REQUEST FOR QUALIFICATIONS
for PHLpreK
(Quality Pre-Kindergarten Services)

Issued by:

Public Health Management Corporation (PHMC)
on behalf of the
City of Philadelphia Mayor's Office of Education

MAYOR'S OFFICE OF EDUCATION

All proposals must be submitted via Reviewr, a web-based application, a link to which will be included in future communications regarding the RFQ.

Proposals, including all supporting documentation, must be submitted via Reviewr no later than 5:00 p.m. Philadelphia, PA, local time, on Monday, May 31, 2017

Mandatory Pre-Application Conferences
Applicants MUST attend one Pre-Application Conference either in person or via simultaneous web-based session

Wednesday, April 19, 2017	**Tuesday, April 25, 2017**	**Tuesday, May 2, 2017**	**Monday, May 8, 2017**
PHMC 1500 Market Street **4-6pm** **OR** **Join Meeting** via the simultaneous web session	PHMC 1500 Market Street **4-6pm** **OR** **Join Meeting** via the simultaneous web session	PHMC 1500 Market Street **1-3 pm** **OR** **Join Meeting** via the simultaneous web session	PHMC 1500 Market Street **6-8 pm** **OR** **Join Meeting** via the simultaneous web session

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I. Overview of PHLpreK

A. Introduction

Research demonstrates that young children that have access to high quality, developmentally appropriate preschool experiences enter kindergarten ready to learn and succeed in school and beyond. Philadelphia Mayor, the Honorable James Kenney, made expanding high quality prekindergarten services the cornerstone of his administration, understanding that early learning services prepare our future workforce while providing essential childcare support to hard working Philadelphians. Beginning in January 2017, the City funded 2,000 children to participate in PHLpreK [1]programs, ensuring children received developmentally appropriate curriculum and instruction, comprehensive health and developmental screening, improved family and caregiver engagement, and support for kindergarten transition. The City of Philadelphia has a vision to provide access to quality programming to 6,500 children by 2020-2021 and to develop an integrated system of universally accessible early learning services for Philadelphia families.

In the first months of the program more than 1,850 young children and their families have accessed services, over 275 new teaching and administrative jobs have been created to support this initiative and caregivers report that they are able to seek new or expanded employment opportunities as a result of having PHLpreK.

In the year ahead, the City of Philadelphia seeks to enhance the quality of PHLpreK services and further develop the groundwork necessary to continue to expand this program. The City of Philadelphia prides itself on its diversity and strives to have that diversity reflected in the business community and the workforce of the city. PHLpreK not only supports pre-kindergarten programming for children but it also serves as a growth opportunity for businesses, large and small, and diverse in nature. For this reason, early learning programs of all types and sizes are encouraged to apply to become part of this program.

We appreciate the stakeholders and providers who provided input into the development of this Request for Qualifications and overall policy of the PHLpreK program.

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[1] For the PHLpreK Glossary of Terms, click here.

B. PHLpreK Management and Oversight

Key Partners

The Mayor's Office of Education (MOE) is working with public and private partners to realize Mayor Kenney's education goals including the implementation of PHLpreK. MOE plays an ongoing role in overseeing the intermediary and insuring successful implementation of PHLpreK. MOE, in coordination with the Advisory Board, sets policy for the initiative. MOE also provides City-wide recruitment supports to all providers and marketing to the initiative.

PHLpreK Advisory Board is comprised of 16 community representatives appointed by the Mayor and City Council to support PHLpreK governance and decision making. The Board will make recommendations to the Mayor and City Council on program modifications, adjustments and improvements. The Advisory Board will assess impact and outcomes data and ensure the program meets determined goals.

