



**Request for Proposals:**

**DPP's Quality Improvement Framework Implementation**

**Issued: Thursday, April 29, 2021**

**Addendum Issued: May 6, 2021 (Page 77)**

**Proposal Submission Deadline: Thursday, June 3, 2021 at 4:00 p.m. MT**

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## **SECTION I: GENERAL INFORMATION AND BACKGROUND**

### **RFP Summary**

The Denver Preschool Program (DPP) is soliciting professional services for a qualified organization(s) to manage its Quality Improvement Framework Implementation described in the sections below. DPP uses the Quality Improvement Framework Implementation activities to support providers in co-creating and maintaining high-quality early childhood education settings for DPP children.

The awarded organization(s) will collaborate with DPP staff to build a dedicated team of partners who administer DPP's Quality Improvement Framework. The awarded organization(s) will encompass the core values, guiding principles and strategies outlined below in a culturally responsive manner. The overarching structure will encompass multiple pathways for investing in and improving preschool program quality and individual professional development goals for teachers and directors.

As a learning organization, DPP strives to be nimble and innovative in improving its programs. DPP is informed by its own data, the latest early learning research, policy changes, input from partner organizations and feedback from participating preschools, families and students themselves. DPP is interested in utilizing the best model to invest in quality improvement supports for preschools, learning about the impact of its work in the community, and adjusting as needed in order to better support children, families and preschool providers.

DPP will collaborate with the awarded organization(s) throughout the contract term to continuously evaluate the scope of work set forth and the relationship to program quality and the Denver community in order to enhance what is working and change what is not.

### **Purpose**

This RFP provides prospective organization(s) with sufficient information to prepare and submit proposals for consideration to satisfy the need for expert assistance as outlined in this RFP. All submissions will be treated equally and evaluated and scored accordingly.

### **Background**

The Denver Preschool Program, initially approved by voters in November 2006 then renewed and expanded by voters in November 2014, provides Denver residents with 4-year-old children with a tuition credit for preschool and provides quality improvement supports for participating preschool providers. There are approximately 260 licensed preschool providers that host approximately 750 DPP classrooms in the City and County of Denver and adjacent cities. Denver Preschool Program participants receive tuition credits on a sliding scale that is based on family income, household size, length of day attending preschool and the quality rating of the chosen provider. The program is open and voluntary for all Denver 4-year-olds in their last year of preschool prior to kindergarten and includes all the licensed preschool providers that contract with DPP and agree to participate in a quality improvement system. Through the 2019-2020 school year, the Denver Preschool Program has provided approximately \$138 million in tuition credits to families and \$21 million in quality improvement funds to providers, has enrolled approximately 60,000 children, and currently serves nearly 5,000 children annually.

The Denver Preschool Program, Inc. is an independent 501(c)3 created for the sole purpose of managing the Denver's dedicated preschool tax. The organization is governed by a Board of

Directors appointed by the Mayor of Denver and Denver City Council and comprised of citizens with experience managing businesses, non-profits and public programs.

### ***DPP's Student Community***

The Denver Preschool Program provided tuition support to 4,877 children in the 2019-2020 school year. DPP's student population is ethnically/racially and economically diverse. DPP's student population in the 2019-2020 program year was 40 percent Hispanic, 33 percent white (not of Hispanic origin), 14 percent Black, and had small percentages of additional ethnic/racial groups. Economically, 37 percent of DPP's students were in the lowest income tier (below 100 percent of the Federal Poverty Line (FPL)), 24 percent between 100-199 percent of FPL, 10 percent between 200-299 percent of FPL, 23 percent at 300% and above of FPL (plus an additional 7 percent in households that did not provide their income information).

### ***DPP's Provider Community***

There are approximately 260 participating DPP sites (individual schools) across approximately 140 different providers (organizations – some providers operate multiple sites (e.g. Denver Public Schools)), which can be broken down into two main categories:

- Denver Public Schools Providers: 90 participating sites serving approximately two-thirds of DPP children
- Community Preschool Sites (licensed child care centers and family child care homes): Approximately 170 sites serving approximately one-third of DPP children

### ***DPP Strategic Plan Refresh 2021-2022***

*The following are the overarching DPP core values, which are important to understand in framing a response to the RFP.*

