



# ALABAMA DEPARTMENT OF HUMAN RESOURCES REQUEST FOR PROPOSALS

PROCUREMENT INFORMATION	
<b>RFP Number: GB2024-200-02</b>	<b>RFP Title: Early Head Start-Child Care Partnership Services (Mobile &amp; Baldwin Area)</b>
<b>Proposal Due Date and Time:</b> April 19, 2024 12:00 p.m., Central Time	<b>Number of Pages: 56</b>
<b>Procurement Officer:</b> Jodie M. Nata, Division Director Phone: (334) 242-1650 Email: <a href="mailto:sdhr.procurement@dhr.alabama.gov">sdhr.procurement@dhr.alabama.gov</a> Website: <a href="http://www.dhr.alabama.gov">http://www.dhr.alabama.gov</a>	<b>Issue Date: April 3, 2024</b>
	<b>Issuing Division:</b> CHILD CARE SERVICES DIVISION
INSTRUCTIONS TO VENDORS	
<b>Electronic Submission of Proposal to:</b> Jodie M. Nata, Division Director Resource Management Division/Office of Procurement <a href="mailto:sdhr.procurement@dhr.alabama.gov">sdhr.procurement@dhr.alabama.gov</a>	<b>RFP Title/Number:</b> Early Head Start Child Care Partnership Services in (Mobile & Baldwin Area) GB2024-200-02 <b>Proposal Due Date: April 19, 2024</b>
	<b>Special Instructions:</b>
VENDOR INFORMATION (Fill in the information fields below and return this form with RFP electronic response)	
<b>Vendor Name/Address: (no P.O. Boxes)</b>	<b>Authorized Vendor Signatory:</b>
<b>DUNS NUMBER:</b> _____	(Please print name and sign in ink)
<b>Vendor Phone Number: (    )</b>	<b>Vendor FAX Number: (    )</b>
<b>Vendor Federal I.D. Number:</b>	<b>Vendor E-mail Address:</b>
<b>Total number of proposal pages:</b> _____	
<b>Trade Secret Declarations: (<u>reference section/page(s) of trade secret declarations</u>)</b>	

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## VENDOR'S RFP CHECKLIST

1. \_\_\_\_\_ **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; licensing requirements; contractual requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. \_\_\_\_\_ **Note the procurement officer's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP.
3. \_\_\_\_\_ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Department of any ambiguities, inconsistencies, or errors in the RFP.
4. \_\_\_\_\_ **Take advantage of the “question and answer” period.** Submit your questions to the procurement officer by the due date listed in the Schedule of Events and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the Department’s website at [www.dhr.alabama.gov](http://www.dhr.alabama.gov) and will include all questions asked and responses concerning the RFP.
5. \_\_\_\_\_ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don’t assume the Department or evaluation committee will know what your company’s capabilities are or what items/services you can provide, even if you have previously contracted with the Department. The proposals are evaluated based solely on the information and materials provided in your response.
7. \_\_\_\_\_ **Use the forms provided**, i.e., cover page, budget forms, certification forms, etc.
8. \_\_\_\_\_ **Check the Department’s website for RFP addenda.** It is the vendor’s responsibility to check the Department’s website at [www.dhr.alabama.gov](http://www.dhr.alabama.gov) for any addenda issued for this RFP, no further notification will be provided.
9. \_\_\_\_\_ **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response must be complete.
10. \_\_\_\_\_ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document and submit all required items on time. Late proposal responses are *never* accepted.

**This checklist is provided for assistance only and should not be submitted with Vendor’s response.**

**SCHEDULE OF EVENTS**

*The following RFP Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 12:00 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the Department's website at [www.dhr.alabama.gov](http://www.dhr.alabama.gov) as detailed in Section 1.5.3 of this RFP. Vendors should refer to the website periodically for changes to the RFP.*

<b>EVENT</b>	<b>DATE</b>
<b>RFP Issue Date .....</b>	<b>April 3, 2024</b>
<b>Deadline for Receipt of Written Questions .....</b>	<b>April 9, 2024</b>
<b>Deadline for Posting of Written Responses to Questions .....</b>	<b>April 12, 2024</b>
<b>Electronic Proposal Submission .....</b>	<b>April 19, 2024</b>

## SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

### 1.0 PROJECT OVERVIEW

The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as “the Department”) seeks skilled, qualified vendors to submit a response to provide Early Head Start services for the Department’s Early Head Start-Child Care Partnership (EHS-CCP) program. The mission of the EHS-CCP program is to provide high-quality childcare and an array of comprehensive services to low-income infants, toddlers, and their families. The Department has a grant from the Administration for Children and Families Office of Head Start to operate an Early Head Start-Child Care Partnership program to serve infants, toddlers, and their families. A more complete description of the services sought for this project is provided in *Section 3, Scope of Project*. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained herein. This is for the Mobile & Baldwin area only.

### 1.1 ELIGIBLE ENTITIES

Eligible entities may include governmental agencies, faith-based organizations, non-governmental public or private organizations and individuals who: 1) are legally authorized to conduct business within the State of Alabama; 2) possess a high degree of professional skill in the area of service described in this document; 3) possess the skills needed to perform the services described in this RFP; and, 4) meet the terms and conditions of the RFP. In addition, applicants must demonstrate the ability to manage Department funds in accordance with Federal and State regulations and guidelines.

### 1.2 REQUIRED LICENSURE/CERTIFICATION/CREDENTIAL

There are no licensure, certification, or credential requirements for this procurement.

### 1.3 CONTRACT TERM

The initial contract term is for a period of **two (2)** years beginning **July 1, 2024** and ending **June 30, 2026**. Renewals of the contract, as agreed upon by both parties, may be made at **one (1)** year intervals, or any interval that is advantageous to the Department, not to exceed a total of **three (3)** years, at the option of the Department. *Selected vendors must be fully operational on Monday, July 1, 2024.*

### 1.4 POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until the vendor selection is announced, all communication must be directed to the procurement officer in charge of this solicitation. **Vendors must not communicate with any Department staff or officials regarding this procurement except for the procurement officer.** Any unauthorized contact will disqualify the vendor from further consideration. Contact information for the point of contact is as follows:

**Jodie M. Nata, Division Director**  
**SDHR Procurement, Resource Management Division**  
**Telephone Number: (334) 242-1650**  
**E-mail Address: [sdhr.procurement@dhr.alabama.gov](mailto:sdhr.procurement@dhr.alabama.gov)**



## **1.5 REQUIRED REVIEW**

### **1.5.1 REVIEW RFP**

Vendors should carefully review the instructions, mandatory and general requirements, project specifications, and the standard terms and conditions in this RFP. After a thorough review of the RFP, if the vendor identifies any ambiguity, inconsistency, unduly restrictive specifications, or error, promptly notify the procurement officer identified above in writing, via e-mail or courier by the deadline for receipt of questions as stated in the Schedule of Events.

### **1.5.2 VENDOR'S QUESTIONS**

Vendors with questions or requiring clarification regarding any section of this RFP must reference the RFP by title and number and submit written questions via e-mail to the procurement officer referenced above by 3:00 p.m. (CST) April 9, 2024. Each question must reference the section, page, and item in question. Vendors must submit all questions posed in a single email message to the procurement officer. Questions received after the deadline will not be considered.

### **1.5.3 DEPARTMENT'S RESPONSES**

The Department will provide an official written answer by April 12, 2024 to all questions received by the deadline on April 9, 2024. The Department's response will either provide clarification of the applicable issue or be in the form of a correction to this RFP. Vendor questions and the Department's responses, as well as any formal written addendum will be posted on the Department's website at [www.dhr.alabama.gov](http://www.dhr.alabama.gov) by the close of business on the date listed.

## **1.6 MANDATORY REQUIREMENTS**

Vendors are expected to respond to all the requirements described in this document. The Department will determine whether a vendor's proposal meets the terms of the requirements. Proposals that do not meet all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive. Proposals that do not meet the requirements 1.6.1 through 1.6.8 will be deemed non-responsive and no other consideration will be given. **DO NOT ALTER ANY OF THE FORMS LISTED BELOW OR OTHERWISE INCLUDED/REQUIRED IN THIS DOCUMENT.**

### **1.6.1 DEADLINE FOR RECEIPT OF PROPOSALS**

Proposals must adhere to the format requirements and must be received by the deadline for receipt of proposals as specified in the Schedule of Events and Section 1.8.1 *Required Electronic Copy and Deadline for Receipt of Proposals*.

### **1.6.2 W-9 LEGAL STATUS LETTER OR TAXPAYER IDENTIFICATION NUMBER FORM**

Vendors must include a legible copy of their legal status letter from the Internal Revenue Service. If the legal status letter is not available, a completed and signed copy of the "**Request for Taxpayer Identification Number**" form (*Appendix B*) must be included.

### **1.6.3 DISCLOSURE STATEMENT**

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Disclosure Statements are available for completion on the Attorney General's web site at [www.ago.alabama.gov](http://www.ago.alabama.gov) under *Publications and Forms*. Vendors may also click on the following links for a copy of the Disclosure Statement: (online fill-in) <http://www.ago.alabama.gov/File-AL-Vendor-Disclosure-Statement> when connected to the internet. Vendors must include a completed copy of the Disclosure Statement in their proposals.

### **1.6.4 CERTIFICATE OF COMPLIANCE**

Vendors must submit a completed, signed copy of the certificate of compliance (*Appendix D*) with their proposals.

### **1.6.5 E-VERIFY MOU**

Vendors must submit e-verify memorandum of understanding/registration documentation with their proposals.

### **1.6.6 IMMIGRATION STATUS FORM**

Vendors must submit immigration status form documentation with their proposals.

### **1.6.7 AUTHORIZED VENDOR SIGNATORY**

Vendors must provide an original proposal using the format described, with an original signature of person(s) legally authorized to bind the applicant to the proposal.

### **1.6.8 DUNS NUMBER**

Vendors must include their Dun & Bradstreet, or D-U-N-S, Number, a unique nine-digit identification number for each physical location of your business.

## **1.7 GENERAL REQUIREMENTS**

### **1.7.1 ACCEPTANCE OF STANDARD TERMS AND CONDITIONS**

By submitting a response to this RFP, vendors agree to acceptance of the standard terms and conditions of this RFP. Requests for additions or exceptions to the standard terms and conditions including any necessary licenses, or any added provisions must be submitted to the procurement officer by the due date for receipt of written questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the vendor's ability to respond to the RFP or perform the contract.

*Note: The Department reserves the right to not enter into a new contract with a current vendor who is under a corrective action plan until all corrective requirements have been met.*

### **1.7.2 UNDERSTANDING OF SPECIFICATIONS AND REQUIREMENTS**

By submitting a response to this RFP, vendors agree to an understanding of and compliance with the specifications and requirements described in this RFP.

### **1.7.3 PRIMARY VENDOR/SUBCONTRACTORS**

The primary vendor if a contract is awarded shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The vendor shall not assign, transfer, or subcontract any portion of the contract without the written consent of the Department. The vendor shall be responsible to the Department for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the vendor. Any awards made as a result of this document will create a contractual relationship between the vendor and the Department, not the subcontractor.

### **1.7.4 VENDOR'S SIGNATURE**

An individual authorized to legally bind the organization submitting the proposal must sign the original proposal. The vendor's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion that would preclude the Department from obtaining the best possible service for the best possible price.

## 1.8 ELECTRONIC SUBMISSION OF PROPOSAL

### 1.8.1 REQUIRED ELECTRONIC COPY AND DEADLINE FOR RECEIPT OF PROPOSALS

Vendors must submit **one (1)** electronic proposal, with the cover sheet completed with Vendor's name, the RFP title and RFP number to:

**Jodie Nata, Division Director**  
**Resource Management Division/Office of Procurement**  
**Alabama Department of Human Resources**  
[sdhr.procurement@dhr.alabama.gov](mailto:sdhr.procurement@dhr.alabama.gov)

*Proposals must be received electronically to the Office of Procurement by 12:00 p.m., CST.* prior to the due date.

### 1.8.2 FAILURE TO COMPLY WITH INSTRUCTIONS

Vendors failing to comply with these instructions may be deemed non-responsive or subject to point deductions. The Department may also choose to not evaluate and disqualify from further consideration any proposals that do not follow the format described in Section 4: *Proposal Format and Instructions*, are difficult to understand or read, or are missing any requested information.

