

**School-based Support Services
Before- and After-Care Monitoring Contract Solicitation**

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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

Ten (10) contracts will be awarded to serve the State of Tennessee throughout west, middle, and east Tennessee. These contracts will be awarded for nine months beginning in approximately October 2019 and ending June 2020. The approximate break down of these contracts is as follows:

- 1) Three (3) contracts in west Tennessee
- 2) Three (3) contracts in middle Tennessee
- 3) Four (4) contracts in east Tennessee

As of January 27, 2020, the State is looking to award two (2) contracts to serve the middle TN area. All other contracts have been awarded at this time.

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 school-administered before- and after-care programs.

- Contractor shall participate in 1:1 meetings with assigned program evaluator via phone call weekly.
- 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 \$35,000 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) |
|---|--|
| School-age before-and after-school health and safety monitoring up to 20 hours per week | \$35 per hour, not to exceed \$35,000 per contract |

QUALIFICATIONS AND APPLICATION MATERIALS

Contractors must meet the following minimum requirements:

- Contractor has Bachelor’s degree; Bachelor’s degree in education preferred.
- Contractor has ability to travel regularly within assigned region as required.
- Contractor has experience working in schools or before and after school programs.

- Contractor has knowledge of the Rules of the State Board of Education, [Chapter 0520-12-01: Standards for School-administered Child Care](#).
- Contractor has knowledge of [21st Century Community Learning Centers](#), [Lottery for Education Afterschool Programs](#), and best practices for executing quality before- and after-school programs.
- Contractor has ability to commit to a weekly schedule of 20 hours between the hours of 6:00-7:30am and 3:00-6:00pm.
- 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 **Misty Moody** at Misty.Moody@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. **As of January 27, 2020, the State is looking to award two (2) contracts to serve the middle TN area. All other contracts have been awarded at this time.**

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 applicants 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 |
|---|------------|-------------------|--------------------|
| Before- and after-care expertise and experience. | 30 | | |
| Demonstrated knowledge of health and safety compliance standards in accordance with Chapter 0520-12-01: Standards for School-administered Child Care, 21st Century Community Learning Centers, Lottery for Education Afterschool Programs , and best practices for executing quality before- and after-school programs. | 30 | | |
| Ability to work independently, prioritize tasks, and perform assignments as directed with accuracy, attention to detail, and within established time frames. | 15 | | |
| Bachelor’s degree; Bachelor’s degree in education preferred. | 15 | | |
| Effective interpersonal skills, with an emphasis on communication, coaching/training, and collaboration with a wide variety of before- and after-school programs. | 10 | | |