- Vision: Every child in Denver enters kindergarten ready to reach their full potential.
- Mission: Denver Preschool Program helps Denver fulfill its commitment to its youngest learners. We champion, fund and increase access to quality preschool across our community.
- Value Statements To make a deep and sustainable positive impact in the lives of Denver's youngest learners, DPP believes in:
  - Access for All, where every young learner in Denver has access to the benefits of quality early childhood education
  - Informed Choice, where parents and caregivers are well informed about early childhood education options and can make the best choice for their child.
  - Leadership in Action, where DPP champions early childhood education, ensuring the community realizes the benefits of its investment in young children.
  - Intentional Inclusivity, where DPP reduces and overcomes barriers to ensure equitable opportunity for all children to participate in early childhood education.
  - High Quality, where pursuing excellence in all aspects of DPP's work increases positive outcomes for Denver's children.
- Equity, Diversity and Inclusion: DPP has begun the important work of examining its policies and strengthening its approaches to develop a sharper focus on Equity, Inclusion and Diversity (EDI), as part of its commitment to continuous improvement. As DPP works towards integrating EDI into its programs and implementing practices that keep equity at the forefront, the organization will be creating an equity plan later this year that will guide DPP in moving forward to ensure equitable support for providers, families and children. All awarded contractor(s) will be key partners in upholding DPP's EDI approach, and DPP will keep all contractor(s) informed and engaged in the EDI process

as it unfolds.

- Strategic Orientation: DPP's strategic orientation from 2021-2022 is one of learning and exploration. During this time, we will deliver on our commitment to young children and their families, help our early childhood education providers recover from the pandemic and thrive, ensure continued innovation and alignment of our programs to best support our community, and find our pathway to operationalize equity.
- Strategic Goals: From 2021 to 2022, Denver Preschool Program will focus on six strategic priorities carried forward from our 2017-2021 plan. Each priority is accompanied by a vision of success.

1. Increase the number of Denver's young children participating in preschool.

Vision of Success:

- DPP will continue to ensure Denver's 4-year-olds are attending preschool while broadening our reach to include 3-year-olds through tuition credits and other mechanisms that prioritize our under-resourced families.
- DPP will hold ourselves accountable to increase access to early childhood education for Black, Indigenous, and people of color in an intentional way, focusing on serving under-resourced neighborhoods of our community.

2. Improve and measure the quality of early childhood education programs in Denver.

Vision of Success:

- DPP will assist early childhood education providers in retaining and improving their quality rating as they emerge and recover from the pandemic.
- DPP will focus specific attention on providers that serve our highest-need and under-resourced children in achieving quality gains.
- DPP will help families choose quality early childhood education options.
- DPP will continuously assess methods of measuring and increasing quality and contribute to the field of improving quality measurement standards.
- Through evaluative efforts, DPP will continue to explore what drives quality in programs and what indicators of quality predict positive outcomes for participating children.

3. Respond to community needs and champion, advocate, and partner to advance early childhood education policies and strategies that help our youngest learners succeed.

Vision of Success:

- DPP will provide leadership and share our successful model to inform and inspire other communities across Colorado and nationally in the development of universal preschool programs.
- In addition to sharing our knowledge, we will proactively reach out to learn from other peer cities and programs.
- This exchange and sharing of knowledge benefit our local early childhood education providers and our young learners, by creating a strong ecosystem and value for early childhood education.

4. Strengthen Denver's early childhood education workforce by supporting preschool professionals to ensure they are well-qualified, effective, compensated and valued.

Vision of Success:

- DPP will contribute to improvements for the ECE workforce by working with others in the field to support tangible improvements and systems-level impact.
- DPP will leverage its financial resources to model and innovate ways of directly supporting Denver's early childhood educators, directors and administrators.
- DPP will provide equitable access to all workforce development opportunities.
- DPP will share its workforce learnings to inform universal preschool in Colorado.

5. Reach and engage families of young children to better serve them and, through innovation and partnership, promote the benefits of and increase access to quality early learning opportunities.

Vision of Success:

- DPP will create an effective approach to family engagement, inclusive of our under-resourced families and our families of color, to ensure we are responsive to their ideas and needs.
- DPP will establish a community-based participatory research approach to engage and respond to our community's needs.
- DPP, in collaboration with others, will ensure more children arrive at kindergarten having engaged in positive early learning experiences.
- DPP, in collaboration with others, will ensure Denver families have more choice and access to early learning opportunities that best suit their needs and priorities.

6. Strengthen DPP's internal operations and governance to steward our mission and financial resources, improve the delivery of services, lead in the early childhood space, and sustain operations.

Vision of Success:

- DPP will contribute to the recovery of Denver's early childhood education system post-pandemic with equity at the forefront.
- DPP will define our role within the rapidly changing early childhood education landscape.
- DPP will be prepared for reauthorization.
- DPP will ensure the ability and support to achieve the goals and vision of this strategic plan through sufficient capacity, skills, and engagement of staff and board.

