

Rolling Plains Management Corporation

REQUEST FOR QUALIFICATIONS FOR
CLASS Observations and Practice Based
Coaching Services

DEADLINE FOR SUBMISSION

~~May 5, 2022 at 5:00 p.m.~~

Extended to May 24, 2022 at 5 pm.

Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses and Disadvantaged Business Enterprises to participate.

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I. GENERAL INFORMATION.

Rolling Plains Management Corporation (RPMC) has issued this Request for Qualifications (RFC) overall plan to improve the quality of Head Start and Early Head Start classroom teaching practices. As a provider of Head Start, Early Head Start, Pre-K and high-quality child-care programs in eight (8) North Texas counties, RPMC is seeking to select and contract with an organization (“organization”) to provide (1) observations of Head Start and Early Head Start teachers and support staff using Classroom Assessment Scoring System® (CLASS) and (2) related Practice Based Coaching (PBC).

RPMC is seeking proposals from highly qualified, experienced organizations to work closely with its Head Start/Early Head Start management team to evaluate the classroom management skills of its teachers and support staff using CLASS, develop individual goals for teachers based on those evaluations; provide Practice Based Coaching (PBC) for selected teachers; and, provide feedback with progress updates on the success of the PBC services provided and suggestions for improvement.

The ideal organization has experience in working with high-quality child-care programs, especially those programs associated with Head Start, Early Head Start and Texas Education Association (TEA) funded Pre-K programs. Additionally, the organization will be required to provide CLASS Observers certified in infant, toddler and Pre-K to perform CLASS Observations and have expertise with best practices regarding:

- Successful classroom management practices that promote well-organized learning environments, effective instructional interactions, and engaging learning experiences.
- Demonstrate how to use CLASS® scores to promote evidence-based practices for improving classroom teaching practices.
- Support Head Start, Early Head Start staff to ensure that all Head Start and TEA Pre-K meet their respective requirements and standards.
- Share CLASS data reports to inform areas of strength and improvement between practice-based coaches and early education staff to improve their practice.

The successful organization will contract directly with RPMC and will work cooperatively with Head Start/Early Head Start management team to provide the design, development, and implementation of its PBC plan and complete the full scope of the project on schedule and within a budget to be negotiated.

This RFQ provides information on the project, the minimum scope of services required and information to aid in preparing responses to this RFQ. All inquiries and proposal submissions regarding this project and the RFQ must be in writing and mailed or emailed to the address below. Please reference the project schedule for all relevant dates.

Sarai Meza, Program Director
Early Child Development
Rolling Plains Management Corporation
PO Box 490
Crowell, Texas 79227
Email: sarai.meza@rollingplains.org

RPMC will evaluate the inquiries to determine whether an Addendum is required and issue an appropriate response. All questions and responses and additional information will be included in an Addendum which will be posted to the RPMC website on or before April 2, 2022. Interested organizations should periodically check the following website for revisions: http://rollingplains.org/requests_for_proposals.php.

Organizations are solely responsible for all costs incurred in the preparation and submittal of the RFQ. It is the responsibility of the proposing organization to ensure that the proposal is received by RPMC, by the date and time specified further in this document. RPMC intends to award the project to the organization best qualified to perform services for the project.

RPMC reserves the right to reject any and all proposals received in response to this RFQ.

II. SCOPE OF SERVICES.

All services to be provided in this project include:

- Onsite CLASS Observations and Practice-Based Coaching at Rolling Plains Management Corporation child development centers located in North Texas in the towns of Holiday, Archer City, Graham, Olney, Vernon, Seymour, Munday, Knox City, Crowell, Paducah, Quanah, and Chillicothe;
- Performing CLASS Observations for 17 Head Start classrooms two (2) times per year (Fall/Spring) is estimated to take approximately 2 hours per Observation during scheduled classrooms hours as arranged times as agreed upon by RPMC. These observations will be performed by Certified CLASS Observers and will be performed onsite;
- Providing Rolling Plains Management Corporation with CLASS reports on each Observation within 30 days of completed Observations;
- Practiced Based Coaching for Head Start will be provided for target teachers based on CLASS observations for 1 hour twice each month throughout the year at times agreed upon by RPMC;
- Practiced Based Coaching for Early Head Start will be provided for 19 Early Head Start classrooms for 1 hour twice each month throughout the year at times agreed upon by RPMC;
- Providing Practice-Based Coaching as follows:

PROGRAM	Early Head Start	Head Start
NUMBER TO BE SERVED	19 Classrooms (group session for 2 teachers per classroom)	10-12* Teachers (*includes all new staff plus returning teachers identified in CLASS Observations)
FREQUENCY	1 hour per coaching session to be held twice each month x 9 Months (November – July)	1 hour per coaching session to be held twice each month x 7 Months (November – May)
TOTAL HOURS (estimated)	342 hours	168 hours

- Providing Rolling Plains Management Corporation with Monthly reports on each Practice-Based Coaching session, including goals and objectives for achieving goals by teacher or classroom and feedback on progress for achieving goals and objectives;
- Immediate communication of any classroom concerns with RPMC management staff;
- Maintain monthly ongoing communication, whether in person or using a virtual or remote meeting platform, with RPMC Education Specialist and Program Director to establish initial CLASS Observation and PBC plan, review teacher progress updates, and re-evaluate PBC plan to ensure ongoing improvement.

