



**PIMA COUNTY COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT (CSET)
REQUEST FOR PROPOSAL (RFP)**

RFP TITLE: U.S. Department of Labor Strengthening Working Families Initiative – Early Childhood Education Services

RFP NUMBER: RFP-CSET-SWFI-2016-04

PROGRAM YEAR: 2017 - 2021

RFP ISSUE DATE: Friday, February 12, 2016 10:00 a.m., Mountain Standard Time (MST)

RFP Available for Pick Up at Kino One-Stop Career Center, 3rd Floor Reception Desk
2797 E. Ajo Way, Tucson, AZ 85713

RFP Available Online: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and
<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=18377>

PROPOSAL DEADLINE: Friday, February 19, 2016, Noon, MST

Proposals must be signed by an authorized representative of the Proposal and submitted via email to Dorothee.Harmon@pima.gov or hand delivered to the Pima County Kino One-Stop Career Center on or before the Proposal Deadline.

PUBLICATIONS: Daily Territorial,
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and
<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=18377>

CONTACT: Dorothee.Harmon@pima.gov

SOLICITATION: In accordance with Pima County Board of Supervisors Policy D 29.6 (“Selection and Contracting of Professional Services”), Pima County CSET is requesting proposals from proposers who are qualified, responsible, and willing to provide services in compliance with all specifications and requirements contained in the RFP. Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation.

GENERAL DESCRIPTION: The purpose of this solicitation is to identify a qualified agency or organization that administers or funds child care and other early childhood education services or programs to be a partner with Pima County in a Strengthening Working Families Initiative (SWFI) Proposal to the U.S. Department of Labor Employment and Training Administration. The Notice of Availability of Funds and Funding Opportunity Announcement for this initiative is available at <https://doleta.gov/grants/pdf/FOA-ETA-16-05.pdf>. The Proposal is due to the Department of Labor on March 16, 2016, at 4:00 p.m., EST.

Parties interested in doing business with Pima County CSET are responsible for checking the CSET website for the most current information. Proposals must be submitted in accordance with the RFP. Failure to do so may be cause for the Proposal to be rejected as non-responsive. Any private for-profit business entity, private non-profit corporation (including a faith-based entity), or public entity, may apply for available funds. All submitted information will be considered public record unless the Proposer clearly notes information is proprietary.

INSTRUCTIONS TO PROPOSERS

- I. Submit Proposals via e-mail to Dorothee.Harmon@pima.gov on or before the Proposal Deadline. The subject line should contain the RFP Number and Respondent's Name.
- II. Proposals may also be hand delivered to:
Kino One-Stop Career Center
3rd Floor Reception Desk
ATTN: Dorothee Harmon, CSET
2797 E. Ajo Way, Tucson, AZ 85713
- III. Proposals should be submitted with a 12-point font and double-spaced.
- IV. The Proposal should include a cover letter on official letterhead and be signed and dated.
- V. If Proposer submits Proposal via email, the cover letter must be scanned and the entire Proposal may be emailed in a Word or .pdf format. Email documents to Dorothee.Harmon@pima.gov.
- VI. Using the Notice of Availability of Funds and Funding Opportunity Announcement for the Strengthening Working Families Initiative as a guide, Proposer should provide a narrative discussion of experience, expertise and administrative capacity applicable to the following:
 - A. Assuring high-quality early childhood learning options for dependent children 13 years old and younger of parents in a fast-track, intensive career-training program.
 - B. Providing childcare resource and referral for program participants.
 - C. Managing a child care scholarship program under the grant.
 - D. Maximizing leveraged resources from other available sources.
 - E. Providing leadership toward a solution to systemic gap in child care for students in career training needed to be able to afford child care in the future.

VII. The narrative should articulate the Proposer’s approach to developing a comprehensive, cohesive, high-quality early childhood education component to a dual-generation demonstration project in conjunction with health care career training.

VIII. Attach resume(s) or job description for key personnel.

IX. BUDGET (Not including child care scholarships)

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Personnel (direct salary and % Full-Time)				
Fringe				
Supplies				
Subcontracts				
Other				

SELECTION CRITERIA

Selection will be based primarily on the total score on the following rating criteria as determined by a committee of CSET staff and partners.

- I. Cost (40 points)
- II. Quality and relevance of experience to areas in scope below (30 points)
- III. Key Personnel (10 points)
- IV. Quality of the discussion as to how specific activities will be approached (20 points)