### 1.8.3 COST PROPOSAL FORMS

Vendors **must** respond to this RFP by utilizing the cost proposal forms found in *Appendix F and G*. These forms will be used as the primary representation of each Vendor's cost and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the Vendor's cost.

### 1.8.4 TIMELY SUBMITTED PROPOSALS

All timely submitted proposals and materials received in response to this RFP become the property of the Department and will be incorporated into any formal documentation and/or contract resulting from this RFP between the Department and the Vendor.

### 1.8.5 LATE PROPOSALS

***Regardless of the cause, late proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be the Vendor's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

## **SECTION 2: STANDARD INFORMATION**

### **2.0 AUTHORITY**

This RFP is issued under the authority of Section 41-4-123 of the Alabama Code (Act 2001-956, 2001 3<sup>rd</sup> Sp. Sess., p 817, §1.). Any awards resulting from this RFP will be made based on stated evaluation criteria. The weight assigned to each criterion denotes the relative importance of that criterion. No criteria, other than that identified in this RFP, will be used.

### **2.1 VENDOR COMPETITION**

In accordance with 45 CFR 74.43, the Department encourages free and open competition among Vendors. Whenever possible, the Department will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the Department's need to procure technically sound, cost-effective services and supplies.

### **2.2 NONDISCRIMINATION**

In accordance with 45 CFR 74.44, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Department's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, political beliefs or any other classification protected by Federal or Alabama State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Department or in the employment practices of the Department's contractors. Accordingly, all Vendors entering into contracts with the Department shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

### **2.3 CERTIFICATE OF COMPLIANCE AND E-VERIFY**

Only U.S. citizens or foreign citizens who have the necessary authorization to legally work in the United States may be employed to work under any contract with the Department. Vendors must agree to not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and must provide to the Department a certificate of compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (*Appendix D*).

The United States Citizenship and Immigration Services ([www.uscis.gov](http://www.uscis.gov)) provides E-Verify, an internet-based system that allows companies to determine their employees' eligibility to work in the United States. Vendors must participate in the E-Verify program and verify every employee that is required to be verified according to the applicable federal rules and regulations. Vendors must provide documentation to the Department establishing that they are enrolled in the E-Verify program.

Vendors must agree to not knowingly employ, hire for employment, or continue to employ a subcontractor to perform work under a contract that knowingly employs, hires for employment, or continues to employ an unauthorized alien. Any subcontractor hired to perform work under a contract must attest to such by sworn affidavit signed before a notary. Subcontractors must also enroll in the E-Verify program prior to performing any work on a project and must attach to the sworn affidavit documentation establishing that the subcontractor is enrolled in the E-Verify program.

## **2.4 NO BOYCOTT CLAUSE**

In compliance with Act 2016-312, vendors must attest that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

Vendor hereby verifies that it, without violating controlling law or regulation, does not and will not, during the term of the contract, engage in economic boycotts as the term “economic boycott” is defined in Section 1 of Act 2023-409.

## **2.5 TERMINATION/ALTERNATIVE RESOLUTION**

For any and all disputes arising under the terms of any contract resulting from this procurement, vendors hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including but not limited to, mediation by and through the Attorney General’s Office of Administrative hearings or where appropriate, private mediators.

## **2.6 MERIT SYSTEM EXCLUSION**

The vendor is not to be considered a merit system employee and is not entitled to any benefits of the State Merit System.

## **2.7 IMMIGRATION CLAUSE**

By responding to this procurement, the vendor affirms, for the duration of any contract resulting from this procurement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and any other location. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the contract and shall be responsible for all damages resulting therefrom. (Appendix E)

## **2.8 DUNS NUMBER**

Vendors must obtain a Dun & Bradstreet, or D-U-N-S, Number, a unique nine-digit identification number for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the federal and state government for contracts or grants.

## **2.9 PROPOSAL EFFECTIVE PERIOD**

All proposals submitted in response to this RFP shall be effective for a 180-day period following the deadline for receipt of proposals as specified in the Schedule of Events and may not be modified, withdrawn, or canceled by the Vendor during this period.

## **2.10 TRADE SECRETS**

As part of the initial evaluation, the procurement officer in charge of this solicitation will review proposals received in response to this RFP, for any information deemed a “trade secret” by the vendor and separate identified parts of proposal from public viewing providing the following conditions have been met: (1) confidential information is clearly marked and separated from the rest of the proposal; (2) the proposal does not contain confidential material in the cost or price section; and (3) an affidavit from a Vendor’s legal counsel attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets. If applicable, the Vendor’s Legal Counsel must use the Department of Human Resources “Affidavit for Trade Secret Confidentiality” form when requesting the trade secret claim. The affidavit form (*Appendix C*) is included in this document.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Vendors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a “right to know” (open records) request from another party.

## **2.11 PRE-SCREENING AND EVALUATION OF PROPOSALS**

### **2.11.1 PRE-SCREENING**

During the pre-screening, proposals will be reviewed to ensure compliance with all general and mandatory requirements. Upon completion of this initial review, they will be classified “responsive” or “non-responsive”. However, proposals may be found non-responsive at any time during the evaluation process if the proposal does not meet the formatting requirements specified in the RFP; if any of the required information is not provided; or the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP. Proposals declared non-responsive, will not receive further consideration.

### **2.11.2 EVALUATION OF PROPOSALS**

All responsive proposals will be evaluated against the stated criteria. However, this does not preclude the Department from any discussions/negotiations or requests for a best and final offer that it may deem necessary to assist in determining the Vendor. In scoring against stated criteria, the Department may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors to determine the most advantageous offering to the Department.

## **2.12 DISCUSSION/NEGOTIATION AND/OR ORAL PRESENTATION/PRODUCT DEMONSTRATION**

After receipt of all proposals and prior to the determination of the award, the Department may initiate discussions with one or more Vendors should clarification or negotiation be necessary. Vendors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, Vendors should be prepared to send qualified personnel to **Montgomery, Alabama**, to discuss technical and contractual aspects of the proposal. Oral presentations and product demonstrations, if requested, shall be at the Vendor’s expense.

### **2.13 BEST AND FINAL OFFER**

The Department reserves the right to request a “best and final offer” for this RFP based on price/cost alone, from one or more Vendors if additional information is required to make a final decision. Vendors may be contacted asking that they submit their “best and final offer,” which must include any and all discussed and/or negotiated changes.

### **2.14 PUBLIC REQUESTS FOR INFORMATION**

All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available to the public upon requests shortly after the signing of a contract(s) with the exception of: (1) trade secrets meeting the requirements of the Alabama Trade Secrets Act, that have been properly marked, separated, and documented; and (2) any financial information requested by the Department, unless prior written consent has been given by the Vendor.

### **2.15 COST OF PREPARING A PROPOSAL**

The Department is not liable for any expense incurred by the Vendor in the preparation and presentation of their proposal, or any other costs incurred by the Vendor prior to execution of a contract. All costs are the responsibility of the Vendor.

### **2.16 DEPARTMENT’S RIGHTS RESERVED**

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

#### **2.16.1 PRE-SELECTION DISCRETION**

The Department reserves the right at its sole discretion, at any time and for any reason, to reject any or all of the proposals submitted in response to this RFP, or to cancel this RFP, if it is deemed by the Department to be in its best interest to do so.

### **2.16.2 POST-SELECTION DISCRETION**

Upon selection of a proposal, the Department reserves the right, at its sole discretion, at any time and for any reason, to change its decision with respect to the selection and to select another proposal, or to cancel the RFP, if it is deemed by the Department to be in its best interest to do so.

### **2.16.3 WAIVERS**

Notwithstanding the amendment provisions otherwise set forth herein, the Department reserves the right at its sole discretion, to waive any minor irregularity in an otherwise valid proposal which would not jeopardize the overall program and to award a contract on the basis of such a waiver in the event the Department determines that such award is in the best interest of the Department. Minor irregularities are those which will not have a significant adverse effect on the overall program cost or performance.

### **2.16.4 NEGOTIATIONS**

The Department reserves the right to negotiate with any vendor whose proposal is within the competitive range, as specified in the RFP with respect to technical plan and cost, as well as to select a vendor other than the vendor offering the lowest price.

### **2.16.5 ADOPTION OF IDEAS**

The Department reserves the right to adopt to its use all or any part, of a vendor's proposal and to use any idea or all ideas presented in a proposal.

### **2.16.6 ORAL PRESENTATIONS**

The Department reserves the right to require some or all of the vendors to provide oral presentations of their proposals.

### **2.16.7 AMENDMENTS**

The Department reserves the right to amend the RFP. Except as provided above with respect to "WAIVERS" made by the Department, all amendments to the RFP will be made by written addendum issued by the Department and posted to the web at [www.dhr.alabama.gov](http://www.dhr.alabama.gov) under this RFP link.

### **2.16.8 NO GUARANTEE OF CONTRACT**

Selection of a proposal shall not be binding upon the Department and may or may not, at the Department's sole discretion, result in the Department entering into a contract with the vendor if it is in the best interest of Department not to proceed with contract execution.

### **2.16.9 RIGHT TO INVESTIGATE AND REJECT**

The Department may make investigations as deemed necessary to determine the ability of the Vendor to perform the services specified. The Department reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Vendor fails to satisfy the Department that the Vendor is properly qualified to carry out the obligations of the contract. This includes the Department's ability to reject the proposal based on negative references.

### **2.16.10 DISCLAIMER**

Issuance of this RFP does not constitute a commitment by the Department to select any proposal submitted in response to the RFP, or to award a contract to any vendor who responds to this RFP.

## SECTION 3: SCOPE OF PROJECT

### 3.0 PROJECT OVERVIEW

The Department's EHS-CCP program combines the best of Early Head Start and childcare through layering of funding to provide comprehensive and continuous services to low-income infants, toddlers, and their families. EHS-CCP enhances developmental services and supports by providing strong relationship-based experiences and preparing the youngest children for the transition into Head Start and/or preschool. EHS-CCP provides comprehensive family-centered services within high-quality early learning environments that adhere to the Head Start Program Performance Standards (HSPPS). EHS-CCP is responsive to the needs of working families by offering flexible and convenient full-day and full-year services and offers care that is strongly grounded in the cultural, linguistic, and social needs of the families and their local communities. Children benefit from low teacher-child ratios and class sizes, qualified teachers receiving ongoing supervision and coaching to support implementation of curriculum and responsive caregiving, broad-scale parent engagement activities, and care provided in licensed facilities that meet safety requirements. The Department, as the Grantee, is responsible for directing, implementing, and administering the EHS-CCP program throughout the state of Alabama. This includes interpreting federal and state laws, regulations, and requirements, establishing selection criteria, promulgating all rules, policies and procedures governing the services to be provided; and planning, coordinating, and directing all program services.

### 3.1 POPULATION TO BE SERVED

#### 3.1.1 PROJECT SERVICE AREA

The project service area for this proposal is Mobile & Baldwin County.

#### 3.1.2 CLIENT ELIGIBILITY REQUIREMENTS

In order to be eligible for the EHS-CCP program, a child must be younger than three (3) years of age at enrollment, reside in the service area, and meet one of the following circumstances: the family's income is equal to or below the federal poverty line; the family is eligible for or, in the absence of child care, would be potentially eligible for public assistance (TANF, SSI or SNAP); the child is homeless; or the child is in foster care.

#### 3.1.3 NUMBER TO BE SERVED

See *Appendix L* for the number of slots for Mobile & Baldwin County. Vendors must ensure that adequate project staff is available, at all times, to partner with Child Care Partners, to serve eligible families, and to carry out the comprehensive services as mandated in the HSPPS and described in this RFP. Vendors should consider the number of children's slots when determining the number of staff positions to propose.

### 3.2 SERVICE DESCRIPTION

Vendors will be responsible for establishing partnerships with Child Care Partners to provide high-quality childcare for infants and toddlers and to carry out the range of comprehensive services to children and families as described in the HSPPS. Vendors will be required to partner with existing Child Care Partners to the extent possible.



### **3.2.1 ESTABLISH AND MAINTAIN PARTNERSHIPS WITH CHILD CARE PARTNERS**

Vendors will be responsible for recruiting Child Care Partners and establishing and maintaining a partnership with them to provide high-quality childcare for infants and toddlers. Vendors will be required to partner with one or more Child Care Partners that: are a licensed childcare center in good standing with the Department, agree to meet and maintain the HSPPS in EHS-CCP classroom(s), and are quality rated with Alabama Stars Quality Rating and Improvement System (QRIS). Existing Child Care Partners must participate in the quality rating improvement scale. Vendors will be responsible for providing resources to and supporting the Child Care Partner administrative staff and its DHR EHS-CCP classroom teachers. Vendors will be required to distribute the slots to Child Care Partners in increments of eight (8). For example, Vendors might assign Child Care Partners 8, 16, or 24 slots.

