



**REQUEST FOR PROPOSALS:  
PRESCHOOL CONSULTANT  
SERVICES**

**Request for Proposals Issued:**

**June 15, 2018**

**Deadline for Submittal of Proposals:**

**July 15, 2018**

## **I. BACKGROUND**

The Morgan Hill Unified School District (“District”) is an rural district with an enrollment of approximately 8,500 students in six elementary schools, two K-8 schools, two middle schools, two high schools, and one alternative high school program. In addition, the District has several programs such as independent study, blended online learning, and adult education.

## **II. INTRODUCTION**

The District is seeking the professional services of a consultant to provide consultation services related to the planning, startup, and implementation of between one and eight classes for a fee-based preschool program. The District’s goals for the preschool program include the following:

- To offer to the public a high quality full-day program (6:30AM-6PM) that includes components of preschool and daycare
- To provide programs that develop the child’s language and literacy skills
- To provide programs that encourage the child’s problem solving skills
- To provide programs that encourage socialization and enhance interaction skills
- To provide an individualized program based on each child’s unique needs
- To provide a safe, enriching, and positive environment

The District is considering starting a fee-based preschool program for the convenience of our employees and families, articulation to elementary schools, maximizing use of school facilities, continuity of instructional concepts with kindergarten and primary education, providing affordable high-quality options for parents, and early identification for educational needs.

## **III. GENERAL INSTRUCTIONS**

Interested individuals or companies (“respondent(s)”) are invited to submit one original signed (by an authorized representative) unbound proposal and four (4) copies. The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on July 15, 2018 to the following address:

Morgan Hill Unified School District  
Attn: Kirsten Perez  
15600 Concord Circle  
Morgan Hill, CA 95037

The sealed envelope shall be marked on the outside lower left corner with the words "Preschool Consultant Services RFP". It is the respondents sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of Proposals. No corrected or resubmitted Proposals will be accepted after the deadline.

This Request for Proposal does not commit the Morgan Hill Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District. Respondents are responsible for checking the website periodically for any updates or revisions to the RFP. Requests for additional information or questions related to this RFP should be submitted in writing to Kirsten Perez, Assistant Superintendent Business Services, at perezk@mhusd.org no later than July 10, 2018. Specify "RFP for Preschool Consultant Services" in the subject line. Responses to all questions received will be posted on the District's website.

#### **IV. SCOPE OF WORK**

The District requires the services of a qualified consultant to:

- Analyze and develop a business plan for a fee-based preschool program including, but not limited to:
  - Surveying the need for a preschool program in this community
  - Assessing and recommending which of the District's current sites would best be suited to meet the licensure requirements
  - Proposing a staffing structure that would provide for a full-day program through a mixture of daycare and preschool programs
  - Developing a start-up and annual budget, and providing recommendations on market-rate pricing
  
- If after development of the business plan, the District at its sole discretion determines it would like to continue to pursue opening the fee-based preschool program the consultant may provide additional services such as:
  - Development of age-appropriate curriculum and materials for the program

- Provide training and lesson planning technical assistance to new staff on preschool curriculum
- Consultation on appropriate assessment materials and timelines to preschool staff
- Development of a comprehensive parent handbook and orientation materials
- Development of recruitment and informational materials including community awareness of the preschool program
- Development of an enrollment packet with the assistance of the Enrollment Department
- Provide direction and guidance on facility licensing and state guidelines for preschool program procedures
- Assist Principals in problem solving to meet preschool regulations within the elementary school environment

## **V. CONTENTS FOR RESPONSES**

In order for responses to be considered, said response must be clear, concise, complete, well organized and demonstrate respondent's ability to follow instructions. The quality of answers, not length of responses is important. The response to the Request for Proposals should be no more than seven pages. Responses longer than seven pages will only be scored on the first seven pages.

The response shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

### **Section A. Business Profile:**

1. Individual or company name, address, telephone number, and email address.
2. Identify who is authorized to sign agreements and represent your company in matters related to this Request for Proposals.
3. Provide a clear and concise rationale as to why the District should select you over other qualified consultants.
4. References: Provide the names and contact information for at least three (3) governmental agencies you have worked with over the past three (3) years.

### **Section B. Performance Standards:**

1. Individual or company's competence and experience in developing business plans for new preschool programs and assisting with start-up requirements and logistics for implementing a new preschool program.

2. Provide a schedule showing a preschool opening of January 1, 2019 with deliverables and milestones.
3. Qualifications and depth of experience of assigned personnel who will conduct work for the District.
4. Select one (1) recent example for which you provided technical assistance in developing a business plan for a preschool program or assisted in the implementation of a new preschool program. List the following information (if applicable): client and contact information, provide information about your recent projects goals and results, describe your approach to managing the project, what challenges did you face and how did you overcome them, and any other information you feel may be relevant.

#### **Section C. Fees:**

Provide your fees/fee structure for consultation services. The District may consider an hourly rate rather than a flat fee, please provide the hourly rates for your team.

If there are to be charges for reimbursable expenses, please list all charges to be considered reimbursable and provide a not-to-exceed amount for said expenses.

#### **Section D. Insurance**

The selected individual or company will be asked to provide a certificate of insurance reflecting its comprehensive general liability insurance coverage in a sum not less than \$1,000,000 per occurrence and naming the District as an additional insured.

#### **Section E. Legal Issues**

Please respond to each of the following questions:

- Is there now pending any legal action alleging violations of the law? If so, please describe such pending action.
- Have there been any settlements or judgments involving the respondent within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.

#### **VI. EVALUATION CRITERIA**

A panel of District staff will select and rank in the order of their qualifications, experience, fees, and overall responsiveness the proposals that meet the criteria set forth in this Request for Proposals.

The District may choose to interview any, all, or none of the respondents as may be in the best interest of the district. If interviews are held, a representative will notify those respondents

selected as to place, time, date, and location of the interview. It is anticipated the interviews will be conducted in late July or early August, 2018. The main point of contact as stated in your response to this Request for Proposals must be present at the interview.

The names of all firms submitting proposals and the name of the firm selected will be made available upon request. All firms shall be notified of the results in writing after the conclusion of the selection process.