

**Washington State Department of Early Learning (DEL)
Bid Request**

Project Title

Consultation for developing recommendations for the Governor by December 1, 2009 to ensure all Washington children and their families have the benefit of early childhood education.

Bid #: 09-105

Funds Available

\$10,000

Completed bid packets are due by **Friday, September 11, 2009 at 4:00 p.m.
e-mailed to the bid Coordinator listed below.**

Bid Coordinator Contact Information

Bid Coordinator	Jennifer Jennings-Shaffer
E-mail address	Jennifer.jennings-shaffer@del.wa.gov
Mailing Address	PO Box 40970
City, State, Zip Code	Olympia WA 98504
Courier Address	649 Woodland Square Loop SE
City, State, Zip Code	Lacey WA 98503

Selection Process and Timeline

Bid Packet Due	9/11/09
DEL Finalizes Evaluation of Bid Packets	9/15/09
DEL Completes Negotiation of Contracts	9/18/09
DEL Announces Successful Contractors/Projects	9/15/09
Contract Work Period	Date of Execution to 12/15/09

Project Background

In early June 2009, Governor Gregoire requested that Department of Early Learning Director (DEL) Superintendent of Public Instruction (OSPI) develop "a proposal by December 2009 to ensure that all Washington children and their families have the benefit of early childhood education". She requested a world-class plan to support all children beginning at birth - a plan consistent with the vision of Washington Learns. Simultaneously, the Early Learning Advisory Council (ELAC) has designated a Steering Committee and Work Groups to

design a statewide early learning plan that is required by statute (SB5828). This plan was scheduled to be finalized in the spring of 2010; however, they have moved their deadline up to December 1, 2009. To work in conjunction with ELAC, a December 1 Drafting Team has been appointed by DEL, OSPI, and Thrive by Five Washington to ensure Governor Gregoire's requested proposal is delivered for the Governor's consideration. The December 1 Drafting Team and ELAC early learning planning efforts will merge their work in reviewing research, cultural competence, and best practices intensively until an early learning plan and recommendations to the Governor is completed. Together, the December 1 Drafting Team and ELAC will establish foundational principles that guide the system and ensure that there is a continuum of offerings for all children, as well as alternative ideas for how to fund the system.

To bridge the work of the December 1 Drafting Team and the ELAC early learning planning efforts, DEL is hiring a consultant to assist the Director and key staff in aligning and coordinating these ventures into one early learning plan and recommendations to the Governor.

For the development work that needs to be accomplished through this specific contract, the Contractor shall help prepare draft documents, using expertise as an organizational specialist in early learning systems work, and make suggestions toward an early learning plan and recommendations to the Governor.

The Contractor shall help with the following:

1. Define and develop terms specific for the early learning system as it relates to a tiered approach to serving children, parents, families and providers;
2. Address and provide suggestions and recommendations for the following document production:
 - a. Process Map and Timeline for carrying out the work of the early learning plan and recommendations to the Governor
 - b. Specific content pieces of the early learning plan and recommendations to the Governor; and
 - c. A communication and community outreach and review plan, including advocacy groups.

Bid Information: Complete the forms for the bidder information electronically. The Contractor Response box will expand to allow complete responses. You may complete bid project as a separate document, please use on 8.5"x11" paper size and limit your Project Description to no more than five pages. Please e-mail your response to the Bid Coordinator identified in this Bid Request by the date and time due.

Bids will be evaluated by DEL based on the response to the information requested. All items must be addressed for the bid to be considered responsive. The deadline for submission to response is local time in Lacey, Washington. **LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.**

DEL bid coordinator will reply to your e-mail and/or fax, when a bid has been received to advise you your document has been received.

DEL reserves the right at its sole discretion to reject any or all bids for any reason whatsoever prior to the execution of a contract. This Letter to Request Bids does not obligate DEL to contract for the services specified herein. The final selection, if any, will be the bid, which in the opinion of DEL best meets the requirements set forth in the Letter to Request Bids and is in the best interest of the state of Washington. DEL is not obligated to select the lowest priced bid. DEL shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Letter to Request Bids.

In submitting a bid in response to this Letter to Request bids, the bidder agrees to accept the terms set forth in this Letter to Request Bids. The selected bidder will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the bidder to submit its own standard contract terms and conditions in response to this Letter to Request Bids.

Any request for information about this project, are to be directed to the Project Manager named above.

Bidder Information

Legal Business Name (as legally registered with the IRS)	
Doing Business as (DBA)	
Washington Uniform Business Identifier	

(UBI)	
Contact Person	
Mailing Address	
City, State, Zip Code	
Phone	
Fax	
E-mail	

DEL's Funding Amount for this project is \$10,000.

As the authorized representative of the bidding organization, I certify that I have the authority to submit this bid. I further certify that the information contained in this bid is true and accurate. I understand that my organization will not receive reimbursement for any costs incurred in preparing this bid. Should my organization be awarded funding, I understand that our submitted bid may be incorporated into the final contract.

Printed Name and Title	
Signature	
Date	

Please prepare a 'pdf' of the signature page or fax signature page directly to the Bid Coordinator at 360-413-3482.

All questions must be addressed to the Bid Coordinator at the e-mail address provided.

Project Description Bid Response- Please be clear and concise.
Please identify how you are qualified to assist with this work and how you can assure you have the time needed to complete the work within the time allowed.
Please identify your work experience, volunteer work, education, and/ or background that qualifies you to assist in making these highly important recommendations.
Send a complete resume for all staff that will be participating in this work.
Send the name of two references which DEL <u>may</u> contact.

Organizational Structure	
Identify key staff who will work on this project, their responsibilities and qualifications.	
Attach a detailed budget for the proposed project.	Please indicate an hourly rate for any services you will be delivering.