



**HUMAN SERVICES DEPARTMENT, EDUCATION DIVISION
HEAD START BIRTH TO FIVE PROGRAM**

**SOCIAL AND EMOTIONAL LEARNING PROGRAM AND
PROFESSIONAL DEVELOPMENT**

**Request for Proposals (RFP)
RFP-19-EDU-32**

Schedule of Events

ACTIVITY (All times are local Phoenix time)	DATE
Issue RFP	8/9/2019
Submittal of Written Questions by 3:00 p.m.	8/19/2019
Responses to Written Questions	8/21/2019
Proposal Submittal by 3:00 p.m.	8/30/2019
Award Recommendation to Phoenix City Council	10/16/2019

Submit proposals and requests for alternate formats to:

Pamela M. Smith, Procurement Officer
City of Phoenix Human Services Department
200 W. Washington Street, 18th Floor
Phoenix, Arizona 85003-1611
Telephone: (602) 534-7637
pam.smith@phoenix.gov

Are you SBE/DBE certified? For more information, go to:
<http://insidephx/depts/eod/certification>

This RFP does not commit the City to award any agreement.

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SOLICITATION RESPONSE CHECKLIST

CITY OF PHOENIX

Please read before continuing to the offer document. This list may not include every requirement; the purpose is to assist Offerors, but Offerors are expected to read and comply with the entire solicitation.

Check off each of the following as the necessary action is completed.

- Included one original, three copies and one thumb drive.
- All forms have been completed and signed, including Solicitation Disclosure form.
- Included all Attachments 1-7.
- Reviewed the insurance requirements to assure compliance.
- Included signed addenda, if any.
- Addressed the mailing package/envelope to the name and address of the Procurement Officer listed on the front page of the solicitation.
- The mailing envelope clearly shows your company name and address, the solicitation number, solicitation title and the offer opening date.

Mailed the response in time – City must receive offers no later than the date and time indicated in the Schedule of Events, on the cover page, or addenda.



SECTION I - INSTRUCTIONS

CITY OF PHOENIX

1. INTRODUCTION:

- 1.1. The City of Phoenix (City) invites sealed proposals to provide Social and Emotional Learning (SEL) Program and Professional Development for the Head Start Birth to Five Program in accordance with the specifications and provisions contained herein.
- 1.2. This solicitation is available through Arizona Relay Service 7-1-1. Please call TTY 800-367-8939 for assistance.

2. CONTRACT TERM AND CONTRACTURAL RELATIONSHIP:

Offeror is responsible for reading the Contract and submitting any questions about it in accordance with the process listed in this solicitation. By submitting a proposal, each Offeror agrees it will be bound by the Contract. The initial term of the Contract will be for two-years with one three-year option to extend. Notwithstanding the foregoing, this Contract will terminate upon the earliest occurrence of any of the following:

- reaching the end of the term and any extensions exercised as set forth above;
- completing the services set forth in the Scope of Work (the “Services”);
- payment of the maximum compensation under this Contract; or
- termination pursuant to the provisions of this Contract.

3. PRE-PROPOSAL MEETING:

A pre-proposal meeting will not be held.

4. SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS:

Contractor will provide a Social and Emotional Learning Program and Professional Development that will be in accordance with the Scope of Work as set forth in **Exhibit A of Attachment 8 – Professional Services Draft Contract**, which may be supplemented with additional detail from time to time during the term of the Agreement, and that are satisfactory to the City. In performing these services, Contractor will also specifically comply with the applicable Special Terms and Conditions in Attachment 8 that are set forth in **Exhibit E**.

5. CITY’S VENDOR SELF-REGISTRATION AND NOTIFICATION:

Vendors must be registered in the City’s eProcurement Self-Registration System at: <https://www.phoenix.gov/financesite/Pages/EProc-help.aspx> in order to respond to solicitations and access procurement information. The City may, at its sole discretion, reject any Offer from a Contractor who has not registered in the City’s eProcurement system.

6. PREPARATION OF OFFER:

- 6.1. All forms provided in Section III - Submittals must be completed and submitted with your Offer. The signed and completed Solicitation Disclosure form must be included or your Offer may be deemed non-responsive.



