

UNITED PLANNING ORGANIZATION  
301 Rhode Island Avenue, NW  
Washington, DC 20001

## **REQUEST FOR PROPOSALS**

Head Start Re-Competition Services

**REFERENCE # 0010**

Request for Proposals Issued

On

December 23, 2011

By

Nashid Rasool

Procurement Officer

nrasool@upo.org

United Planning Organization

301 Rhode Island Avenue NW

Washington, D.C. 20001

December 23, 2011 Issuance of UPO RFP  
January 6, 2012 Deadline for Respondents

RFP Schedule

December 23, 2011

Issuance of UPO RFP

January 6, 2012

Deadline for Respondents

**NOTE: RFP will remain open after January 6, 2012 unless a qualified proposal is received by that date.**

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## **I. PURPOSE OF RFP**

The United Planning Organization (UPO) is soliciting competitive, sealed proposals from qualified firms or consultants to provide Head Start Re-Competition services in accordance with the terms and conditions set forth in this Request for Proposal (RFP), and any other terms and conditions in any contract subsequently awarded. Offers shall be selected and determined through UPO's review of each response, considering the factors identified in this RFP and any other factors that it considers relevant to serving the best interests of UPO's mission. The Contractor that will be selected through this RFP will work for UPO's Office of Child and Family Services Program which is funded under the U.S. Department of Health and Human Services (DHHS), Administration for Children & Families (ACF), Office of Head Start, Head Start and Early Head Start Program. Specifically, UPO is seeking a Contractor to render: (1) an assessment of UPO's Head Start and Early Head Start programs; (2) a model design of a New UPO Head Start and Early Head Start Programs; and (3) a Head Start and Early Head Start Re-Competition Application.

## **II. BACKGROUND ON UPO**

UPO is a 501(c)(3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 45 years. UPO has received Head Start and Early Head Start funding for the operation of Head Start and Early Childhood Education program sites throughout the District of Columbia in facilities either directly operated by UPO (13) or other entities (7). These centers provide services to more than 1,800 children citywide.

UPO serves as Washington, DC's premier non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest
- Comprehensive youth services with scholarships for DC residents
- Emergency services and homeless programs that have saved lives
- Training programs designed to prepare local residents for skilled employment
- Self-sufficiency activities that inspire residents to enter the entrepreneurship arena
- Weatherization services to make homes more energy efficient
- Substance abuse abatement and treatment programs that assist individuals in overcoming their addictions
- Tax preparation and e-filing that helps alleviate predatory lending
- Job and career development

### **III. SERVICES REQUIRED**

The services that the Contractor, also known as “Respondent”, shall provide and render as an independent contractor and not as an agent, representative, or employee of UPO, related to Head Start and Early Head Start Designation Renewal shall include the following:

#### **1. HEAD START/EARLY HEAD START ASSESSMENT**

Conduct an objective assessment of the current UPO Head Start and Early Head Start operations. The assessment must reflect Head Start Program Performance Standards and Other Regulations (45 CFR 1304 – 1310, and all applicable Information Memoranda, and Program Instructions) issued by the DHHS Administration for Children & Families, Office of Head Start. The assessment should also reflect all local regulatory provisions.

#### **2. RE-COMPETITION PROPOSAL TO INCLUDE A NEW HEAD START/EARLY HEAD START MODEL DESIGN**

Create a UPO Head Start and Early Head Start program design and proposal that utilizes cutting-edge, evidence based practices in early care and education. The proposal must address the Head Start Act of 2007, the Improving Head Start for Readiness Act of 2007 and all applicable regulations as well as all further instructions to be issued by the US Department of Health and Human Services, Administration for Children & Families, Office of Head Start in early 2012.

**Respondent’s interested in submitting a proposal in response to this RFP should be aware that this project has a very narrow time-frame and all related expenses related to the execution of the project plans must be made prior to March 18, 2012, subject to revision in the event that additional DHHS instructions are issued.**

**Respondents are encouraged to periodically visit the UPO website for updates and or additional information pertaining to this RFP.**

### **IV. SUBMISSION INFORMATION PLEASE READ ALL INSTRUCTIONS CAREFULLY**

#### **A. Submission Instructions**

All RFP responses must be submitted in a *sealed envelope or package* with the following information stated clearly on the outside:

- Respondent’s name and company name
- Respondent’s address,
- **Head Start Re-Competition Services Proposals (s),**
- **Reference # 0010;**