Vendors will be required to have a legally binding agreement with each of its Child Care Partners that clearly defines the programmatic and fiscal relationship between the parties, including, but not limited to the roles, rights, and responsibilities of each party, the length of the agreement, recordkeeping and reporting requirements of each party, performance required for each party and how performance concerns will be addressed up to and including termination of agreement. Vendors will obtain approval from the Department before entering a partnership with any new Child Care Partner. The proposal should include a plan of on-going, open communication with the Child Care Partner that includes, at a minimum, a monthly meeting between the Vendor and Child Care Partner.

Vendors will be responsible to provide funding to the Child Care Partner. Child Care Partners must be paid based on enrollment, not attendance. Vendors must pay a minimum of \$275 per week (52 weeks per year), per slot (\$14,300 annually) to the Child Care Partner. Payments to the Child Care Partners must be made at least semi-monthly or more frequently. Vendors will be responsible to ensure that children enrolled at a Child Care Partner site are also enrolled in the Child Care Subsidy program. This EHS-CCP funding layered with Child Care Subsidy funding will allow the Child Care Partner to cover operating expenses including, but not limited to: staffing the EHS-CCP classroom with three (3) full-time and qualified teachers, providing basic health and safety supplies (i.e., diapers, wipes, shoe covers, gloves, cleaning supplies), providing consumable classroom supplies (i.e., construction paper, paints, play-dough), and Wi-Fi Internet connection so teachers can conduct assessments. Vendors will monitor to ensure that the Child Care Partner utilizes the slot funding to provide an appropriate quantity of the aforementioned supplies. Vendors will ensure that the Child Care Partner pays its EHS-CCP teachers according to the EHS-CCP Minimum Salary Scale (*Appendix K*). Vendors will also be required to ensure that Child Care Partners have appropriate insurance coverage in case of accidental injury to children while participating in the program.

### **3.2.2 ESTABLISH AND MAINTAIN EHS-CCP PROGRAM STRUCTURE**

Vendors will be responsible for establishing and maintaining a center-based classroom structure in partnership with the Child Care Partner. An EHS-CCP classroom must have three (3) full-time teachers. The teachers will work solely in the DHR EHS-CCP classroom in which they are assigned, and they must not be pulled to work in other areas of the center. There must be always two (2) teachers in the classroom. The maximum group size in the EHS-CCP classroom is eight (8) children. Each teacher must be assigned consistent, primary responsibility for no more than four (4) children. Continuity of care must be provided for individual children and each child must remain assigned to the same primary caregiver throughout their enrollment in the program. This may be accomplished in one of two ways: classrooms are multi-age, and children remain in the same classroom with the same teacher throughout their enrollment, or classrooms are divided by age groups and teachers transition with children when they move to another classroom as they age.

Vendors will be responsible for ensuring that EHS-CCP classrooms operate and are open to children for a minimum of 225 days each program year for ten (10) hours per day. The program year runs from August 1<sup>st</sup> to July 31<sup>st</sup> of each year. Vendors will be responsible to ensure children enrolled in the EHS-CCP program

receive EHS-compliant (meets the HSPPS) care using the EHS-CCP service model, not the “wrap-around” service model. The EHS-CCP service model means the child receives EHS-compliant care with qualified teachers the entire time they are in care for a seamless full-day. The “wrap-around” model means children receive care that is not EHS-compliant before and after the core EHS hours each day.

Vendors will be responsible for following the approved EHS-CCP program calendar each in partnership with the Child Care Partner. The calendar will include the following: a minimum of 225 days of EHS-CCP classroom operation for children, professional development days for teachers when classrooms are closed to children, a minimum of two parent/teacher conference days, a minimum of two home visit days, and closure days.

Vendors will be responsible for ensuring EHS-CCP classrooms have a minimum of thirty-five (35) square feet of usable indoor space per child for the care and use of children (exclusive of bathrooms, hall, kitchens, staff rooms, and storage places) and a minimum of 75 square feet of usable outdoor play space per child. Vendors will be responsible for ensuring clearly defined, safe divisions to separate groups if two or more groups share the same area. The divisions must limit noise transfer from one group to another to prevent disruption of an effective learning environment. Vendors will be responsible for ensuring the EHS-CCP classrooms and playground have adequate equipment that is in good condition.

### **3.2.3 ESTABLISHING AND MAINTAINING PARENT COMMITTEES**

Vendors will be responsible for establishing and maintaining a Parent Committee at each Child Care Partner site in partnership with the Child Care Partner. The Parent Committee must be comprised exclusively of parents of currently enrolled DHR EHS-CCP children from that particular site and must be established by September 1<sup>st</sup> each program year. Vendors will be responsible for ensuring the Parent Committee annually elects, at a minimum, a chair, co-chair, and secretary. Vendors will also be responsible for ensuring the Parent Committee conducts at least ten (10) meetings during the program year at regular intervals and ensuring that parents understand the process for elections to the Policy Council and other leadership opportunities.

### **3.2.4 ENSURING POLICY COUNCIL PARTICIPATION**

Vendors will be responsible for ensuring that a Representative and Alternate are elected by the Parent Committees to represent the Vendor on the Policy Council by October 1<sup>st</sup> each program year. The Representative and Alternate must be parents of currently enrolled DHR EHS-CCP children. The Vendor will ensure that the elected members will attend the required meetings and trainings. The Vendor will be responsible for providing hotel accommodations and transportation or mileage reimbursement for the annual in-person meeting. The Vendor will also be required to provide registration fees and transportation to any other training for Policy Council members that meet the purpose of the EHS-CCP program.

### **3.2.5 ASSESSING ELIGIBILITY FOR SERVICES**

Based on eligibility policies and procedures established by the Department and outlined in the *DHR EHS-CCP Policies and Procedures Manual*, Vendors will be responsible for accepting applications from families for the program, conducting client interviews, and verifying information to assess eligibility. Vendors will also be responsible for establishing and maintaining a waiting list in their project service area. The waiting list for each Child Care Partner must be a minimum of twenty (20) percent of the funded slots assigned to them. An application must be completed prior to placing families on the waiting list to document the child’s need and eligibility for services. Vendors must establish and maintain eligibility determination records according to the *DHR EHS-CCP Policies and Procedures*.

Vendors must include in the proposal policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll children not eligible to receive Early Head Start services. Vendors will be required to train its management team and staff who determine eligibility within ninety (90) days of hire and annually thereafter on applicable federal

regulations and program policies and procedures. At a minimum, training must: include methods on how to collect complete and accurate eligibility information from families and third-party sources; incorporate strategies for treating families with dignity and respect and for dealing with issues of domestic violence, stigma, and privacy; and explain program policies and procedures that describe actions taken against staff.

### **3.2.6 RECRUITMENT OF CHILDREN**

Vendors will be responsible for implementing a recruitment process designed to inform all families with eligible children in the service area of the availability of program services and encourage and assist them in applying for admission to the program. Vendors must describe in their proposals the recruitment plan and specific efforts to actively locate children with disabilities, homeless children, children in foster care, and children whose families are eligible for the Child Care Subsidy program.

### **3.2.7 SELECTION OF CHILDREN**

Vendors will be required to use the DHR EHS-CCP Selection Criteria from the *DHR EHS-CCP Policies and Procedures* to weigh the prioritization of selection of participants. Waiting lists that rank children according to the selection criteria will be established at the beginning of each program year and maintained based on completed applications for the current year only. Once a vacancy becomes available, the family at the top of the waiting list for that site must be offered the slot.

### **3.2.8 ENROLLMENT OF CHILDREN**

Vendors will be responsible for maintaining full enrollment of funded slots and for filling any vacancy within thirty (30) calendar days. Vendors must make efforts to maintain enrollment of eligible children for the following program year. Vendors must ensure ten (10) percent of its total funded enrollment is filled by children eligible for services under IDEA. Vendors will be allowed to enroll up to ten (10) percent of its total funded enrollment children who do not meet the eligibility criteria but would still benefit from services. Upon enrollment and annually thereafter, the Vendor must provide the family with a parent handbook that details information about the EHS-CCP program and comprehensive services. The handbook must also include information about the protection of and privacy of child records.

### **3.2.9 ATTENDANCE OF CHILDREN**

Vendors will be responsible for tracking attendance for each child enrolled. The proposal must describe a process that ensures children are safe when they do not arrive at the center that involves attempting to contact the parent of an unexpectedly absent child if the parent hasn't contacted the center within one (1) hour of the classroom opening to ensure the child's well-being. The proposal must also include strategies to promote attendance. At a minimum, the strategies must include: providing information about the benefits of attendance, supporting families to promote the child's regular attendance, conducting a home visit or make other direct contact if a child has multiple unexplained absences, using individual child attendance data to identify children with patterns of absence that put them at risk of missing ten (10) percent of program days per year, and develop appropriate strategies to improve individual attendance among identified children.

Vendors will be required to manage systemic attendance issues. If the Vendor's monthly average daily attendance rate of children falls below eighty-five (85) percent, the Vendor must analyze the causes of absenteeism to identify any systemic issues that contribute to the absentee rate. The Vendor must use the data to make necessary changes in a timely manner.

### **3.2.10 SUSPENSION, EXPULSION, AND FEES**

Vendors will be required to obtain or provide support from a Mental Health Consultant to Child Care Partners when working with children with challenging behaviors. Vendors will be required to obtain prior approval from DHR EHS-CCP before suspending a child. Vendors will be prohibited from expelling a child from the

DHR EHS-CCP program. Vendors must prohibit Child Care Partners from charging eligible families any fees to participate in the DHR EHS-CCP program.

### **3.2.11 EDUCATIONAL AND CHILD DEVELOPMENT SERVICES**

The Department of Early Childhood Education (DECE) will be responsible for implementing all Education and Child Development Services detailed in HSPPS 1302.30 to 1302.36 as well as the implementation of coaching as detailed in HSPPS 1302.92(c) to include the creation of Professional Development Plans with EHS-CCP teachers. Vendors must maintain a professional collaboration with on-going communication about EHS-CCP teachers, children, and families with DECE.

### **3.2.12 PROVIDING HEALTH PROGRAM SERVICES**

Vendors will be responsible for providing high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness.

#### **3.2.12.1 COLLABORATING AND COMMUNICATING WITH PARENTS**

Vendors will be required to collaborate with parents as partners in the health and well-being of their children and communicate with parents about their child's health needs and development concerns in a timely and effective manner. The proposal should include how the Vendor will collaborate and communicate with parents and include, at a minimum: obtaining advance authorization from parents for all health and developmental procedures administered through the program or by contract or agreement; maintaining written documentation if parents refuse to give authorization for health services; share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.

#### **3.2.12.2 DETERMINING CHILD HEALTH STATUS AND CARE**

Vendors will be required to consult with parents within thirty (30) calendar days of when the child first attends the program to determine if the child has an established medical home (an on-going source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care) and health insurance coverage. If the child does not, Vendors will be required to assist families in obtaining a medical home and/or insurance coverage as quickly as possible. Vendors will also be required to obtain determinations from health and oral health care professionals as to whether or not the child is up to date on a schedule of age appropriate preventive and primary medical and oral health care, including immunizations, within ninety (90) calendar days after the child first attends the program.

Vendors will be required to perform or obtain evidence-based hearing and vision screenings within forty-five (45) days after the child first attends the program and annually thereafter. Vendors will be responsible for identifying each child's nutritional health needs, including special dietary requirements and food allergies. Vendors will also be responsible for helping parents to continue to follow recommended schedules of well-child and oral health care. The proposal should address how the Vendor will implement periodic observations or other appropriate strategies for program staff and parents to identify any new or recurring developmental, medical, oral, or mental health concerns. Vendors will be required to facilitate and monitor necessary oral health preventative care, treatment and follow-up, including topical fluoride treatments.

Vendors will be required to facilitate further diagnostic testing, evaluation, treatment, and follow-up, as appropriate, by a licensed or certified professional for each child with a health problem or developmental delay. The proposal should describe how the program will track referrals and services provided and monitor the implementation of a follow-up plan to meet any treatment needs associated with a health, oral health, social and emotional, or developmental problem.