Public Health Management Corporation (PHMC), in partnership with Urban Affairs Coalition (UAC), operates the PHLpreK Intermediary on behalf of the City. The Intermediary assures that provider contracts are executed, invoices are paid in a timely manner, programs are monitored for fiscal and program compliance, child enrollments are verified, program support is coordinated and data infrastructure for the PHLpreK initiative in maintained. Additionally,

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PHMC contracts directly with Quality Providers (STAR 3 and 4) and UAC contracts directly with Growth Providers (providers progressing toward STAR 3 and 4).

This RFQ is released by PHMC on behalf of the City. Contracts resulting from the RFQ will be between the awarded entity and PHMC.

C. PHLpreK Service Overview

Public Health Management Corporation ("PHMC"), on behalf of The City of Philadelphia ("City"), intends to fund 2,000 quality Pre-Kindergarten slots in September 2017 and additional slots, pending the resolution of the legal challenge to the Philadelphia Beverage Tax.

Grant awards of $8,500 per child are available to eligible Applicants to provide a minimum of 5.5 hours of instructional time per school day for 180 days in school year 2017-2018. This does not include time for children's arrival and departure each day. Providers are encouraged to combine PHLpreK funding with Child Care Works (a.k.a. Child Care Subsidy) to provide eligible children with wrap-around and summer care. Providers may not charge fees or establish material requirements for participation in PHLpreK funded hours of programming. Providers may charge for wrap-around and summer care, unless prohibited by other program regulations.

This Pre-K program is open to all three and four year-old children who live in the City of Philadelphia. The focus is to encourage enrollment among children in neighborhoods with high poverty, a large presence of young children at risk for poor health and educational outcomes, and a shortage of quality early learning opportunities. Enrollment is also encouraged for children from families experiencing homelessness, English Language Learners and children with special needs. Detailed program deliverables and provider performance expectations are outlined herein.

This RFQ is for quality Pre-K providers that are designated STAR 3 or 4 through the Keystone STARS initiative or have NAEYC accreditation and did not participate in the PHLpreK program in Fiscal Year 2017. Existing PHLpreK providers will go through a separate Continuation Application Process ("CAP").

This Request for Qualification process is designed to develop a pool of providers to receive slots that result from redistribution of existing contracts or increased funding to support program expansion. Only Applicants to this RFQ and the CAP Applicants will be eligible to contract with PHMC (or its designee) and receive City funds for Pre-K expansion during Fiscal Year 2018. It is anticipated that PHMC will issue RFQs for program expansion in future years. Funding for all expansions and any renewals is contingent upon the availability of appropriations.

D. Priorities for PHLpreK in FY18

In addition to ensuring the program goals outlined here, there will be focus and attention to the following areas in PHLpreK for the upcoming year:

- Access to the highest quality services that will prepare them for kindergarten
- Alignment with and leveraging of other early learning initiatives
- Serving high need areas and special populations

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- Improving nutrition and physical activity
- Expanding access to families that are unserved or underserved in the early learning system
- Accountability and data-driven decision making
- Equity and good stewardship

Each of these is described in more detail below.

Access to the highest quality services that will prepare them for kindergarten - Ensuring all children participating in PHLpreK are receiving the highest quality services is critical to the impact of PHLpreK. Providers are expected to demonstrate and maintain quality via program assessments and data reporting requirements. PHLpreK will monitor Growth Providers to ensure they are progressing toward STAR 3. Efforts are underway to develop quality improvement supports for providers.

Alignment with and leveraging of other early learning initiatives - Recognizing that PHLpreK exists in a landscape of early learning programs, alignment with other early learning efforts is essential for program success. The City is and will continue to actively pursue partnerships and agreements with state and federal initiatives to ensure alignment of standards and practices across these programs. We will seek the input and partnership of providers in adjusting to new mandates and changing expectations associated with the re-authorization of Child Care Development Block Grant, the re-visioning of Keystone STARS, and the development of Early Learning Resource Centers. We will also work with partners to ensure families are accessing state and federal funding streams.

