ADMINISTRATION
1355 Third Avenue, Chula Vista, CA 91911 (619) 426-2173

REQUEST FOR PROPOSALS
PROGRAM CONSULTATION –CLASS OBSERVERS

AUGUST 29, 2016

RESPOND BY:

SEPTEMBER 9, 2016

RFP#:2016-04 PC-CLASS

2016

TABLE OF CONTENTS

SECTION A: REQUEST FOR PROPOSALS……3

SECTION B: PROGRAM DESCRIPTION……3

1. MAAC……3

2. MAAC Child Development Program ……3

SECTION C: INSTRUCTIONS TO VENDOR

1. Submission of Proposal……4

2. Schedule of Event……4

3. Evaluation Elements……5

4. Modification of Proposals……5

5. MAAC Required Documentation……5

SECTION D: SCOPE OF WORK……5

SECTION E: TERM OF CONTRACT……5

SECTION F: METHOD OF PAYMENT……6

SECTION G: CONTACT INFORMATION……6

Exhibit A – Scope of Work –Program Consultation Services……7

Exhibit B –Vendor Questionnaire……10

SECTION A: REQUEST FOR PROPOSAL

MAAC is seeking "Request for Proposals" (RFP) from highly qualified consultant with expertise in providing **"Program Consultation RFP"** to support the development of the comprehensive services delivery model of the Early/Head Start programs.

SECTION B: PROGRAM DESCRIPTION

1. 1. MAAC

MAAC is a 501(c)(3), multi-purpose, social service agency with a successful 51 year history of serving various communities throughout San Diego County. In 1965, MAAC opened its doors to serve San Diego's disadvantaged. One million clients later, MAAC is still acting as a catalyst to help individuals and families become self-sufficient. MAAC provides a spectrum of unique programs designed to assist clients by engaging them in the enhancement of their own lives through lifestyle changes. The programs strive to improve clients' economic standing as well as their ability to access resources available to them.

As one of the most successful social service agencies in the county, MAAC has continuously assisted low-income clients in achieving a higher level of self-sufficiency. Our clients want what everyone wants, a sense of security, viability and self-reliance. MAAC exists to help them achieve it.

Employing over 550 personnel, MAAC operates over 30 locations bringing to its constituents empowering social services, health components, a state of the art charter school, technology centers, economic development, affordable housing and community building. MAAC maintains and continues to instill in every program under its umbrella the object of its mission: ***Maximizing self-sufficiency with families and individuals through high-quality programs and advocacy in our communities.***

2. Child Development Program (CDP)

Head Start and Early Head Start are federally funded programs serving over 2,065 eligible children and their families in North County. MAAC CDP directly operates 18 locations and through partnerships with Family Child Care Homes includes an additional 22 homes and 4 locations with partner agencies. The Program ensures that children ages 0-3 (EHS) and 3-5 (HS) and their families are provided with comprehensive services to promote optimum physical, cognitive, social and emotional growth.

Parents are presented with several educational options that provide their child with a nurturing and educational environment. These opportunities are designed to meet the needs of the family and include: center based, home based and family child care home program options in both Early Head Start and Head Start. For more

information regarding MAAC Early Head Start and Head Start Program please visit: http://www.maacproject.org/Head%20Start.

SECTION C: INSTRUCTIONS TO VENDORS

1. Submission of Proposal

- MAAC reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet the minimum requirements of the RFP, is incomplete, or if it contains irregularities, the proposal may be rejected by MAAC.
- The Process for awarding this contract will be through a countywide sealed-bid competitive process.

Step 1: Register on-line at: www.maacproject.org

Step 2: Download Request for Proposal (RFP #2016-04 PC CLASS)

- To ensure a competitive and fair process, questions regarding the RFP will only be allowed via email by the deadline noted in the **Schedule of Events** below –**no phone calls please**. The Purchasing Supervisor will post all questions and responses on our MAAC website.

Step 3: Mail your Proposal

- Proposals shall be mailed to the address below. Proposals must be submitted in a sealed envelope (or box/container) with the RFP number **2016-04 PC CLASS** clearly written on the outside of the package.