Vendors will be required to enter health information on children in *ChildPlus* in a timely manner and to ensure that any health professionals, including mental health consultants, meet the qualifications in HSPPS 1302.91(e)(8).

### **3.2.12.3 ENSURING ORAL HEALTH PRACTICES**

Vendors will be required to promote effective oral health hygiene by ensuring the Child Care Partner assists all children with teeth in brushing their teeth with toothpaste containing fluoride once daily.

### **3.2.12.4 ENSURING CHILD NUTRITION**

Vendors will be required to collaborate with the Child Care Partner to implement nutrition services that are culturally and developmentally appropriate and meet the nutritional needs of children. Vendors will be responsible to ensure family style meals are implemented to the extent possible. Vendors must ensure that Child Care Partners participate and are in good standing with the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and at a minimum: ensure that children receive meals and snacks that provide two thirds of the child's daily nutritional needs, feed infants and toddlers on demand to the extent possible according to their individual developmental readiness, ensure bottle-fed infants are never laid down to sleep with a bottle, serve a nourishing breakfast to all children who have not received breakfast upon arrival, promote breastfeeding, and make safe drinking water available to children over twelve (12) months of age during the program day.

### **3.2.12.5 ENSURING MENTAL HEALTH**

Vendors will be required to secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner. Vendors will be responsible for obtaining parental consent for mental health consultation services at enrollment. The proposal should describe how the Vendor will build community partnerships to facilitate access to additional mental health resources and services as needed.

Vendors will be required to ensure that mental health consultants assist: to implement strategies to identify and support children with mental health and social and emotional concerns, teachers to improve classroom management and teacher practices, staff to address prevalent child mental health concerns, and in helping parents and staff understand mental health and access mental health interventions.

### **3.2.12.6 PROVIDING HEALTH, NUTRITION, AND MENTAL HEALTH SUPPORT TO FAMILIES**

Vendors will be required to collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition and mental health education support services that are understandable to individuals, including those with low literacy. Such collaboration must include opportunities for parents to: learn about preventative medical and oral health care, emergency first aid, environmental hazards, and health and safety practices for the home (including use of tobacco products, exposure to lead, and safe sleep); discuss their child's nutritional status with staff (including the importance of physical activity, healthy eating, and negative health consequences of sugar-sweetened beverages and how to select and prepare nutritious foods); learn about healthy pregnancy and postpartum care, as appropriate, including breastfeeding support and treatment options for mental health or substance abuse problems; discuss with staff and identify issues related to child mental health and social and emotional well-being; and learn about appropriate vehicle and pedestrian safety for keeping children safe.

Vendors will be responsible for providing ongoing support to assist parents in navigating through health systems to meet the general health and specifically identified needs of their children and must assist parents: in understanding how to access health insurance for themselves and their families, to understand the results of diagnostic and treatment procedures as well as plans for on-going care, and in familiarizing their children with services they will receive while enrolled in the program and to enroll and participate in a system of on-going health care.

### 3.2.12.7 ENSURING SAFETY PRACTICES

Vendors will be responsible establishing and implementing health and safety practices in accordance with HSPPS and the *DHR EHS-CCP Policies and Procedures* in partnership with the Child Care Partner to ensure children are always kept safe. The Vendor will be responsible to train Child Care Partner EHS-CCP staff on the health and safety practices and to monitor their implementation. The health and safety practices must include best practices from *Caring for our Children Basics*.

Vendors will be responsible for monitoring the Child Care Partner EHS-CCP classrooms and other areas at the facility where DHR EHS-CCP children play, sleep, toilet, or eat and ensuring the areas are: in compliance with the state's *Child Care Licensing and Performance Standards for Day Care Centers and Nighttime Centers*; clean and free from pests; free from pollutants, hazards, and toxins; designed to prevent injury and free from all safety hazards, including choking, strangulation, electrical, drowning; well lit, including emergency lighting; equipped with safety supplies that are readily accessible to staff, including a fully-equipped and up-to-date first aid kit and appropriate fire safety supplies; free from firearms or other weapons; designed to separate toileting and diapering areas from areas for preparing food, eating or children's activities; and kept safe through an ongoing system of preventative maintenance.

Vendors will be responsible for ensuring indoor and outdoor equipment, cribs, cots, feeding chairs, and other equipment meets standards set forth by Consumer Product Safety Commission (CPSC) and the American Society for Testing and Materials (ASTM) and at a minimum: are clean and safe for children's use and are appropriately disinfected, are accessible only to children for whom they are age appropriate, are designed to ensure appropriate supervision of children at all times, allow for separation of infants and toddlers from preschoolers during play, and are kept safe through an ongoing system of preventative maintenance.

Vendors will be required to train or obtain training for Child Care Partner EHS-CCP staff members that have regular child contact on health, safety and childcare requirements to ensure the safety of children in care. There must be an initial training upon starting in the EHS-CCP room within three (3) months and annual training thereafter. Training must include, at a minimum: prevention and control of infectious diseases; prevention of sudden death syndrome and use of safe sleeping practices; administration of medication; prevention and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification and protection from hazards, bodies or water, and vehicular traffic; prevention of shaken baby syndrome; emergency preparedness and response planning for emergencies; handling and storage of hazardous materials and the appropriate disposal of bio-contaminants; first aid and CPR; recognition and reporting of child abuse and neglect.

Vendors will be responsible for ensuring Child Care Partner EHS-CCP teachers follow appropriate practices to keep children safe during all activities, including, at a minimum: reporting suspected child abuse and neglect, safe sleep practices, appropriate indoor and outdoor supervision of children at all times, and only releasing children to an authorized adult. Vendors will be required to ensure Child Care Partner teachers systematically and routinely implement hygiene practices that at a minimum ensure: appropriate toileting, hand washing, and diapering procedures are followed; safe food preparation; exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration (OSHA).

Vendors will be required to collaborate with Child Care Partners to establish, follow, and practice procedures for emergencies; fire prevention and response; protection from contagious disease; handling, storing, administering medication; maintaining procedures and systems to ensure children are only released to an authorized adult; and child specific health care needs and food allergies that include accessible plans of action for emergencies.

Vendors will be responsible to collaborate with the Child Care Partners to develop a disaster preparedness plan that has all-hazards emergency management/disaster preparedness and response plans for more and less likely events including natural and man-made disasters and emergencies, and violence in or near programs.

Vendors will be responsible for ensuring Child Care Partners follow and practice procedures related to the COVID-19 mitigation policy developed in consultation with the (HSAC) that is scaled up or down based on COVID-19 in the community to protect staff, children and families from COVID-19 infection.

### **3.2.13 PROVIDING FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES**

The proposal should include how parent and family engagement strategies will be integrated into all systems and program services to fully support family well-being and promote children's learning and development.

Vendors will be required to have a family engagement approach that recognizes parents as their children's primary teachers and implement strategies to engage parents in their children's learning and development, develops relationships with parents and structure services to encourage trust and respectful ongoing two-way communication between staff and parents, incorporates the unique cultural ethnic, and linguistic backgrounds of families in the program and community, collaborates with families in a family partnership process to support family well-being, provides parents with opportunities to participate as volunteers; conducts family engagement services in the family's preferred language or through an interpreter, and implements procedures for teachers and family support staff to share information with each other. The proposal should include specific strategies for father engagement as well.

The Vendor will be required to provide Family Service Workers to carry out the Family and Community Engagement Program Services. Family Service Workers must meet qualification requirements described in HSPPS 1302.91(e)(7) and maintain a caseload of no more than thirty (30) families.

#### **3.2.13.1 PROVIDING PARENT ACTIVITIES TO SUPPORT CHILD LEARNING**

Vendors will be responsible to promote shared responsibility with parents for children's early learning and development and implement family engagement strategies designed to foster parental confidence and skills including offering activities to support parent-child relationships and child development and providing parents with information about the importance of their child's regular attendance. Vendors will be responsible for implementing the research-based parenting curriculum selected by DHR EHS-CCP to fidelity.

#### **3.2.13.2 PROVIDING FAMILY PARTNERSHIP SERVICES**

Vendors will be responsible for implementing a family partnership process that includes a family partnership agreement that supports family well-being, including family safety, health, and economic stability, to support child learning and development. The process must be initiated as early in the program year as possible and continue as long as the family participates in the program, based on interest and need.

Vendors will be required to implement intake and family assessment procedures to identify family strengths and needs related to the family engagement outcomes as described in the *Head Start Parent Family and Community Engagement Framework*, including family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the local community, and families as advocates and leaders.

The proposal should address how the Vendor will offer individualized family partnership services that: collaborate with families to identify interests and needs related to family engagement outcomes, help families achieve identified individualized family engagement outcomes, establish and implement a family partnership agreement process that is jointly developed with parents and individual progress is reviewed, evaluated and tracked to determine whether identified needs and goals are met, and adjust strategies on an on-going basis.

### **3.2.13.3 COORDINATING WITH COMMUNITY PARTNERSHIPS**

Vendors will be responsible for establishing relationships and partnerships with community organizations such as health care providers, mental health professionals, agencies that provide services for children with disabilities, educational institutions (libraries and museums), workforce development programs, adult education institutions, nutrition assistance agencies, housing assistance agencies, agencies that support families experiencing homelessness, and domestic violence prevention and support providers. The proposal should describe how these partnerships will enable the Vendor to be responsive to the needs of children and families. Vendors will be required to develop and maintain interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to eligible children.

### **3.2.14 PROVIDING ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES**

Vendors will be responsible for ensuring children with disabilities and their families receive all applicable program services delivered in the least restrictive environment and that they fully participate in all program activities. Vendors will be required to provide any necessary modifications to the environment and individualized accommodations to support the full participation of children with disabilities and ensure these individuals are protected from discrimination.

Vendors will be required to work closely with the agency providing IDEA to ensure: services for the child with disabilities are planned and delivered as required by the Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP), children are working towards goals for the IFSP or IEP, elements of the IFSP or IEP that cannot be implemented by the Vendor are being implemented by other agencies, IFSPs and IEPs are being reviewed and revised as required by IDEA, and services are being provided in the EHS-CCP classroom to the greatest extent possible. Vendors will be responsible for collaborating with parents and the local education agency (LEA) to ensure a child's eligibility is determined in a timely and appropriate manner when transitioning out of Part C of IDEA.

The proposal should include how the Vendor will collaborate with parents of children with disabilities to support the parents in becoming advocates for their child's needs and to help parents understand their child's disabilities. Additionally, the proposal should include how the Vendor will assist parents to access services and resources such as adaptive equipment. Vendors will be responsible for helping parents of children with disabilities to: understand the referral, evaluation, and service timelines under IDEA; actively participate in the eligibility process and IFSP or IEP development process, including informing parents of their right to invite the Vendor to participate in all meetings; understand the purposes and results of evaluations and services provided under and IFSP or IEP; and ensure their children's needs are accurately identified and addressed through the IFSP or IEP. Upon request by the child's parents(s), the Vendor will be responsible for participating in the development of the IFSP or IEP by providing relevant information from screenings, assessments, and observations and participating in meetings to develop or review an IEP or IFSP.

### **3.2.15 PROVIDING TRANSITION SERVICES**

Vendors will be responsible for implementing strategies and practices to support successful transitions for children and their families transitioning out of EHS-CCP. Vendors will be required to implement individualized transition planning for each child no less than six months prior to their third birthday that: takes into account the child's developmental level, health and disability status; current family circumstances; and the availability of Head Start or other early education and development services in the community. Vendors will be required to transition the child into Head Start or another appropriate placement as soon as possible after the child's third birthday. The proposal should describe how the Vendors will implement strategies and activities to support successful transitions from Early Head Start including providing information to parents about the child's progress during the program year and providing strategies for parents to continue their involvement in and advocacy for the education of their child. Vendors will be responsible to undertake efforts to support the



effective transitions of children to other Early Head Start programs or other early childhood education programs that meet the needs of the child and family if the child transitions before they age out of the program.

### **3.2.16 MANAGING HUMAN RESOURCES**

The proposal should include how the Vendor will ensure the Child Care Partner has established written personnel policies and procedures that are available to all DHR EHS-CCP staff members, including standards of conduct and appropriate penalties for those who violate standards of conduct. The standards of conduct must include ensuring staff and volunteers: implement positive strategies to support children's well-being and prevent and address challenging behavior, do not maltreat or endanger the health and safety of children, do not use any form of emotional abuse, do not physically abuse a child, do not use any form of verbal abuse, do not use physical activity as a punishment or reward, respect and promote the unique identify of each child and family and do not stereotype on any basis, comply with confidentiality policies concerning personally identifiable information, and do not leave children alone or unsupervised.