Serving high need areas and special populations - While available to all eligible Philadelphians, additional efforts will be made to ensure PHLpreK slots are utilized in neighborhoods of high need and are serving families with multiple risk factors. Current efforts are underway to refine outreach efforts to identify and recruit vulnerable children and their families including those engaged in the child welfare system, those experiencing homelessness, new Americans and immigrants, dual language learners, and children with special medical, developmental or mental health needs.

The City will engage a group of stakeholders to inform policy and supports for children with developmental delays and those with mental health concerns. We envision a future policy that prohibits expulsion and suspension and will work with providers and others to develop that policy and the corresponding supports over the next few months.

Improving nutrition and physical activity - The Philadelphia Department of Public Health's Chronic Disease Prevention Division has adapted the Comprehensive Nutrition Standards (www.phila.gov/nutritionstandards), mandated by Executive Order 04-14, for ECE settings ("Philadelphia Nutrition Standards for Early Care and Education"). The standards improve nutrition and provide recommendations for physical play and screen time. In the upcoming year, we will pilot the implementation of priority Standards as we also develop monitoring methods and provider support.

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Expanding access to families that are unserved or underserved in the early learning system - PHLpreK funding is intended to create new slots. The funding may not be used to replace seats currently funded through Early Head Start, Head Start, or Pre-K Counts.

Accountability and data-driven decision making - Data collection and accountability are a key area of focus for PHLpreK. In order to ensure that timely and accurate data is collected, Providers must develop systems of data entry and quality assurance, utilize appropriate technology, and seek support when needed to ensure the integrity of data. Providers participating in PHLpreK will be required to utilize the ChildWare system to enter PHLpreK program data.

Equity and good stewardship - The City is committed to ensuring all PHLpreK funds are used appropriately and in support of the stated program goals. No City funds may be used to support, subsidize or endorse religious activities. Eligibility for service to Philadelphia families is universally available and programs must meet the religious and cultural needs of enrolled families. PHLpreK may not discriminate against prospective employees or program participants based on their religious affiliation, ethnicity, country of origin, gender or sexual orientation.

II. The RFQ Application Process

A. Eligibility

This RFQ is for Providers who are licensed, quality community-based child care providers (center- and multi-site, group, family childcare, school district, Head Start) who operate within the City of Philadelphia and did not participate in the PHLpreK program in FY17. Eligible providers are those that have a Keystone STAR 3 or 4 designation or NAEYC accreditation at the time of application. *NOTE: Current Star 3 or 4 Providers that have opened new facilities, have a provisional DHS license for those new facilities and are thus awaiting Stars designation are encouraged to apply.* Providers who are currently enrolled in 'Success by 6' are also encouraged to apply. This process is designed to develop a pool of qualified potential partners to expedite contracting in the event of redistribution of existing slots or an increase to slot allocations in FY18.

Prospective Applicants are strongly encouraged to read the entire application packet before responding to this RFQ.

B. Mandatory Pre-Application Conference

There will be **mandatory pre-application conferences/web-based sessions for potential applicants to this RFQ as follows:**

April 19, 2017	**4pm-6pm at PHMC** **1500 Market Street**
April 25, 2017	**4pm-6pm at PHMC** **1500 Market Street**

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May 2, 2017	**1pm-3pm at PHMC** **1500 Market Street**
May 8, 2017	**6pm-8pm at PHMC** **1500 Market Street**

<u>You will be ineligible to submit an Application for this RFQ unless you participate in at least one of these conferences.</u> It is recommended that you attend in person but each session will be presented in a web-based format simultaneously with the face-to-face session.

Complete Applications are due by <u>May 31, 2017 at 5:00 p.m.</u> local Philadelphia time. Details regarding the application submission process are noted below.

C. Application Submission

1. Explanation of the online application submission system

   For this RFQ process, **Applicants will apply through a web-based system called *Reviewr***. Much of the required information will be entered directly into *Reviewr* and other items will be submitted to the system via upload. A link to the site will be sent to all Providers with instructions on how to enter the system and complete the RFQ.