MAAC - Administration
c/o Ana Garcia, Purchasing Coordinator
1355 Third Avenue
Chula Vista, CA 91911

2. Schedule of Events

No.	Schedule of Events	Key Dates
1	RFP Available	August 29, 2016
2	Deadline for Questions & Clarifications	September 2, 2016
3	Questions & Answers Posted	September 7, 2016
4	Proposal Due Date & Time	September 9, 2016
5	Proposal Review Period	September 9-15, 2016
6	Notice of Award	September 16, 2016

Failure to comply with any of the above shall be a reason for rejection of the proposal.

3. Evaluation Elements

The elements that will be used to evaluate each proposal include:

1. Pricing

- Please submit a proposal in response to the **"Scope of Work"** outlined in **Section A**

2. Quality

- Quality will be determined by checking current professional references. Please submit no less than two (2) organizations with which you have currently contracts and/or has previously provided goods and/or services of equal type and scope, as requested herein, within the last five (5) years. The reference list must include company name, contact person, telephone number, project description and length of business relationship.

3. Women/Minority Business or Section 3 Enterprise

- Please indicate whether you are a Veteran, Women, or a Minority owned business or a Section 3 Enterprise. **See attached Exhibit B – Vendor Questionnaire.**

4. Modification of Proposals

- Any modification of proposal is subject to the same conditions. Proposals must be clearly marked as modification and must be submitted by the due date listed above.

5. MAAC Required Documentation

If selected for this contract, the following documents will be required prior to contract execution:

- W-9
- Certificate of Liability Insurance naming MAAC as an additional insured and Certificate Holder.
- Certificate of Worker's Compensation Insurance
- Waiver of Subrogation

SECTION D: SCOPE OF WORK

General Description

The bidder will furnish a proposal in response to this RFP that responds to the following description:

- **See Attached EXHIBIT A –Scope of Work**

SECTION E: TERM OF CONTRACT

Contracts resulting from this RFP shall begin upon execution of the contract, and shall terminate one year from the date of execution.

SECTION F: METHOD OF PAYMENT

Billing Address & Payments

MAAC , Administration
ATTN: Accounts Payable
1355 Third Avenue
Chula Vista, CA 91911

In order for payments to be made for products and or services purchased, Contractor shall submit an itemized invoice to MAAC Administration. MAAC requires an invoice for all payments. Payments will be made at the unit pricing specified in the contract.

SECTION G: CONTACT INFORMATION

For questions regarding the bid process or the scope of services please email your questions **by September 2, 2016** to agarcia@maacproject.org

Thank you for your participation!

Sincerely,

Ana M. Garcia, Purchasing Coordinator

MAAC - Administration
c/o Ana Garcia, Purchasing Coordinator
1355 Third Avenue
Chula Vista, CA 91911

Exhibit A – Scope of Work

MAAC Child Development Program (CDP) is seeking certified CLASS observers to conduct 2 cycle observations for its grantee and partner operated sites over a 3-5 day period during the week of October 10, 2016.

MAAC CDP oversees a total of 19 child development facilities that provide center based services to 1,232 children in the North County region of San Diego. Locations are in Escondido, San Marcos, Vista, Oceanside, Carlsbad, Fallbrook, and Valley Center.

The purpose of the program consultation is to conduct CLASS observations of all sessions provided at MAAC CDP. The primary goal is to measure program effectiveness and to identify areas of strength and focus at the indicator level within each dimension of the CLASS.

Written feedback with scores aggregated at the program level and disaggregated at the indicator, dimension and domain level by class session is required.

Observations are anticipated to begin on Monday, October 10, 2016 with the final report submitted no later than October 21, 2016.

Exhibit B – Vendor/Consultant Questionaire

This section must be completed, signed and returned with the Vendor's proposal. Failure sign and return this form will result in rejection of the proposal.

Please submit a complete response to each of the items below. Responses requiring additional space should be submitted as an attachment to your proposal package. Please reference each response by its item number indicated below.

1. Legal name of company/consultant:_____
   Number of years in business (experience):_____
   Number of employees (if applicable):_____

2. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or either party? If yes, specify date(s), details, circumstances and prospects for resolution.

3. Does any relationship exist whether by relative, business associate, capital funding agreement or any other such kinship between your company and MAAC?

4. Describe your company's quality assurance program. What are your company's requirements and how are they measured?

5. Provide a financial rating of your company and any documentation that indicates the financial stability of your company.

6. Is your company a Veteran, a Woman, or a Minority owned business or a Section 3 Enterprise?

_____ _____
Authorized Signature Date

_____
Title