Vendors will be responsible to ensure the Child Care Partner adheres to the following procedures before hiring or contracting any staff member or volunteer that will have access to EHS-CCP children: conduct an interview, verify references, conduct a sex offender registry check, obtain a background check through DHR from the Alabama Law Enforcement Agency (ALEA) and the Federal Bureau of Investigation (FBI), and request a Child Abuse/Neglect (CA/N) report from DHR. The Vendor will ensure the Child Care Partner has received the CA/N report back within ninety (90) days of the employee's hire date and ensure that the recently hired staff person does not have unsupervised access to children until the background check is complete. Vendors will be required to ensure Child Care Partners consider current and former DHR EHS-CCP parents for employment vacancies for which they apply and qualify.

Vendors will be required to ensure Child Care Partner EHS-CCP teachers have a minimum of an Infant/Toddler Child Development Associate (CDA). If no applicants have the Infant/Toddler CDA, the Vendor must develop an individualized written plan in partnership with the teacher who is hired to obtain the CDA within six (6) months of the hire date.

Vendors will be responsible for ensuring Child Care Partner EHS-CCP staff members do not pose a threat to the health and safety of children due to a communicable disease and have a current health examination and tuberculosis test. The proposal should describe how mental health and wellness information will be available to staff regarding health issues that may affect their job performance and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

#### **3.2.16.1 PROVIDING TRAINING AND PROFESSIONAL DEVELOPMENT**

Vendors will be responsible for ensuring all new Child Care Partner EHS-CCP staff members have an orientation that focuses on, at minimum, the goals and underlying philosophy of the EHS-CCP program and how it is implemented. Vendors will be required to ensure Family Services staff members are trained on best practices for implementing family engagement strategies in a systemic way.

### **3.2.17 MANAGEMENT OF DEPARTMENTAL FUNDS**

Vendors will be responsible for managing departmental funds in accordance with applicable Federal and State regulations. Vendors will be required to maintain sufficient documentation of any and all expenses reimbursed from departmental funds. Vendors receiving federal funds totaling \$300,000 or more will be required to conduct an annual A-133 audit in accordance with Department guidelines and federal and state regulations. Vendors will be required to submit accurate invoices on a monthly basis (*Appendix H*), and other reports as required by the Department for the management of the program. Vendors must submit a monthly financial reconciliation report (*Appendix I*) report to the Department. The Department will also conduct periodic

programmatic and fiscal audits to determine program compliance. Vendors will monitor to ensure that the Child Care Partner utilizes the slot funding to provide an appropriate quantity of the following supplies as well as three (3) full-time and qualified teachers in each EHS-CCP classroom: basic health and safety supplies (i.e., diapers, wipes, shoe covers, gloves, cleaning supplies), consumable classroom supplies (i.e., construction paper, paints, play-dough), and Wi-Fi Internet connection so teachers can conduct assessments. Vendors will ensure that the Child Care Partner pays its EHS-CCP teachers according to the EHS-CCP Minimum Salary Scale (*Appendix J*). The Vendor will be required to contribute twenty (20) percent of the contract amount in non-federal share.

### **3.2.18 COMPLETING AND SUBMITTING TIMELY DATA AND REPORTS**

Vendors will be required to enter applicable and accurate information into *Child Plus* in a timely manner.

### **3.2.19 MAINTAINING CONFIDENTIALITY**

Vendors will be required to keep information about children and their families confidential, including meeting standards described in HSPPS 1303.20 to 1303.24.

## **3.3 NOTICE**

If a proposal is accepted and a contract is executed on the basis of a proposal, the vendor will be subject to the following requirements:

### **3.3.1 TIMELY SUBMISSION**

Vendors will be required to submit reports and data, on a timely basis in the format required by the Department.

### **3.3.2 ACCOMPLISHMENT REPORTS**

The Department may request written reports of achievement and the vendor will be required to comply with such requests.

### **3.3.3 PROGRESS REVIEW MEETINGS**

The Department may request progress review meetings and vendors will be required to comply as requested.

### **3.3.4 PROGRAM AUDITS AND RECORD KEEPING**

Vendors must comply with financial and programmatic audits as well as record keeping requirements as established by the Department. Reports and data requested by the Department must be submitted in a timely manner, in the format requested by the Department. Program monitoring will occur on an ongoing basis and written reports will be reviewed and evaluated by the Department's EHS-CCP staff.

### **3.3.5 PROGRAM EVALUATION**

A performance evaluation tool developed by the Department will be used to evaluate the degree to which vendors administer programs in accordance to applicable federal, state, and departmental regulations and policies. Vendors who are not maintaining acceptable performance standards will be subject to corrective action including repayment of funds and/or termination of contract.

### **3.3.6 INVESTIGATIONS**

The Department will require the vendor's cooperation and assistance in any investigations of compliance including allegations of abuse, neglect or exploitation.

### **3.3.7 OTHER**

Other requirements include any and all additional requirements that may be established by the Department and communicated in writing to the vendor.



## **SECTION 4: PROPOSAL FORMAT AND INSTRUCTIONS**

### **4.0 PROPOSAL REQUIREMENTS**

Proposals must meet all requirements as specified in this RFP. Proposals must incorporate the specified structure and format; must be clear, detailed, and complete as to fully demonstrate that the prospective Vendor has a thorough understanding of the requirements for providing the services for this procurement. Statements that the Vendor understands, acknowledges, or can comply with the requirements/specifications and statements paraphrasing the specifications are considered inadequate as are phrases such as “industry standards will be adhered to” and/or “standard procedures will be implemented”, or “research-based models will be used”. Proposals must clearly and adequately describe the concepts and methodologies to be implemented by the Vendor. Information must be clear, succinct, and easily understandable.

### **4.1 COMPLETENESS OF PROPOSALS**

Selection(s) and award(s) will be based on the Vendor’s proposal and other items described in this RFP. Proposals should not include references to information located elsewhere, such as Internet websites. Information or materials presented by Vendors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the vendor being disqualified from further consideration.

### **4.2 PROPOSAL FORMAT**

Proposals must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12, and black print. Paragraphs must be double-spaced. All proposals must correspond with the bolded sections and subsections (titles and numbers) to which the information pertains as specified in Section 4 of this document. Vendors should avoid the use of elaborate presentations beyond that which is sufficient to present complete and effective proposals. **Proposals that do not adhere to the specified format may be deemed non-responsive.**

#### **4.2.1 COVER SHEET**

The first page of each proposal must be the completed **Cover Sheet** (RFP cover sheet) with the signature of the person(s) legally authorized to bind the vendor to the proposal. **Proposals without signatures of persons legally authorized to bind the vendor to the proposal will be rejected.** The cover sheet must also include the name of the contact person and contact information of the person authorized to act on behalf of the vendor (do not number this page). Vendors must also provide their federal employer identification number and DUNS number.

#### **4.2.2 TABLE OF CONTENTS**

The Cover Sheet should be followed by the “**Table of Contents**”, which should list all sections, subsections, and page numbers. Numbering of the proposal pages should begin with page 1 of the Table of Contents. Page numbers should be placed in the right corner of the bottom margin.

#### **4.2.3 W-9 AND THE LEGAL STATUS LETTER/CP575 OR TAXPAYER IDENTIFICATION NUMBER**

The Table of Contents must be followed by a copy of W-9 and the **Legal Status Letter** or a **CP575**. *These forms are issued by the IRS and denote an organization’s legal status (i.e., non-profit, for-profit, corporation, etc.) and include the Federal Employee Identification Number (FEIN).* If neither the Legal Status Form nor the CP575 are available, a completed and signed copy of the “**Request for Taxpayer Identification Number**” form (*Appendix B*) must be included. All items on this form must be completed.

#### **4.2.4 LICENSES/CERTIFICATES/CREDENTIALS**

The W-9 and Legal Status Form or Request for Taxpayer Identification Number Form should be followed by a copy of all required **Licenses, Certificates, and Credentials** or a copy of a completed license application form submitted by the deadline specified in this RFP.

## 4.2.5 TECHNICAL PROPOSAL

Copy of Licenses/Certificates/Credentials, if applicable should be followed by the **Technical Proposal**. The Technical Proposal must prescribe to sections 4.2.5.1 through 4.2.5.4.6 below.

### 4.2.5.1 VENDOR QUALIFYING INFORMATION

#### 4.2.5.1.1 Vendor Profile and Experience

Vendor must specify how long it has been in the business of providing services similar to those requested in this RFP and under what company name. Also list all names it has used when conducting business. Vendors must explain their expertise or history in the provision of such services or identify a nationally recognized model that has proven to be successful that will be used in the provision of services under this RFP. Vendors must provide an organizational profile including number of employees, and form of business (e.g. individual, sole proprietor, corporation, non-profit corporation, limited liability company.).

#### 4.2.5.1.2 Past and Present Contractual Relationships with the Department

Vendors must describe any past or present contractual relationship it may have or have had with the Department or any other state agency including colleges/universities during the past three years. If the vendor, its predecessor, or any party named in their responses to this section has contracted with any department within State Government during the past three years, identify the contract number and other information available to identify such contract(s). If no such contracts exist, so declare. If any party named in the vendor's response to this RFP was an employee of the State in the past two years, identify the individual(s) by name, agency by which employed, job title of position held, and separation date during the two-year period. If no such relationship exists, so declare.

#### 4.2.5.1.3 Contract Performance

If the vendor, or any proposed Subcontractor, has had a contract terminated for default during the past five years, all such instances must be described as discussed below. Termination for default is defined as notice to stop performance delivery due to the vendor's nonperformance or poor performance and the issue was either (a) not litigated due to inaction on the part of the vendor; or (b) litigated and such litigation determined the vendor to be in default. Submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The Department will evaluate the facts and may, at its sole discretion, reject the vendor's Proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If the vendor has experienced no such terminations for default in the past five years, so declare. If at any time during the past five years, the vendor has had a contract terminated for convenience, non-allocation of funds, or any other reason, which termination occurred before completion of all obligations under the initial contract provisions, describe fully all such terminations including the name and address of the other contracting party and the circumstances surrounding the termination. If no such early terminations have occurred, so declare.

Failure to report on the foregoing or if the information furnished is determined to be inaccurate, whether by omission or commission, shall result in rejection of the vendor's Proposal.

*Note: The Department reserves the right to not enter into a new contract with a current vendor who is under a corrective action plan until all corrective requirements have been met.*

#### 4.2.5.1.4 Project Staff/Resumes/Job Descriptions

Vendors must submit a resume or job description detailing the level of education, experience, training, skills, etc. which emphasizes previous experience in the service area as described in this RFP for all key personnel who will be involved with the proposed project. Vendors must indicate that they have sufficient staff to perform the services required in this RFP. If sufficient staff is not currently available, describe how staff will be

obtained to provide the services and the timeline for obtaining the needed staff. Indicate the number of anticipated staff for each position title. List all professional licenses held by the key staff.

#### **4.2.5.1.5 Staff Performance Evaluations and Training**

Vendors must describe their staff development program regarding orientation, on-going staff evaluation and training that will be implemented throughout the contract period to ensure delivery of effective services that adhere to the Department's required performance standards.

#### **4.2.5.1.6 Background Checks**

Describe in detail the steps the vendor will take to ensure that no employee, regardless of their position, has been the subject of any incident or investigation which would call into question the propriety of that employee's working with the population indicated in this document and for this project. Describe your organization's general procedure for addressing occurrences when an incident or allegation is reported, founded or unfounded.

#### **4.2.5.2 VENDOR FINANCIAL STABILITY**

Vendors must submit an audited financial statement for year 2022 and letters from the auditor(s) who performed the 2020 and 2021 financial audits. Vendors of newly formed organizations, who have been in business less than one year must submit copies of any official quarterly financial statements (from a financial institution) that have been prepared since the end of the period reported by your most recent annual report.

#### **4.2.5.3 METHOD OF PROVIDING SERVICES**

##### **4.2.5.3.1 Service Delivery Approach**

Vendors must provide a detailed description of the work plan and the methods to be used that will convincingly demonstrate to the Department what the vendor intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished. Vendors must identify the counties/regions to be served by the proposed project. *All services as specified in Section 3: Scope of Project must be addressed in the Service Delivery Approach.*

##### **4.2.5.3.2 Start-up Plan**

Vendors must include a detailed project schedule that is comprised of the detailed work plan for the entire project. This section should also include any proposed additions to the tasks outlined in the *Section 3: Scope of Work*. ***The selected vendor must be fully operational on Monday, July 1, 2024.***

##### **4.2.5.3.3 Assessment of Benefits and Impact**

Describe the process that will be used to assess the proposed services to determine if the expected benefits and their impact have occurred. Include on-going plans to continuously assess and modify services to better meet the needs of the target population. The assessment methodology should provide the Department with meaningful indicators that funded projects are making satisfactory progress toward desired goals.