**One original and three copies must be included in the package.**

**The original proposal should be signed by the person authorized to obligate the firm or consultant and should be marked original.** Proposals may be mailed or hand-delivered and are **due** in the Procurement Office **no later than 5:00pm, Friday, January 6<sup>th</sup>, 2012 and will be date stamped.** However, UPO will leave the RFP open unless a **qualified proposal is received by the stated date. No faxed or e-mailed proposal will be accepted.** Postmarks will not be accepted as proof of receipt. Proposals are to be submitted to:

United Planning Organization  
ATTN: Nashid Rasool  
Procurement Officer  
301 Rhode Island Ave, NW  
Washington, DC 20001  
nrasool@upo.org

**Solicitation Schedule**  
(Subject to Change)

<b>Activity</b>	<b>Date</b>
<i>Issuance of Solicitation</i>	<i>December 23<sup>rd</sup>, 2011</i>
<i>Proposal Due Date (at 5:00 PM ET)</i>	<i>January 6<sup>th</sup>, 2012</i>
<i>Contractor Interview(s)</i>	<i>TBD</i>
<i>Selection of Contractor</i>	<i>January 14<sup>th</sup>, 2012</i>
<i>Contract Issue Date</i>	<i>January 31<sup>st</sup>, 2012</i>
<i>Completed Work Date (Preferred)</i>	<i>March 18<sup>th</sup>, 2012</i>

**B. General Submission Guidelines**

Responses must comply fully with the requirements detailed in this RFP. Incomplete responses, responses containing errors or inconsistencies, lacking proper quantity of copies, or other process errors or deficiencies, may constitute cause for rejection. UPO may request clarification or additional information from the Respondent at any point during the RFP process. The successful Respondent shall be required to enter into a written agreement with UPO, provide liability insurance and when applicable proof of workman's compensation insurance in order to receive funds.

All questions regarding this RFP must be submitted via e-mail to Nashid Rasool, Procurement Officer, at nrasool@upo.org. Each question will be answered within 48 hours. Copies of all submitted questions and answers can be obtained by sending a request to the above e-mail address. Vendors may be disqualified if they contact any UPO employee other than the Procurement Officer.

Upon release of this RFP and until the selected Respondent is notified, potential Respondents shall not communicate with UPO or any UPO staff about this RFP or issues related to the RFP, except as authorized in this RFP.

UPO reserves the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the staff, is in the best interest of UPO. UPO reserves the right to withdraw this Request for Proposal and/ or revise the scope prior to and subsequent to the proposal due date.

All proposals become the property of UPO and shall not be returned to the Respondent unless all bid proposals are rejected or this RFP is cancelled.

Interpretations, corrections and changes of the proposal documents will be made by addendum. Interpretations, corrections and changes of the proposal documents made in any other manner will not be binding, and proposer shall not rely upon such interpretations, corrections, and changes. UPO will not give oral clarifications.

This RFP does not commit UPO or any of its officers and directors, affiliates or subsidiaries, to pay for any costs incurred in the review of this RFP, the preparation or submission of a proposal, or any other costs incurred by a Respondent prior to execution of a binding and definitive agreement between a Respondent and UPO. Further, UPO has no obligation to accept any proposal or to proceed with any of the possible activities described herein. No representations or warranties whatsoever are being made as to the accuracy or completeness of the information contained in this RFP.

Pursuant to Federal Procurement Regulations and UPO's procurement policy, UPO may offer contracting opportunity for small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.

UPO will not necessarily award any agreement resulting from this RFP to Respondents offering the lowest cost to UPO. Instead, UPO will award the agreement to the compliant Respondent whose proposal receives the most points in accordance with the evaluation criteria set forth in item 4 of this RFP and subject to approval of UPO.

**Award Notice and Acceptance Period:** Notification of intent to award will be made following evaluation of all proposals timely received. The approved Respondent will be notified by mail. Any other notification will not be honored and should not be considered as a valid offer of award. Selection of the awardee under this RFP is contingent on availability of funds. Negotiation and execution of the agreement shall be completed no later than January 31, 2012. If the apparent successful Respondent fails to negotiate and deliver an executed agreement by January 31, 2012, UPO may cancel the award and award the agreement to the next highest ranked Respondent.

