

Request for Proposals
Child Care Development Funds

**LOUISIANA CHILD CARE RESOURCE
and REFERRAL SERVICES**

July 1, 2011, through June 30, 2012

*Closing Date: March 29, 2011

An original proposal and five (5) copies must be received by 4:30 p.m. on March 29, 2011, by Gail Kelso, Director, Child Development and Early Learning Section, Department of Children and Family Services, 627 North 4th Street, Room 1-306, Baton Rouge, LA 70802

Department of Children and Family Services

627 North 4th Street
Baton Rouge, LA 70802
<http://www.dcfhs.la.gov/>



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Bobby Jindal, Governor
Ruth Johnson, Secretary

NOTICE TO PROPOSERS

The **Louisiana Department of Children and Family Services** hereby solicits proposals from qualified proposers to provide regional comprehensive child care resource & referral services to families, childcare providers and communities in Louisiana that include:

1. Consumer Education and Referral,
2. Child Care Provider Training, and On-site Provider Technical Assistance.

Request for Proposal packages may be obtained by contacting: Gail Kelso, Director, Child Development and Early Learning Section, 627 North 4th Street, Baton Rouge, LA 70802 - Telephone (225) 342-2125; Fax (225) 219-4248; E-mail: gail.kelso@la.gov or by downloading the Request for Proposal packet from DCFS Website at <http://www.dcfsls.gov/> (Select Inside DCFS and then Request for Proposals) or by downloading from LAPAC at this website: <http://wwwprd.doa.louisiana.gov/OSP/LaPAC/pubmain.asp>.

A signed original proposal and five (5) copies should be physically in the possession of the Child Development and Early Learning Section, Attention: Gail Kelso, Director, Child Development and Early Learning Section, 627 North 4th Street, Room 1-306, Baton Rouge, LA 70802 by 4:30 p.m. on March 29, 2011. No proposal received after the specified date and time shall be considered. Any questions concerning the RFP must be made in writing and may be submitted by mail, fax, or email to Gail Kelso by 4:30 p.m., March 11, 2011. All submitted questions will be responded to on the DCFS website at <http://www.dcfsls.gov/> by March 15, 2011. A non-mandatory Proposer's Conference will be held on March 10, 2011, from 9:30 a.m. until 11:30 a.m. at the following location: Room 1-134, 627 N. 4th Street, Baton Rouge, Louisiana.

This request for proposals does not commit the **Department of Children and Family Services** to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer to contract, but rather a solicitation of proposals which, if accepted by the Department and approved in the manner required by law, may become the basis for a future contract. In the event of a conflict between any term or provision of the RFP and a term or provision in any proposal submitted in response, this RFP shall control. If a proposal alters or modifies any term or provision of this RFP, such changes must be clearly delineated and expressly approved by the Department of Children and Family Services in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The **Department of Children and Family Services** reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded, if at all, to the proposal(s) deemed by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Children and Family Services and the **Division of Administration, Office of Contractual Review**. Should any protest or appeals be filed at any point in the procurement process, all activities must cease until all issues are resolved.

Schedule of Events

This Request for Proposals package contains all of the information and forms necessary to complete and submit a proposal. Proposers are encouraged to review the package in detail prior to beginning to prepare the proposal.

Activity	Date
1. Issue Request for Proposal	March 4, 2011
2. Non-mandatory Proposer's Conference.....	9:30 a.m. until 11:30 a.m. March 10, 2011
3. Deadline to Receive Proposer's Inquiries.....	4:30 p.m. March 11, 2011
4. Questions/Answers Posted on Website.....	March 15, 2011
5. Proposal Due Date.....	4:30 p.m. March 29, 2011
6. Proposal Review Committee Meets.....	April 5, 2011
7. Approved Recommendations Submitted to the Secretary.....	April 6, 2011
8. Applicants Notified.....	April 12, 2011

The Department of Children and Family Services reserves the right to deviate from this schedule.

1.0 Overview

This packet contains guidelines for submitting a proposal to the Department of Children and Family Services (DCFS) for a performance-based contract to provide regional child care resource and referral (CCR&R) services to families, child care providers and communities in Louisiana. Funds to be awarded under this project have been made available through the Federal Child Care and Development Fund (CCDF).

Comprehensive child care resource and referral (CCR&R) services include these core services:

1. Consumer Education and Referral, including Data Collection and Public Awareness,
2. Child Care Provider Training, and On-site Provider Technical Assistance.

These core services are overlapping and complementary and yet distinct in expectations, expertise required, and outcomes.

The contract will fund the costs associated with providing comprehensive child care resource and referral services for child care providers, families and communities in Louisiana. In September 2010, Louisiana had approximately 1256 Class A child care centers, Class E school setting providers, and Class M child care centers inspected by the Department of Defense and 1551 Class R registered family child day care home and Class U in home providers participating in the Child Care Assistance Program. A breakdown of providers by DCFS region, parish and type is provided in the Appendix A.

Child care resource and referral services impact parents, child care providers, children, businesses, and the public. The outcome is to provide child care resource and referral services as part of a coordinated system that supports the goal of the Department of Children and Family Services and its contractors to serve parents who need child care, to improve the quality of child care and to facilitate the implementation of Quality Start Child Care Rating System. Additional information about Quality Start may be found at www.qrslouisiana.com.

This RFP seeks a statewide contractor or regional contractors to provide all of the following services in a DCFS region to support the state's capacity to improve the quality of child care. See Appendix A for Regions and their associated parishes.

1. Consumer education and referral services to parents and families seeking child care in center or home based settings. Included in this area are data collection and reporting related to child care services based on referral information provided by families and on provider information provided by child care program personnel. Also included is public awareness and outreach to build understanding and knowledge of the importance of child care across diverse groups and to support community involvement in quality child care.
2. Training and professional development opportunities for child care providers that include technical assistance on-site to support the transfer of understanding and knowledge and improvement of child care services.

DCFS may modify the service(s) to be provided in this RFP up to the point of proposal submission through an addendum posted to LaPAC.

A proposer may propose services in a single DCFS region, multiple DCFS regions, or statewide. If a proposer proposes services for more than one region, the proposer must submit a separate proposal for **each** region.

All proposals will become public record once the deadline for submitting proposals has passed. Any technical data, financial information, overhead rates, or trade secrets protected from disclosure under LA R.S. 39:1490 and LAC 34:V:130, and designated as such in the proposal, shall be kept confidential as required by law. Materials submitted with the proposals become the property of DCFS. DCFS has the right to use any or all ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

DCFS will not furnish resources or materials to contractors, either during the initial stages or during contract performance itself, except as expressly provided herein.

A non-mandatory proposer's conference has been scheduled for March 10, 2011 from 9:30 a.m. until 11:30 a.m. at Room 1-134, 627 N. 4th Street, Baton Rouge, LA.

1.1 Definitions

Contractor	A firm or individual who is awarded a contract
Proposal	A response to an RFP
Proposer	A firm or individual who responds to an RFP
RFP	A request for proposals
Shall, Must, or Will	Denotes mandatory language; a requirement that must be met without alteration
Should, Can, or May	Denotes desirable, non-mandatory language

2.0 General Information and Program Guidance

2.1 Purpose of RFP

The purpose of this RFP is to solicit proposals for the provision of regional child care resource and referral (CCR&R) services throughout the state. The goal of DCFS for this project is to improve the quality of child care and to assist parents in finding child care through comprehensive professional child care resource and referral services. A major focus of this development will be to support child care providers in improving the quality of care offered which should result in children being better prepared for school. School readiness is determined by a number of factors found in high quality early childhood care and education settings. Child care resource and referral services represent a link between the consumers of child care (children and families) and child care providers as well as a link to community initiatives. This link is vital to workforce development and focuses the communication and coordination of resources needed to improve child care quality and to increase parental and public awareness of these efforts. Equally significant will be the collection and analysis of all data collected from project activities to support recommendations related to strengthening the system of quality child care to support the school readiness of infants, toddlers and pre-school children in child care and to support the care of school age children.

This RFP contains instructions concerning the submittal of proposals, a description of services to be provided, requirements which should be met to be eligible for consideration, general evaluation criteria and other requirements to be met. During the contract, staff in DCFS will provide guidance and oversight of the project.

2.2 Eligible Proposers

In accordance with the Louisiana Administrative Code at Title 34, Part V, §136 to make a determination of responsibility with respect to each proposer, the selected proposer shall meet the following standards as they relate to this procurement.

- Have adequate financial resources for performance, or have the ability to obtain such resources as required during performance.
- Have the necessary experience, organizations, technical qualifications, skills, and facilities, or have the ability to obtain them (including probable subcontractor arrangements).
- Be able to comply with the proposed or required time of delivery or performance schedule.
- Have a satisfactory record of integrity, judgment and performance (contractors who are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absence of evidence to the contrary or evidence of compelling circumstance, be presumed to be unable to fulfill the requirement).
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Commit to obtaining clearance on criminal background check of all staff and subcontractors that enter childcare centers for any reason.