III. STATEMENT OF QUALIFICATIONS & CONTENT

Proposals should demonstrate that the organization has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Services section of this RFQ. Responses should include:

- The organization's legal name, address, telephone number and principal contact e-mail address;
- The principal(s) of the organization and their experience and qualifications;
- The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- A description of the organization's prior experience with similar projects;
- A description of the organizations current work activities and how these will be coordinated with the project, as well as the organization's anticipated availability during the term of the project;
- The proposed work plan and schedule for activities to be performed;
- A minimum of three references that are knowledgeable regarding the organizations recent performance on projects, including the organization name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify an organization's ability to perform the contract. RPMC reserves the right to use any information or additional references deemed necessary to establish the ability of the organization to perform the contract. (Negative references may be grounds for proposal disqualification).

IV. PROPOSAL SUBMISSION

A. INSTRUCTIONS ON PROPOSAL SUBMISSION

- Responses are Due:** **May 24, 2022 at 5 pm.** Any responses received after the closing time will be returned unopened.
- Proposal Submittal:** No late proposal submittals will be accepted.
- Submission Location:** Proposals may be mailed, delivered or email to the address below:
- Rolling Plains Management
Corporation Sarai Meza,
Program Director
Early Child Development
Rolling Plains Management
Corporation PO Box 490
118 N. 1st Street
Crowell, Texas 79227
Email: sarai.meza@rollingplains.org

It is important that the proposal be clearly marked (either in the email subject line or if submitted in a sealed envelope, in the lower left-hand corner) with the following information:

“CLASS and Practice Based Coaching Proposal”

B. PROJECT SCHEDULE

Issue RFQ	April 21, 2022
Issue update to RFQ to extend due date	May 9, 2022
Written Inquires must be received by	May 20, 2022
Response Due	May 24, 2022
Proposal Review	May 25, 2022-May 31, 2022
Interviews	June 1, 2022-June 3, 2022
Contract Award before	June 7, 2022

C. EVALUATION CRITERIA

Respondents will be evaluated and scored according to the following factors:

- Overall quality of the Proposal – 20%
- The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 25%
- The organizations 's capability to meet time and the availability of personnel to respond and provide services in a timely manner– 25 %
- Related experience on similar projects including past performance with Rolling Plains Management Corporation– 20%
- Small businesses owned and controlled by socially and economically disadvantaged individuals and which have been certified as a Disadvantaged Business Enterprises (DBE) from through a state Uniform Certification Program– 5 %

V. ORGANIZATION SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking organizations may be asked to attend an interview or RPMC may opt to open direct negotiations with the organization that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked organization. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked organization, the second-ranked organization will be approached, and so on. Unsuccessful organizations will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, RPMC reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves CLASS Observations and Practice Based Coaching services, and no future work is implied or guaranteed. RPMC reserves the right to increase the scope of work or additional projects with the selected organization as long as the increase or addition is within the organization's ability. Payment and contract terms will be negotiated with the selected organization.

In no event shall any official, officer, employee or agent of RPMC be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While RPMC has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by RPMC to award and execute a contract. Upon a determination, such actions would be in its best interest, RPMC, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all proposals received in response to this RFQ;
- Not award a contract, if it is in RPMC's best interest not to proceed with contract execution;
- If awarded, terminate any contract if RPMC determines adequate funds are not available.
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VI. ADDITIONAL INFORMATION AND CERTIFICATIONS

A. DISADVANTAGED BUSINESS ENTERPRISES (DBE)/HISTORICALLY UNDERUTILIZED BUSINESSES (HUB).

Efforts will be made by RPMC to utilize small businesses, owned and controlled by socially and economically disadvantaged individuals and which have been certified as a DBE and HUB from through a state Uniform Certification Program.

B. PROTEST RIGHTS.

All protests, complaints, questions or concerns regarding the bid process or the selection of the winning bid must be submitted in writing to:

Rolling Plains Management Corporation
Debra K. Thomas, Executive Director
PO Box 490
Crowell, Texas, 79227

All protest and complaints shall be referred to the RPMC Executive Committee for resolution.

C. CONFLICT OF INTEREST/NEPOTISM.

To avoid any real or apparent conflict of interest or nepotism in the procurement of the proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request. RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential proposers.