2. Items to be completed directly on the online system

   The following items will be "fillable" forms built into the *Reviewr* platform

   - Application Data Sheet
   - Narrative Questions

3. Items to be uploaded into online system

   Applicants will need to upload the following items into the *Reviewr* platform

   - Copy of valid Pennsylvania DHS (a.k.a. DPW) license or Department of Education License
   - Copy of NAEYC Accreditation Certificate, if applicable
   - Agency Organizational Chart
   - Current operating budget and two most recently completed Fiscal Year budgets
   - Audited Financial Statement for the most recently completed Fiscal Year
   - M/W/DS BE Certificate, if applicable

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4. Items to be downloaded from the site, completed and uploaded back into the site

   The following templates and forms will be posted on the *Reveiwr* platform. Applicants will need to download the forms, complete and/or sign the forms and upload them back to the *Reviewr* platform.

   - Staff Qualifications Grid
   - Line item budget for slots requested (NOTE: There are two templates – one for center-based sites and one for family childcare homes. Complete the one that corresponds with your site type) [Center version] [FCCH version]
   - PHLpreK Data Responsibility Form
   - Diversity Report of Nonprofit Organizations (for Nonprofit Organizations only)
   - Tax and Regulatory Status Clearance Statement
   - Acknowledgement and Attestation Form

D. Selection Criteria

This RFQ is for a competitive bid for grants that will be awarded based on the criteria described below. The Applicant acknowledges that this RFQ is strictly for the purpose of gaining knowledge of services and expertise available and is not a commitment or promise of a service award from PHMC. If PHMC chooses to award a contract, it will be awarded to the Applicant whose proposal is the most advantageous to the City and in the City's best interest.

Evaluation of this RFQ will be based on written submission, references, interviews and site visits, as needed. PHMC will base its selection on criteria that include, but are not limited to:

1. Ability or capacity to meet particular requirements of contract and needs of PHLpreK and those it serves
2. Prior experience of Applicant and staff
3. Ability to meet the needs of target neighborhoods and special populations. Click here for a map of target neighborhoods.
4. Demonstrates integrity and efficiency in business practices
5. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
6. Ability to use funds with efficacy
7. Meets prequalification requirements
   - Valid Pennsylvania DHS License
   - Ability to show that the requirements and implications of the program are well-understood

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Determination of eligibility will be provided to each applicant, at the discretion of the City and based on available funds.

III. Proposal Administration

A. Questions Relating to the RFQ

All questions concerning this RFQ must be submitted in writing via email to PHLpreK@PHMC.org no later than May 10, 2017 at 5:00 pm local Philadelphia time, and may not be considered if not received by then. PHMC, in collaboration with the City, will respond to questions it considers appropriate to the RFQ and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted May 15, 2017 on the PHLpreK website at www.PHLprek.org. Responses posted on the PHLpreK website become part of the RFQ upon posting. PHMC and the City reserve the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any PHMC or City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

B. Interviews, Presentations and Additional Written Information

PHMC may, at its discretion, seek additional information through site visits and interviews with principal staff to be involved in the project.

C. Term of Contract

It is anticipated that the initial Contract term shall commence on July 1, 2017 (the "Initial Term") and unless sooner terminated by the City or the Intermediary pursuant to the terms of the Contract, the Contract shall expire thereafter, on June 30, 2018. The Service Term shall commence on September 1, 2017 and end on June 30, 2018. This Request for Qualification process is designed to develop a pool of providers to receive slots that result from redistribution of existing contracts or increased funding to support program expansion. Applicants will receive notice of ranking and qualifications.

D. Revisions to RFQ

PHMC reserves the right to change, modify or revise the RFQ at any time. Any revision to this RFQ will be posted on the PHLpreK website (www.phlprek.org) with the original RFQ details. It is the Applicant's responsibility to check the PHLpreK website frequently to determine whether additional information has been released or requested.

E. Timetable

The City and PHMC anticipate that the RFQ process will be completed based on the time table below.

