



**El Paso County School District No. 8**

**Colorado Preschool Program  
Request for Proposal (RFP)  
2020**

## RFP Process

El Paso County School District 8 is seeking proposals from highly qualified preschool programs and childcare centers to provide Colorado Preschool Program services to three and four-year-old children who lack overall school readiness due to significant risk factors. Per state regulations, only CDHS licensed publicly funded early childhood education agencies, childcare centers, or preschools in good standing that are located within the geographic boundaries of El Paso County School District are eligible to submit proposals. The district intends to continue to strengthen relationships with these providers in our local community. In addition to this RFP, pursuant to the Colorado Preschool Program Act, on a cycle of at least every two years, El Paso County School District will issue an RFP to assess whether community providers are available for partnership in delivery of the Colorado Preschool Program.

Preschools or childcare programs in religious based facilities using religious curriculum are not eligible to become Colorado Preschool Program community partners. Sections 7 and 8 of Article IX of the Constitution of the State of Colorado address this subject. Section 7 provides as follows: "Neither the general assembly, nor any county, city, town, township, school district or other public corporation, shall ever make any appropriation, or pay from any public fund or monies whatever, anything in aid of any church or sectarian society, or for any sectarian purpose, or to help support or sustain any school, academy, seminary, college, university or other literary or scientific institution, controlled by any church or sectarian denomination whatsoever; nor shall any grant or donation of land, money or other personal property ever be made by the state, or any such public corporation to any church, for any sectarian purpose." Section 8 of Article IX provides in part as follows: "No sectarian tenets or doctrines shall ever be taught in the public school..."

A Letter of Intent to submit a proposal is due by April 15, 2020 at 12:00 PM. The RFP, including all materials, must be submitted by April 30, 2020 to the attention of Laurie Noblitt. Any costs incurred by a vendor in responding to the RFP will be borne by the vendor. All proposals will be reviewed by the District 8 Colorado Preschool Program (CPP) Advisory Council. Members of the council who have submitted an RFP in this cycle may not be part of the selection process, as this could be considered a conflict of interest. The council will develop a scoring rubric, which will guide the decision on the program(s) with which to contract for CPP. Applicants will be informed of final decisions by July 6, 2020. **Please note: All final funding allocations will be determined by the number of FTE allocation (CPP slots and resulting funding) received by the District from the state.** A detailed timeline is included on the following page.

Please submit the following items with the enclosed application. Submission should be completed electronically via email to Laurie Noblitt, [lnoblitt@ffc8.org](mailto:lnoblitt@ffc8.org). Be advised that all materials submitted with the application will not be returned to applicants. RFP submissions are considered confidential and will not be shared with other vendors.

- \_\_\_ Copy of Child Care License Issued by the State DHS
- \_\_\_ Proof of Insurance
- \_\_\_ Copy of director and staff qualifications
- \_\_\_ Application (see attached)
- \_\_\_ Typed Narrative (outline attached)
- \_\_\_ Signed Assurance Form (see attached)
- \_\_\_ Three Letters of Recommendation from parents
- \_\_\_ A copy of your current Parent Handbook
- \_\_\_ Summary sheet from Colorado Shines or CLASS rated programs
- \_\_\_ 501(C)3 Non-Profit letter (If applicable)

**Please note: The vendor shall also furnish such additional information that the District may reasonably require.**

**TIMETABLE**

<b>DATE</b>	<b>EVENT</b>
March 16, 2020	Release of RFP
March 27, 2020 by 4:00 PM	Vendor questions regarding proposal due (if applicable) – All questions should be submitted to Laurie Noblitt at <a href="mailto:lnoblitt@ffc8.org">lnoblitt@ffc8.org</a>
April 3, 2020 by 4:00 PM	District issue of addendum with answers to vendor questions (if applicable)
April 15, 2020 by 12:00 PM	Letter of Intent to Submit RFP must be electronically submitted to Laurie Noblitt at <a href="mailto:lnoblitt@ffc8.org">lnoblitt@ffc8.org</a>

April 30, 2020 by 12:00 PM	Deadline for RFP response submission by vendors to Laurie Noblitt – submit all information electronically to <a href="mailto:lnoblitt@ffc8.org">lnoblitt@ffc8.org</a>
May 4, 2020-May 15, 2020	District CPP Council evaluation of RFP responses, interview and site visits with qualified applicant(s)
June 3, 2020	Presentation to District CPP Council and Council’s final recommendations
Early to Mid June	District meeting(s) with District CPP Council recommended partner(s)
June 24, 2020	Fountain-Fort Carson District 8 Board of Education RFP Final Determinations
July 6, 2020	Announcement of successful vendor(s) or other results of RFP process

**Contact Information:**

Laurie Noblitt, Director of Elementary and Early Learning: [lnoblitt@ffc8.org](mailto:lnoblitt@ffc8.org)  
 Clint Allison, Executive Director of Student Achievement: [callison@ffc8.org](mailto:callison@ffc8.org)

**General Overview of CPP**

The Colorado Preschool Program (CPP) began as the Colorado Preschool Project in 1988 when it was authorized by the Colorado General Assembly to serve 2,000 eligible three, four, and five year olds in need of language development.

