REQUEST FOR PROPOSAL
TO CONDUCT TEACHER INSTITUTE TRAINING
FOR PRESCHOOL TEACHERS

FEBRUARY 28, 2013
Los Angeles Universal Preschool (LAUP) is issuing this targeted Request for Proposal (RFP) to select a highly qualified organization/individual to conduct LAUP’s Teacher Institute, a 3-day training series in four locations across Los Angeles County (for a total of 12 training days) between October 1, 2013 and December 31, 2013. The Teacher Institute trainings will increase teachers’ knowledge of concepts of mathematics and inquiry based practices.

Applicants should submit 1) an electronic version of the application to ahimmel@laup.net and 2) an original application packet to the attention of:

Alexandra Himmel  
Director of Program Support  
Los Angeles Universal Preschool  
888 S. Figueroa St., Suite 800  
Los Angeles, CA 90017  
aghimmel@laup.net

Submittals are due no later than 5:00 p.m. Thursday, February 28, 2013. It is the sole responsibility of the applicant to see that the proposal is received on or before the stated deadline. Postmarks or facsimiles shall not be accepted as satisfactory receipt of application materials.

Questions should be directed to Alexandra Himmel, Director of Program Support at 213-416-1270 or ahimmel@laup.net. All questions received from applicants will be answered within two business days of receipt.
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Los Angeles Universal Preschool (LAUP) is an independent non-profit public benefit corporation created in 2004 and primarily funded by First 5 LA – the Commission established by Proposition 10. LAUP’s goal is to make voluntary, quality preschool available to every 4-year-old child in Los Angeles County, regardless of their family’s income, by 2014.

Research shows that children who attend quality preschool programs are more likely to succeed in school and beyond. LAUP requires our network of preschool programs to have a well-articulated curriculum to guide instructional practice and to ensure that children learn developmentally appropriate activities to get them ready for kindergarten. LAUP supports providers in using a curriculum that is research based and helps to prepare child for kindergarten.

As part of our support to ensure a quality preschool experience, LAUP offers an annual professional development series for teaching staff through the Teacher Institute to enhance the instructional practices in their LAUP funded classrooms.

Los Angeles Universal Preschool (LAUP) is issuing this targeted Request for Proposal (RFP) to select a highly qualified organization/individual to conduct LAUP’s Teacher Institute, a 3-day training series in four locations across Los Angeles County (for a total of 12 training days) between October 1, 2013 and December 31, 2013. The Teacher Institute trainings will increase teachers’ knowledge of concepts of mathematics and inquiry based practices. All applications must be submitted with all required documents, attachments, and any other supplemental information by the stated deadline. Submission of incomplete, unclear, or improperly formatted submittals will result in rejection of the application.

All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification. Acceptance of an application does not guarantee a contract for work.

LAUP reserves the right to: (a) extend the response deadline at its sole discretion, (b) at any time send out additional Request for Proposal, and (c) make all final determinations.

In submitting a proposal, each applicant acknowledges that LAUP shall not be liable for any costs incurred therewith or in connection with the preparation and submission of a proposal.
Application must be submitted on 8.5” x 11.0” paper and are not to exceed a total of 15 pages. Applications not addressing the items listed in the section will be considered incomplete and thereby deemed non-responsive by LAUP. The submittal must be in the following order and include all sections listed below:

A. **Background** – Provide a description of your expertise and experience in concepts of mathematics and inquiry based practices for preschool age children.

B. **Work Experience** – Provide a resume detailing your previous experience.

C. **Sample Training Content** – Provide a training plan illustrating the key components, concepts and structure of the training. The training plan should include how your training will incorporate integration of the Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), Family Child Care Environment Rating Scale (FCCERS), California Preschool Learning Foundations, intentional teaching practices and hands on strategies. Training plan should include how these concepts will be implemented throughout the day during all classroom activities. Please include concepts from the California Preschool Learning Foundations related to Number Sense, Algebra and Functioning, Measurement and Comparing, Geometry, and Mathematical Reasoning. As part of the training content, please submit sample hands-on strategies and group activities that demonstrate mathematics and inquiry based practices.

D. **References** – Provide names and telephone numbers of three references who will attest to your abilities to complete similar or comparable trainings on time and within budget. At least one should be a former client.