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April 19, 2017 April 25, 2017 May 2, 2017 May 8, 2017	Mandatory Pre-Application Conference/Web-based Session for Applications to the Quality RFQ
May 10, 2017	Deadline to Submit Questions
May 15, 2017	Answers to Questions to be posted on www.phlprek.org
May 31, 2017	Applications Due
June 12, 2017	Notice of Eligibility

The above dates are estimates only and PHMC reserves the right, in their sole discretion, to change this schedule. Notice of changes in the Pre-Application Conferences/Web-based Session dates/times or locations, the due date for Applicant questions, and the date for proposal submission will be posted. The other dates/times listed may be changed without notice to prospective Applicants. PHMC reserves the right to request further written information and to conduct site visits and/or interviews with Applicants after applications have been submitted.

IV. Services and Performance Expectations of PHLpreK Providers

As a participant in the PHLpreK Program, the Applicant will be expected to provide the services and deliverables outlined below:

Service	Deliverable
Programmatic Expectations	
Maintain safe and legal program operations	• Maintain DHS or PDE childcare license in good standing with no incidents or provisional status
Provide overall program quality	• Maintain STAR 3 or 4 status in good standing as an approved PreK program

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Conduct marketing and recruitment to ensure eligible families receive needed services	• Register the site's information on the Great Philly Schools website • Enroll children in the PHLpreK program, per the requirements and procedures outlined by PHMC, and receive approval from PHMC for said enrollments. Notify PHMC of previously enrolled children who have left their program. • Ensure 100% program enrollment with a waitlist • Do not require additional application information in advance of enrollment in the pre-k program
Deliver quality, developmentally-appropriate educational services to three- and four-year-olds for a minimum of 5.5 instructional hours per day for 180 days of the 2018 school year.	• Implement programming based on a PA-approved early learning curriculum that is aligned to the PA Early Learning Standards • Conduct continuous child observation to inform child outcomes assessment twice per year
Ensure children receive adequate program dosage	• Maintain 85% daily average attendance
Recruit and retain qualified staff	• Every child care partner location has a full-time director meeting DHS regulations. Each classroom has a lead teacher with a minimum of (1) an Associate's Degree in ECE or related content or (2) is determined at PA Career Lattice Level 5. Each classroom has an assistant teacher with a minimum qualification of (1) CDA or (2) is determined at PA Career Lattice Level 3. Each classroom has access to appropriately credentialed substitutes, floaters, aides to ensure teachers can take breaks. Classes are staffed by full-time staff and will not have a substitute as the lead teacher for over 90 days. • Comply with the City of Philadelphia Twenty-First Century Living Wage and Benefits Ordinance (Chapter 17-1300)
Comprehensive Service Expectations	
Ensure family need for early learning and childcare services is met	• Support the family in accessing additional funding to support full-day and full-year child care needs • Enter and maintain CCIS contract and offer full-day services as needed by the family • Offer families full day/full year services onsite or partner with other agencies to provide such services

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Follow appropriate health and nutrition standards	• Perform at least one developmental screening for each child annually within 45 days of the child's first day in the classroom • Refer any child with an identified concern to Elwyn for assessment • Verify that at least one vision, dental and health screening has been obtained annually within 60 days of the child's first day in the classroom • Provide nutritious, family style meals and snacks everyday • Comply with the requirements and procedures outlined by PHMC related to the Philadelphia Nutrition Standards for Early Care and Education.
Partner with families and caregivers to support their children's learning and development	• Plan and implement regular communication with families and caregivers • Involve families and caregivers in setting educational goals for their children
Support Kindergarten Transition	• Plan and implement kindergarten transition by June 1 for all children who will turn 5 by September 1 of the following school year • Report on transition status of rising kindergarteners
Reporting Expectations	
Keep accurate records and enter data into defined databases	• Provide accurate and relevant program, staff, child and family data in a timely manner. • Enter requested data into ChildWare per the requirements and timeline established by PHMC. • Maintain records in accordance with DHS requirements.
Engagement in the project and continuous improvement of the system	• Attend quarterly Provider meetings convened by the Intermediary. • Attend additional training as required by PHMC or the City.
Comply with Monitoring and Reporting requests	• Provide the City and/or PHMC program level data collected by Pennsylvania's Keystone STARS, Pre-K Counts, Head Start Supplemental Assistance programs and/or other program assessment information for monitoring purposes, when requested.