- Guiding Questions: The following strategic questions are important for DPP to answer by 2022, to inform DPP's future direction and current programmatic priorities and impact:
  - How does DPP define and operationalize equity?
  - What is DPP's role going forward in relation to a state-level universal preschool, national funding, and expanded vision for early childhood systems?
  - How does the Denver community perceive DPP and how do we respond to the community about who and what we are?
  - What is DPP's pathway to reauthorization?
  - How does DPP balance short-term pandemic recovery with a long-term vision of

- impact in the changing landscape of early childhood education?
- What is DPP’s role in lifting up the early childhood education workforce?
- How do we share what we’ve learned about our model and its impact?
- How do we authentically engage our community of families and providers to inform our work and be responsive to their needs?
- How do we mitigate or reduce the downstream effects that infusing more dollars for 4-years has on infant and toddler care availability and affordability?
- Cross-Cutting Strategies for Achieving Goals: To achieve each of DPP’s strategic goals, the following strategies across each goal are needed:
  - Equity: Promote and operationalize equity.
  - Communications: Create clarity and grow awareness of DPP, share the benefits of preschool, report on the impact and promote best practice.
  - Partnership: Strengthen existing and establish new partnerships, including programmatic and financial, that help us deliver on our promise.
  - Assessment : Establish, utilize and share findings from both near and long-term assessment of DPP’s process and outcomes.
  - Engagement: Grow our authentic engagement of families and providers to better understand and respond to their needs, while continuing to engage leaders and partners in early childhood education leadership.
  - Innovation : Through feedback, creativity and iteration, explore the frontier of how we best meet our mission and deliver programming.

### ***DPP’s Quality Improvement Core Values***

The following are the QI-specific core values that are important to understand in framing a response to the Quality Improvement Framework Implementation RFP.

1. Intentional Teaching  
DPP believes that curriculum and instruction are essential for children’s growth and learning, which are informed by the use of ongoing authentic child assessments and observations.
2. Highly-Effective Teachers  
DPP believes in attracting and retaining highly effective teachers and directors by offering professional development and training opportunities to advance their skills, experience and careers in early childhood education.
3. Positive Teacher-Child Interactions  
DPP believes that promoting positive teacher-child interactions increases child outcomes and school readiness.

In addition to these core values, DPP’s QI efforts are guided by the following principles:

- DPP will work to ensure that quality improvement investments are aligned with other public quality improvement funding streams and are supporting the movement/progression in the overall early childhood education field.
- DPP will provide programs with support, incentives and flexibility to pursue a QI pathway that meets their unique needs.
- DPP will evaluate the effectiveness of our QI investments in our own efforts to embrace continuous QI, school readiness, and meet the needs of the DPP provider network.
- All DPP providers will be required to receive a Colorado Shines Rating or approved alternative pathway accreditation.

### ***DPP's 2020-2021 Quality Improvement Framework***

We have included DPP's existing Quality Improvement Framework for the 2020-2021 school year (September 2020 – August 2021) in **Attachment D**. As an organization that strives to continuously improve, we encourage applicants to suggest improvements to the Framework in their proposal in order to promote equity and inclusion.

## **SECTION II: ADMINISTRATIVE INFORMATION**

### **Contract Duration**

The term of the resulting contract is for a period commencing on September 1, 2021, and ending on August 31, 2024 (encompassing three DPP program years). The initial contract will be for three years, and the requested budgets and scopes of work will be presented annually for each DPP program year from September 1 through the following August 31. In this RFP, all Offeror(s) should submit not-to-exceed budgets for each of the three program years.

After the initial three-year contract term, the Denver Preschool Program and the contractor(s) may mutually agree to extend the contract for up to two additional one-year terms ending on August 31, 2025 and August 31, 2026, respectively.

Attachment B: Sample Contract starting on page 38 includes important DPP contract language to review, including that the final Contract Amount may vary up to the maximum amount according to a modified Scope of Work which may be modified from time to time by DPP based on the amount of tax receipts received by DPP, and the amount budgeted for the approved scope of work by DPP Board of Directors. The Denver Preschool Program shall also have the unilateral right to terminate the contract at any time if any awarded organization is not meeting their contract obligations. Any awarded organization(s) would receive a notice of corrections and have the opportunity to implement the corrections before the Denver Preschool Program would consider terminating the contract.

