



**BOARD OF TRUSTEES OF COMMUNITY-TECHNICAL COLLEGES**

**CONNECTICUT CHARTS-A-COURSE  
TRAINING PROGRAM IN CHILD DEVELOPMENT**

**REQUEST FOR PROPOSALS - CCC-08-02**

**PURPOSE:**

**To solicit proposals to Administer the Connecticut Charts-A-Course  
Professional Registry**

**Proposals Due: Monday, November 26, 2007 by 2:00 PM**

**Please direct questions concerning this Request for Proposal to  
Stacey Garnett at:  
(800) 832-7784 or (203) 287-3906 or [sgarnett@ctcharts-a-course.org](mailto:sgarnett@ctcharts-a-course.org)**

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**Also Available at:  
[www.ctcharts-a-course.org](http://www.ctcharts-a-course.org)  
[www.commnet.edu](http://www.commnet.edu), [www.DAS.CT.Gov](http://www.DAS.CT.Gov)**



**TABLE OF CONTENTS**

**I. INTRODUCTION..... Page 3**

**II. OBJECTIVE AND ELIGIBLE APPLICANTS..... Page 3**

**III. BACKGROUND INFORMATION..... Page 3**

**IV. SCOPE OF SERVICES..... Page 4**

**V. TIMELINE OF RFP PROJECT..... Page 4**

**VI. PROPOSAL REVIEW AND SCORING CRITERIA..... Page 5**

**VII. FORMAT REQUIREMENTS..... Page 5**

**VIII STATE OF CONNECTICUT REQUIRED FORMS..... Page 6**

**Appendix A: Requests for Proposals Cover Sheet ..... Page 7**

**Appendix B: Proposal Narrative..... Page 8**

**Appendix C: Program Requirements Certification ..... Page 9**

**Appendix D: Terms and Conditions ..... Page 10-11**

**Appendix E: Insurance ..... Page 12**

**Appendix F: Program Assurances ..... Page 13**



**NOTICE:** This Request for Proposals (RFP) is issued provisionally pending the availability of funds. The Board of Trustees of the CT Community Colleges (BOT) on behalf of Connecticut Charts-A-Course (CCAC) reserves the right to amend or withdraw this Request for Proposals.

### **Section I: INTRODUCTION**

The Board of Trustees of Connecticut Community-Technical Colleges (BOT) is established under C.G.S. 10a-71 et seq. The System consists of twelve regional community colleges and a system office. Each community college operates as a separate college within the larger community college system. The responsibility for the administration and management of the System, including the oversight and control of financial operations, rests with the Board of Trustees ("BOT"). C.G.S. 10a-72 (b) (1) requires the Board to "make rules for the governance of the...colleges, determine the general policies of said colleges ...and direct the expenditure of said colleges' funds within the amounts available..."

Connecticut Charts a Course is a department within the Board of Trustees of Connecticut Community-Technical Colleges and is collaboration between the Department of Social Services (DSS) and BOT/CTC. Connecticut Charts a Course is a state-wide professional development and program improvement system for early care and education. Connecticut Charts a Course provides access to professional development opportunities that lead to credentials and degrees for advancement along its Career Ladder as well as support for program improvement to meet national accreditation standards.<sup>1</sup>

### **Section II. OBJECTIVE AND ELIGIBLE APPLICANTS**

The objective of this Request for Proposal is to solicit applications from the following categories of eligible applicants with demonstrated experience in providing administrative management for projects related to early childhood education. The vendor shall provide this service for Connecticut Charts-a-Course during the 2007-2009 fiscal years: Eligible Applicants are defined as:

- A. Public or private institution of higher education as authorized to operate in the state of Connecticut
- B. A public not-for-profit agency as defined by Connecticut state and/or federal law
- C. A private-for profit agency as defined by Connecticut state and/or federal law

### **Section III. BACKGROUND INFORMATION**

The goal of the CT Charts-a-Course (CCAC) Registry is to provide a web-enabled, integrated data base management system that will allow CCAC to track career ladder status and advancement of every child care staff member who enters the system and to manage in an integrated way the various functions of individual professional development of early care and education staff and accreditation support of child care programs in the State of Connecticut. With this system CCAC will be able to have electronic records on individuals, providers and support programs. The records will be interactive, so that the data can be sorted to answer multiple planning and reporting questions as well as managing the day to day operations of CCAC.