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Fiscal Expectations	
Utilize funds appropriately	• Submit monthly invoices based on approved enrollments as of the last program day of the month, charged at a rate of $850/child. • Spend funds according to an approved program budget and notify the intermediary if a budget revision is needed. All funds are to be utilized for the provision of high quality early learning services to confirmed program participants.
General Provisions	
Maintain status as a quality business partner of the City of Philadelphia and its designees	• Maintain compliance with all City, State and Federal tax regulations throughout the program term • Comply with the terms of the Contract with PHMC (or its designee) for PHLpreK • Comply with the City of Philadelphia Professional Services Contract General Provisions For General Consultant Services • Comply with the "Terms and Conditions Relating to Protected Health Information" which are posted on the City's website at http://mbec.phila.gov/procurement/forms/Terms%20Relating%20To%20PHI.pdf

V. RFQ Application Data Sheet

All of the following information and narrative responses must be completed via the web-based system

PHLpreK
RFQ Application Data Sheet

Legal Entity Name:

Legal Entity Address:
City : **State:** **Zip Code:**

Telephone Number: **Website:**

Federal Employer Identification Number:

PA DHS/DPW License Number: **MPI number (for PELICAN):**

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Primary contact for this application:
Name: **Job Title:**

Address:
City: **State:** **Zip Code:**

Work Phone: **Fax Number:**

Email:

Check the following as it applies to your organization:

☐ **Non-profit** ☐ **For profit** **City/County:** _____

# of Years in operation:

Are you applying for more than one site location in this application? ☐**Yes** ☐**No**
If yes, the following questions must be completed for <u>each</u> site where you propose to deliver Pre-K services.

Site Name:
Address where children will be served:
City: **State:** **Zip Code:**

What are the Hours of Operation of this location:

Current Revenue Sources

Age Group	# funded by CCIS on 5/1/17	# funded by Head Start as of 5/1/17	# funded by Private Pay as of 5/1/17	# funded by Other source as of 5/1/17 (specify source and # for each)
Infants/Toddlers				
Preschool				
School Age				

Number of children served in various age groups

Age Group	# enrolled on 5/1/17	# on Waitlist as of 5/1/17	# of vacancies as of 5/1/17	# of children with IEP or IFSP
Infants/Toddlers				
Preschool				
School Age				

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Area Demographics

When completing the information below, please report on ALL families/children you serve.

Select the neighborhoods of families you typically serve (select all that apply)	(Dropdown with multiple selection option) • Northeast • Bridesburg – Kensington – Richmond • Olney- Oak Lane • Germantown – Chestnut Hill • Roxborough – Manayunk • North Philadelphia • West Philadelphia • Center City • South Philadelphia • Southwest Philadelphia • Other, please specify
Select the zip codes of families you typically serve (select all that apply)	(Dropdown with multiple selection option) • 19102 • 19103 • 19104 • 19106 • 19107 • 19111 • 19112 • 19114 • 19115 • 19116 • 19118 • 19119 • 19120 • 19121 • 19122 • 19123 • 19124 • 19125 • 19126 • 19127 • 19128 • 19129 • 19130 • 19131 • 19132 • 19133 • 19134 • 19135