Organizations which are barred from receiving State or Federal funds may not participate in this initiative, directly or indirectly, nor may a proposing organization utilize such ineligible organization in providing services under any contract awarded as a result of this RFP.

2.3 Contractor Required Tasks and Responsibilities

1. Consumer Education and Referral Services and Capacity Building

It is highly desirable that the contractor become a member of the National Association of Child Care Resource and Referral Agencies (NACCRRRA) and use their Quality Assurance Program criteria as a guide for establishing services. Information may be found at <http://www.naccrra.org/gap/>.

Data Collection and Reporting

Contractor is required to use the **NACCRRRAware** database for referrals, training and technical assistance and to maintain the database according to policy with at least DCFS required fields complete and up to date. Quarterly **NACCRRRAware** reports will be submitted as determined by DCFS. Contract performance may be monitored using the **NACCRRRAware** database. Contractor must give DCFS access to databases used for referrals, training, and technical assistance. Contractor must use databases selected by DCFS for referrals, training, and technical assistance.

Information about the **NACCRRRAware** database can be found at www.naccrra.org. DCFS Data Team Definitions are attached as Appendix B. The contractor will be required to maintain the database using DCFS field definitions and operations guidelines provided by DCFS Data Team. The contractor shall be required to provide ad hoc reporting and sampling data on selected fields as requested by DCFS within 3 working days after DCFS written request. The contractor will provide reports at least twice annually to DCFS related to child care supply and demand, the ongoing status of child care vacancies and costs in their region and other data necessary to quantify the need for quality child care.

Public Awareness and Outreach

Contractor will participate in community early childhood coalition building and document efforts to communicate the importance of early care and education as well as information about Quality Start and the School Readiness Tax Credits with diverse groups in the community including but not limited to workforce investment boards, faith-based organizations, civic groups, and business leaders. Agendas, sign in sheets, and notes from meetings and events will serve as documentation of participation.

The contractor must offer child care director network meetings at least quarterly in locations and at times designed to support broad participation by child care providers. The contractor will, at least quarterly, coordinate with the Workforce Investment Boards and local businesses in the regions to ensure knowledge about the availability of child care for parents who are working, attending school and/or seeking work. The contractor will conduct public awareness events for parent, business, and civic groups, at least quarterly.

Emergency Preparedness and Capacity Building

The contractor's specific involvement in regional and community disaster preparation and planning efforts shall be required. Contractor's specific responsibilities in emergency preparedness will be determined prior to the execution of a contract.

2. Child Care Provider Training and On-site Provider Technical Assistance

Contractor will be required to develop a curriculum for training sessions that will enable participants to satisfy licensing/registration requirements and regulations and the Quality Start Child Care Rating System. Training will be offered to child care center staff, DCFS registered family child day care home providers and other interested early care and education professionals and parents. The contractor shall offer services that will provide child care center staff, child care center directors, family child day care home and in-home providers and other child care professionals with tools to promote quality early childhood settings and experiences for children and families. The contractor shall include in training sessions information about Quality Start, School Readiness Tax Credits, licensing regulations, and about the characteristics of high quality care, which support early literacy, pre-reading and numeracy development for all children.

All contractors must use Louisiana Pathways approved trainers to provide training. Information about trainer approval may be found at <http://pathways.louisiana.gov/trwhat.htm> and is attached as Appendix C. Additional information related to the training of child care personnel can be found at http://www.naccrra.org/policy/recent_reports/ by clicking on the report: Building a Training System for the Child Care Workforce: NACCRRRA's 12 Point Plan.

The training must be interactive and may take place in a classroom setting with an instructor, on-site at a child care center or family child day care home or via distance learning (computer based). The contractor will be required to offer a minimum of 20 training sessions per quarter at various times and places throughout the region served. The contractor must provide training throughout the entire contract period. The contractor may charge a registration fee for classroom participation but the fee must not exceed \$10 per 3 hour session. Instructor facilitated trainings shall be offered at various times and places in order to serve the widest possible audience.

Each contractor must have available a computer for providers to use for training in each regional office. The contractor must provide support to providers' use of online training approved by DCFS. The contractor shall market the availability of the training throughout the region.

Training must reference:

1. Early Learning Guidelines and Program Standards.
2. Child Development Associate content areas.
3. Early Childhood Environmental Rating Scales-Revised (ECERS-R), ECERS-R Social Emotional subscale, Infant Toddler Environmental Rating Scale-Revised (ITERS-R), ITERS-R Social Emotional subscale.
4. Developmental areas required by DCFS Licensing Section.

Required training – The contractor's content for the sessions below must be approved by DCFS. Trainings shall be a minimum of 3 hours in length, except the Orientation for Family Child Day Care Home Providers, which must be 4 hours in length. Calculation of clock hours shall exclude time for breaks; completion of evaluations, etc.

1. Introduction to **Tracking of Time Services (TOTS)** and the **Child Care Assistance Program (CCAP)** at least every other month.
2. Planning to open a child care center in collaboration with DCFS Licensing Section at least quarterly.
3. Orientation for family child day care home providers to conform to the requirement of **R.S. 46:1441.14** at least every other month.
4. Planning for emergencies and preparedness at least every other month.
5. Early Learning Guidelines and Program Standards for children birth through four to meet the goal of training 50% of all staff in licensed or legally operating child care settings.

These requirements and session topics may change with advance notice to contractor by DCFS.

DCFS has contracted with organizations with expertise to provide specific training services. The contractor shall be required to announce the training that is conducted by other DCFS funded contractors in the CCR&R quarterly training flyer or other form of announcement.

Only authorized interpretations of licensing standards may be used and the contractor's trainers are responsible for knowing up to date interpretations made available by DCFS Licensing Section and disseminated via DCFS website.

The contractor shall use the most current Louisiana Early Learning Guidelines and Program Standards: Birth through Three (DCFS 2005) and the LA Content Standards for Programs Serving Four Year Old Children (DOE 2003) as well as the Environment Rating Scales and reference these documents during training sessions. The Licensing regulations and the Louisiana Early Learning Guidelines and Program Standards: Birth through Three (DCFS 2005) and the LA Content Standards for Programs Serving Four Year Old Children (DOE 2003) can be found at http://www.DCFS.state.la.us/departments/ofs/Child_Care_Assistance_Program.html#Publications. Information about the Environment Rating Scales (ERS) is available at <http://www.fpg.unc.edu/~ecers/>.

The contractor must promote professional development by supporting providers interested in the Child Development Associate (CDA) credential. All training must meet requirements toward a CDA credential.

The contractor must provide information or access to financial literacy/business development training for child care providers.

The contractor must facilitate the **CCAP** registration and certification of providers by providing a copy of the provider agreement if requested.

The contractor must designate a staff member as the primary point of contact to counsel providers related to CDA, LA Pathways and the related scholarship program as well as courses available through the community and technical college system. The contractor's staff will become knowledgeable about the educational opportunities available in the region.

On-site technical assistance is defined as an intentional process that uses various strategies over time to improve the quality of a child care program or an individual provider's practices through visits to the program. Contractor will provide services to improve the Class A child care center and the registered family child day care home's compliance with DCFS programs, guidelines and/or regulations as well as the Environment Rating Scales. The technical assistance services offered shall not be limited to only centers participating in the Child Care Assistance Program or Quality Start. Additional information about Technical Assistance services in child care can be found at www.naccrra.org by clicking on Publications and scrolling down to the publication Knowledge into Practice: NACCRRRA's Survey of Child Care Resource and Referral On-Site Technical Assistance report (2007).

The contractor will utilize staff with expertise in child care and early childhood education to provide the following services to centers and homes:

1. Classroom observation and modeling to support appropriate practice.
2. Staff and director consultation related to meeting DCFS funding and licensing regulatory requirements and quality improvements especially those linked to the Environment Rating Scales (ERS) and Quality Start.
3. Training, observation, and feedback to providers specifically related to the Environment Rating Scales (ERS).
4. Training and technical assistance on the Tracking of Time Services (TOTS) and the Child Care Assistance Program (CCAP) to include but not limited to Class A, M, U, R and E providers.
5. Training and technical assistance to increase the capacity of child care providers to provide high quality inclusion opportunities for children with disabilities.

The contractor must develop a plan for on-site technical assistance and outreach. The contractor must provide on-site technical assistance and outreach to all Class A and family child day care home providers including but not limited to providers referred by the Department of Children and Family Services, centers participating in Quality Start, and conduct one announced and unannounced visit using a DCFS approved checklist to **CCAP** family child day care homes (Class R).

The contractor shall be available to visit a child care provider for on-site technical assistance within 48 hours of the written request of DCFS. These visits will not involve reports of abuse or neglect. The contractor will be required to complete a written report at the conclusion of each visit. Reports will be submitted to DCFS as requested.

