

**School-based Support Services
Early Childhood Monitoring Contract Solicitation**

September 4, 2019

Tennessee Department of Education (TDOE)

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BACKGROUND

T.C.A. § 49-1-1101 states that the Commissioner of Education is responsible for inspecting and approving those child care programs subject to the state board of education's jurisdiction and has the authority to issue certificates of approval from the TDOE for those child care programs that meet the child care standards of the board.

Pursuant to T.C.A. § 49-1-1102, child care program is defined as, "any place or facility operated by any person or entity that provides child care for children in a before or after school based program operated by a local board of education pursuant to § 49-2-203(b)(11), a public school administered early childhood education program, a church affiliated program operated pursuant to § 49-50-801, or a federally funded early childhood education program such as a Title I program, a school-administered head start or an even start program, state-approved Montessori school programs and a program operated by a private school as defined by § 49-6-3001(c)(3)(A)(iii)."

SOLICITATION INTRODUCTION

Three (3) contracts will be awarded to serve the State of Tennessee in middle Tennessee. These contracts will be awarded for nine (9) months, beginning in approximately October 2019 and ending June 2020. These contracts will be broken down as follows:

- 1) Davidson and Williamson Counties
- 2) Rutherford, Cannon, and Bedford Counties
- 3) Maury, Marshall, Lincoln, Moore, Franklin, Coffee, and Grundy Counties

RESPONSIBILITIES OF THE CONTRACTOR

As requested by the State, Contractors shall conduct health and safety monitoring in accordance with [Chapter 0520-12-01, Standards for School-administered Child Care](#) on selected school-administered child care programs, conduct early learning walk-through observations, and complete all data collection needed to support high quality early learning.

- Contractor shall participate in 1:1 meetings with Regional Director of Program Evaluation twice per month.
- Contractor shall participate in all-staff School-based Support Services meetings twice per year.
- Contractor shall visit all assigned schools a minimum of twice per year (fall and spring).
- Contractor shall send a monthly report to assigned Regional Director of Program Evaluation.
- Contractor shall maintain accurate and updated files on all program participants.
- Contractor shall work in conjunction with the State to collect data and to complete all reports.

- Contractor shall maintain detailed documentation logs on all activities, schedules, travel time, and communication logs. The logs shall be kept on file and provided to the State upon request.
- Contractor shall update data system with a record of visits conducted.
- Contractor shall complete walk-through observations on all classrooms on assigned caseloads.
- Contractor shall provide documentation of a clear criminal history background check as required by [Rules of the State Board of Education, Standards for School Administered Child Care Programs, Chapter 0520-12-01](#) prior to start of services (including Department of Health Vulnerable Persons Abuse Registry check; TBI/FBI Fingerprint and Background check; and TBI/FBI Sex Offender Registry).

Contractor shall be an independent contractor and not an employee, partner, agent of, or joint venturer with the TDOE and shall not represent himself/herself or hold himself/herself out to third parties as being the agent or employee of the TDOE.

PAYMENT METHODOLOGY

The awarded contracts will not to exceed \$49,000 per contract. Travel expenses shall not be separately reimbursable, as they are accounted for in the hourly rate. Contractor's compensation shall be contingent upon satisfactory provision of goods and services set forth as minimum requirements and responsibilities. Contractor shall be compensated on the following payment methodology:

Goods or Services Description	Amount (per compensable increment)
Early childhood (birth-4 years) health and safety monitoring up to 30 hours per week	\$35 per hour, not to exceed \$49,000 per contract

QUALIFICATIONS AND APPLICATION MATERIALS

Contractors must meet the following minimum requirements:

- Contractor has early childhood education degree and/or other relevant educational background (special education, elementary education, or related administration).
- Contractor has ability to travel within assigned region as required.
- Contractor has experience working in early childhood as teacher, administrator, or coach.
- Contractor has knowledge of the Rules of the State Board of Education, [Chapter 0520-12-01: Standards for School-administered Child Care](#).
- Contractor has ability to commit to a weekly schedule of 30 hours per week during regular business hours.

- Contractor has good interpersonal skills, is relational, and a strong collaborator.
- Contractor has strong organizational skills.
- Contractor has provided three (3) professional references.

Responses to this solicitation must be submitted electronically to Jessica Lord at Jessica.Lord@tn.gov no later than **4pm CT, September 17, 2019**. For consideration, responses must include all of the following:

- (1) Letter of intent highlighting technical qualifications, experiences, and location/region of interest,
- (2) Current resume, and
- (3) Name, contact info, and relationship of three professional references.

Applications are due by September 17. Based on need, the State may consider applications received after September 17 on a rolling basis until all positions are full.

If you have any questions, please feel free to contact Misty Moody, Senior Director of School-based Support Services at Misty.Moody@tn.gov.

The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses related this solicitation. Contracts are subject to funds availability and final approval by the state procurement offices.

APPLICATION PROCESS

Applicants must address all items (below) in their application materials.

An Application Evaluation Team, made up of three or more State employees, will independently evaluate and score each applicant's materials. Each evaluator will use the following whole number, raw point scale for scoring each item:

0=little value 1=poor 2=fair 3=satisfactory 4=good 5=excellent

The evaluation scores will be averaged. Applicants with the highest evaluation score in each region will be invited to interview to confirm information provided in their application and complete a performance task.

The contracts will be awarded for provision of these services to the applicant in each region with the highest rubric score, satisfactory interview confirming information provided in their application, and a passing score on the performance task.

Technical Qualifications, Experiences, and Approach	Item Score	Evaluation Factor	Raw Weighted Score
Experience working in early childhood as teacher, administrator, or coach.	30		
Knowledge of health and safety compliance standards in accordance with Chapter 0520-12-01: Standards for School-administered Child Care, Tennessee Early Learning Developmental Standards (TN-ELDS) , and instructional best practices for preschool classrooms.	30		
Ability to work independently, prioritize tasks, and perform assignments as directed with accuracy, attention to detail, and within established time frames.	15		
Early childhood education degree and/or other relevant educational background (special education, elementary education, or related administration).	15		
Effective interpersonal skills, with an emphasis on communication, coaching/training, and collaboration with a wide variety of early childhood leaders and teachers.	10		