The General Assembly created this program in recognition of the need to adequately prepare children with specific at-risk factors to learn. The intent was that helping these children at an early age could result in lower dropout rates, greater academic success, and improved engagement within the community. CPP provides funding to establish quality early childhood education programs that serve children eligible to enroll in kindergarten in the following year. A vital component of CPP is to strengthen families and support them as participants in their child’s education.

In 1992 the General Assembly passed Senate Bill 92-189, which resulted in the continuation of the Colorado Preschool Program as a permanent program. This bill also expanded the target population to not only include children in need of language development, but also children “who lack overall learning readiness due to significant family risk factors” and children being served by Social Services as neglected or dependent children. The number of children and school districts participating in the program has increased significantly since the program began. In HB08-1388, an alternative funding source for full-day kindergarten was identified and as a result, CPP now only serves preschool children. Participation in the program is voluntary. That is, school districts do not have to participate in the program unless they choose to do so. In 2013 the Colorado legislation added the Early Childhood At-Risk Enhancement (ECARES slots, which is part of the Colorado Preschool Program and can serve half-day and full day preschool).

The number of children who can be served in the Colorado Preschool Program is capped at a level set by the State Legislature. When the Legislature funds new slots, school districts wanting to participate must submit an application to the Colorado Department of Education (CDE). Districts may provide program services in three ways:

- Provide all services in school district operated preschools
- Contract out its entire program to community providers
- Use a combination of district and community providers

Additional information about the Colorado Preschool Program is located on the CDE website <http://www.cde.state.co.us/cpp/index.htm>.

## **El Paso County School District 8 Preschool Program Requirements**

Following are the program requirements:

- The number of children in a classroom serving children funded by CPP, cannot exceed 16.
- The adult/child ratio must be a minimum of 1:8.
- In general, classes are to be held four days a week during the school district academic calendar year, excepting for staff development days and parent conferences. Special calendar requests will be considered. For preschool programs the law requires 360 contact hours a year, which is usually 10 hours per week. (22-32-109 C.R.S.) The fifth half day, or equivalent time, should be used for home visits, staff development, or planning. (22-28-108 C.R.S.). For each half-day session, teachers are required to have 2.5 hours of planning time per week.

*Priority is given to programs that creatively provide options such as full day experiences to meet family needs as well as, blending ages, and funding streams in one classroom setting.*

- Families may choose to send their child to preschool for only that portion funded through CPP. Extending the preschool day may be an option for families, but it may not be required by the program and may incur additional cost for the family/vendor.
- All classrooms that include children funded by CPP must be licensed by CDHS, and all classrooms must be committed to using the Colorado Quality Standards for Early Care and Education Services and Developmental Early Learning Guidelines <http://earlylearningco.org/> as indicators of developmentally appropriate practice in a high quality program.
- Each classroom shall be staffed with at least one teacher who is qualified pursuant to the requirements of CDHS.

*Priority will be given to programs that employ teachers with levels of education higher than the minimum required by CDHS and programs that provide planning time for teaching teams.*

- Each classroom shall be monitored for quality by at least two site visits from members of the District Colorado Preschool Program advisory council. In addition, programs will be asked to complete one of the following measures of quality: ECERS, Colorado Shines, T-POT, NAEYC Accreditation, CLASS or other standardized quality monitoring tool. The results of the evaluations should be used to guide the professional development plan for the teachers and preschool site.
- The district will offer professional development opportunities throughout the year and all teachers in classrooms funded with CPP are required to attend or provide documentation of comparable training.
- The provider must participate in Results Matter using the TS GOLD assessment tool. In addition, the provider must follow all district and state guidelines for administration and data privacy of the assessment. Either the community provider shall be included in the district GOLD subscription or a data privacy agreement shall be established between the school district and community provider.
- The program will provide parent education and engagement opportunities such as:
  - Home visits
  - Parent education classes
  - Developmentally appropriate home-school activities
  - Parent/teacher conferences
- CPP stresses the importance of not only engaging families, but supporting them as well. The program shall provide:
  - referrals to community supports and resources, including those offered through the district, such as onsite dental services, food bank access, and other services
  - The District will also extend an invitation to the community provider for family support
- As a community provider you agree to work in collaboration with the school district. This includes professional development, coaching, and collaboration with the CPP coordinator. A representative of the program will also serve on the District CPP Council.
- Student eligibility documentation files must be kept confidential and will be housed at the CPP Coordinator's office.