## C. Proposal Format

To be considered responsive, a proposal must contain the following:

1. Title page
  - This page shall include the name and address of the company, the RFP to which the proposal is responding to, reference number, and contact person's name, phone number and e-mail address.
2. Table of Contents
3. Transmittal letter
  - A signed letter of transmittal briefly stating the Respondent's understanding of the work to be done, the commitment to perform the work within the time period, a statement on why the company believes it is the best qualified for this project, and a statement that the proposal is a firm and irrevocable offer for the period covered.
4. Company Profile
  - A brief description of the firm or consultancy that includes Principals, Business Operating License, Tax ID, phone number, fax number, e-mail address and experience in providing similar services and in meeting quality standards. Provide information on any activity, pending or recent (within 5 years) legal proceedings in which the Respondent or subcontractors have been involved.
5. Statement of Work
  - A detailed description of the services that will be provided, how they will be provided, when they will be provided (a timetable outlining the process from beginning to end; and if work is to be performed concurrent with other tasks or is dependent on other activities the Respondent should clearly identify these activities within the schedule), by whom, and the credentials of the persons to provide the service. The credentials must accompany the proposal.
6. Bid Price
  - Total price
  - A breakdown of the cost of each person the contractor will employ
  - A breakdown of any other than personnel costs, and an explanation for each
  - A breakdown of cost by the 2 categories required in III., 1., and 2., above
7. Attachments
  - Current copy of Certificate of Liability Insurance
  - Current copy of Workers Compensation Insurance
  - Licensing: Current and applicable license(s), and DUNS number
  - List of at least three comparable work/client references with contact person's name, address, telephone number, and e-mail address

## **V. EVALUATION CRITERIA AND SELECTION PROCESS**

Proposals will be reviewed by an Evaluation Committee which will be comprised of UPO staff members, and an outside evaluator. Evaluation of proposals will include the following criteria:

- Adherence to RFP
  - Proposal demonstrates a clear understanding of the work to be performed
    - Statement of work is comprehensive
    - Company profile
  - All documents are included as required in the RFP
- Experience in Providing Similar Services
  - Firm or consultant prove qualified to execute the services outlined in submission
  - Firm's or consultant's successful experience with similar project(s)
  - Experience of proposed personnel is relevant
- Cost of Services
  - The total contract price is provided
  - A breakdown of the costs is provided

**UPO reserves the right to select and make an award in the best interest of UPO.**

## **VI. CONTRACTING TERM AND REQUIREMENTS**

Any agreement resulting from this RFP shall be subject to compliance with, but not limited to, the following Federal Laws, certifications and terms and conditions in the services and enforcement of this Agreement:

1. Compliance with the certification that it nor its principals are debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
2. Compliance with the certification Regarding Lobbying under Title 31, US Code, Section 1352.
3. At any time or times before final payment and three year thereafter, the Respondent is required to maintain and keep all invoices or vouchers and statements of costs and UPO may have the Respondent's invoices or vouchers and statement of costs audited.

4. UPO contemplates that final agreement between the UPO and the selected Respondent will include the appropriate terms and agreement between UPO and the selected Respondent. Submission of a proposal shall constitute agreement to contract on these terms, except for any term specifically reserved in the proposal for future negotiation.
5. UPO contemplates that final agreement between UPO and the selected Respondent will include required funding source terms and conditions and all other appropriate terms and agreement between UPO and the selected Respondent. Submission of a response shall constitute agreement to contract on these terms, except for any term specifically reserved in the proposal for future negotiation.
6. By participating in the Solicitation process, the selected Respondent agrees to hold the UPO, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this Solicitation.
7. This RFP and the resulting agreement are to be governed by the laws of the District of Columbia. Changes in applicable laws, rules and regulations may affect the award process or the resulting agreement. Respondents are responsible for ascertaining pertinent legal requirements and restrictions. Any litigation or actions commenced in connection with this RFP shall be brought in the appropriate District of Columbia forum.

## **VII. CONFLICT OF INTEREST**

In its response to this Solicitation, the Respondent represents and warrants the following to the UPO:

1. The Proposal has been developed and provided independently and without consultation, communication or other interaction with any other competitor for the purpose of restricting competition related to this Solicitation or otherwise.
2. The Respondent has not offered or given to any UPO officer or employee any gratuity or anything of value intended to obtain favorable treatment under this Solicitation or any other solicitation or other contract, and the Respondent has not taken any action to induce any UPO officer or employee to violate the rules of ethics governing the UPO and its employees. Respondent has not and shall not offer, give or agree to give anything of value either to the UPO or any of its employees, agents, job shoppers, consultants, managers or other person or firm representing UPO, or to a member of the immediate family (i.e., inclusive of but not limited to a spouse, child, parent, brother or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this Solicitation.

As used herein, "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this Solicitation, if any, or any other contract with UPO), etc., which might tend to obligate a UPO employee to Respondent, or (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include work or services rendered pursuant to any other valid UPO contract.