



**COMMUNITY ACTION CORPORATION OF SOUTH TEXAS**

**HEAD START BIRTH TO FIVE PROGRAM  
PRE-K (3-5) EDUCATIONAL CURRICULUM**

PROPOSALS DUE:

5:00PM CST - Jul 15, 2022

**Attn: Elena Esquivel  
Head Start Director  
[elena.esquivel@cacost.org](mailto:elena.esquivel@cacost.org)**

**Community Action Corporation of South Texas**  
204 E. First St. • Alice, TX 78332 • Ph. 361.664.0145

**REQUEST FOR PROPOSAL (RFP)**  
**Head Start Birth to Five Program: Educational Curriculum**

**INTRODUCTION**

The Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through state and federal grants and fees for service. The mission of CACOST is to continuously improve the lives of south Texans by providing high-quality healthcare, education, housing, and economic opportunities to reduce poverty through services and partnerships. More information on CACOST can be obtained by visiting the CACOST web site at [www.cacost.org](http://www.cacost.org).

The CACOST Head Start program is federally funded to serve 1,318 children in 7 counties. CACOST Head Start has 283 employees and operates in 28 locations. The program ensures that children ages 0-3 (EHS) and 3-5 (HS) and their families are provided with comprehensive services to promote optimum physical, cognitive, social and emotional growth.

**GENERAL CONDITIONS**

**Purpose**

Community Action Corporation of South Texas (CACOST) is seeking proposals from highly qualified curriculum providers with high-quality, content-rich curricula and instructional materials that are aligned to Early Learning Outcomes Framework: Ages Birth to Five (ELOF) that impact gains in student achievement towards school readiness for the Head Start Birth to Five Program (HSBFP).

**Submission Information Closing Date**

Proposals will be accepted until 5:00 pm CST on **July 15, 2022**

**Inquiries & Contact Person**

All questions concerning this RFP packet should be directed to Mrs. Elena Esquivel, Head Start Director at [elena.esquivel@cacost.org](mailto:elena.esquivel@cacost.org). Correspondence with individuals other than those listed herein will not be allowed. From the issuance date of this RFP, until a firm/individual is selected, and the selection is announced, firms are not allowed to communicate regarding this RFP with any CACOST director, employee, or consultant.

Any inquiry regarding this RFP must be directed to the contact listed above. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST.

**Costs of Preparation**

All costs incurred in the preparation of responding to this RFP will be the sole responsibility of the Proposer and will not be reimbursed by CACOST. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

### **Submission Instructions to Proposers**

To be considered responsive and receive an evaluation, RFP must fully address all sections of the RFP. Your RFP should be addressed as follows:

Community Action Corporation of South Texas  
RFP for CLASS® Observations and Reporting  
ATTN: Elena Esquivel, Head Start Director  
204 E. First St.  
Alice, Texas 78332  
OR via email to [elena.esquivel@cacost.org](mailto:elena.esquivel@cacost.org)

It is the responsibility of the Proposer to ensure that the proposal is received by the date and time specified above. **LATE PROPOSALS WILL NOT BE CONSIDERED.** Confirmation of receipt is the sole responsibility of the Proposer. Proposal submissions may include value-added alternatives and any relevant information in addition to the information requested in the RFP. Proposals may be withdrawn in writing prior to the deadline. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

### **Notification of Award**

CACOST anticipates, but does not guarantee, that an announcement to award one or multiple contracts will be made on **September 1, 2022**. Award will be made to the Proposer(s) based on the listed evaluation criteria and the responses that are most compatible with CACOST's needs. CACOST will be the sole judge in making this determination.