<sup>1</sup> [www.ctcharts-a-course.org](http://www.ctcharts-a-course.org) for more detailed information.



**Section IV. Scope of Services**

1. Provide for the overall administrative management of the CCAC Registry Payments to this subcontractor for this service shall be a minimum of \$91,000.
2. Perform the following functions:
  - a. Enter into a contract with the programmatic vendor chosen by CCAC.
  - b. Execute payments with the chosen vendor.
  - c. Employ staff that has relevant education and experience to support the Registry development and implementation.
  - d. Report quarterly on Registry financial records.

**Section V. TIMELINE OF RFP PROJECT**

***Proposals are due to Connecticut Charts-A-Course by Monday, November 26, 2007 @ 2:00 PM***

Date	What	Where
Sunday November 4, 2007	Connecticut Charts-A-Course issues RFP	
Monday, November 26, 2007 by 2:00 PM	Applicant mails <b><u>1 original and 5-stapled photocopies of RFP Proposals</u></b> to Connecticut Charts-A-Course  (all RFP's must be in an sealed envelope)	Please address and label RFP Proposals to: <b>Connecticut Charts-A-Course RFP CCC-08-02 Attention: Kelly Corbin 61 Woodland Street Hartford, CT 06105</b>
Monday, November 26, 2007 3:00 PM	Public Bid Opening	Community-Technical Colleges 61 Woodland Street Hartford, CT 06105
Week Monday, November 26, 2007	Connecticut Charts-A-Course Training Approval Board and TPCD Selection Committee meeting.	Connecticut Charts-A-Course 2321 Whitney Avenue, 5 <sup>th</sup> Floor Hamden, CT 06515
Week of Monday, November 26, 2007	Connecticut Charts-A-Course email and/ or sends award Letters and agreements to successful bidders.	
Thursday, November 29, 2007	Selected applicant meeting	Connecticut Charts-A-Course 2321 Whitney Avenue, 5 <sup>th</sup> Floor Hamden, CT 06515



**Section VI. PROPOSAL REVIEW PROCESS and SCORING CRITERIA**

Proposals will be reviewed for completeness (all items listed in Section V II); incomplete applications will be disqualified. Reviewers may request additional information from applicants by phone, in writing or in person in order to evaluate proposals. Each proposal will be scored according to the following scoring system:

CRITERIA	MAXIMUM POINTS
1. Evidence of capacity to deliver the administrative functions in early childhood education a. Description of your institution, agency, organization, association and your capacity in providing administrative functions for early childhood education projects.	<b>50</b>
2. Administrative functions a. Describe your capacity to administratively contract and deliver administrative services with the chosen vendor. b. Describe your demonstrated capacity in human resources. c. Describe the staff experience or credentials to provide necessary administrative services	<b>40</b>
3. a. Describe any unique characteristics of your institution, agency, organization, association that will assist in the delivery of the administrative functions.	<b>10</b>
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

**Section VII. FORMAT REQUIREMENTS FOR PROPOSALS**

**One (1) original and five (5) copies** of a proposal that include in the following order, on plain white paper, single spaced, single sided, typed in a font no less than 12, secured with a single stapled:

1. Request for Proposals Abstract Cover Sheet Appendix A
2. Narrative = 2 page summary Appendix B
3. Program Requirements Certification Appendix C
4. CCAC TAB Policies and Procedures Certification Appendix D
5. Terms and Conditions Appendix E
6. Proof of Insurance Appendix F
7. Assurances Appendix G (printed, signed and submitted if appropriate)



**Section VIII. STATE OF CONNECTICUT DOCUMENTS REQUIRED FOR PROPOSAL**

The following documents are State of Connecticut documents that are required documents for Request for Proposals. The following documents **must** be completed and included with each proposal in order to be considered:

1. Attachment B - Receipt of Request
2. Attachment C - Contract Proposal
3. Attachment D – Notification to Bidders & EEO-1 Form
4. Ethics Form 5
5. SEEC form 10 notice

All other notices are informational at this time.