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- 6.2.** It is permissible to copy Submittal forms if necessary. Erasures, interlineations, or other modifications of the Offer must be initialed in original ink by the authorized person signing the Offer. No Offer will be altered, amended or withdrawn after the specified Offer due date and time. The City is not responsible for Offeror errors or omissions.
- 6.3.** All time periods stated as number of days will be calendar days.
- 6.4.** It is the responsibility of all Offerors to examine the entire solicitation and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting an Offer. Negligence in preparing an Offer confers no right of withdrawal after due date and time. Offerors are strongly encouraged to:
 - 6.4.1.** Consider applicable laws and/or economic conditions that may affect cost, progress, performance, or furnishing of the products or services.
 - 6.4.2.** Study and carefully correlate Offerors knowledge and observations with the solicitation and other related data.
- 6.5.** Promptly notify the City of all conflicts, errors, ambiguities, or discrepancies that Offeror has discovered in or between the solicitation and other related documents.
- 6.6.** The City does not reimburse the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. Offeror is responsible for all costs incurred in responding to this solicitation. All materials and documents submitted in response to this solicitation become the property of the City and will not be returned.

7. EXCEPTIONS:

Offerors must not take any exceptions to any terms, conditions or material requirements of this solicitation. Offers submitted with exceptions may be deemed non-responsive and disqualified from further consideration in the City's sole discretion. Offerors must conform to all of the requirements specified in the solicitation. The City encourages Offerors' to send inquiries to the procurement officer rather than including exceptions in their Offer. It is the intent of the City to award a contract on a fair, competitive basis. For this reason, the City may view any "Exception" in response to any material conditions or requirement of the solicitation, as an attempt by the Offeror to vary the terms of the solicitation which, in fact, may result in giving the Offeror an unfair advantage. For this reason, the City will, at its option, not allow exceptions to any material requirement if, in the opinion of the City, the exceptions alter the overall intent of the solicitation, unless the exception would be of material benefit to the City. Additionally, the City may, at its option, deem any submittal non-responsive based on exceptions by the Offeror.



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8. INQUIRIES:

All questions that arise relating to this solicitation should be directed via email to the Procurement Officer and must be received by the due date indicated in the Schedule of Events on the cover page. The City will not consider questions received after the deadline. No informal contact initiated by Offerors on the proposed service will be allowed with members of City's staff from date of distribution of this solicitation until after city council awards the contract. All questions concerning, or issues related to this solicitation must be presented **in writing**. The Procurement Officer will answer written inquiries in an addendum. Addenda will be published on the Procurement Website.

9. ADDENDA:

The City of Phoenix will not be responsible for any oral instructions made by any employee or officers of the City of Phoenix in regard to the offering instructions, drawings, plans or contract documents or specifications. Any changes to the plans, drawings and specifications will be in the form of an addendum. Offeror must acknowledge receipt of any/all addenda by signing and returning the document with the Offer submittal.

10. LICENSES:

If required by law for the operation of the business or work related to this Offer, Offerors' must possess all valid certifications and/or licenses as required by federal, state or local laws at the time of submittal.

11. CERTIFICATION:

By signature in the Offer section of the Offer Form, Offerors' certify:

- The submission of the Offer did not involve collusion or other anti-competitive practices.
- The Offeror must not discriminate against any employee, or applicant for employment in violation of Federal or State Law.
- The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Offer.

12. SUBMISSION OF OFFER:

Offers must be in possession of the Human Services Department on or prior to the exact time and date indicated in the Schedule of Events on the cover page. Late Offers will not be considered. The prevailing clock will be the City Department's clock.

Offers must be submitted in a sealed package/envelope and the following information should be noted on the outside of the envelope:

- Offeror Name
- Offeror Address (as shown on the Certification Page)



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- Solicitation Number
- Solicitation Title
- Offer Opening Date

All Offers must be completed in ink or typewritten. Include the number of copies that are required as indicated in the Submittal section.

13. WITHDRAWAL OF OFFER:

At any time prior to the solicitation due date and time, an Offeror (or designated representative) may withdraw the Offer by submitting a request in writing and signed by a duly authorized signatory of the company. Facsimiles, telegraphic or mailgram withdrawals will not be considered. Withdrawals may not be made after the proposal due date.