### **Lead Officer**

The sole point of contact for purposes of this RFP prior to awarding of any contract is the Denver Preschool Program:

Chris Miller  
Director of Quality Initiatives  
305 Park Avenue West, Suite B  
Denver, CO 80205  
chris@dpp.org  
(720)287-5055 ext. 140

### **Response Options**

The Denver Preschool Program seeks to contract with the most qualified and capable organization(s) for this described work. As such, DPP will accept RFP responses as a single entity or partnership to complete any one, multiple or all Projects described in Section IV: Scope of Work/Requirements.

While the Denver Preschool Program prioritizes directly contracting with any potential partner organizations that are awarded the contract for any particular project, proposals that

include sub-contractors will be considered. Should a proposal including a sub-contractor prevail, written approval must be obtained during contract negotiations.

The Denver Preschool Program is always interested in working with new and varied organizations. Responses will be evaluated on an individual Project basis. DPP may award a potential contractor fewer Projects than the number for which they originally applied.

Responses will be evaluated based on their capabilities. Therefore, it is possible that potential contractor(s) may be asked to partner with other contractor(s) to ensure the best results for DPP.

### **Contract Budget**

The estimated annual budgets (September 1 to the following August 31) for all Quality Improvement Projects are listed below. The scope of work may expand or reduce based on the available revenue, programmatic changes and the needs of DPP. Offeror(s) should submit their maximum annual not-to-exceed budgets for each of three program years (September 1, 2021-August 31, 2022; September 1, 2022-August 31, 2023; and September 1, 2023-August 21, 2024) for each Project for which they submit a proposal.

Prospective organization(s) should ensure that proposals are aligned to the budget estimates. As noted in **Section VI: Evaluation and Award**, proposals can receive up to 20 points for the Value of Budget/Proposed Cost. Offerors are encouraged to submit a budget that will provide the highest quality services with the lowest possible cost. We encourage Offeror(s) to submit proposals with details around their administrative budget percentage. DPP's internal administrative cap is 7%. While DPP Contractors are not held to this same standard, we encourage Offeror(s) to submit competitive administrative rates in their proposal to ensure as many resources are going to programmatic expenses as possible.

### **Annual Budget Estimates: September 1 – August 31 for each of three program years**

#### **Budget for Project I: Early Childhood Education Coaching for Preschool Administrators, Teachers and Assistant Teachers:**

- Estimated Budget Range: \$750,000-980,000 per program year for September 1, 2021 – August 31, 2024

#### **Budget for Project II: Quality Improvement Resource Administration:**

- Estimated Budget Range: \$100,000-\$200,000 per program year for September 1, 2021 – August 31, 2024

#### **Budget for Project III: Professional Development Training Administration**

- Estimated Budget Range: \$75,000-150,000 per program year for September 1, 2021 – August 31, 2024

#### **Budget for Project IV: Business Supports/Executive Coaching for Preschool Administrators**

- Estimated Budget Range: \$50,000-100,000 per program year for September 1, 2021 – August 31, 2024

**Budget for Project V: Early Childhood Education College Scholarship Management**

- Estimated Budget Range: \$100,000-200,000 per program year for September 1, 2021 – August 31, 2024

**Budget for Project VI: Child Development Associate™ Credential Training Delivery**

- Estimated Budget Range: \$30,000-60,000 per program year for September 1, 2021 – August 31, 2024

**\*Please note: the combined maximum budget ranges for each Project exceed the overall combined annual total budget of \$1.3 million projected by DPP for all Projects. As such, Offeror(s) for each Project should submit the most cost effective budget so their application is competitive and so DPP can ensure the combined total for all Projects remains within DPP’s projected \$1.3 million annual budget.**

**Potential New Program Components**

*NOTE: DPP is also open to considering proposals for the following Potential New Program Components. More details are included later in the RFP.*

Potential Project A: Enhanced Developmental and Health Screenings and Referrals

Potential Project B: Enhanced Mental Health Supports for Children, Teachers and Directors

Potential Project C: Substitute Placement Program

**Inquiries**

Unless otherwise noted, prospective organization(s) may make email inquiries concerning this RFP to obtain clarification of requirements. All responses will be posted in the “About Us” section of the DPP website at the link below no later than the date specified in **Section III: Proposal Schedule**. No inquiries will be accepted after the date and time indicated in **Section III: Proposal Schedule**. E-mail all inquiries to: Chris Miller, Director of Quality Initiatives, at [chris@dpp.org](mailto:chris@dpp.org)

Answers to all inquiries will be posted at the following website by close of business on the date listed in **Section III: Proposal Schedule**: <https://dpp.org/about-us/employment-and-contractor-opportunities>

**Pre-Proposal Conference**

A Pre-Proposal Conference will be held via Zoom on Monday, May 10, 2021, from 3:00-4:00 p.m. Mountain Time. Participation in the Pre-Proposal Conference is not mandatory, but all interested Offerors are encouraged to take part in order to better facilitate preparation of their proposals.