6. Attachment A – PSA Contract



**APPENDIX A:  
REQUEST FOR PROPOSALS COVER SHEET**  
This form must be typed and submitted as the cover

<b>Name of Applicant</b>	
<b>Contact Person Name</b>	
<b>Contact Person Title</b>	
<b>Address</b>	<b>Street:</b>
	<b>City:</b>
	<b>State:</b>
	<b>Zip Code:</b>
<b>Phone</b>	(       )
<b>Fax</b>	(       )
<b>Contact Person Email Address</b>	
<p><b>Please indicate the appropriate bidder category:</b></p> <p><input type="checkbox"/> Public Higher Education Institution   <input type="checkbox"/> Private Higher Education Institution</p> <p><input type="checkbox"/> Public Agency   <input type="checkbox"/> State Education Agency   <input type="checkbox"/> Private For Profit Agency/ Organization/ LLC</p> <p><input type="checkbox"/> Non-Profit Agency/Organization/Association State</p>	

In signing this proposal I certify that I am authorized to act on behalf of my institution , organization/association and /or agency or myself that this proposal is complete and accurate and that as a training entity I /we agree to the requirements of this ***Request for Proposal***.

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Typed Name of Authorized Signer**\_\_\_\_\_



**APPENDIX B  
PROPOSAL NARRATIVE**

**This form must be no more than 2 pages typed and submitted as an attachment**

Please write your narrative on plain white paper, single spaced, single sided, typed in a font no less than 12 using the following format:

- |   |
|---|
| 1. Evidence of capacity to deliver the administrative functions in early childhood education<br>a. Description of your institution, agency, organization, association and your capacity in providing administrative functions for early childhood education projects.   |
| 2. Administrative functions<br>a. Describe your capacity to administratively contract and deliver administrative services with the chosen vendor.<br>b. Describe your demonstrated capacity in human resources.<br>c. Describe the staff experience or credentials to provide necessary administrative services |
| 3.<br>a. Describe any unique characteristics of your institution, agency, organization, association that will assist in the delivery of the administrative functions.   |





**APPENDIX C:**  
**PROGRAM REQUIREMENTS CERTIFICATION**  
**This needs to be printed, signed and submitted as an attachment**

I have hereby certified that I have read Section IV. Program Requirements and if selected as training vendor I will implement the Training Program in Child Development accordingly to all the items listed.

In signing this proposal I certify that I am authorized to act on behalf of my institution , organization/association and /or agency or myself that this proposal is complete and accurate and that as a training entity I /we agree to the requirements of this ***Request for Proposal.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**APPENDIX D:**  
**TERMS & CONDITIONS**

**This needs to be printed, signed and submitted as an attachment**

1. Any contract awarded shall be in full compliance with the statutes and regulations of the State of Connecticut. Any portion of the contract determined to be in conflict with said statutes and/or regulations will be interpreted so as to be in compliance.
2. Proposals submitted become the property of the State of Connecticut, and subject to the provisions of section 1-210 of the Connecticut General Statutes (Freedom of Information).
3. Any and all prices quoted in a proposal shall be valid for a period of 120 days from the due date of the Proposal.
4. Any oral agreement between any agency or employee and a bidder shall be superseded by the written agreement.
5. The System reserves the right to amend or cancel this RFP prior to the proposal due date.
6. The System reserves the right to reject any and all proposals.
7. The System reserves the right to correct any and all inaccuracies due to clerical error in any contract awarded.
8. Bidder warrants that:
  - a. bidder did not participate in the RFP development process;
  - b. bidder had no knowledge of the contents of this RFP prior to its issuance;
  - c. no employee of the bidder participated, in any way, in the preparation of this RFP.
  - d. bidder's proposal was not made in connection with any competing vendor submitting a separate response to this RFP;
  - e. bidder's proposal is submitted without collusion or fraud of any kind.
  - f. bidder shall bear any and all cost incurred in responding to this RFP.
9. **Any contract awarded is subject to contract compliance requirements mandated by Section 4a-60 and 46a-68j of the Connecticut General Statutes and, if the awarding agency is the state, Section 46a-71(d) of the Connecticut General Statutes.**