- Program will provide families with satisfaction survey created by District Colorado Preschool Program Advisory Council.

## Application

### Enrollment

What is your current preschool aged enrollment? \_\_\_\_\_

Do you/will you accept CCAP (Colorado Childcare Assistance Program)? \_\_\_\_\_

### Capacity

Please list the classroom composition and ages.

Age group: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Age group: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Do you provide full-time childcare services? \_\_\_\_\_ Year Round? \_\_\_\_\_

### Staffing Patterns

What is your current child to staff ratio for preschool aged children? \_\_\_\_\_

What is your current group size per preschool classroom? \_\_\_\_\_

Please list the days and times staff have planning time each week: \_\_\_\_\_

Are assistant teachers part of this scheduled planning time? \_\_\_\_\_

### Curriculum

What early childhood approach do you presently use for your preschool age children?

\_\_\_\_\_

How do you know it is research based? \_\_\_\_\_

How do you address individual children's needs?

\_\_\_\_\_

Do you currently use a program evaluation and/or child outcome assessment tool, such as TS GOLD?

\_\_\_\_\_

If so, list: \_\_\_\_\_

Do you foresee any difficulties with sharing your data? Yes \_\_\_\_\_ No \_\_\_\_\_

### Facility

Do you have an indoor gross motor space? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the space and the equipment that is available for the children's use.

\_\_\_\_\_

Do you have access to a space for outdoor learning experiences? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the space, equipment and material that are available.

\_\_\_\_\_

Is your facility handicapped accessible? Yes \_\_\_\_\_ No \_\_\_\_\_



Is your facility wheelchair accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your facility provide transportation for children? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, to where do you provide transportation?

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## Narrative

Program Outline: Please use the following outline for your narrative. Narratives are limited to no more than 5 (five) double spaced typed pages.

1. Describe your program's goals and philosophy as they relate to preschool education.
2. Discuss the population your program serves to include statements of need, waiting lists, and demographic, family, and community risk factors associated with this population.
3. Discuss your program/agency's history of providing quality preschool to include statements regarding children with disabilities and families with limited English proficiency.
4. Describe your plan for continuous quality improvement and evaluation for your program/agency. Please include plans for administrators, teachers, support staff, and facilities.
5. Describe the education, training levels, and experience of the staff that will provide preschool services to children receiving funding through the Colorado Preschool Program.
6. Describe the family involvement and support component of your program (i.e. parenting classes, social services, health, dental, special education, etc.). If applicable, describe what services your families need, but you are unable to provide (i.e. health or social services, mental health, etc.)
7. Describe how you include children with special needs into the program.
8. Describe how you will ensure that the classroom composition is made up of children who receive CPP funding along with children from various funding sources, such as students receiving funding through special education and/or students that pay tuition.
9. Please review the Colorado Quality Standards for Early Learning and Care with your program governance board. How will you use this tool to guide your preschool program? Is there anything from the Quality Standards that would be a challenge to implement?

## ASSURANCES

1. \_\_\_\_\_ (Agency Name of Applicant) affirms that it is in compliance with the Rules and Regulations for Child Care Centers (12CCR 2509-8) as set forth by the Colorado Department of Human Services. Furthermore, the above named agency is willing to obtain and maintain the same compliance, if awarded to serve children funded by the Colorado Preschool Program.

2. \_\_\_\_\_ (Agency Name of Applicant) agrees to implement the Colorado Department of Education's Quality Standards for Early Care and Education Services and the Colorado Early Learning Developmental Guidelines.

3. \_\_\_\_\_ (Agency Name of Applicant) agrees to implement the full components of Results Matter.

4. \_\_\_\_\_ (Agency Name of Applicant), in providing services, will not discriminate because of ethnicity, disabilities, race, national origin, religion, sexual orientation, or need for special education services (per Board Policy AC).

5. \_\_\_\_\_ (Agency Name of Applicant) will hire staff that meets the following criteria: All classroom teachers in programs funded by the Colorado Preschool Program must meet all licensing requirements as outlined through the Colorado Department of Human Services; Rules Regulating Child Care Centers (12CCR 2509-8).

6. \_\_\_\_\_ (Agency Name of Applicant) will comply with applicable policies and procedures of El Paso County School District 8, regulations of the Colorado Department of Education, statues and constitutions of the United State and the State of Colorado.

\_\_\_\_\_  
Authorized Corporate Signature  
or Board of Directors

\_\_\_\_\_  
Agency Director Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date