The contractor will be required to collect and report monthly on project activities using **NACCRRAware** Training, Tracking and Technical Assistance modules.

The contractor will coordinate and collaborate with other DCFS contractors working in centers and family child day care homes including but not limited to ERS Anchors and Assessors, Mental Health Consultants, and Child Care Health Consultants.

Staffing Requirements

The contractor shall provide sufficient qualified staff to perform the following functions to include but not be limited to:

- Program director, consumer education and referral specialist, data/technology specialist, training/technical assistance specialist, Environment Rating Scale (ERS) liaison, inclusion specialist, and CDA Advisor
- Staff shall be subject to the same requirements and expectations as DCFS staff regarding confidentiality, professionalism, and ethics.
- Contractor shall continue the professional development of its staff by having them participate in ongoing professional development activities that increase their knowledge of the early childhood field such as state level conferences and/or attending higher education classes.

Contractor shall provide appropriate staff to create and implement an effective organizational structure to support the system of quality child care in Louisiana and to participate in state level coordination with travel to meetings with DCFS. Contractor shall obtain clearance on criminal background check of all staff and subcontractors that enter child care centers for any reason.

Media Contact and Approval of Materials

Media contact and all published materials shall require prior DCFS written approval, and then only after full coordination with DCFS Director of Communications. The contractor shall have the DCFS logo on all media and published materials including but not limited to brochures, posters, and training booklets that are purchased with DCFS funds. Contractor shall have the printing cost statement and funding statement on print materials purchased with DCFS funds.

Consultation with the Child Development and Early Learning Section

Contractor will be required to travel to Baton Rouge and participate in meetings as required by DCFS.

Performance Indicators

The contractor must meet all performance targets and contract expectations as described in the contractor's proposal as well as those that may be determined by DCFS. Failure to meet all performance targets and contract expectations can be grounds for revision of the contract whereby current funding is reduced and can affect future consideration for funding.

If 80% of the monthly target for participation as set in the contract is not achieved, a performance enhancement action plan may be required. If the performance enhancement plan is inadequate, the contractor is unresponsive, or if performance does not improve after performance enhancement plan implementation, contract termination will be considered.

The contractor will be required to submit monthly reports within required timeframes. At a minimum, the reports shall contain the following performance indicators:

Consumer Education and Referral

- Number of referrals by type of care (child care center, family child day care, preschool program, school age program, nanny-in home provider, camp, Mother's Day Out, and elementary school) by parish provided monthly.
- Number of consumers (parent/families) provided with education materials by method (in referral, events, trainings, etc).
- Number of child care director network meetings and number of child care providers in attendance.
- Number of contacts with parents requesting information about the Quality Start and school readiness tax credits.
- Number of provider records maintained and percent updated by type of care.
- Number of new providers added by provider type and the number marked "inactive" by provider type and reason.
- Number of centers receiving TA as participants in Quality Start.
- Number of business, Workforce Investment Boards and early childhood community/coalition activities convened/participated including a list of activities.
- Number of community outreach presentations on Quality Start and School Readiness Tax Credit, by presentation including group/organization name, number in attendance, and parish.
- Number of emergency preparedness and planning activities participated including a list of activities.

Child Care Provider Training and Technical Assistance

- Number of trainings conducted by delivery method, topic, attendance, trainer name, and parish.
- Number of child care providers receiving training or technical assistance indicating they achieved better skills and knowledge (using pre and post test data).
- Number of inquiries about CDA and the number of providers seeking and receiving support of CDA Advisor and type of support provided.
- Number of visits to child care centers for technical assistance with visit duration, topic, name of technical assistance specialist, and parish.
- Number of technical assistance visits to family child day care home providers by topic discussed, announced or unannounced visit, and parish.
- Report on completed technical assistance by measure of success and provider satisfaction.
- Number of visits to providers for tracking of time services (TOTS) and the Child Care Assistance Program (CCAP) by provider type.
- Number of visits to child care centers for technical assistance to increase the capacity of child care providers to provide high quality inclusion opportunities for children with disabilities.

Eligible Child Care Providers

The contractor must offer services to all child care personnel affiliated with Class A and Class M facilities, DCFS registered family child day care homes, DCFS registered in-home care and DCFS registered school-based programs. The contractor must provide on-site technical assistance and outreach to all Class A and Family Child Care Home providers including but not limited to providers referred by the Department of Children and Family Services, centers participating in Quality Start, and conduct one announced and unannounced visit to family child care homes using a checklist approved by DCFS.

Owners, operators and employees of Class B child care facilities may participate in state funded child care training but are required to pay the established cost for these services, at least equal to the cost of the proposed training through DCFS.

The contractor shall be responsible for all services offered in its proposal whether provided directly or through subcontract. DCFS will deal only with the contractor and will deem all subcontractors to be acting at all times at the direction of and as the agent for the contractor.

Organizational Requirements

The Contractor's organization must have systems of accountability, including appropriate oversight, i.e., Board of Directors or Advisory Committee, if within an umbrella organization. The organization must be free of conflicts of interest. The organization must also have sound business management capability.

Insurance Requirements

The Contractor must have and maintain throughout the term of the contract a minimum of \$1,000,000 in liability insurance, as recommended by the Office of Risk Management, and adopt referral procedures that limit liability risks.

2.4 Monitoring/Evaluation of Child Care Resource and Referral Services

A contract awarded through this RFP must grant to the State of Louisiana, through DCFS, the Office of the Legislative Auditor, Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under the contract. The contractor must cooperate with any monitoring/evaluation site visits or requests for information from the above-mentioned entities.

2.5 Type/Period of Contract

If a contract is awarded as a result of this RFP, all services will be paid by cost reimbursement. The estimated maximum amount of funding available will vary by region.

Funding for this initiative is provided by Federal funds under the Child Care and Development Fund. The amount of the contract may be changed by DCFS at any time throughout the contract period. Under no circumstances will the contractor be reimbursed in excess of the amount specified in the contract. All services proposed shall be performed unless excused in writing by the Department. Any cost overruns are solely at the expense of the contractor. The contract term extends from July 1, 2011 until June 30, 2012. At the end of the contract term, Department of Children and Family Services reserves the right to renew the contract for up to a total contract term of 36 months, if funding is available and if performance is acceptable based on reasonable and ongoing progress and satisfactory management of the project. Contract may be terminated at any time if contractor does not provide satisfactory management of the project.

Any income resulting from this contract (e.g. interest on bank accounts, allowable fees) must be used to support the contractor's operating costs associated with the project.

2.6 Billing

Invoices will be paid on a cost reimbursement basis, as described in Section 2.6. Submission of verification and documentation mandated by the Department of Children and Family Services and State and Federal regulations must accompany the invoices. For cost reimbursement, invoices will be paid with

the submittal of verification and documentation mandated by the Department of Children and Family Services and State and Federal regulations. Billing for expenses must conform to practices and procedures set forth in the Department of Children and Family Services Procurement Code.

2.7 Ownership of Equipment and Materials (for all cost reimbursement contracts)

All equipment and materials (including, but not limited to, computers, printers, copiers, facsimile machines, telephones, file cabinets, office furniture, unused office supplies, etc.) purchased with funds awarded under this contract shall upon completion or termination of the contract become the property of the State of Louisiana and be delivered upon demand to the State or its designee in the manner the State directs.

2.8 Records and Reports

All records, reports, files, data, software, and any other materials or information related to this contract or purchased with funds awarded under it may upon completion or termination of the contract shall become the property of the State of Louisiana and shall be delivered upon demand to the State or its designee in the manner in which such reports, files, etc. are kept in the ordinary course of business.

3.0 Information To Include With Proposal

Along with the information requested on page 25, Checklist, the following sections (3.1 – 3.3) are requested elements of the proposal. Proposers should respond in clear writing to the following sections or criteria, reviewing these directions carefully.

3.1 Abstract:

Give an overview or summary of your proposal, a maximum of one page that tells who you are, how many you will serve, the region in which you are proposing to provide services, and how you will measure outcomes. If proposing to provide services in one or multiple regions, the proposer must provide all of the services identified in this RFP in each region proposed as well as provide evidence of involvement and investment in each region proposed. Examples of evidence may include but are not limited to letters of support from community stakeholders, lists of board or advisory members from the proposing organization, and descriptions of affiliations with local projects or initiatives.

3.2 Proposal Narrative

A. Program Description

The proposal should include how the proposer will plan, develop and implement all functions necessary to provide comprehensive child care resource & referral services and should identify the organizational structure that will be used to deliver the services.

The proposal should describe the proposer's purpose, objectives and technical plan for accomplishing work required under the RFP. This section should include a detailed description of the proposed methodology for accomplishing the goals set forth in this RFP. It should describe fully the management and administration of the program, indicating the distribution of staff by function and activity.