CCC may require the Contractor to supply the following data to comply with State requirements:

- a. The Contractor's success in implementing an affirmative action plan;
  - b. The Contractor's success in developing an apprenticeship program complying with Section 46a-68(a) to 46a-68(k) of the Connecticut General Statutes, inclusive;
  - c. The Contractors promise to develop and implement a successful affirmative action plan;
  - d. The Contractor's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises, where applicable. (See Section 40-60g – 4a-60j of the Connecticut General Statutes.)
10. Executive Orders of the Governor, State of Connecticut



Contracts for this project are subject to:

- Executive Order No. 3 regarding nondiscrimination promulgated June 16, 1971, and to the guidelines and rules of the State Labor Commissioner implementing said Executive Order;
- Executive Order No. 17, promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service;
- Executive Order No. 16, promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy; and
- Executive Order No. 7C, promulgated on July 13, 2006 where the State Contracting Standards Board may review any contract and recommend to the State Contracting Agency, termination of a contract for cause...

Said Executive Orders are incorporated herein and made a part of this RFP, as though fully set forth herein. [Executive Orders](#)

### 11. Rights Reserved To the State

The State of Connecticut reserves the right to:

- a. award a contract in part;
- b. reject any and all proposals, in whole or in part; and
- c. to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the State of Connecticut will be served.

I have the read the Terms and Conditions of this RFP 08-05 and hereby agree to the above statements.

\_\_\_\_\_  
Name of Authorized Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **APPENDIX E** **INSURANCE**

A Certificate of Insurance ("Certificate"), certifying that the vendor carries Commercial General Liability insurance. An original Certificate shall be submitted to the System prior to commencement of work. The Certificate shall provide evidence of coverage in the amount of \$1,000,000 Combined Single Limit (CSL) per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises Liability, Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If an aggregate limit applies, said limit shall apply separately to the project, or the general aggregate limit shall be twice the occurrence limit. Worker's Compensation and Employer's Liability is required and must meet statutory coverage requirements prescribed by the Worker's Compensation statutes of the State of Connecticut. The Employer's Liability coverage must provide minimum limits of \$100,000 each accident, \$500,000 Policy Disease Limit, \$100,000 each employee. Policies shall list the State of Connecticut, its officers, officials, employees, agents, Boards and Commissions as Additional Insureds. The coverage shall contain no special limitations on the scope of protection afforded to the System and the State of Connecticut. The vendor shall assume liability for any and all deductibles in any and all insurance policies

Vendor warrants that he/she will maintain enforce all insurance coverage's cited in this

**APPENDIX D – Insurance**, while providing services to the System.



**APPENDIX F:**  
**PROGRAM ASSURANCES**

**This needs to be printed, signed and submitted as an attachment**

I have hereby certified that I have read all attached assurance listed Section VII. Format Requirements 7. and understand the terms of each and have signed and attached those that are required by the State of Connecticut at the time of proposal submission and listed below:

1. Attachment B Receipt of Request
2. Attachment C Contract Proposal
3. Contract Compliance Regulations
4. Form EEO- This document is to be completed only both those agencies/companies who employ more than 25 people. All other applicants can disregard this form.
5. SEEC form 10 notice
6. SEEC form 11

In signing this proposal I certify that I am authorized to act on behalf of my institution , organization/association and /or agency or myself that this proposal is complete and accurate and that as a training entity I /we agree to the requirements of this ***Request for Proposal.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_