061	5,173
\$163.00	\$326.00	3,283	3,393	3,770	4,373	4,976	5,089	5,202
\$166.00	\$332.00	3,356	3,413	3,792	4,399	5,006	5,120	5,233
\$169.00	\$338.00	3,386	3,432	3,813	4,423	5,033	5,148	5,262
\$170.00	\$340.00	3,400	3,518	3,835	4,448	5,062	5,177	5,292
\$175.00	\$350.00	3,500	3,596	3,856	4,473	5,090	5,206	5,322
\$180.50	\$361.00	3,613	3,628	3,880	4,500	5,121	5,237	5,354
\$186.50	\$373.00	3,730	3,861	3,908	4,534	5,159	5,276	5,394
\$193.00	\$386.00	3,875	3,954	3,995	4,635	5,273	5,393	5,514
\$199.00	\$398.00	4,000	4,000	4,031	4,676	5,321	5,442	5,563
\$206.00	\$412.00	4,100	4,138	4,290	4,963	5,459	5,583	5,707
\$211.00	\$422.00	4,200	4,231	4,393	5,069	5,636	5,754	5,873
\$215.00	\$430.00	4,300	4,323	4,495	5,175	5,744	5,855	5,968
\$222.00	\$444.00	4,450	4,463	4,598	5,281	5,853	5,956	6,062
\$233.00	\$466.00	4,550	4,660	4,701	5,387	5,961	6,056	6,157
\$239.00	\$478.00	4,700	4,787	4,803	5,493	6,070	6,157	6,251
\$245.00	\$490.00	4,850	4,860	4,906	5,598	6,178	6,258	6,345
\$250.00	\$500.00	4,960	5,000	5,009	5,704	6,286	6,359	6,440
\$265.00	\$530.00	5,250	5,300	5,314	5,810	6,395	6,459	6,534
\$275.00	\$550.00	5,350	5,500	5,580	6,100	6,503	6,560	6,629
\$284.50	\$569.00	5,690	5,690	5,699	6,164	6,612	6,661	6,723
\$320.00	\$640.00	6,300	6,400	6,450	6,400	6,708	6,762	6,818
\$330.00	\$660.00	6,500	6,600	6,610	6,611	6,800	6,912	6,950
\$340.00	\$680.00	6,700	6,800	6,810	6,820	7,014	7,173	7,200