The proposal should identify how the proposer will provide all services throughout the region. It should describe the proposer's responsiveness to, and understanding of, the purpose, function and services related to comprehensive child care resource and referral services to families, child care providers and

communities in Louisiana. The proposal should demonstrate a thorough understanding of the Quality Start Child Care Rating System.

Each service (Consumer Education and Referral, Child Care Provider Training and On-site Technical Assistance) should be clearly separated to assist in reviewing and implementation.

1. Consumer Education and Referral Services to Parents

The proposal should describe how proposer will provide referral services to parents using industry best practices, including the availability of a toll-free telephone number. The proposal should describe how proposer will provide referral information about child care options to parents based on their needs and requests in a timely manner. The proposal should include how information will be provided at no cost to public and private agencies and/or businesses that are trying to locate child care for their customers or employees in specific geographical areas. The proposal should include how the proposer will hire and train personnel being sure to address cultural sensitivity and training specific to the job function. The proposal should describe how the proposer will develop a process to follow up with parents regarding the referrals received as well as an evaluation of service. The proposer should include how information about Quality Start, School Readiness Tax Credits, licensing regulations, and about the characteristics of high quality care, which support early literacy, pre-reading and numeracy development for all children, will be included in consumer education and referral services to parents.

Data Collection and Reporting

The proposal should describe how proposer will maintain the NACCRRAware database of providers and parents requesting care and how the proposer will achieve (and maintain) a rate of complete provider fields of at least 80% during the entire contract period.

The proposer should identify the designated personnel with expertise needed to serve on the DCFS Data Team and be the point of contact for information and data for the proposer. Skills include the ability to provide ad hoc reporting and sampling data on selected fields as requested by DCFS within 3 working days. The proposal should describe how proposer will provide reports at least twice annually to DCFS related to child care supply and demand, the ongoing status of child care vacancies and costs in their region and other data necessary to quantify the need for quality child care.

Public Awareness and Outreach

The proposer should describe their plan to inform parents and the general public about child care and its contribution to school readiness, workforce and community development. The proposal should also include how they will work with existing early childhood community groups to coordinate and collaborate. This proposal should describe how these components will be initiated and continued on an ongoing basis throughout the contract period. Proposer should describe how services will be made available to providers and how the proposer will respond to requests for services from providers and families.

The proposer should describe how child care director network meetings will be offered in locations and at times designed to support broad participation by child care providers.

The proposal should include how the proposer will integrate into the local/regional community and coordinate with existing early childhood community groups including Head Start and PreK, regional/community emergency preparedness groups, and convening stakeholders as needed to gather information needed to inform policy.

The proposal should include how the proposer will, at least quarterly, coordinate with the Workforce

Investment Boards and local businesses in the regions to ensure knowledge about the availability of child care for parents who are working, attending school and/or seeking work.

The proposer should describe how they will coordinate with DCFS administrative and regulatory staff and the Department's contractors and other early care and education programs.

The proposer should describe in the proposal how they will conduct public awareness events for parent, business, and civic groups, at least quarterly.

The proposal should include a component for providing quarterly public awareness and outreach activities related to the benefits of quality child care including but not limited to the benefits of participation in Quality Start and the School Readiness Tax Credit (SRTC).

2. Child Care Provider Training and On-site Technical Assistance

The proposer should describe how training will be offered to child care center staff, DCFS registered family child day care home providers and other early care and education professionals. The proposal should describe the proposer's capacity to deliver training and should document proposer's experience in training in this field as well as how the proposer will use LA Pathways approved trainers to provide the training sessions. The proposer should describe how they will ensure that all training sessions are of sufficient time and reflect best practices in training adult learners and how session content and handouts are reviewed to reflect current best practices in early literacy, pre-reading, numeracy, early childhood care and education, including benefits available through the School Readiness Tax Credits (SRTC) and Quality Start. The proposer should include how information about Quality Start, School Readiness Tax Credits, licensing regulations, and about the characteristics of high quality care, which support early literacy, pre-reading and numeracy development for all children, will be included in training sessions.

The proposal should include exactly how many training sessions will be conducted, what topics will be offered, whether training will be instructor lead, computer based or on-site, other details of the training offered as well as a training calendar. The proposer should include the number of participants to be served and the location(s) where the services will be provided.

In addition, the proposer should describe how they will provide the specific training sessions described in Section 2.3, #2. Proposer should describe how they will support providers' use of online training approved by DCFS.

The proposer should include in their plan how they will announce the training that is conducted by other DCFS funded contractors in the CCR&R quarterly training flyer or other form of announcement. The proposer should include a plan for providing training as required by Quality Start. The proposer should include a plan for orienting their staff to the services provided by other DCFS funded contractors as needed to make Quality Start-required training available.

The proposer should describe how all training will conform to the Louisiana Child Care Licensing Law (LRS 46:1401 et.seq.) and the applicable child care licensing standards.

The proposer should describe their plan to promote professional development by supporting providers interested in the CDA credential. The proposer should describe their plan to offer or expand the opportunities in their region for CDA classes. The proposer should describe how this training will help providers obtain a CDA credential.

The proposer should include in the proposal the methods used to market the availability of the training and participant recruitment efforts and describe how they will make training available throughout the region.

The proposal should describe how proposer will offer on-site technical assistance to Class A Child Care centers and DCFS registered family child day care homes (FCDCH) to increase the quality of services provided to children in care throughout the region proposed.

The proposal should describe how proposer will utilize staff with expertise in child care and early childhood education to provide the following services to centers and homes:

1. Classroom observation and modeling to support appropriate practice.
2. Staff and director consultation related to meeting DCFS funding and licensing regulatory requirements and quality improvements, especially those linked to the Environment Rating Scales (ERS) and Quality Start.
3. On-site technical assistance relating to training of time services (TOTS) and the Child Care Assistance Program (CCAP) to Class A, M, U, R and E providers.
4. Training, observation, and feedback to providers specifically related to the Environment Rating Scales (ERS).

The proposal should describe how proposer will deliver technical assistance services that support program improvement goals for child care centers as identified in Quality Start. The proposer should also describe how services will be offered to DCFS registered family child care day homes.

The proposer should describe the number of visits proposed over the initial contract period. The proposer's plan should include a policy regarding goal setting to determine specific objectives and areas of improvement and on-site technical assistance expectations and under what conditions technical assistance may be terminated. An evaluation of satisfaction and success of the technical assistance should also be described by the proposer.

The proposal should describe how they will coordinate and collaborate with other DCFS contractors working in centers and family child day care homes including but not limited ERS Anchors and Assessors, Mental Health Consultants, and Child Care Health Consultants.

B. Proposers Experience and Capacity

The proposer should provide a narrative description of the qualifications and experience of the proposing organization, as distinct from the qualifications of its key personnel, which demonstrates the firm's fitness and its ability to satisfactorily manage a regional operation required by the RFP. The proposer should describe its best practices business management capabilities. The proposer should demonstrate its knowledge of the region and describe its capacity to deliver services in the region(s) in which it is proposing to provide services.

The proposer should provide information about its systems of accountability, including appropriate oversight, such as a board of directors or advisory board. A description of the system of accountability, including the names, affiliations, addresses and telephone numbers of the individuals should be included in the proposal. The board or advisory members should reflect the diversity of the state and specific region served and any conflict of interest statements that may be appropriate. Any potential conflicts of roles or responsibilities with other organizations or projects should be resolved

All eligible proposers should demonstrate the organization's capacity to do the work specified by providing details of previous experience in the areas of child care, early childhood education, provision of

training and technical assistance, understanding of the Quality Start Child Care Rating System and professional development for child care providers. Proposers should provide at least two (2) references (excluding DCFS personnel) from companies or organizations for which they have provided similar services, including the contact name, telephone and email address. Proposers should demonstrate past history of commitment to and experience in successfully implementing resource & referral services for parents, training and technical assistance for child care providers (both center and family homes) and outreach to the community related to early childhood issues.

C. Staff Qualifications and Professional Development

The proposal should include information on staff that are experts in the field of early care and education and child care (including care for school age children) and have a prior history of working with and developing good relationships with child care providers and parents. The proposal should include information on staff that is familiar with child care resource & referral services that include consumer education and referral, child care provider training, on-site technical assistance, public awareness, and Quality Start's structure and implementation. The proposal should reflect the history of the Quality Start development and the support systems offered for successful implementation of Quality Start. Proposal should include an understanding of the role of child care resource and referral in the development of a system of quality care and its support of the Department of Children and Family Services, its programs, staff, and contractors.

The proposer should describe their plan to hire sufficient qualified staff to meet all contract requirements. Functions of staff should include but are not limited to Program Director, Consumer Education and Referral Specialist, Data / Technology Specialist, Environment Rating Scale (ERS) Liaison and inclusion specialist, and CDA Advisor. Refer to Appendix D for qualifications staff should have. If a proposer intends to use a subcontractor to meet this requirement then the proposer should produce a letter from the probable subcontractor stating that they are willing to provide the required services contingent upon a contract award.