14. OFFER RESULTS:

Offers will be opened on the Offer due date, time and location indicated on the solicitation cover page. Offers and other information received in response to the solicitation will be shown only to authorized City personnel having a legitimate interest in them or persons assisting the City in the evaluation. Offers are not available for public inspection until after the City has posted the award recommendation on the City's website.

15. PRE-AWARD QUALIFICATIONS:

Offeror must submit a complete certificate of insurance in the minimum amounts and the coverages as required in this solicitation under **Exhibit C** of Attachment 8 – Professional Services Draft Contract, 30 days prior to the start of the Contract. Insurance requirements are non-negotiable.

16. AWARD OF CONTRACT:

Unless otherwise indicated, award(s) will be made to the most highly rated, responsive and responsible Contractor(s) who are regularly established in the service contained in this solicitation and who have demonstrated the ability to perform the required service in an acceptable manner. Factors that will be considered by the City include:

- Experience, Qualifications, Capability and Capacity (500 points)
- Method of Approach (350 points)
- Cost (150 points)

Notwithstanding any other provision of this solicitation, the City reserves the right to: (1) waive any immaterial defect or informality; or (2) reject any or all offers or portions thereof; or (3) reissue a solicitation.

17. AGREEMENT:

17.1. The City may require the selected Offeror to participate in negotiations and to submit such cost, technical or other revisions of the submittals as may result from



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negotiations. The City shall draft all final contracts and documents that result from this RFP.

- 17.2.** The language contained in Attachment 8 – Professional Services Draft Agreement and the Offeror's statement of qualifications will form the basis of any resulting contract. However, this RFP does not commit the City to enter into a contract, to pay any costs incurred in the preparation of a submittal to this request or in subsequent negotiations, or to procure a contract for the project(s).

18. CITY'S RIGHT TO DISQUALIFY FOR CONFLICT OF INTEREST:

The City reserves the right to disqualify any Contractor based on any real or apparent conflict of interest that is disclosed by the Offer submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Contractor submitting an Offer herein waives any right to object now or at any future time, before anybody or agency, including but not limited to, the City Council of the City of Phoenix or any court.

19. SOLICITATION TRANSPARENCY POLICY:

- 19.1.** Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated Procurement Officer) at a public meeting, posted under Arizona Statutes, until the resulting contract(s) are awarded to all Offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or similar solicitation. As long as the solicitation is not discussed, Offerors may continue to conduct business with the City and discuss business that is unrelated to the solicitation with the City staff who is not involved in the selection process.
- 19.2.** Offerors may discuss their proposal or the solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Procurement Officer, and are posted as open meetings with the City Clerk at least 24 hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.
- 19.3.** With respect to the selection of the successful Offerors, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. In all solicitations of bids and proposals, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the proposal review panel or selecting authority must be provided in writing to all prospective Offerors.



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- 19.4.** This policy is intended to create a level playing field for all Offerors, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFEROR'S THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.** After official Notice is received by the City for disqualification, the Offeror may follow the Protest process, unless the Solicitation is cancelled without notice of intent to re-issue.
- 19.5.** "To discuss" means any contact by the Offeror, regardless of whether the City responds to the contact. Offerors that violate this policy shall be disqualified until the resulting contract(s) are awarded, or all Offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until Council award of the contract, as long as the City cancels with a statement that the City will rebid the solicitation.

20. PROTEST PROCESS:

- 20.1.** Offeror may protest the contents of a solicitation no later than seven days before the solicitation deadline when the protest is based on an apparent alleged mistake, impropriety or defect in the solicitation. Protests filed regarding the solicitation may be addressed by an amendment to the solicitation or denied by the City. If denied, the opening and award will proceed unless the City determines that it is in the City's best interests to set new deadlines, amend the solicitation, cancel or re-bid.
- 20.2.** Therefore, unless otherwise notified by a formal amendment, the Protester must adhere to all solicitation dates and deadlines, including timely filing of an Offer, regardless of filing a protest.
- 20.3.** Offeror may protest an adverse determination issued by the City regarding responsibility and responsiveness, within seven days of the date the Offerors was notified of the adverse determination.
- 20.4.** Offeror may protest an award recommendation if the Offerors can establish that it had a substantial chance of being awarded the contract and will be harmed by the recommended award. The City will post recommendations to award the contract(s) to a particular Offerors' on the City's website. Offerors must submit award protests within seven days after the posting of the award recommendation, with exceptions only for good cause shown, within the City's full and final discretion.
- 20.5.** All protests will be in writing, filed with the Procurement Officer identified in the solicitation and include the following:



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- 20.5.1.** Identification of the solicitation number;
- 20.5.2.** The name, address and telephone number of the protester;
- 20.5.3.** A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
- 20.5.4.** The form of relief requested; and
- 20.5.5.** The signature of the protester or its authorized representative.