##### **4.2.5.3.4 Office Location**

Vendors must provide the physical address where records will be maintained, and services will be performed under a contract with the Department in the event the vendor is selected.

#### **4.2.5.4 VENDOR CERTIFICATIONS**

Vendors must submit a statement attesting that they warrant and represent to the Department that the vendor accepts and agrees with all certifications and terms and conditions of this RFP. Further, by submitting a response to this RFP, the vendor certifies to the Department that they are legally authorized to conduct business within the State of Alabama and to carry out the services described in this document.

##### **4.2.5.4.1 Revolving Door Policy**

Vendors must attest that neither the vendor nor any of the vendor's trustees, officers, directors, agents, servants or employees is a current employee of the Department, and none of the said individuals have been employees of the Department in violation of the revolving door prohibitions contained in the state of Alabama ethics laws.

#### **4.2.5.4.2      *Debarment***

Vendors must attest that neither the vendor nor any of the vendor's trustees, officers, directors, agents, servants or employees (whether paid or voluntary) is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."

#### **4.2.5.4.3      *Open Trade***

The vendor must attest that it is not currently engaged in and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

#### **4.2.5.4.4      *Standard Contract***

The vendor must agree to the use of the Department's standard contract document. The vendor will further comply with all the terms and conditions of that document, including, but not limited to, compliance with the Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, Alabama Act No. 2000-775 (governing individuals in direct service positions who have unsupervised access to children), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as applicable, and all other federal and state laws, rules and regulations applicable to receiving funds from the Department to carry out the services described in this RFP. Further, any contract executed pursuant to the RFP must be subject to review by the Department's legal counsel as to its legality of form and compliance with State contract laws, terms, and conditions, and may further be subject to review by the Examiners of Public Accounts, the State Finance Director and the Office of the Governor.

#### **4.2.5.4.5      *Charitable Choice (applies to faith-based organizations only)***

The vendor must attest that funds received as a result of this procurement will not be used for sectarian instruction, worship, proselytizing or for any other purely religious activities that are not directed toward the secular social goals related to the services described in this RFP. The vendor must agree to serve all eligible members of the public without regard to their religious beliefs and, further, must not require clients' active participation in any religious practice. (In carrying out the said services, the vendor will remain independent from federal, state and local governments; will retain control over the expression of its religious beliefs and is NOT required to remove its religious writings or symbols or to alter its internal governance as a condition of doing business with the Department.)

#### **4.2.5.4.6      *Financial Accounting***

Vendors must agree that the vendor's accounting system will be consistent with General Accepted Governmental Accounting Principles (GAAP). The vendor must maintain sufficient financial accounting records documenting all funding sources and applicable expenditure of all funds from all sources.

#### **4.2.5.4.7      *Vendor Work Product***

The vendor must attest that the proposal submitted in response to this document is the work product of said vendor. If the proposal is determined not to be the work product of the vendor, the proposal may, at the Department's sole discretion, be rejected.

Vendors must include all applicable forms identified below as attachments (i.e., Attachment A, B, C, etc.), applicable forms must follow the Technical Proposal. **DO NOT ALTER ANY OF THE FORMS LISTED BELOW OR OTHERWISE INCLUDED/REQUIRED IN THIS DOCUMENT.**

**4.2.5.5.1. Disclosure Statement**

The Technical Proposal must be followed by a completed copy of the **Disclosure Statement**.

**4.2.5.5.2 Trade Secret Affidavit**

The Disclosure Statement must be followed by a completed copy of the **Trade Secret Affidavit** (*Appendix C*), if applicable.

**4.2.5.5.3 Certificate of Compliance**

The Trade Secret Affidavit must be followed by a completed copy of the **Certificate of Compliance** (*Appendix D*). **All proposals must include the Certificate of Compliance.**

**4.2.5.5.4 E-verify Memorandum of Understanding (MOU)**

The Certificate of Compliance must be followed by a copy of the **E-verify MOU**. **All proposals must include the E-verify MOU.**

**4.2.5.5.5 Immigration Status Form**

The E-verify MOU must be followed by a copy of the **Immigration Status Form**. **All proposals must include the Immigration Status Form.** (*Appendix E*)



## **SECTION 5: COST PROPOSAL**

### **5.0 COST PROPOSAL**

Costs will be funded at a fixed rate up to \$1747.67 per child per month, for each child enrolled in each region served by the Vendor. Vendors must submit a statement of the proposed rate and cost proposal (*Appendix F*) for each proposed region according to the instruction found in *Appendix F*. Vendors must submit a statement for the initial two (2) year periods: 1) Year 1 for *July 1, 2024 through June 30, 2025*; and 2) Year 2 for *July 1, 2025 through June 30, 2026*.

*Note: A fixed rate is specified in this RFP document for provision of services, any proposal submitted exceeding the fixed rate will be deemed non-responsive and no further consideration will be given.*

### **5.1 HOLDBACKS AND PRICING INFORMATION**

As a guarantee for the delivery of services required by this RFP, and the acceptance by the Department of those services in accordance with the specifications set forth in the RFP, in the event the vendor fails to deliver or perform the said services to the Department's satisfaction, the Department reserves the right to withhold part or all of any funds committed by the Department under any contract that may result from a proposal submitted in response to this RFP and to cancel the said contract without any resulting liability, present and future, to the Department or to the State of Alabama.

*Note: A fixed rate is specified in this RFP document for provision of services, any proposal submitted exceeding the fixed rate will be deemed non-responsive and no further consideration will be given.*

**SECTION 6: EVALUATION CRITERIA**

**6.0 EVALUATION CRITERIA**

The evaluation committee will review and evaluate the proposals according to the following criteria based on a **maximum possible value of 100 points**. Proposals failing to meet the requirements of this RFP may be deemed non-responsive or subject to point deductions. The point value assigned to each component of the **Technical Proposal and Cost Proposal** will be based on the following scoring scale.

Category	RFP Section	Point Value
<b>Vendor Qualifying Information</b>		<b>30 % of points for a possible 100 points</b>
A. Vendor Profile and Experience	4.2.5.1.1	20
B. Staff Performance Evaluations and Training	4.2.5.1.5	5
C. Vendor Financial Stability	4.2.5.2	5
<b>Method of Providing Services</b>		<b>50% of points for a possible 100 points</b>
A. Service Delivery Approach	4.2.5.3.1	25
B. Start-up Plan	4.2.5.3.2	15
C. Assessment of Benefits and Impacts	4.2.5.3.3	10
<b>Cost Proposal</b>		<b>20% of points for a possible 100 points</b>
A. Cost Proposal	5.0	20

## **SECTION 7: DEFINITIONS**

**Department** – means the Alabama Department of Human Resources.

**EHS-CCP** – means Early Head Start-Child Care Partnership.

**HSPPS** – means the Head Start Program Performance Standards.

**IDEA** – means the Individuals with Disabilities Education Act.

**IEP** – means Individualized Education Plan under Part B of IDEA.

**IFSP** – means Individualized Family Service Plan under Part C of IDEA.

**Infant/Toddler** – means a child age birth up to three (3) years.

**QRIS** – means Quality Rating and Improvement System.

## **APPENDIX A: STANDARD TERMS AND CONDITIONS**

**By submitting a response to request for proposal or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

**ACCEPTANCE/REJECTION OF PROPOSALS:** The Department reserves the right to accept or reject any or all proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the Department. Proposals will be firm for 180 days, unless stated otherwise in the text of the request for proposal.

**ACCESS AND RETENTION OF RECORDS:** The contractor agrees to provide the Department, Legislative Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the Department or third party.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the Department's solicitation document and a vendor's response, the language contained in the Department's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the Department.

**AUTHORITY:** The following request for proposal, limited solicitation, or contract is issued under authority of Section 41-16-72 of the Alabama Code (Act 2001-956, 2001 3<sup>rd</sup> Sp. Sess., p 817, §1.)

**CHARGE BACKS:** The Alabama Department of Human Resources and Medicaid will deduct federal charge backs from future payments.

**COMPLIANCE WITH LAWS:** The contractor must, in performance of work under the contract, fully comply with all applicable federal, department, or local laws, rules and regulations, including the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects' subcontractors to the same provision. The contractor agrees that the hiring of persons to perform the contract will be made based on merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

**DEBARMENT:** The contractor certifies, by submitting this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the Department.

**DISABILITY ACCOMMODATIONS:** The Department does not discriminate based on disability in admission to, access to, or operations of its programs, services, or activities. Individuals, who need aids, alternative document formats, or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

**FACSIMILE RESPONSES:** Facsimile responses will not be accepted for requested for proposals or limited solicitations.

**FAILURE TO HONOR PROPOSAL:** If a vendor to whom a contract is awarded refuses to accept the award (contract) or, fails to deliver in accordance with the contract terms and conditions, the Department may, in its discretion, suspend the vendor for a period of time from entering into any contracts with the Department.

**FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

**FOREIGN CORPORATIONS (OUT-OF-STATE FIRMS):** Alabama law provides that a foreign corporation (out-of-state company/firm) may not transact business in the state until it obtains a certificate of authority from the Secretary of State, Section 10-2B-15.01, Code of Alabama 1975. To obtain form for a certificate of authority, contact the Secretary of State, Corporation Division, (334) 242-5324. Not having this certificate does not keep the vendor from registering.

**HOLD HARMLESS/INDEMNIFICATION:** The contractor agrees to hold the Department, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except for acts of omission resulting from the sole negligence of the Department, under this agreement.

**IMMIGRATION CLAUSE:** By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and any location. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

**LATE PROPOSALS:** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**MERIT SYSTEM EXCLUSION:** The vendor must not to be considered a merit system employee and is not entitled to any benefits of the State Merit System.

**REGISTRATION WITH THE PURCHASING DIVISION:** Any business intending to transact business in Alabama must register with the Alabama Purchasing Division by completing the Vendor Disclosure Statement. A copy of the Vendor Disclosure Statement can be downloaded from the Purchasing website at [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov).

**SEVERABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of the contract is illegal, and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors must promptly notify the Department of any ambiguity, inconsistency, or error, which they may discover upon examination of a solicitation document.

**TERMINATION OF CONTRACT:** Unless otherwise stated, the Department may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

**TERMINATION/ALTERNATIVE DISPUTE RESOLUTION**

For any and all disputes arising under the terms of any contract resulting from this procurement, vendors hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including but not limited to, mediation by and through the Attorney General’s Office of Administrative hearings or where appropriate, private mediators.

**UNAVAILABILITY OF FUNDING:** The Department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

**U.S. FUNDS:** All prices and payments must be in U.S. dollars.



**APPENDIX C: TRADE SECRET AFFIDAVIT**

**Alabama Department of Human Resources**

**AFFIDAVIT FOR TRADE SECRET CONFIDENTIALITY**

DEPARTMENT OF \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ (Affiant), being first duly sworn under oath, and representing \_\_\_\_\_ (hereafter "Vendor"), hereby deposes and says that:

1. I am an attorney licensed to practice in the State of \_\_\_\_\_, representing the Vendor referenced in this matter, and have full authority from the Vendor to submit this affidavit and accept the responsibilities stated herein.

2. I am aware that the Vendor is submitting a proposal to the Alabama Department of Human Resources for RFP # \_\_\_\_\_. Public agencies in Alabama are required by Alabama law to permit the public to examine documents that are kept or maintained by the public agencies, other than those legitimately meeting the provisions of the Alabama Trade Secrets Act, Alabama Code Section 8-27-1, and that the Department is required to review claims of trade secret confidentiality.

3. I have read and am familiar with the provisions of the Alabama Trade Secrets Act, am familiar with the case law interpreting it, and understand that all information received in response to this RFP will be available for public examination except for:

- (a) trade secrets meeting the requirements of the Act; and
- (b) information requested by the Department to establish vendor responsibility unless prior written consent has been given by the vendor.