E. **Applicant Availability and Flexibility Statement** – Provide a brief description of your availability and schedule during the dates of the Teacher Institute and project timeline.

F. **Schedule of Fees and Costs** – Provide a lump sum bid for the scope of work as well as a breakdown of fees. Please include a statement of all normal and customary expenses.

G. **Statement of Insurance** – LAUP requires that all organizations/individuals of professional services have in place if applicable the insurance coverage listed on pg. 8 titled Insurance Requirements.

H. **Completion of Organization/Individual Confirmation Form** – This form is to be completed by the organization/individual with the legal authority to conduct the training.

**END OF SECTION**
Below is the Scope of Work representative of activities expected to be performed by the selected trainer:

**Project details:**
The Scope of Work has two components:
- **Component 1 – Logistics**
- **Component 2 – Content**

**Component 1: Logistics**
1. **Training Dates**

- Teacher Institute – Trainer will facilitate a 3-day training series in four locations across Los Angeles County (for a total of 12 training days). Each series will consist of 3 training days, one per month between October 1, 2013 and December 31, 2013. Each training series will have a maximum of 60 participants (not including LAUP staff/facilitators).
- Planning meetings – Trainer will attend 2 planning meetings prior to Teacher Institute start date to discuss and review content with LAUP staff.
- Summer Overview Training – Trainer will provide a one day training to review Teacher Institute training content to approximately 30 LAUP coaches and staff. At the Teacher Institute, LAUP coaches’ role will be to facilitate small group discussions and they will be available to assist teachers with implementing what they learned on an ongoing basis after the Teacher Institute is completed. This training must occur between July 1, 2013 and August 31, 2013.
- Debrief Training – After completion of Teacher Institute Series, trainer will attend a debrief meeting with LAUP staff to provide feedback about training series.
2. Training Hours

- Teacher Institute – Sessions will be held from 8:30am to 3:00pm, includes a 30 minute lunch break (does not include set-up or clean-up).
- Summer Overview Training for LAUP Coaches and Staff – Session will be held from 9:00am to 4:00pm at the LAUP office (does not include set-up or clean-up).

3. Trainer Availability

- Trainer must be available to communicate with LAUP staff as necessary throughout project duration.

4. Training Materials

- Trainer will be responsible for submitting the PowerPoint and related materials two weeks prior to the start of each session.
- LAUP will be responsible for photocopying materials and distributing to participants on each day of the Teacher Institute.
- Trainer must be flexible and willing to make changes to training materials when receiving feedback from LAUP staff.

Component 2: Content

1. Training Content

- The training content must cover concepts of mathematics and inquiry based practices appropriate for preschool children.
- The training should make the connection between concepts of mathematics including Number Sense, Algebra and Functioning, Measurement and Comparing, Geometry, and Mathematical Reasoning and the Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), Family Child Care Environment Rating Scale (FCCERS), California Preschool Learning Foundations and intentional teaching practices.
- The training should incorporate opportunities for group discussions, hands-on strategies and group activities that demonstrate mathematics and inquiry based practices that participants can implement in the classroom.
- The training may not endorse any curriculum or branded materials.

END OF SECTION
INSURANCE REQUIREMENTS

Once an organization/individual is selected, a contract for services will be entered into and the selected organization/individual will be required to provide LAUP with evidence of the required insurance coverage.

Automobile Insurance
Such insurance shall be in an amount and form to meet all applicable requirements of the laws of the State of California.

General Liability Insurance
Consultant warrants that it has general liability insurance that will be in effect throughout the term of this Agreement.

Workers Compensation Insurance
Such insurance shall be in an amount and form to meet all applicable requirements of the Labor Code of the State of California.

END OF SECTION
The following criteria will be considered:

1. Experience relevant to this project.
2. Experience and past performance with projects of similar magnitude and complexity.
3. Understanding of project scope and objectives and knowledge of mathematical concepts for preschool children.
5. Overall availability and flexibility during project timeline.
6. Overall fees and cost.

Selection Process

LAUP will review all submissions received by the deadline. Submissions that meet minimum requirements as listed on page 11-12 (General Requirements) will be evaluated. Phone interviews may be conducted as part of the selection process.

LAUP reserves the right to verify the information contained within each application from other available sources and to consider such information for evaluation purposes.