20.6. The Procurement Officer will render a written decision within a reasonable period of time after the protest is filed. The City will not request City Council authorization to award the contract until the protest process is complete. All protests and appeals must be submitted in accordance with the City's Procurement Code, (Phoenix City Code, Ch. 43), and administrative regulation 3.10 and any protests or appeals not submitted within the time requirements will not be considered. Protests must be filed with the Procurement Officer.

21. PUBLIC RECORD:

All Offers submitted in response to this solicitation will become the property of the City and become a matter of public record available for review pursuant to Arizona State law. If an Offeror believes that a specific section of its Offer response is confidential, the Offeror will isolate the pages marked confidential in a specific and clearly labeled section of its Offer response. An Offeror may request specific information contained within its Offer is treated by the Procurement Officer as confidential provided the Offeror clearly labels the information "confidential." To the extent necessary for the evaluation process, information marked as "confidential" will not be treated as confidential. Once the procurement file becomes available for public inspection, the Procurement Officer will not make any information identified by the Offerors as "confidential" available to the public unless necessary to support the evaluation process or if specifically requested in accordance with applicable public records law. When a public records request for such information is received, the Procurement Officer will notify the Offeror in writing of any request to view any portion of its Offer marked "confidential." The Offeror will have the time set forth in the notice to obtain a court order enjoining such disclosure.

If the Offeror does not provide the Procurement Officer with a court order enjoining release of the information during the designated time, the Procurement Officer will make the information requested available for inspection.

22. LATE OFFERS:

Late Offers must be rejected, except for good cause. If a late Offer is submitted, the Human Services Department will document the date and time of the submittal of the late Offer, keep the Offer and notify the Offeror that its Offer was disqualified for being a late Offer.



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23. RIGHT TO DISQUALIFY:

The City reserves the right to disqualify any Offeror who fails to provide information or data requested or who provides materially inaccurate or misleading information or data. The City further reserves the right to disqualify any Offeror on the basis of any real or apparent conflict of interest that is disclosed by the Offeror submitted or any other data or information available to the City. This disqualification is at the sole discretion of the City. By submission of a solicitation response, the Offeror waives any right to object now or at any future time, before any agency or body including, but not limited to, the City Council of the City or any court as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City. The City reserves the right to replace the disqualified Offeror.

24. MULTIPLE AWARDS:

The City reserves the right to award to more than one contractor. The City's decision to utilize multiple contractors will be final and conclusive.

25. EQUAL LOW OFFER:

Contract award will be made by putting the names of the tied Offerors in a cup for a blind drawing limited to those bidders with tied Offers. If time permits, the Offerors involved will be given an opportunity to attend the drawing. The drawing will be witnessed by at least three persons, and the contract file will contain the names and addresses of the witnesses.

26. EVALUATION OF COMPETITIVE SEALED OFFERS:

The City will use its discretion in applying the following processes to this solicitation. Any ties in scoring will be resolved with a best and final price request and the lowest price will prevail.

27. DETERMINING RESPONSIVENESS AND RESPONSIBILITY:

27.1. Offers will be reviewed for documentation of minimum qualifications, completeness, and compliance with the Solicitation requirements. The City reserves sole discretion to determine responsiveness and responsibility.

27.2. Responsiveness: Nonresponsive Offers will not be considered in the evaluation process. The solicitation states criteria that determine responsiveness, and the solicitation includes terms and conditions that if included or excluded from Offers (as the case may be) will render an Offer nonresponsive.

27.3. Exceptions, conditions, reservations, or understandings are presumed to be unacceptable, and an Offer that includes unacceptable exceptions, conditions, reservations, or understandings may be rejected as nonresponsive.



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Alternatively, the City in its sole discretion may instruct in writing that any Offeror remove the conditions, exceptions, reservations or understandings. If the Offeror fails to do so in writing, the City may determine the Offer to be nonresponsive.