All counties

Only Pilot Counties

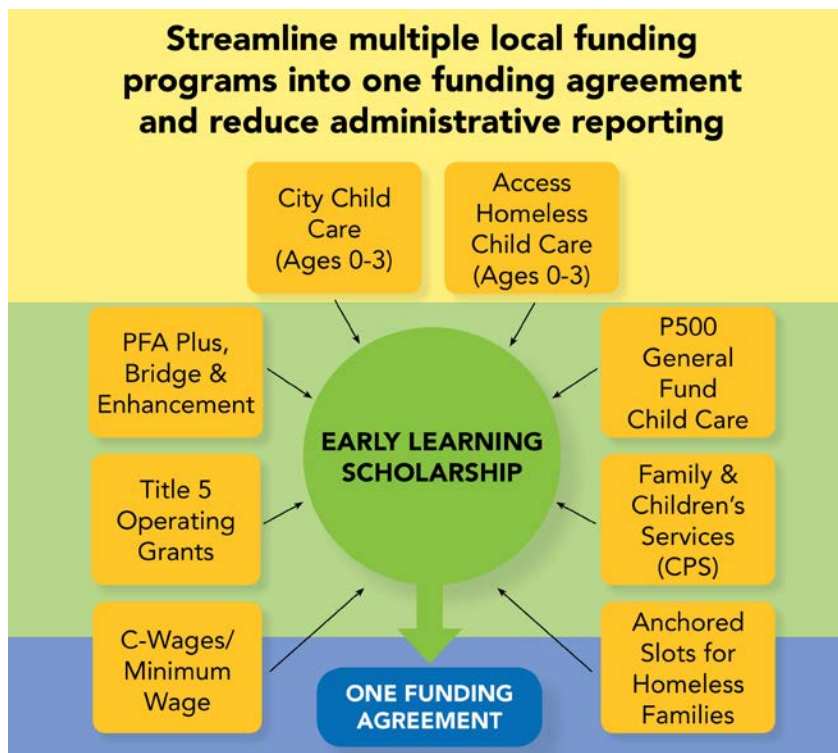
\$350.00	\$700.00	6,900	7,000	7,100	7,150	7,200	7,332	7,430
\$360.00	\$720.00	7,150	7,200	7,210	7,240	7,452	7,420	7,550
\$370.00	\$740.00	7,300	7,400	7,410	7,450	7,523	7,560	7,621
\$380.00	\$760.00	7,500	7,600	7,610	7,650	7,670	7,694	7,865
\$390.00	\$780.00	7,700	7,800	7,810	7,850	7,860	7,870	7,900
\$400.00	\$800.00	7,896	8,000	8,100	8,150	8,170	8,180	8,190
\$410.00	\$820.00		8,200	8,210	8,250	8,270	8,280	8,300
\$420.00	\$840.00		8,400	8,410	8,450	8,500	8,550	8,570
\$430.00	\$860.00		8,600	8,650	8,700	8,750	8,770	8,790
\$440.00	\$880.00		8,888	8,900	8,950	8,970	8,980	8,990
\$450.00	\$900.00			9,000	9,100	9,150	9,170	9,180
\$460.00	\$920.00			9,200	9,250	9,270	9,280	9,290
\$470.00	\$940.00			9,400	9,450	9,460	9,470	9,490
\$480.00	\$960.00			9,600	9,650	9,660	9,700	9,750
\$490.00	\$980.00			9,871	9,900	9,970	9,980	9,990
\$500.00	\$1,000.00				10,100	10,115	10,150	10,170
\$510.00	\$1,020.00				10,250	10,300	10,350	10,370
\$520.00	\$1,040.00				10,450	10,500	10,520	10,540
\$530.00	\$1,060.00				10,663	10,700	10,720	10,750
\$540.00	\$1,080.00					10,900	10,910	10,920
\$550.00	\$1,100.00					11,110	11,150	11,170
\$560.00	\$1,120.00					11,200	11,250	11,270
\$570.00	\$1,140.00					11,454	11,470	11,500
\$580.00	\$1,160.00						11,600	11,640
\$590.00	\$1,180.00						11,800	11,840
\$600.00	\$1,200.00						12,000	12,100
\$610.00	\$1,220.00						12,242	12,300
\$620.00	\$1,240.00							12,400
\$630.00	\$1,260.00							12,600
\$640.00	\$1,280.00							12,800
\$650.00	\$1,300.00							13,029
State Monthly Income Ceilings (70% SMI)		3,283	3,518	3,908	4,534	5,159	5,276	5,394
Pilot Monthly (85% SMI) Income Ceilings*		3,875	4,787	5,699	6,611	7,523	7,694	7,865
Early Learning Scholarship Income Ceilings (110% of AMI)**		7,896	8,888	9,871	10,663	11,454	12,242	13,029

Early Learning Scholarship Recipients

Appendix D. Background on the Development of the Early Learning Scholarship Approach

OECE's new Early Learning Scholarship (ELS) funding, which includes Preschool for All funding, supports the City's implementation of the San Francisco Citywide Plan for Early Care and Education, and responds to existing grantees' requests to streamline the City's funding and reporting requirements. Currently some Centers receiving City funding may have five or six funding agreements with the City, each intended to support different aspects of the agency and each with different reporting requirements. The new ELS funding consolidates existing initiatives to streamline the City's effort to move toward a fee-for-service approach, in which Centers are provided an enhanced reimbursement rate with local funding based on the cost of providing quality as defined by Tier 3 or higher on the QRIS. The streamlined model also aims to reduce administrative burden by reducing contracting and reporting requirements across multiple agreements to just one agreement.

As depicted below, the ELS approach consolidates the following current funding programs into the new ELS new streamlined funding approach: CWAGES, minimum wage support, Title 5 Operating Grants, Preschool For All (PFA), City Child Care, ACCESS homeless child care, Project 500 (P500), Family and Children's Service (FCS) child care subsidies, San Francisco Child Care Subsidy Support (SFCCSS) subsidies, and Homeless Reserved slots.



The new ELS approach was the result of the recommendations of the Comprehensive Fiscal Analysis that OECE commissioned in 2016. This analysis includes recommendations, a catalogue of local, state and federal funding supporting ECE services in San Francisco, revenue and expense models for Centers and Family Child Care homes, child financing profiles, a review of the Bay Area Quality Rating Improvement System (QRIS), and a brief description of the early care and education systems in Chicago, New York, and Seattle, as comparisons for San Francisco. The report set a direction including:

- Direct service funding should have a base level of quality for all providers. The base level of quality sets the expectation that all city funded programs operate a Tier 3 of quality or higher on the QRIS.
- Determine rates recognizing the fact that federal and state rates are not sufficient to support a program operating at a Tier 3 and that rates must address a revenue gap
- Modify child and family eligibility policies and provider performance requirements for local funding.

OECE engaged in a collaborative planning process over the course of the fall to develop a strategy for implementing the recommendations. A report documenting the planning process is available on the OECE website.