Proposer should include in their proposal their plan to secure appropriate staff to create and implement an effective organizational structure to support the system of quality child care in Louisiana and to participate in state level coordination with travel to meetings with DCFS. Proposers should submit position descriptions for key staff and resumes for current staff.

D. Collaboration Details

The proposal should describe the relationship of the proposer's organization to the child care and early Childhood field. Describe the proposer's ability to form successful partnerships with all agencies, organizations, and personnel concerned in the provision of or improvement of child care.

E. Compliance with La. R.S. 46:1401 et seq.

Describe your plan for ensuring compliance with State law barring Class B childcare centers from receiving Federal, State, or local funds directly or indirectly.

F. Performance Reporting

Each proposal submitted should include contract-end participation targets for each component. This contract-end target should be a projection of monthly targets to demonstrate how the contract-end goal will be met.

Proposer should pay careful attention to the measures that are to be reported on a monthly basis using NACCRRAware. Proposer should have understanding of what is being captured in the measure as well as the methodology that will be used to retrieve the data. Proposal should indicate the data collection and tracking mechanisms that will be utilized for reporting purposes.

Proposers are strongly encouraged to review the scoring summary in the Proposal Evaluation Criteria Section 4.0 of this RFP to ensure that all of the necessary elements are contained within the submitted proposal.

G. Emergency Preparedness and Capacity Building

Proposer should describe specific involvement in regional and community disaster preparation, disaster planning efforts, and disaster training. Proposal should describe how proposer will respond to disasters in the proposed region(s) as well as support DCFS' emergency preparedness efforts on behalf of child care and children statewide including but not limited to working in DCFS shelters.

H. Financial Resources Information

Proposers should submit the last three years financial statements, preferably audited (financial statements should clearly be labeled and should cover the last three annual fiscal years of the proposer (organization) or the last three 12 month periods. Proposer should submit a copy of the most recent audit (if your organization is not required to submit an audit, or your agency has not performed an audit, proposer should submit an explanation to this effect).

A description of all expected funding sources, (private grants, self generated fees, etc) and the amounts expected from those sources including any plans for obtaining private funds to supplement governmental funding should be included, including promotion of the School Readiness Tax Credit (SRTC). The section should conclude with a precise statement of what the state will receive as an end product of the services.

I. 501(c)3 Status

If proposer is a 501(c)3 organization, copies of the IRS determination of 501(c)3 status, and bylaws should be included in the proposal.

3.3 Cost Information: Instructions for Completing the Budget and the Budget Narrative

Proposers shall submit one budget for the total proposed contract that includes consumer education and referral, child care provider training, and child care technical assistance. Proposers shall use Exhibit B to provide the budget information.

If the proposer is proposing to provide services in more than one region, then the proposer must submit a separate proposal with a separate budget for each region proposed. The budget shall include the cost of NACCRRAware and/or NACCRRAware training and support. The proposer may also include membership dues of the National Association of Child Care Resource and Referral Agencies (NACCRRRA) in budget calculations. Budget items shall be itemized according to administrative and direct costs. Categories are listed below. Proposers should be sure to report the expenditure appropriate column (i.e. Program Operation vs. Administration Cost). The grand total must reflect the total budget requested.

Budget Narrative – The Budget Narrative should be completed on a separate sheet of paper titled "Budget Narrative" and should detail all Budget Line Items under each Expenditure Category. For

example, the Salaries Category should outline each salaried position including title and monthly or hourly salary.

Personnel Services - List the name(s), position(s), and total salary, percentage of compensation requested and full/part-time status of staff actually working on this program.

Salaries must be in line with those in similar positions within the community. Be sure to only include the salaries as they relate to the proposed service. An Executive Director may also have responsibilities in other program areas, only the time spent on proposed service is allowable. Indicate administrative or direct nature of salary.

NOTE: Salary and Employee Benefits for direct service delivery staff should be shown in Section I. Personnel Services and do not apply to the 10% administrative cap.

Fringe Benefits - List only the employer's share for funded salaries. If employee is only spending a percentage of time working on this program, include only the percentage requested for this proposal. Fringe benefits for contract staff should not exceed fringe benefits paid to noncontract staff by the proposing organization. The rate or expense used for calculations must be shown for each type:

- Social Security FICA: 6.2%
- Medicare – 1.45%
- Health/Life Insurance
- Workers' Compensation
- Unemployment
- Public/Private Retirement
- Liability/Malpractice Insurance (if part of an employee benefit package)

Operating Expenses – List expenses associated with services needed to operate the program. This may include, but is not limited to, the items listed on the Budget form.

Travel – Indicate the individuals, purpose and itemized listing of travel costs. Travel funded must be in accordance with State Travel Regulations, which may be accessed at <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>.

Materials and Supplies – List items that are consumable and have a life expectancy of less than one year.

Administrative/Indirect Cost – Includes all costs for general administration and coordination of a program, including contract costs and all indirect (or overhead) costs. Examples of administrative costs include:

- salaries and benefits of staff performing administrative and coordination functions
- activities related to eligibility determinations
- preparation of program plans, budgets and schedules
- monitoring of programs and projects
- fraud and abuse units
- procurement activities
- public relations
- services related to accounting, litigation, audits, management of property, payroll and personnel

- costs for the goods and services required for administration of the programs such as the costs for supplies, equipment, travel, postage, utilities, and rental of office space and maintenance of office space
- management information systems not related to the tracking and monitoring of contract service delivery (e.g., for a personnel and payroll system for staff)
- preparing reports and other documents

This section excludes direct costs of providing program services. Examples of direct costs:

- cost of providing program services including providing information to clients, screening and assessments, development of employability plans, work activities, post-employment services, work support, case management and costs for contracts devoted entirely to such activities
- salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing the services, such as the cost for supplies, equipment, travel, postage, utilities, rental of office space and maintenance of office space
- evaluations of service functions
- technology/management information systems (including data tracking for performance) not related to payroll, personnel or other administrative functions

Capital Purchases – List the proposed acquisitions/equipment requested. The list should include a description of each item, purpose within the program and its acquisition cost. NOTE: All acquisitions require written approval from DCFS, after approval of the contract, to ensure State purchasing procedures and property control guidelines are followed.

Other Charges - Other expenses should list the type, purpose, method of computation, quantity, etc. For example, contracted professional services may include legal, consulting, counseling services procured from contractors, or accounting. All professional services should list the service provider name and title, description of the services provided, rate of pay and the annual dollar amount of the contract/agreement.

Audit costs may only be charged to the contract if the organization expends \$500,000 or more in federal funds from all sources in the audit year.

Cost Allocation Plan – A cost allocation plan should be included for all costs that are shared between programs.

Budget Notes:

- Any deviation of the approved contract budget should have DCFS approval prior to incurring the expense.
- Expenditures not in the approved contract budget or over the budgeted amount will be disallowed, unless DCFS approval has been obtained.
- All expenses must be pro-rated for this program. Expenses incurred outside the dates of the contract awarded are not reimbursable and may not include retroactive pay increases.
- All expenses must be reasonable and necessary.
- Non-routine travel must be approved by DCFS in advance.

4.0 Proposal Evaluation Criteria

4.1 Review and Award Process

All proposals will be reviewed and evaluated by a committee consisting of Department of Children and Family Services personnel. The Department reserves the right to award using initial offers. Multiple awards may be made. The committee will recommend for selection one proposal in each region which most closely meets the requirements of the RFP, the needs and expectations of DCFS, and which receives the highest number of points in the region. The final decision will be made by the Secretary of the Department of Children and Family Services. The successful proposer(s) may be required to travel to Baton Rouge, Louisiana for negotiation of the contract at their own expense.

4.2 Criteria for Selection

With a 100 point scale, each proposer will be graded on demonstrated ability regarding:

- A. Methodology and Quality of Program Design
- B. Experience and Capability of Organization
- C. Cost Effectiveness
- D. Personnel
- E. Collaboration

4.3 Methodology and Quality of Program Design (20 Points):

This criterion refers to the proposer's understanding of all regulatory, philosophical and technical needs described in the RFP, DCFS' objectives in asking for delivery of services, and the nature and scope of the work involved. Thorough understanding should be reflected throughout the entire proposal in terms of the overall goals and strategies of the Department of Children and Family Services in improving the quality and availability of quality child care in Louisiana. An understanding of and history of successful work with families, child care professionals, and community partners should be demonstrated.

4.4 Experience and Capability of Organization (25 Points):

This criterion refers to the proposer's ability to organize information, monitor personnel and coordinate activities so that the administration of the proposed child care resource and referral services will be productive, efficient, and effective. Focus will be on soundness of approach expressed in development of the services. This criterion includes the ability of the proposer to meet the terms of the RFP and to deliver the quality and quantity of services proposed. This criterion also includes performance on past contracts with DCFS, if applicable. This criterion also includes the proposer's financial ability to undertake the project with a consistency of performance throughout the life of the contract.