4. I am aware that in order for the Vendor to claim confidential material, this affidavit must be fully completed and submitted to the Department, and the following conditions must be met by the Vendor:

- (a) information to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the proposal.
- (b) the proposal may not contain trade secret matter in the cost or price; and
- (c) the Vendor's explanation of the validity of this trade secret claim is attached to this affidavit.

5. I and the Vendor accept that, should the Department determine that the explanation is incomplete, inadequate, or invalid, the submitted materials will be treated as any other document in the department's possession, insofar as its examination as a public record is concerned. I and the Vendor are solely responsible for the adequacy and sufficiency of the explanation. Once a proposal is opened, its contents cannot be returned to the Vendor if the Vendor disagrees with the Department's determination of the issue of trade secret confidentiality.

6. I, on behalf of the Vendor, warrant that the Vendor will be solely responsible for all legal costs and fees associated with any defense by the Department of the Vendor's claim for trade secret protection in the event of an open records request from another party which the Vendor chooses to oppose. The Vendor will either totally assume all responsibility for the opposition of the request, and all liability and costs of any such defense, thereby defending, protecting, indemnifying, and saving harmless the Department, or the Vendor will immediately withdraw its opposition to the open records request and permit the Department to release the documents for examination. The Department will inform the Vendor in writing of any open records request that is made, and the Vendor will have five working days from receipt of the notice to notify the Department in writing whether the Vendor opposes the request or not. Failure to provide that notice in writing will waive the claim of trade secret confidentiality and allow the Department to treat the documents as a public record.

Documents that, in the opinion of the Department, do not meet all the requirements of the above will be available for public inspection, including any copyrighted materials.

\_\_\_\_\_  
Affiant's Signature

Signed and sworn to before me on \_\_\_\_\_ (date) by \_\_\_\_\_  
\_\_\_\_\_ (Affiant's name).

Name of Notary Public: \_\_\_\_\_ for the

Department of: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_





**APPENDIX D: CERTIFICATE OF COMPLIANCE**

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)**

**DATE:** \_\_\_\_\_

**RE Contract/Grant/Incentive (describe by number or subject):**

\_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ between  
\_\_\_\_\_ (Contractor/Grantee) and  
\_\_\_\_\_ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of \_\_\_\_\_ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

**BUSINESS ENTITY.** Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

**EMPLOYER.** Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

\_\_\_\_\_(a)The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

\_\_\_\_\_(b)The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Contractor/Grantee/Recipient

By: \_\_\_\_\_

Its \_\_\_\_\_

The above Certification was signed in my presence by the person whose name appears above, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Witness

**APPENDIX E: IMMIGRATION STATUS FORM**

**IMMIGRATION STATUS**

I hereby attest that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Witness

**APPENDIX F: COST PROPOSAL**

**Cost Proposal for July 1, 2024 to June 30, 2025**

Proposed Region Number: \_\_\_\_\_ Slots in Region: \_\_\_\_\_

Budget Items		Total DHR Share
<b>1. Child Care Partner Slots</b> (number of slots in proposed region x \$275 per child x 52 weeks)		\$
<b>2. Vendor Operating Expenses</b> (sum of A-F) (\$556 per child x 12 months = \$6,672)		\$
	<b>Total DHR Share</b>	
	<b>A. Personnel</b>	\$
	<b>B. Travel</b>	\$
	<b>C. Supplies</b>	\$
	<b>D. Professional Development</b>	\$
	<b>E. Policy Council</b>	\$
	<b>F. Other</b>	\$
	<b>Sum of Vendor Operating Expenses:</b>	\$
<b>3. Indirect Costs</b> (Federally Negotiated Indirect Cost Rate on 2.A. OR De Minimus Indirect Cost Rate of 10% on Modified Total Direct Costs in 2.A.-F.)		\$
<b>Budget Total:</b>		\$
Budget Total: \$ _____ ÷ Slots in Proposed Region: _____ ÷ 12 months =		<b>Monthly Fixed Cost Rate Per Child*:</b>
		\$

\*Monthly Fixed Cost Rate per Child must not exceed \$1747.67

**Cost Proposal for July 1, 2025 to June 30, 2026**

Proposed Region Number: \_\_\_\_\_ Slots in Region: \_\_\_\_\_

Budget Items		Total DHR Share
<b>1. Child Care Partner Slots</b> (number of slots in proposed region x \$275 per child x 52 weeks)		\$
<b>2. Vendor Operating Expenses</b> (sum of A-F) (\$556 per child x 12 months = \$6,672)		\$
	<b>Total DHR Share</b>	
	<b>A. Personnel</b>	\$
	<b>B. Travel</b>	\$
	<b>C. Supplies</b>	\$
	<b>D. Professional Development</b>	\$
	<b>E. Policy Council</b>	\$
	<b>F. Other</b>	\$
	<b>Sum of Vendor Operating Expenses:</b>	\$
<b>3. Indirect Costs</b> (Federally Negotiated Indirect Cost Rate on 2.A. OR De Minimus Indirect Cost Rate of 10% on Modified Total Direct Costs in 2.A.-F.)		\$
<b>Budget Total:</b>		\$
Budget Total: \$ _____ ÷ Slots in Proposed Region: _____ ÷ 12 months =		<b>Monthly Fixed Cost Rate Per Child*:</b>
		\$

\*Monthly Fixed Cost Rate per Child must not exceed \$1747.67

## APPENDIX G: INSTRUCTIONS FOR COST PROPOSAL

- There must be a separate cost proposal for each region the Vendor proposes to serve.
- The cost proposal must include a separate budget for both budget periods (July 1, 2024 to June 30, 2025 and July 1, 2025 to June 30, 2026 for each region proposed).
- Each cost proposal must include the proposed region to be served and the number of slots in the region (*Appendix F*).
- Line Item 1 of the budget is the annual amount the Vendor will pay to Child Care Partners for slots. To determine the total amount, multiply the number of slots in the region by the weekly rate of \$275 per child by 52 weeks. **The weekly rate of \$275 per child for 52 weeks each year is non-negotiable.**
- Line Item 2 of the budget is the annual amount of the Vendor's operating expenses. To determine the total amount, add up the costs for Line Items A-F. **The monthly rate of \$556 per child for 12 months a year is non-negotiable.**
  - **Personnel** should include salary and benefits for key Vendor personnel that will work directly on the EHS-CCP project. The salaries and benefits for staff who indirectly work on the project must not be included in this line item. Additionally, Child Care Partner staff must not be included in this line item, regardless of whether the Vendor is the licensee for the Child Care Partner.
  - **Travel** should include any mileage and per diem incurred by key Vendor personnel for travel directly related to the EHS-CCP project.
  - **Supplies** should include any office supplies, computer-related supplies, or copies for key Vendor personnel directly related to the EHS-CCP project.
  - **Professional Development** should include any expenses related to professional development for EHS-CCP teaching staff at the Child Care Partner. This includes expenses related to obtaining an Infant/Toddler CDA, training stipends, registration fees, travel to and from trainings, and substitute teachers to relieve staff so they can attend professional development.
  - **Policy Council** should include any expenses related to the Policy Council including travel and hotel accommodations to attend the annual in-person meeting and any other trainings or conferences that are related directly to the EHS-CCP project.
  - **Other** should include all other expenses required to carry out the comprehensive services required in the RFP.
- Line Item 3 of the budget is indirect costs. Indirect costs may be determined in one of two ways:
  - If the Vendor has a federally negotiated indirect cost rate, the Vendor may propose to charge indirect costs on the Personnel line item (2.A.).
  - If the Vendor does not have a federally negotiated indirect cost rate, the Vendor may propose to charge a de minimus rate of 10% of the Modified Direct Total Costs (MDTC) from 2.A.-F. MDTC includes: all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships, fellowships, and participant support costs.
- Vendors must calculate the monthly fixed cost rate per child by dividing the Budget Total by the Slots in the Proposed Region by 12 months. The monthly fixed cost rate per child must not exceed \$1747.67.

<b>APPENDIX H: EHS-CCP ANNUAL BUDGET</b>
--

EHS-CCP Program Budget			
<b>Contract Number:</b>	<b>Taxpayer ID#:</b>		
<b>Agency:</b>			
<b>Address:</b>			
<b>Project Title:</b>			
<b>Budget Period:</b>	to		
Budget Items	# of Children	TOTAL DHR SHARE	
<b>1. CHILD CARE PARTNER SLOTS (\$275 per child x 52 weeks = \$14,300)</b>			
<b>2. VENDOR OPERATING EXPENSES (2A-2I) (\$556 per child x 12 months = \$6,672)</b>			
		Total DHR Share	
<b>2A. PERSONNEL</b>			
<b>2B. TRAVEL</b>			
<b>2C. SPACE</b>			
<b>2D. SUPPLIES</b>			
<b>2E. EQUIPMENT</b>			
<b>2F. PROFESSIONAL DEVELOPMENT</b>			
<b>2G. POLICY COUNCIL/PARENT COMMITTEE</b>			
<b>2H. ENVIRONMENTAL HEALTH AND SAFETY</b>			
<b>2I. OTHER</b>			
<b>3. Indirect Costs (Federally Negotiated Indirect Cost Rate on 2A or DeMinimus Indirect Cost Rate of 10% on 2A-F)</b>			
<b>BUDGET TOTAL:</b>			

## APPENDIX I: EHS-CCP MONTHLY INVOICE

### EHS-CCP Program Monthly Invoice

**Contract**

**Number:** \_\_\_\_\_ **Taxpayer ID#:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Budget Period:** \_\_\_\_\_ **to** \_\_\_\_\_

**Report Month/Year:** \_\_\_\_\_

Actual Expenditures		TOTAL DHR Share
1. CHILD CARE PARTNER SLOTS (\$275 per child x 52 weeks = \$14,300)		
2. VENDOR OPERATING EXPENSES (2A-2I) (\$556 per child x 12 months = \$6,672)		
<b>Total DHR Share</b>		
2A. PERSONNEL		
2B. TRAVEL		
2C. SPACE		
2D. SUPPLIES		
2E. EQUIPMENT		
2F. PROFESSIONAL DEVELOPMENT		
2G. POLICY COUNCIL / PARENT COMMITTEE		
2H. ENVIRONMENTAL HEALTH AND SAFETY		
2I. OTHER		
3. Indirect Costs (Federally Negotiated Indirect Cost Rate on 2A or DeMinimus Indirect Cost Rate of 10% on 2A-F)		
<b>INVOICE TOTAL:</b>		

I certify that the above expenditures are the true and actual expenditures within the approved Budget; that all of the required prior written departmental approvals have been obtained and are on file for the applicable expenditures claimed herein; that the said expenditures were incurred in accordance with the current contract and all other applicable departmental directives and instructions; that no cost claimed herein is allocable to or included as a cost of any other federally funded or any other non-federally funded program in either the current or a prior

State of Alaska  
Department of Human Resources

EARLY HEAD START-CHILD CARE PARTNERSHIP- RFP# GB2024-200-01  
**APPENDIX I: EHS-CCP MONTHLY INVOICE**

**Authorized Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**DHR USE ONLY**

**Approved for Payment:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Charge to the following funding category:

\*Submit between the 1st and 15th of the month for the previous month

<b>2.A. PERSONNEL</b>					
<b>a. Employee Name</b>	<b>b. Position Description</b>	<b>c. Gross Salary Per Pay Period</b>	<b>d. % Time on Project</b>	<b>e. Pay Periods in Budget Period</b>	<b>Total DHR Share (c x d x e)</b>
<b>Subtotal Salaries:</b>					
<b>Fringe Benefits (Project Share Only)</b>					
<b>FICA</b>					
<b>Worker's Compensation</b>					
<b>Health Insurance</b>					
<b>SUI</b>					
<b>Retirement</b>					
<b>Subtotal Fringe Benefits:</b>					
<b>TOTAL PERSONNEL:</b>					



<b>2.B. TRAVEL</b>	
	<b>Total DHR Share</b>
<b>Within Region</b>	
<b>In-State (Outside of Region)</b>	
<b>Out-of-State</b>	
<b>TOTAL TRAVEL:</b>	

<b>2.C. SPACE</b>	
	<b>Total DHR Share</b>
<b>Basic Local Phone Service</b>	
<b>Long Distance</b>	
<b>Rent/Lease</b>	
<b>Use Allowance</b>	
<b>Utilities</b>	
<b>Internet/Technology</b>	
<b>TOTAL SPACE:</b>	

<b>2.D. SUPPLIES</b>	
	<b>Total DHR Share</b>
<b>Office Supplies</b>	
<b>Computer-Related Supplies</b>	
<b>Custodial Supplies</b>	
<b>TOTAL SUPPLIES:</b>	