Responsibility: To obtain true economy, the City must conduct solicitations to minimize the possibility of a subsequent default by the Contractor, late deliveries, or other unsatisfactory performance that may result in additional administrative costs. It is important that the Offeror be a responsible Contractor. Responsibility includes the Offeror's integrity, skill, capacity, experience, and facilities for conducting the work to be performed.

The Procurement Officer, in consultation with legal counsel, will review each Offer to determine if the Offeror is responsible. The City's determination as to whether an Offeror is responsible will be based on the information furnished by the Offeror, interviews (if any), any information at the City's request, information in any best and final Offer, and information received from Offeror's references, including information about Offeror's past history, terminations for convenience or cause, contract breach lawsuits or notices of claim and any other sources the City deems appropriate. Award of the Contract resulting from the Solicitation will not be made until any necessary investigation, which each Offeror agrees to permit by submitting its Offer, is made by the City as it deems necessary. A review of responsibility may occur up to contract award.

- 27.4.** The Offeror's unreasonable failure to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such Offeror.

28. DETAILED EVALUATION OF OFFERS AND DETERMINATION OF COMPETITIVE RANGE:

During deliberations, the Evaluation Panel will reach a consensus score for each evaluation criterion except price. The Procurement Officer will score the price, which will be added to the overall consensus score. The overall consensus scores will determine the Offerors' rankings, and which Offers are within the Competitive Range, when appropriate.

29. OFFERS NOT WITHIN THE COMPETITIVE RANGE:

The City may notify Offerors of Offers that the City determined are not in the Competitive Range.

30. DISCUSSIONS WITH OFFERORS IN THE COMPETITIVE RANGE:

- 30.1.** The City will notify each Offeror whose Offer is in the Competitive Range or made the 'short list' and provide in writing any questions or requests for clarification to the Offeror. Each Offeror so notified may be interviewed by the City and asked to discuss answers to written or oral questions or provide clarifications to any facet of its



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Offer. The Offerors in the competitive range may be required to provide a demonstration of their product.

- 30.2.** Demonstrations - Offerors in the competitive range may be invited to construct a hands-on sample or presentation of their solution at the City of Phoenix. In addition, each finalist may prepare and deliver a presentation of their proposed solution based on the script developed by the evaluation panel. The City may also require a hands-on lab demonstration designed specifically for the evaluation panel. The results of the surveys will be tabulated and delivered to the evaluation team for the final review and solution selection session(s).
- 30.3.** If an Offer in the Competitive Range contains conditions, exceptions, reservations or understandings to or about any Contract or Solicitation requirement, the City may discuss or negotiate the conditions, exceptions, reservations or understandings during these meetings, but the City in its sole discretion may reject any and all conditions, exceptions, reservations and understandings, and the City may instruct any Offeror to remove the conditions, exceptions, reservations or understandings. If the Offeror fails to do so, the City may determine the Offer is nonresponsive, and the City may revoke its determination that the Offer is in the Competitive Range.
- 30.4.** To the fullest extent permitted by law, the City will not provide any information, financial or otherwise, to any Offeror about other Offers received in response to this solicitation. During discussions with Offerors in the Competitive Range, the City will not give Offerors specific prices or specific financial requirements that Offerors must meet to qualify for further consideration. The City may state that proposed prices are too high with respect to the marketplace or otherwise unacceptable. Offerors will not be told of their relative rankings before Contract award.

31. BEST AND FINAL OFFERS (BAFO):

- 31.1.** A BAFO is an option available for negotiations. Each Offeror in the Competitive Range, which is determined in the City's sole discretion, may be afforded the opportunity to amend its Offer and make one BAFO.
- 31.2.** If an Offeror's BAFO modifies its initial Offer, the modifications must be identified in the BAFO. The City will evaluate BAFOs based on the same requirements and criteria applicable to initial Offers. The City will adjust appropriately the initial scores for criteria that have been affected by Offer modifications made by a BAFO. Based on the criteria defined in the solicitation as weighted, the City will then perform final scoring and prepare final rankings.
- 31.3.** The Evaluation Panel will recommend the Offer that is the best value and most advantageous to the City based on the evaluation criteria.



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31.4. The City reserves the right to make an award to an Offeror whose Offer is the highest rated, best value, and most advantageous to the City based on the evaluation criteria, without conducting written or oral discussions with any Offeror, without negotiations, and without soliciting BAFOs.