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	• 19136 • 19137 • 19138 • 19139 • 19140 • 19141 • 19142 • 19143 • 19144 • 19145 • 19146 • 19147 • 19148 • 19149 • 19150 • 19151 • 19152 • 19153 • 19154
Identify races of the children you served during FY 2017 (select all that apply)	(Dropdown with multiple selection option) • *White* • *Black or African American* • *American Indian and Alaska Native* • *Asian* • *Native Hawaiian and Other Pacific Islander* • *Other, please specify*
Identify the ethnicities of the children you served during FY 2017 (select all that apply)	(Dropdown with multiple selection option) • *Hispanic or Latino* • *Not Hispanic or Latino*
Identify the primary language(s) spoken by the children and families you served in FY 2017 (select all that apply)	(Dropdown with multiple selection option) • English • Spanish • Chinese • Vietnamese • Russian • Arabic • French • French Creole • Mon-Khmer, Cambodian • Italian • Portuguese • Polish • Korean

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	• Tagalog • Other, please specify all:

Which of the following services are offered at this site:

_____ Before Care

_____ After Care

_____ Summer Care

Licensed capacity at this location (maximum enrollment capacity per existing DHS/PDE license):

Number of slots requested: **Number of available rooms:**

Are these seats currently available? ☐Yes ☐No

If No, indicate the reason: _____ Need to complete construction
_____ Need to hire teachers
_____ Other, specify reason_____

What date do you expect the seats to be available_____

Will new construction be required to accommodate the number of slots requested? ☐Yes ☐No
If yes, describe your plans for expansion and outstanding needs and the impact it may have on this application.

Will new teachers need to be hired to accommodate the number of slots requested? ☐Yes ☐No
If yes, describe your plans for recruiting/hiring, any outstanding needs and the impact it may have on this application.

Of the slots requested:
How many are anticipated to be for service during school day hours only (5.5 hours)_____
How many are anticipated to be for service beyond school day hours (more than 5.5 hours)___

Do you have dedicated outdoor play space on site? ☐Yes ☐No

Do you have access to community play space (i.e., parks, recreation center, etc.) ☐Yes ☐No

Do you prepare food for the children on site? ☐Yes ☐No

If applicable, what food service vendor do you use? _____

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Do you participate in CACFP? ☐Yes ☐No

Is your organization registered as a minority-, woman-, disabled-owned business?
☐Yes ☐No If yes, with which certifying agency?
(Attach proof of certification from certifying entity with your application)

What types of business supports do you need to be successful in the PHLpreK program?
(Select all that apply)

- Budget Development
- Financial Record Keeping/ Accounting
- Financial Planning – Business plan
- Strategic Planning
- Risk Management Planning
- Payroll Management
- Tax compliance
- Human Resource Development and Personnel Policies
- Personnel Cost Allocation and Staff Plans
- Staff Benefits and Salaries
- Blended Funding Streams
- Marketing
- Recruitment
- Technology
- Technical Assistance in the use of Data Systems
- Other (Please specify)_____

Current Keystone STAR Level: _____

NAEYC Accreditation ☐Yes ☐No
(If yes, Applicant must submit a copy of the site's NAEYC Accreditation Certificate)

Primary Curriculum used_____
(Select all that apply)

- Creative Curriculum
- Empowered Child
- Highreach Learning, Inc.
- Highscope Preschool Key Developmental Indicators (KDIs)
- The Investigator Club Pre-Kindergarten Learning System
- Kaplan Learn Every Day
- LifesmartTM Tutor Time's Pre-Kindergarten Curriculum
- Mother Goose Time
- Other (Please Specify)_____

Are you using a Supplemental Curriculum focused on a key area of development? ☐Yes ☐No
If yes, select all that apply

- Blueprint For Early Language Literacy
- Let's Begin With The Letter People
- Zula For Pre-Kindergarten
- Social And Emotional Paths Pre-Kindergarten

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- Other (Please Specify)_____

Does this site offer bilingual instruction to accommodate students whose primary language is not English? (Please note this excludes educational language lessons.) ☐**Yes** ☐**No**
If so, in what language_____