<b>2.E. EQUIPMENT</b>	
	<b>Total DHR Share</b>
<b>Purchase</b>	
<b>Rental/Lease</b>	
<b>Repairs</b>	
<b>Maintenance Agreements</b>	

<b>Use Allowance</b>	
<b>Office Furniture</b>	
<b>Office Furnishings</b>	
<b>Other (specify)</b>	
<b>TOTAL EQUIPMENT:</b>	

<b>2.F. PROFESSIONAL DEVELOPMENT</b>	
	<b>Total DHR Share</b>
<b>Registration Fees</b>	
<b>Training Stipends</b>	
<b>Tuition and Books</b>	
<b>Substitute Pay</b>	
<b>Training Materials</b>	
<b>TOTAL PROFESSIONAL DEVELOPMENT:</b>	

<b>2.G. POLICY COUNCIL / PARENT COMMITTEE</b>	
	<b>Total DHR Share:</b>
<b>Registration Fees</b>	
<b>Travel for Policy Council</b>	
<b>Other (specify)</b>	
<b>TOTAL POLICY COUNCIL / PARENT COMMITTEE:</b>	

<b>2.H. ENVIRONMENTAL HEALTH AND SAFETY</b>	
	<b>Total DHR Share</b>
<b>Indoor Classroom Environments</b>	
<b>Outdoor Playground Environments</b>	
<b>Other (specify)</b>	
<b>TOTAL ENVIRONMENTAL HEALTH AND SAFETY:</b>	

<b>2.I. OTHER</b>	
	<b>Total DHR Share</b>

<b>TOTAL OTHER</b>	

## APPENDIX J: EHS-CCP MONTHLY FINANCIAL RECONCILIATION REPORT

<b>EHS-CCP Program</b>	
<b>Monthly Financial Reconciliation Report</b>	
<b>Contract Number:</b>	<b>Taxpayer ID#:</b>
<b>Agency:</b>	
<b>Address:</b>	
<b>Project Title:</b>	
<b>Budget Period:</b>	<b>to</b>
<b>Report Month/Year</b>	

Actual Expenditures for Child Care Partner Slots			TOTAL PAID
Name of Child Care Partner	Pay Period (Date Range)	Number of Children	Total Paid
<b>TOTAL ACTUAL EXPENDITURES</b>			

<b>a. Total Actual Expenditures Listed Above:</b>	
<b>b. Total Expenditures for Child Care Partner Slots All Prior Months in the Current Budget Period:</b>	
<b>c. Total YTD Expenditures (a+b):</b>	
<b>d. YTD Funds Received from DHR for Child Care Partner Slots (submitted on 1st Monthly Invoices to DHR for this Budget Period):</b>	
<b>Over/(Under) Expenditures YTD (d less c)*</b>	

**\*Over means agency has expended more funds than received from DHR year to date. (Under) means agency has not expended all funds received from DHR year to date. (Under) amounts must be shown in parenthesis. Over amounts must not be in parenthesis.**

I certify that the above expenditures are the true and actual expenditures within the approved budget; that all of the required prior written departmental approvals have been obtained and are on file for the applicable expenditures claimed herein; that the said expenditures were incurred in accordance with the current contract and all other applicable departmental directives and instructions; that no cost claimed herein is allocable to or included as a cost of any other federally funded or any other non-federally funded program in either the current or a prior period; and that said expenditures are the net of all applicable credits.

<b>Authorized Official:</b>	<b>Date:</b>
<b>Title:</b>	

**DHR USE ONLY**

<b>Approved:</b>	<b>Date:</b>
------------------	--------------

\*Submit between the 1st and 15th of the month for the previous month

Contract Number: \_\_\_\_\_ Agency: \_\_\_\_\_

1. CHILD CARE PARTNER SLOTS		
Name of Child Care Partner	Number of Children	Total Paid
		\$
<b>TOTAL CHILD CARE PARTNER SLOTS:</b>		<b>\$</b>

2.A. PERSONNEL - Only Direct Project Staff (Does NOT Include Child Care Partner staff)					
a. Employee Name	b. Position Description	c. Gross Salary Per Pay Period	d. % Time on Project	e. Pay Periods this Report	Total Paid for Project Share (c x d x e)
					\$
<b>Subtotal Salaries:</b>					<b>\$</b>
<b>Fringe Benefits (Project Share Only)</b>					
FICA					\$
Worker's Compensation					\$
Health Insurance					\$
Other (Specify)					\$
Other (Specify)					\$
Other (Specify)					\$
<b>Subtotal Fringe Benefits:</b>					<b>\$</b>
<b>TOTAL PERSONNEL:</b>					<b>\$</b>

2.B. TRAVEL - Travel for Direct Project Staff	
	Total Paid
Within Region	\$
In-State (Outside of Region)	\$
Out-of-State	\$
<b>TOTAL TRAVEL:</b>	<b>\$</b>

2.C. SUPPLIES - Supplies for Direct Project Staff	
	Total Paid
Office Supplies:	\$
Computer-Related Supplies	\$
Other (specify):	\$
<b>TOTAL SUPPLIES:</b>	<b>\$</b>

Contract Number: \_\_\_\_\_ Agency: \_\_\_\_\_

<b>2.D. PROFESSIONAL DEVELOPMENT** - Only for EHS-CCP Child Care Partner Staff</b>	
	Total Paid
Registration Fees:	\$
Training Stipends:	\$
Tuition and Books:	\$
Substitute Pay:	\$
Training Materials:	\$
Other (specify):	\$
<b>TOTAL PROFESSIONAL DEVELOPMENT:</b>	<b>\$</b>

\*\* Attach additional sheet with Staff Person's Name and Child Care Partner Site for each category with expenditures above.

<b>2.E. POLICY COUNCIL***</b>	
	Total Paid
Registration Fees:	\$
Travel:	\$
Other (specify):	\$
<b>TOTAL POLICY COUNCIL:</b>	<b>\$</b>

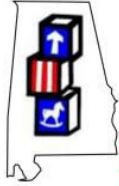
\*\*\* Attach additional sheet with Policy Council Member's Name and Child Care Partner Site for each category with expenditures above.

<b>2.F. OTHER</b>	
Description:	Total Paid
	\$
<b>TOTAL OTHER:</b>	<b>\$</b>

<b>2.G. INDIRECT COSTS</b>	
Allowable Indirect Cost Option Stated in Contract (can be i. or ii., but not both)	Total Paid
i. Federally Negotiated Indirect Cost Rate of _____ % on 2.A. Total Personnel Costs	\$
ii. De Minimus Indirect Cost Rate of 10% on Total of Vendor Direct Operating Expenses A-F	\$
<b>TOTAL INDIRECT COSTS:</b>	<b>\$</b>

**APPENDIX K: EHS-CCP TEACHER MINIMUM SALARY SCALE**

**2023-2024  
Salary Scale for  
Classroom**



STATE OF ALABAMA • DEPARTMENT OF HUMAN RESOURCES

**Early Head Start-  
Child Care Partnership**

*Strengthening Alabama's Children, Families, and Communities*



**Minimum Hourly  
Center-Based  
Teachers**

	Years of Service in a DHR EHS-CCP Classroom*									
	<1 year	<2 years	<3 years	<4 years	<5 years	<6 years	<7 years	<8 years	<9 years	9 years or more
<b>HS Diploma/GED</b>	\$11.44	\$11.71	\$12.01	\$12.31	\$12.61	\$12.94	\$13.26	\$13.58	\$13.93	\$14.27
<b>Infant/Toddler CDA</b>	\$12.01	\$12.31	\$12.61	\$12.94	\$13.26	\$13.58	\$13.93	\$14.27	\$14.63	\$15.00
<b>Associate or more advanced degree in CD***</b>	\$13.26	\$13.58	\$13.92	\$14.27	\$14.63	\$15.00	\$15.37	\$15.77	\$16.15	\$16.56

\*The anniversary date of service in a DHR EHS-CCP Classroom will be used to determine the appropriate step for years of service.

\*\*A teacher is entitled to pay in a higher education classification beginning the first pay period after the credential or degree is recognized by DHR EHS-CCP.

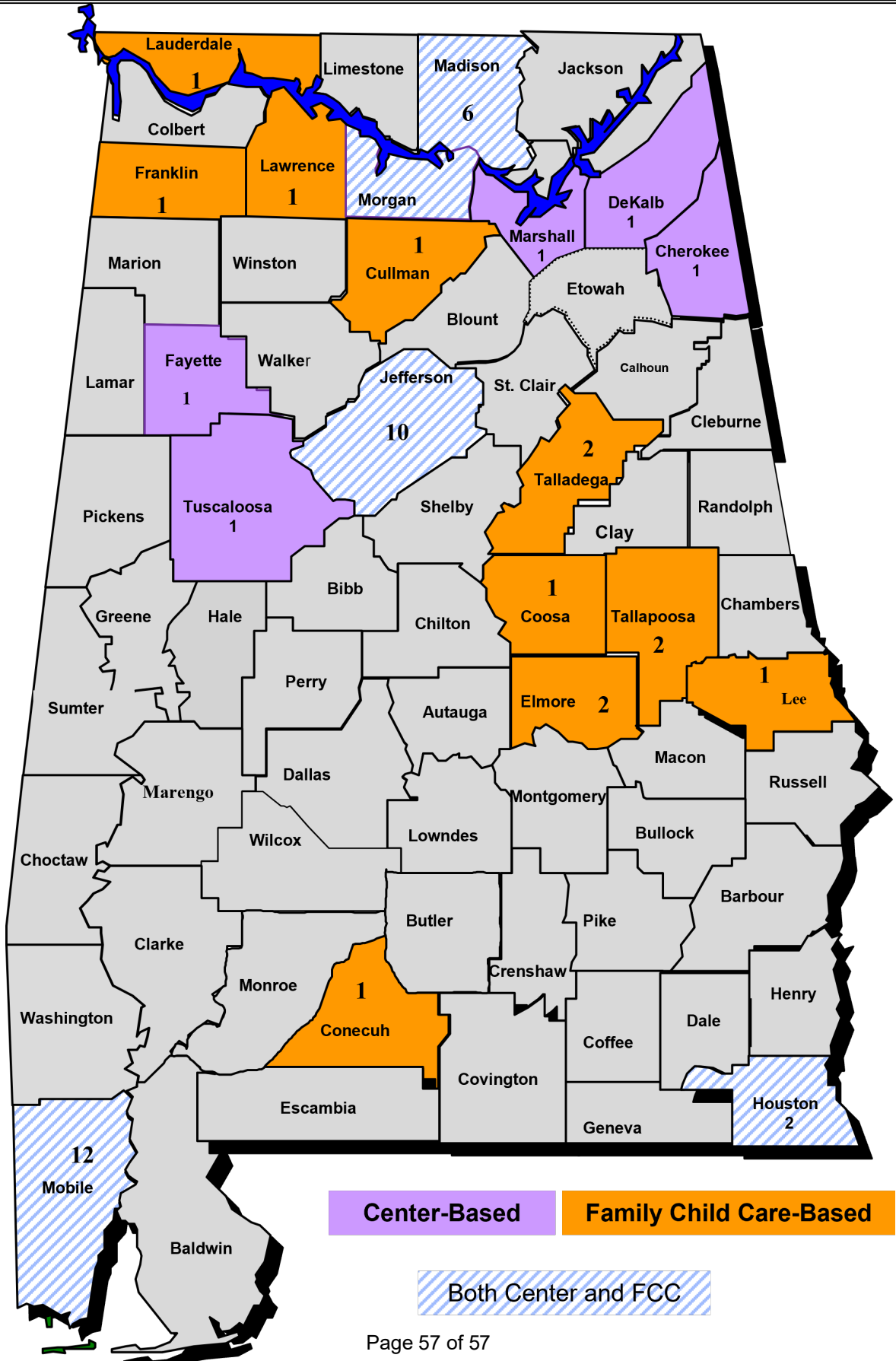
\*\*\*The Associate or advanced degree must be in Child Development, Early Childhood Education, or a closely related field. Degrees in a closely related field must be approved by DHR EHS-CCP.

**APPENDIX L: EHS-CCP REGIONS AND SLOTS**

<b>Region 5</b>	Baldwin Mobile	120
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**APPENDIX M: MAP OF EHS-CCP CHILD CARE PARTNERSHIP SITES**



Center-Based

Family Child Care-Based

Both Center and FCC