4.5 Cost Effectiveness (25 Points):

This criterion assesses the reasonableness of the contract activities relative to the contract price, its reasonableness as compared with other proposals submitted, the reasonableness of personnel costs including the allocation of funding among administrative and other personnel based on the quality and importance of the labor contributed by each, and the reasonableness and necessity of equipment and overhead costs. Travel shall be identified as within region or within the state. Out of state travel will not be required.

4.6 Personnel (20 Points):

This criterion refers to the proposer's commitment to attract and retain highly qualified and effective staff with professional background essential for a successful contract concerning the child care field. DCFS will evaluate the proposer's demonstrated commitment to hire designated staff for all functional areas

with excellent educational and professional backgrounds and quality and soundness of character and demeanor.

4.7 Collaboration (10 Points):

This criterion refers to the proposer's ability to provide public awareness and outreach activities to diverse groups and to collaborate with the Department of Children and Family Services, educational and training entities, and other contractors and groups concerned with improving the quality and availability of child care in Louisiana. The proposal will also be judged on the strategies for interfacing with other statewide child care systems focusing on ensuring improved outcomes for children ages birth – five and in coordinating and collaborating with all other DCFS childcare contractors, the child care industry, BrightStart and local communities. Proposer should be involved in BrightStart in order to support Louisiana's early childhood system.

Checklist

Louisiana Child Care Resource and Referral Services

Hand deliver or mail to be received by 4:30 p.m. on March 29, 2011 to:

**Department of Children and Family Services
Gail Kelso, Director, Child Development and Early Learning
P. O. Box 94065
627 North 4th Street
Room 1-306
Baton Rouge LA 70802**

NO FAXED COPIES WILL BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

CHECKLIST OF REQUESTED SECTIONS
--

PLEASE INCLUDE CHECK LIST WITH YOUR PROPOSAL THAT INDICATES YOU HAVE INCLUDED
ALL ELEMENTS

- ☐ Original and five (5) copies (including completed set of attachments)

PROPOSERS SHOULD ASSEMBLE THE PROPOSALS IN THE FOLLOWING ORDER:

- ☐ Signed Cover Page (See attached form page 26.)
- ☐ Table of Contents - (Proposal should be page numbered.)
- ☐ 1-page Abstract (includes project's intent and methodology outline.)
- ☐ Proposal Narrative section (The Narrative section should follow the order as listed in Section 3.2 (page 15) – Narrative – Program Description, Proposer Experience and Capacity, Staff Qualifications and Professional Development, Collaboration Details; Compliance with La. R.S. 46:1401 *et seq.*), Performance Reporting, Emergency Preparedness and Capacity Building, Financial Resource Information, 501 © 3 status if applicable
- ☐ Budget Form (See attached form page 28.)
- ☐ Budget Narrative (Should be completed on a blank page titled "Budget Narrative.")
- ☐ Signed Board Resolution for State Contract Providers (incorporated organizations.)
- ☐ Position descriptions for key staff and resumes for current staff.
- ☐ Copy of most recent audit (If your organization is not required to submit an audit, or your agency has not performed an audit, please submit an explanation to this effect.)
- ☐ Last three years Financial statements, preferably audited (Financial statements should clearly be labeled and should cover the last three annual fiscal years of the proposer (organization) or the last three 12 month periods.
- ☐ IRS 501 © status if applicable (See page 20, Section 3.2 and list of board members including conflict of interest disclosures for non-profit proposers only.
- ☐ Two references (excluding DCFS personnel) and Contact information.

A non-mandatory proposer's conference to provide technical assistance to proposers responding to this proposal is scheduled for March 10, 2011. from 9:30 a.m. until 11:30 a.m. in Room 1-134, 627 N 4th Street, Baton Rouge LA. Interested proposers are strongly encouraged to attend.

Proposal Cover Page

PLEASE DO NOT WRITE IN THIS
SECTION.

Name of Proposer

Federal ID Number

Program Name

Proposer's Mailing Address:

City

State

Zip

Name of Program Director

Telephone No.

Fax No.

Email address

TYPE OF AGENCY

☐ Public Non-Profit Community-Based
Organization

☐ Private Non-Profit Community-Based
Organization

☐ Faith-Based Organization

☐ Public Agency

☐ Other _____

IDENTIFY ALL FUNDING SOURCES:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Attach separate sheet if needed

TOTAL FUNDS REQUESTED:

\$ _____

PROPOSED NUMBER TO BE SERVED:

Region to be Served:

CERTIFICATION

I (We) hereby certify that _____ on behalf of _____ is fully authorized, by
(Name of Individual) (Firm Submitting Proposal)

law or by corporate resolution (attached) to submit the following Application for Funds, that the information contained herein is true and accurate to
the best of my (our) knowledge and belief; and that I (we) am (are) fully authorized to submit said application on behalf of said agency.

Official Authorized to Submit Proposal

Title

Date

Hand Deliver Proposal To:

OR

Mail Proposal To:

Department of Children and Family Services
Child Development and Early Learning Section
Gail Kelso, Director
627 North 4th Street
Baton Rouge, LA 70802

Department of Children and Family Services
Child Development and Early Learning Section
Gail Kelso, Director
P. O. Box 94065
Baton Rouge, LA 70804-9065

BOARD RESOLUTION FOR CORPORATIONS

State of Louisiana

Parish of _____

On the _____ day of _____, 20____, at a meeting of the Board of Directors of _____, with a quorum of the directors present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation does hereby authorize _____ (name and title) and his/her successor in office to negotiate terms and conditions that he/she may deem advisable, contract(s) with the Louisiana Department of Children and Family Services, and to bind this organization to execute said documents on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, and/or review said documents.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of the meeting of the Board of Directors of _____, held on the _____ day of _____, 20_____.

Secretary

EXHIBIT B - BUDGET FORM

PROPOSER: _____ ADDRESS: _____
SERVICE _____
PROVIDED: _____ REGION SERVED: _____
CONTRACT _____
PERIOD _____ BUDGET PERIOD: _____

NOTE All budget justifications including computation of this budget must be retained and provided upon request. If more space is needed you may attach additional sheets utilizing the same format for the appropriate section.

NUMBER OF MONTHS IN BUDGET PERIOD – 12

SECTION 1. PERSONNEL SERVICES - (Contracted/hourly employees not included)

Complete this section only for expenses that will be invoiced to the contract. Attach a cost allocation table for all positions that will be invoiced at less than 100% to the Program. Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

NAME POSITION/TITLE	TOTAL SALARY (from all sources) MONTH (Fringes not included)	% CONTRACT SALARY	AMOUNT CONTRACT SALARY MONTHLY	BUDGET PERIOD TOTAL SALARY (Monthly salary x # months) no fringes
1				
2				
3				
4				
5				
6				
7				
8				
TOTAL				
ADDITIONAL SHEET 1A TOTAL				
SECTION 1. TOTAL				

Fringe Note: Itemize the fringe benefits for each position listed. Fringe benefits are not included in gross salary.

Position/Title	Retirement	Insurance	FICA	UI	Workers Comp	Other	Monthly Total	% To Contract	Monthly To Contract	Budget Period Total
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
Total										

SECTION 2. OPERATING EXPENSES

Complete this section only for expenses identified to the contract. If the charge to the contract is less than 100 % attach a cost allocation table. If additional expenses are to be budgeted, please add an additional sheet with complete description of item and costs.

LINE ITEM	BUDGET PERIOD TOTAL
BUILDING RENT	
PRINTING	
UTILITIES	
TELEPHONE	
TRAVEL (Must follow State Travel Regulations)	
PROFESSIONAL DEVELOPMENT	
DUES / SUBSCRIPTIONS (The proposer shall also include membership dues of the National Association of Child Care Resource and Referral Agencies (NACCRRRA) in budget calculations if applicable.)	
POSTAGE	
OFFICE SUPPLIES	
JANITORIAL SUPPLIES	
COPY MACHINE	
MAINTENANCE COPY MACHINE	
TOTAL	

SECTION 3. MATERIAL & SUPPLIES

Complete this section only for expenses identified to the contract.

LINE ITEM	BUDGET PERIOD TOTAL
Supplies	
TOTAL	

SECTION 4. ADMINISTRATION/INDIRECT COST

Complete this section only for expenses identified to the contract. Attach justification for each cost delineated. Must be limited to no more than 10% of total budget amount.

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	

SECTION 5. CAPITAL PURCHASES: NOTE: All capital purchases require prior written approval from DCFS, after approval of contract.

Complete this section only for expenses identified to the contract. (The Consumer Education and Referral budget shall include the cost for NACCRRAware and/or NACCRRAware training and support.)