CACOST is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP. CACOST may investigate the qualifications of any individual or organization under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The Agency also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposal
- c. Cancel the entire Requests for Proposal
- d. Remedy technical errors in the Requests for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals

- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of proposers(s) eligible for discussions after review of RFP
- i. Solicit best and final offers from all, some, or one of the proposers(s)
- j. Waive informalities and irregularities in RFP
- k. Award without discussion
- l. Cancel an awarded contract if performance is unsatisfactory, with the provision of a written notice; no penalty and/or fee may be imposed
- m. Conduct pre-contract negotiations with any and/or all potential qualified contractors

This RFP shall not, in any manner, be construed to be an obligation on CACOST to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

**Expected Timelines**

Event	Date(s)
<b>RFP Notification Posting</b>	<b>6/23/22</b>
<b>Final Date for Inquiry Submission</b>	<b>7/01/22</b>
<b>Final Date for Proposal Submission</b>	<b>7/15/22</b>
<b>Announcement of Intent to Award</b>	<b>9/01/22</b>
<b>Estimated Contract Date</b>	<b>10/01/22</b>

**ADDITIONAL TERMS & CONDITIONS**

**Confidentiality**

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Proposer agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Proposer’s possession, to these employees on the Proposer’s staff who must have the information on a “need-to-know” basis. The Proposer agrees to notify immediately, in writing, CACOST’s authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

**Limitations and Reservations**

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion, award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into

a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract.

CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST.

If selected for negotiations, Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

### **Small, Women and/or Minority-Owned Business**

Efforts will be made by CACOST to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CACOST. A Proposer qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

### **Equal Opportunity**

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state or local laws. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age, race, color, creed, gender, religion, marital status, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief. Contractor further agrees that every subcontractor entered into for the performance of the Agreement shall contain a provision requiring nondiscrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the Agreement.

### **Stevens Amendment**

This project is supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$14,947,756 with 80% funded by ACF/HHS and \$3,736,939 and 20% funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, [Administrative and National Policy Requirements](#).

### **Disclosure of Pending Government Investigations**

It is the responsibility of the Proposer to disclose any ongoing or pending legal proceedings, including any such proceedings known to be contemplated by governmental authorities, that could affect the performance of the Proposer or the execution of any potential contract. Failure to disclose this information or any efforts to omit such information may result in the disqualification of the offending Proposer's bid and/or termination of contract.

## **COMPLIANCE WITH STATE AND FEDERAL LAWS**

### **Historically Underutilized Businesses**

It is CACOST policy to encourage the participation of small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161.

“Historically underutilized business (HUB)” means an entity with its principal place of business in this state that is:

- a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
- a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
- a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
- a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or
- a supplier contract between a historically underutilized business as determined under Government Code, Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.

### **Certification with Regard to Lobbying**

No federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

### **Equal Employment Opportunity**

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans, recently separated veterans, other protected veterans, and Armed Forces Service Medal Veterans, the affirmative action clause for handicapped workers and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, Proposer certifies that it complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

### **Prohibited Substances in the Workplace**

The contractor is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the contractor is observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract will occur.

### **Debarment and Suspension**

The contractor certifies, by submission of 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 by any federal department or agency.

### **SCOPE OF SERVICES**

CACOST Head Start Birth to Five Program (HSBFP) is seeking one or more established providers of Prekindergarten curricula to provide CACOST Head Start classrooms with evidence-based, researched, and reviewed curricular and instructional materials that are aligned with the Early Learning Outcomes Framework: Ages Birth to Five (ELOF) and prekindergarten guidelines. This RFP seeks curriculum providers who share a vision for ensuring that all students have access to high quality instructional resources aligned to ELOF, will prepare students for school readiness, and promote success in future educational opportunities.

The awarded contract will be for an initial one-year term, beginning on or around October 2022, with mutually agreeable extensions, subject to evaluation for continuance or modifications, for up to a five (5) year term.

### **Curriculum Specific Requirements**

Proposed services should include the services listed below but are not limited to these services:

- Content rich, text quality and research based curricula that is aligned to Early Learning Outcomes Framework: Ages Birth to Five (ELOF)
- Promotes young children's school readiness in the areas of language and cognitive development, early reading and mathematics skills, socio-emotional development, physical development, and approaches to learning
- Is comprehensive and linked to ongoing assessment, with developmental and learning goals and measurable objectives
- Is focused on improving the learning environment, teaching practices, family involvement, and child outcomes across all areas of development; and
- Has a Curriculum Fidelity Tool
- Designed for easy implementation through Scope and Sequence
- Effective curriculum-specific Professional Development that supports training and implementation.