32. F.O.B. POINT:

All prices are to be quoted F.O.B. delivered, unless specified elsewhere in this solicitation.



SECTION II – SCOPE OF WORK

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1. BACKGROUND

Pursuant to Chapter 2, Section 2, Paragraph (1) of the Phoenix City Charter, the City of Phoenix Human Services Department, Education Division, Head Start Birth to Five Program (City) requires a Social and Emotional Learning (SEL) program and professional development package to meet programmatic needs. Strong social-emotional development in the early years provides a critical foundation for lifelong development and learning. Head Start Performance Standard 1302.45 requires a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health. In addition, the City of Phoenix Head Start Birth to Five Program must implement policies to limit suspension and prohibit expulsion as described in Head Start Program Performance Standard §1302.17.

Each year, the Head Start Birth to Five Program allocates funds to address programmatic needs through professional development, training, and technical assistance funds. The City requires a SEL program and professional development package that supports, promotes and develops the skills and learning necessary to address the social-emotional needs of children ages birth to five. The SEL program and professional development package will provide deep understanding of the skill development to staff, children and families that participate in programs funded through the City of Phoenix Human Services Department.

Teaching staff have identified an increasing number of behavioral concerns in the classroom and to an escalating degree. Although behavior support staff are responsive, the need for a comprehensive, program-wide approach to ensure classroom safety is imperative. In alignment with the professional field, and in accordance with the Head Start Birth to Five Strategic Plan, the desired response must be trauma-informed and integrate the principles of nurturing and responsive relationships, self-regulation and problem-solving. The program and professional development package must include the concept of teaching to understand the intent of external behaviors prior to the teaching of new skills.

The SEL program and professional development package must be effective and evidence-based to improve social-emotional learning in children ages birth to five; improve staff skills in supporting and addressing the social-emotional development of children with a wide range of needs and experiences; improve school climate and decrease classroom behavior referrals. The SEL program and professional development package should address prevalent mental health concerns, behavior theory, challenging behaviors, trauma informed practices, conflict resolution and brain development.

In additional to the SEL program and professional development package, the Contractor must provide the necessary professional development for all teaching and support staff to implement a structured approach to teaching effective social-emotional skills and creating a positive school climate. Head Start Performance Standard



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1302.92 set forth the professional development standard “*A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of the their job responsibilities must include: research-based approaches to professional development for education staff focused on effective curricula implementation, knowledge of the content in nurturing adult-child interactions and addressing challenging behaviors*”.

2. **MINIMUM QUALIFICATIONS:**

Each Offeror must demonstrate in its proposal that it meets the minimum qualifications, or its proposal will be disqualified as non-responsive.

3. **SERVICE REQUIREMENTS:**

The full scope of work is included as Exhibit A of Attachment 8 – Professional Services Draft Contract. Offerors must submit all questions about the scope of work in compliance with Section I – Instructions (8).



SECTION III – SUBMITTALS

CITY OF PHOENIX

1. COPIES:

Please submit one original, three copies, one thumb drive of your proposal and all other required documentation.

Please submit only your responses to the evaluation criteria and documents in the Submittal Section. Do not submit a copy of the entire solicitation document.

This offer will remain in effect for a period of 180 calendar days from the bid opening date and is irrevocable unless it is in the City's best interest to do so.

2. OFFER SUBMITTAL FORMAT:

The written offer must be signed by an individual authorized to bind Offeror. Provide the name, title, e-mail address and telephone number of individuals with authority to contractually bind the company and who may be contacted during the evaluation period. Offers should be:

- Typewritten for ease of evaluation;
- Submitted in a binder, preferably using double-sided copying and at least 30% post-consumer content paper;
- Signed by an authorized representative of the Offeror;
- Submitted with contact information for the individual(s) authorized to negotiate with the City;
- Submitted with a table of contents and tabbed per the following major sections:

Tab 1 Cover Letter

Tab 2 Company Contact Information

Tab 3 Attachment 1 – Evaluation Criteria

Tab 4 Submittal Section (Attachments 2-7)

Tab 5 Signed Addenda (if applicable)

3. OFFER:

All offers shall be firm and fixed for a period of 180 calendar days from the solicitation opening date.