ITEM (be specific)	BUDGET PERIOD TOTAL
TOTAL	

SECTION 6. OTHER CHARGES

Complete this section only for expenses identified to the contract. Attach a detailed explanation of these charges. If the charge to the contract is less than 100% include a cost allocation table in the explanation.

CHARGE (be specific)	BUDGET PERIOD TOTAL
TOTAL	

BUDGET SUMMARY

BUDGET ITEM	BUDGET PERIOD TOTAL
Section 1 Salary and Fringe Benefits	
Section 2 Operating Expense	
Section 3 Material and Supplies	
Section 4 Administration/Indirect Costs	
Section 5 Capital Purchases	
Section 6 Other Charges	
TOTAL	



State of Louisiana
Department of Children and Family Services

Submit Monthly to:
Agency Contract Manager

CCDF Monthly Reporting Form

#CI01-04

Date Submitted: _____ Reporting Period _____ to _____
Date (Start of Month) Date (End of Month)

Initiative: _____
(Resource & Referral, Child Care Training, Child Care Technical Assistance)

Name of Agency/ Organization _____ CFMS#: _____
(Contract Number)

Name of Individual Submitting Report: _____

Signature of Individual Submitting Report: _____ E-mail Address _____

As a recipient of Child Care Development Funds (CCDF), you are expected to report your on-going progress—including services performed through the use of contractors—towards meeting the stated goals and objectives of the services you are providing with CCDF funds.

A. Service Delivery Totals for Reporting Period

Program Component	Program Participation Totals for Reporting Period	Unduplicated Program Participation Year-to-Date	Year-End Program Participation Target

Performance (These are your performance measures as submitted and approved by DCFS)

Measure	Target	Actual	Actual Number if expressed as a %	Deviation (greater or less than target)	Reason for Deviation

B. Describe any highlights and variances in program plan that have occurred during this reporting period.

C. Indicate what—if any—measures you have taken to correct variances, or poor performance during reporting period.

D. Describe any obstacle or barrier that you foresee endangering full implementation of your project throughout the program year.

E. Major Activities During Current Reporting Period

Please use status codes: **C**=Completed; **OS**=On Schedule; **DL**=Delayed; **CN**=Cancelled; **PS**=Planning State

Implementation Progress		
Task	Status	Description of Activity/Comments

Indicate major activities you will engage in for the next reporting period. What does your organization plan to do in order to meet/achieve the established standard next month?

Appendix A

CHILD CARE PROVIDERS: FACILITY COUNTS BY PARISH AND TYPE

Region 1-Orleans

Region 2-Baton Rouge

Region 3- Covington

Region 4 Thibodaux

Region 5- Lafayette

Region 6- Lake Charles

Region 7-Alexandria

Region 8-Shreveport

Region 9-Monroe

**See list of parishes in each region on the following
pages**

Run Date 09/2010

- Class A - child care centers.
- Class E - school setting providers.
- Class R - providers that care for up to 6 children in the provider's home.
- Class U - providers that care for the child in the child's home.
- Class M - centers monitored by the Department of Defense.

ORLEANS REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
26 WEST JEFFERSON O	99	39	60			198
36 ORLEANS	101	3	37	3		144
38 PLAQUEMINES	4			1		5
44 ST. BERNARD	11		2			13
REGION TOTALS:	215	42	99	4		360
BATON ROUGE REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
17 EAST BATON ROUGE	165		117	15		297
19 EAST FELICIANA	4			1		5
24 IBERVILLE	12		16			28
39 POINTE COUPEE	5		4			9
61 WEST BATON ROUGE	10		3	1		14
63 WEST FELICIANA	1					1
REGION TOTALS:	197		140	17		354
COVINGTON REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
32 LIVINGSTON	25		2	1		28
46 ST. HELENA	4			1		5
52 ST. TAMMANY	53	2	9			64
53 TANGIPAHOA	48		34	7		89
59 WASHINGTON	12		12	1		25
REGION TOTALS:	142	2	57	10		211

THIBODAUX REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
03 ASCENSION	25		9	3		37
04 ASSUMPTION			4	8		12
29 LAFOURCHE	17		11	1		29
45 ST. CHARLES	15	2	14			31
47 ST. JAMES	5		4			9
48 ST. JOHN	8	2	23	6		39
55 TERREBONNE	30		26	8		64
REGION TOTALS:	100	4	91	26		221
LAFAYETTE REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
01 ACADIA	13		29	1		43
20 EVANGELINE	9		8	9		26
23 IBERIA	20		59	18		97
28 LAFAYETTE	61	1	47	31		140
49 ST. LANDRY	25		41	33		99
50 ST. MARTIN	5		43	22		70
51 ST. MARY	9		22	11		42
57 VERMILION	6		31	5		42
REGION TOTALS:	148	1	280	130		559
LAKE CHARLES REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
02 ALLEN	2		1	2		5
06 BEAUREGARD	6		1			7
10 CALCASIEU	49	20	33	4		106
27 JEFFERSON DAVIS	3		4	1		8
REGION TOTALS:	60	20	39	7		126

ALEXANDRIA REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
05 AVOYELLES	11		23	5		39
13 CATAHOULA			7	1		8
15 CONCORDIA	3		8	14		25
22 GRANT	4		3	3		10
30 LASALLE	1		2			3
40 RAPIDES	52		21	23		96
58 VERNON	11		3	1		15
64 WINN			7	3		10
REGION TOTALS:	82		74	50		206

SHREVEPORT REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
07 BIENVILLE	2		2	2		6
08 BOSSIER	25		9	6	1	41
09 CADDO	76		99	59		234
14 CLAIBORNE	2		3			5
16 DESOTO	6		8	2		16
25 JACKSON	2		6	3		11
35 NATCHITOCHES	19		26	20		65
41 RED RIVER	2		2	1		5
43 SABINE	3		6	3		12
60 WEBSTER	10		6	1		17
REGION TOTALS:	147		167	97	1	412

MONROE REGION	CLASS A	CLASS E	CLASS R	CLASS U	CLASS M	TOTAL
11 CALDWELL	1		3			4
18 EAST CARROLL	4		19	11		34
21 FRANKLIN	12		10			22
31 LINCOLN	10		38	8		56
33 MADISON	3		12	2		17
34 MOREHOUSE	10		36	1		47
37 RICHLAND	47		64	29		140
42 RICHLAND	4		8	7		19
54 TENSAS			2	3		5
56 UNION	3		6			9
62 WEST CARROLL	1		3	1		5
REGION TOTALS:	95	40	201	62		358

APPENDIX B
DCFS Data Team – NACCRAWARE
Type of Care - Definitions

*****Child Care Center-** a child care center is defined as any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision, and guidance of seven or more children, not including those related to the caregiver, unaccompanied by parent or guardian, on a regular basis for at least twelve and one-half hours in a continuous seven-day week.

Family Child Care- Care in a provider's home. Family child care is provided for 6 or fewer children of various ages including those related to the caregiver.

***Preschool Program-**Programs that provide care for children ages 3-5. Normally they accept children for three to four hours per day, and from two to five days a week.

School Age Program-Child care for children who are at least five years old. These programs complement the school day or the school year.

***Nanny/In-Home Provider-** A nanny is employed by a family in either a live-in or live-out basis. The function of a nanny is to essentially be responsible for all care of the children in the home in a largely unsupervised setting.

Camp- A camp program that offers children (typically ages 5 to 15) daily care, supervision and a variety of activities during the summer and holidays.

Mother's Day Out – A program that does not care for children more than 12 and 1/2 hours per week.