- High Quality Curriculum & Instructional Resources that build knowledge content rather than reinforce skills and focus on school readiness outcomes that effectively support all students including Dual Language Learners (DLL's) and students receiving specialized services.
- Include resources that support the teaching and learning of students needing enrichment and acceleration.
- Include age appropriate culturally relevant materials that are inclusive of a variety of cultures and ethnicities.
- Access to digital curriculum
- Include formative and summative assessment materials, available digitally, aligned to curriculum to inform and improve instructional and intervention decisions.

### Submission Requirements, Evaluation and Award of Proposals

**Submission Requirements:** Provide a detailed description of the items discussed in the evaluation factors below while adhering to the page limit maximums. Vendors may provide a sample curriculum unit or kit (This will not count towards any page limits identified in the RFP evaluation factors). As per vendors request, a scheduled 30 minute presentation of the curriculum may be requested with a 5 business day advance notice, and with the presentation being conducted prior to the RFP close date. **This is not a requirement for the RFP.**

Evaluation of each RFP will be based on the factors identified below:

Factors	Points
<b>Cover letter:</b> A <b>one-page</b> cover letter with the name and contact information of the Proposer.	5
<b>Cost:</b> Please submit a cost for the curriculum materials, resources, and professional development and any other add-on or supplemental costs that may be associated with the curriculum materials or implementation of the curriculum. <b>(2 pages max)</b>	50
<b>Instructional materials:</b> Show evidence that the curriculum is accessible in all formats, including print, digital and online materials, are aligned to Early Learning Outcomes Framework (ELOF), State Early Learning Guidelines, and based on scientifically valid research. Instructional materials must adhere to the curriculum specific requirements outlined above in the <i>Curriculum Specifics Requirements</i> Section. <b>(4 pages max)</b>	10
<b>Training and Professional Development:</b> Provide a schedule(s) or training plan of standardized training procedures; including initial and ongoing training and curriculum materials to support implementation.	5

Online support available ( <b>4 pages max</b> ).	
<b>Program Design:</b> Shows evidence that all materials are age appropriate and designed to support all students, including special populations (Dual Language Learners, Special Needs, accelerated learners) for accessing and meeting Early Learning Outcomes Framework: Ages Birth to Five (ELOF) and school readiness expectations. Content-rich to promote measurable progress towards development and learning outlined in the Framework ( <b>4 pages max</b> ).	10
<b>Pacing Design:</b> Provide samples or evidence of the following: Have an organized scope and sequence that includes plans and materials for learning expectations based on developmental progressions and how children learn. Include teacher guides, and lesson design outline timeframes for instruction and assessment (ongoing monitoring or checklist), incorporate direct instruction, guided practice, differentiated grouping, independent practice, and curriculum fidelity tool ( <b>10 pages max</b> ).	5
<b>Family-School Connections:</b> Show evidence that the curriculum incorporates learning experiences between home and schools to facilitate and reinforce children's learning ( <b>3 pages max</b> ).	5
<b>Curriculum Research &amp; References:</b> Describe your organizational structure (e.g., publicly held corporation, partnership, etc.), philosophy, management structure, experience working with curriculum and a brief company history. Please provide references to other prekindergarten programs, especially Head Start Programs, that utilize the curriculum ( <b>3 pages max</b> ).	5
<b>In-kind:</b> Indicate amount of non-federal match contribution. ( <b>1 page max</b> )	5
<b>Maximum Points</b>	<b>100</b>

\*Please note that while the point system is a guide for curriculum selection, a parent committee will be utilized for advising staff before finalization of the curriculum selection to ensure the needs of children and families are met.

In accordance with applicable laws, rules and regulations for public purchasing, an award will be made to the responsible Proposer whose proposal is determined to be the best value to CACOST. The proposal must be submitted on time and must materially satisfy all mandatory requirements identified above to qualify for evaluation. A written acceptance mailed or otherwise furnished to the qualified proposer and a fully executed contract is required prior to commencement of any work under this RFP. Protest procedures are available upon request and must be submitted within ten (10) business days of Intent of Award notification for consideration.