Beyond minimum requirements, criteria for the evaluation of applications shall include, but not be limited to:

1. Qualifications of the applicant, including demonstrated ability to develop mathematics content for preschool teachers, knowledge of Developmentally Appropriate Practices, California Preschool Learning Foundations, the Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), Family Child Care Environment Rating Scale (FCCERS), knowledge of intentional teaching practices and hands on strategies. Demonstrated ability to provide training that supports teachers’ ability to incorporate these concepts into their classroom throughout the day during all classroom activities.
2. Demonstrated ability to provide training content to participants with different learning modalities and different learning motivations.
3. Demonstrated willingness to use formative data and feedback to make changes to the training midyear if needed.
4. Demonstrated ability to complete similar projects on time and within budget.
5. Review of references. Must include at least 1 former client.

The selected organization/individual will be notified by phone and/or written communication.

Fee and scope negotiations will take place with the selected organization/individual. If an arrangement is not reached, the selected organization/individual will be disqualified and fee and scope negotiations will begin with the next ranked organization/individual. If a fee and scope agreement cannot be obtained, then Los Angeles Universal Preschool reserves the right to terminate the selection process and/or re-advertise for consulting services.

A contract for services will be entered into once the organization/individual is selected. The selected organization/individual must provide proof of required insurance coverage.

LAUP requires answers to all questions contained within the application and all attachments. LAUP will evaluate applicants using objective criteria based on the information derived from the application process. LAUP will use information obtained from the documents submitted, as well as information obtained from references provided.

Any organization/individual deemed not qualified will receive a Notice of Determination indicating its non-acceptance via 1st Class mail.

END OF SECTION
Timeline

- RFP submissions due – February 28, 2013
- Review of RFP submissions – March 1, 2013 – April 15, 2013
- Interviews with qualifying individuals – April 15, 2013 – April 30, 2013
- Final selection of individual and phone notification – May 1, 2013

General Requirements and Conditions

1. All proposals must be RECEIVED in the specified format by 5:00pm PST, February 28, 2013:

   Alexandra Himmel
   Director of Program Support
   Los Angeles Universal Preschool
   888 S. Figueroa St., Suite 800
   Los Angeles, CA 90017

   Questions should be directed to:

   Alexandra Himmel, Director of Program Support,
   213-416-1270, ahimmel@laup.net

   NOTE: LAUP is not responsible for late, lost or incomplete submissions.

2. The following format is preferred:
   Please use 8 ½” X 11” paper, and submit (1) original application packet and (1) electronic version.

3. At minimum, submissions must include the following:
   - Minimum qualifications as per the required work in the Scope of Work, including relevant back-up documentation and applicant’s resume
   - Relevant comparable experience with projects of similar scope and scale
   - A Sample Training Content Plan illustrating the key components, concepts and structure of the proposed training
   - References and examples of projects with similar scope and type
   - Applicant Availability and Flexibility Statement
• A submission of schedule of fees and costs associated with the proposed training
• Statement of Insurance Requirements
• Signed Confirmation of Organization/Individual Form

4. LAUP hereby notifies all interested organizations/individuals that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as disabled veteran or current veteran.

5. Prospective organization/individual is advised that Los Angeles Universal Preschool in the solicitation or evaluation of the interested consultants incurs no obligation or commitments. LAUP reserves the right to waive or modify any part of this RFP process without penalty at their sole discretion.

6. This is not a contract or letter of intent to enter into a contract.

END OF SECTION
The undersigned certifies that the statements and information contained in this proposal are complete and accurate and that the proposal contains no false or deliberately misleading information. The undersigned hereby agrees and declares that receipt of this proposal by LAUP does not constitute either a direct or implied guarantee to the Applicant that selection is or will be granted and also agrees to the procedures and conditions of the selection requirements.

1) Legal Name of Applicant: ______________________________________________________

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2) Address of Applicant: __________________________________________________________

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3) Phone Number: ___________________________ Fax: ___________________________

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4) Applicant is: □ Corporation □ Partnership
   □ Sole Proprietorship □ Joint Venture

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5) If Applicant is a Corporation, name the State of Incorporation: ______________________

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6) Number of years the Applicant has been in business: ________________

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7) Execution:
   The undersigned is a legally authorized representative of the Organization: ________________
   (Signature of Contact Person)
   (Print Name of Contact Person)

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END OF SECTION