What developmental screening tool is used to assess children needs? Choose all that apply.
- **Ages and Stages Questionnaire**
- **Child Development Inventories**
- **Kent Inventory of Developmental Skills**
- **The Ounce Scale**
- **Battelle Developmental Inventory Screening**
- **Brigance Screens**
- **Denver Developmental Screening**
- **Other (Please Specify)_____**

What outcomes assessment tools are used to monitor children's progress? Choose all that apply.
- **Assessment Technology Incorporated: Galileo®**
- **HighScope: COR Advantage**
- **National Institute for Early Education Research (NIEER): Early Learning Scale (ELS)**
- **Pearson: THE WORK SAMPLING SYSTEM®**
- **Pearson: THE WORK SAMPLING SYSTEM® for Head Start**
- **Teaching Strategies LLC: Teaching Strategies GOLD®**
- **Assessment Technology Incorporated: Galileo®**
- **HighScope: COR Advantage**
- **National Institute for Early Education Research (NIEER): Early Learning Scale (ELS)**
- **Pearson: THE WORK SAMPLING SYSTEM®**
- **Pearson: THE WORK SAMPLING SYSTEM® for Head Start**
- **Teaching Strategies LLC: Teaching Strategies GOLD®**
- **Other (Please Specify)_____**

What data systems are currently used to gather data on children? Choose all that apply and attach a completed copy of the PHLpreK Data Responsibility Form
- PELICAN
- COPA
- ChildWare
- ProCare
- ChildPlus
- Other (Please Specify)

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VI. RFQ Narrative Questions

Organizational Background (1 page; 1500 characters)

1. Describe your agency's Mission and Vision

2. Explain why PHLpreK is a good program for your center
3. Provide a description of relevant experience with projects that are similar in nature and scope to PHLpreK.
4. Describe your organization's history and ability to serve the following populations:
    a. Children with disabilities
    b. Children experiencing homelessness
    c. Dual- language learners
    d. Immigrants
    e. Other special populations of primary interest to your organization's mission

Recruitment/Enrollment (1 page; 1500 characters)

5. If awarded funding, how will you recruit new children to enroll, especially those who are hard to reach? Discuss expected challenges and identify strategies you will employ to overcome those challenges.
6. How will you maintain full enrollment throughout the year?
7. What organizations do have relationships with that refer families to your site?

Developmentally Appropriate Practices (1 page; 1500 characters)

8. How do you ensure you are providing developmentally appropriate programming and services?
9. How do you use assessment to track child progress?
10. What resources do you have available to support the health, dental health, mental health needs of the children you serve?
11. What additional supports to you need to meet the health, dental health, mental health needs of the children you serve?

Parent Engagement (1/2 page; 750 characters)

12. Describe the strategies you will use to engage parents in supporting their children's learning and development.

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Kindergarten Transition (1/2 page; 750 characters)

13. Discuss the strategies you will implement to help children make a smooth transition to Pre-K and from Pre-K to Kindergarten. Note any formal or informal collaboration with other agencies on transition. Describe how you will track and monitor to ensure that children transitioning to Kindergarten are registered for Kindergarten by June 30th?

Use of Subcontractors (1/2 page; 750 characters)

14. State the intention to use subcontractors to perform any portion of the work sought by this RFQ. For each such subcontractor, provide the name and address of the subcontractor, a description of the work the Applicant intends the named subcontractor to provide, and whether the subcontractor assists in fulfilling goals for the inclusion of Minority, Women, Disabled-Owned Business Support**.**

Disclosures (1/2 page; 750 characters)

15. If, in the past 5 years, your agency has been involved in any legal proceeding (such as civil or criminal case, bankruptcy) that could interfere with the agency's performance of the program requirements, provide details of the proceeding and its current status.

16. Provide a description, in detail, of any situation occurring within the past five (5) years in which the Applicant, or a joint venture or partnership of which Applicant was a part, defaulted or was deemed to be in noncompliance of any contractual obligations.

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