Elementary School - private or public setting serving children during typical school hours for the school year

*NACCRRRA Definitions

*** Louisiana Licensing Standard

Client Follow Up

Follow Up Date-Enter the date that the follow up was conducted

1a. Were you able to find child care? (Did you find care)

- Yes
- No
- Still looking
- No longer needed

1b. If yes, was the care from our list? (was it from our list)

- Yes
- No

1c. If no, explain why: (Record in comments section)

2. What type of care?
 - Class A
 - Class B
 - FCCH
 - In Home/Nanny
 - Mother's Day Out
 - Head Start/Early Head Start
 - School Age Program
 - Relative
 - Keep current or stay home
 - Other. (Please specify in comments)
3. Were you able to choose one of the following? (Did you choose)
 - 1 star
 - 2 star
 - 3 star
 - 4 star
 - 5 star
 - Accredited Program
 - Don't Know
4. Were there any problems finding care? (Did you have problem)
 - Yes
 - No
5. What kind of problem did you encounter? (Problems Encountered)
 - Cost
 - Location
 - No openings
 - Quality
 - Schedule
 - Special needs
 - Transportation
6. Did you find the referrals to be? (Referrals were)
 - very helpful
 - somewhat helpful
 - not helpful
7. Was the information we gave you? (information given)
 - very accurate
 - somewhat accurate
 - not accurate
8. Would you like any other information? (Other Information)
 - Yes (Specify in comments)
 - No
9. Would you recommend or use our service again? (Recommend Service)
 - Yes
 - No

Follow-up – Client Configurable Fields

	CLI CFG 7 Text Fld		
	CLI CFG 8 Date Fld		
	Quality of Options	Options High Quality Some High Quality, Some Fair Options Fair Quality Some Fair Quality, Some Poor Options Poor Quality	Hide (check field on visibility page)
	Qual. Of Care Chosen	Current Care High Quality Current Care Fair Quality Current Care Poor Quality	Hide (check field on visibility page)
	Quality of CCR&R	High Quality Counseling Fair Quality Counseling Poor Quality Counseling High Quality Information Fair Quality Information Poor Quality Information	Hide (check field on visibility page)
Satisfaction 1	Did you find care	Yes No Still looking No longer needed	
Satisfaction 2	Was it from our list	Yes No	
Satisfaction 3	What type of care	Class A Class B FCCH In Home/Nanny Mother's Day Out Head Start/Early Head Start School Age Program Relative Keep current or stay home Other (specify in comments)	
Satisfaction 4	Did you choose	1 star 2 star 3 star 4 star 5 star Accredited Program Don't Know	
Satisfaction 5	Did you have problem	Yes No	
Satisfaction 6	Problems Encountered	Cost Location No openings Quality Schedule Special needs Transportation	
Outcome 1	Referrals were	very helpful somewhat helpful not helpful	
Outcome 2	Information given	very accurate somewhat accurate not accurate	
Outcome 3	Other Information	Yes (specify in comments) No	
Outcome 4	Recommend Service	Yes No	
	Outcome Five	Outcome Five Option One Outcome Five Option Two Outcome Five Option Three Outcome Five Option Four Outcome Five Option Five	
	Outcome Six	Outcome Six Option One Outcome Six Option Two Outcome Six Option Three Outcome Six Option Four Outcome Six Option Five	
	Outcome Seven	Outcome Seven Option One Outcome Seven Option Two Outcome Seven Option Three Outcome Seven Option Four Outcome Seven Option Five	

Special Needs Field Values

Emotional or Behavioral: Provider/staff have experience in caring for children with special emotional needs and/or behaviors such as ADD, ADHD, Autism, etc.

Speech, Hearing or Vision: Provider/staff have experience in caring for children with speech, hearing and/or vision conditions.

Physical or Mobility: Provider/staff have experience in caring for children with limited physical mobility such as wheelchairs, braces, etc.

Medical Conditions: Provider/staff have experience in caring for children with medical conditions such as allergies, feeding tube, apnea monitor, asthma, medications, etc

PROVIDER ACTION LOG

Attempted Update:	CCR&R made an effort to call or mail survey to provider for update
Rate Update Only:	Rate Update Only.
Full Update:	Complete update on Provider Record
Vacancy Update Only:	Vacancy Updated Only
TA Consultation:	TA Consultation to Provider.
TA Visit:	On-site TA Visit to Provider.
Change in referral status:	CCR&R/provider contact regarding change in referral status.
Information Request:	Provided information by phone or mail to provider
Other Update:	Use this when updating other provider changes such as operating hours, days, etc.
Referred To:	Referred Provider to other source/agency

CLIENT ACTION LOG

First Case:	New client. Contacting CCR&R for first time.
Expanded Search:	Perform additional search for existing CCR&R client.
New Case:	Previous User-New case. Client search criteria has changed (i.e. hours, location, additional child, etc.)
Referred to other Resources:	CCR&R referred client to other resources/agencies.
Case Closed:	Meets Local definition of closed case (i.e. follow-up complete, client no longer needs/wants assistance or locally defined time period has elapsed, etc.)
Complaint on service:	Client reports a complaint on CCR&R service(s).
Complaint on care:	Client reports a complaint on child care provider.
Check-in or Follow-up:	Call made by CCR&R to check status of client child care search.
Other:	Provide explanation in Client Action Log Comments Section.
Discussed Funding Resources:	funding assistance with the client. (This is an outcome measure-please be sure to do this and select when funding resources are discussed with the client)

Appendix C - Trainer Qualifications

Louisiana Pathways Child Care Career Development System

Qualifications for Child Care Trainer

Trainer I Certificate	
Option A	
Education Requirement	CDA or Child Care Teacher I plus meeting Child Care Trainer Certificate requirements
Experience Requirement	Five years full-time classroom experience working with children under six or supervising programs for children within the last ten years
Option B	
Education Requirement	Associate degree in child development or early childhood plus meeting Child Care Trainer Certificate requirements
Experience Requirement	Three years full-time classroom experience working with children under six or supervising programs for children within the last ten years
Option C	
Education Requirement	Baccalaureate degree in child development, early childhood, or closely related field plus meeting Child Care Trainer Certificate requirements
Experience Requirement	One year full-time classroom experience working with children under six or supervising programs for children within the last ten years
Trainer II Certificate	
Option A	
Education Requirement	Baccalaureate degree in child development, early childhood education, or closely related field such as child and family studies, child life, elementary education with focus on working with preschool children plus meeting Child Care Trainer Certificate requirements
Experience Requirement	Three years full-time classroom experience working with children under six or supervising programs for children within the last ten years
Option B	
Education Requirement	Baccalaureate degree in a related discipline such as psychology, social work, special education, or others
Experience Requirement	Three years full-time experience in discipline or working in an early childhood program plus meeting the Child Care Trainer Certificate requirements

Trainer II Certificate (continued)	
Option C	
Education Requirement	Baccalaureate degree in another discipline related to a specialized knowledge category such as nursing, nutrition, business, or others
Experience Requirement	Experience with one or more DCFS training projects or experience training in the specialized knowledge category
Trainer III Certificate	
Option A	
Education Requirement	Graduate degree (master's or doctorate) in child development or early childhood education or closely related field
Experience Requirement	One year full-time classroom experience working with children under six or supervising programs for children within the last ten years and at least 30 hours in conducting training or experience with one of the DCFS funded training projects
Option B	
Education Requirement	Graduate degree (master's or doctorate) in a related discipline
Experience Requirement	One year experience in discipline or working in or supervising early childhood program and at least 30 hours in conducting training or experience with one or more DCFS training projects and meeting the Child Care Trainer Certificate requirements
Option C	
Education Requirement	Graduate degree (master's or doctorate) in another discipline related to a specialized knowledge category
Experience Requirement	One year experience in discipline or working in or supervising early childhood program and at least 30 hours in conducting training or experience with one or more DCFS training projects and meeting the Child Care Trainer Certificate requirements

Child Care Trainer Certificate Requirements

All trainers will receive a Provisional Trainer Certificate for a one year period initially. By the end of that one year period, they must meet the requirements for certification identified below. Following the initial period, certification as a Trainer I, II or III will be effective for a 3-year period. A trainer may request to be moved to the next level at any time by completing the application form and providing documentation of the additional requirements that have been met. Requirements for the Child Care Trainer Certificate are as follows:

- | | |
|---------------|--|
| Requirement A | Certified trainers must participate in an orientation to the Career Development System or an update training and a minimum of fifteen (15) clock hours of training focused on adult learning and teaching strategies appropriate for child care personnel prior to the end of the 3-year certification period. |
| Requirement B | Certified trainers are expected to maintain a “connection” to the field of practice in child care. If not employed or regularly involved with a specific early childhood program, trainers are encouraged to make site visits to a variety of programs during the 3-year certification period |
| Requirement C | Certified trainers must participate in any evaluation procedures conducted according to guidelines set by the Child Development and Early Learning Section, DCFS and must receive satisfactory marks for performance in the evaluations. |

For more information, contact:

**Louisiana Pathways
Child Care Career Development System**

NSU Child and Family Network
1800 Warrington Place
Shreveport, LA 71101-4425
(318) 677-3167
(800) 245-8925

<http://pathways.louisiana.gov>

Appendix D - Staff Qualifications

Staff qualifications should include but not be limited to the following:

Technical Assistance Specialist	
Education Requirement	Louisiana Pathways Approved Trainer
Experience Requirement	Five years of work experience in early childhood education, early childhood special education or child development
Consumer Education and Referral Specialist	
Education Requirement	Louisiana Pathways Approved Trainer
Experience Requirement	Five years of work experience in early childhood education, early childhood special education or child development
Training Specialist	
Education Requirement	Louisiana Pathways Approved Trainer
Experience Requirement	Five years of work experience in early childhood education, early childhood special education or child development
Inclusion Specialist	
Education Requirement	Louisiana Pathways Approved Trainer
Experience Requirement	Five years work experience in inclusive child care.
CDA Advisor	
Education Requirement	Meets and maintains Council for Professional Recognition certification.
Experience Requirement	Five years of work experience in early childhood education, early childhood special education or child development.