Please RSVP by Friday, May 7, 2021 for the Pre-Proposal Conference by emailing [chris@dpp.org](mailto:chris@dpp.org). While attendance is not mandatory in order to submit a proposal, an RSVP is required to participate so we can properly track attendance and only allow interested parties into the Zoom meeting.

**Oral Presentations**

Offerors may be invited to make oral presentations via Zoom. These presentations must be presented verbally as well as in writing. Written materials will become part of the Offeror’s

proposal and are binding if the contract is awarded. Offerors will be notified by 5:00 p.m. MT on Friday, June 25, 2021 if an oral presentation is requested. Any requested oral presentation(s) will be scheduled for Tuesday-Wednesday, June 29-30, 2021.

### **Mandatory Contractual Terms**

By submitting an offer in response to this RFP, an Offeror, if selected for award of this contract, shall be deemed to have accepted the terms of this RFP as well as the terms laid out below.

➤ Data Management:

The Offeror shall maintain that all data collected under this contract is the property of DPP and that no data can be used or transmitted for any purpose without DPP's prior and written approval.

➤ Employer's Liability Insurance:

The Offeror shall maintain Employer's Liability Insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.

➤ General Liability Insurance:

The Offeror shall maintain limits of \$1,000,000 for each occurrence claim, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations for each occurrence, and \$2,000,000 policy aggregate. The Denver Preschool Program and the City of Denver must be named as additionally insured on the firm's liability insurance.

➤ Worker's Compensation:

The Offeror shall maintain coverage as required by statute for each of its business locations.

➤ Audit Requirements:

Each year the Denver Preschool Program is required to participate in an independent financial audit of our program. As a contractor to the Program, the selected organization(s) will be required to have their Denver Preschool Program related operations participate in this audit process. Denver Preschool Program may also conduct on-site audits of files.

### **SECTION III: PROPOSAL SCHEDULE**

RFP Issued:	April 29, 2021
RSVP for Pre-Proposal Conference:	May 7, 2021
Pre-Proposal Conference:	May 10, 2021 at 3:00 p.m. MT
Deadline for Inquiries:	May 17, 2021 at 5:00 p.m. MT
Final Responses to Questions Posted:	May 21, 2021 at 5:00 p.m. MT
<b>Proposal Submission Deadline:</b>	<b>June 3, 2021 at 4:00 p.m. MT</b>
Oral Presentations (if needed):	June 29-30, 2021
Offeror(s) Informed of Committee Decision:	July 1, 2021
Contract Negotiation Period with Prevailing Offeror(s):	July 1 – July 30, 2021
DPP Board Review/Approval of Awarded Contract(s) Pending Successful Contract Negotiation(s):	August 17, 2021
<b>QI Services Launch:</b>	<b>September 1, 2021</b>

Offeror must submit one proposal on a flash drive, which is marked “DPP QI Framework Implementation,” and 7 hard copies. Proposals, including the electronic version, are to be in either a sealed envelope or box and must be received by the Denver Preschool Program’s staff at the listed address no later than 4:00 p.m. Mountain Time on Thursday, June 3, 2021, in order to be considered:

Chris Miller  
Director of Quality Initiatives  
Denver Preschool Program  
305 Park Ave West, Suite B  
Denver, CO 80205  
720-287-5055 ext. 140  
[chris@dpp.org](mailto:chris@dpp.org)

Requests for extension of this date or time will not be granted. Proposals received after the due date and time will not be considered. Proposals may not be submitted by email or fax.

#### **SECTION IV: SCOPE OF WORK / REQUIREMENTS**

The Denver Preschool Program is seeking proposals from qualified Offerors to support in their Quality Improvement Framework Implementation efforts. The vision for the Denver Preschool Program’s work is to nurture and sustain positive provider relationships and a high-quality network of providers whose work results in improved child outcomes.

The Denver Preschool Program requires all participating providers to participate in a three-part quality improvement process consisting of an introduction to quality period to prepare providers for their initial quality rating, completion of the quality rating process, and continuous quality improvement. All Denver Preschool Program providers agree to work towards achieving and sustaining at least a Level 3 Rating in Colorado Shines.

The awarded contractor(s)’ primary responsibility will be providing culturally-responsive coaching and professional development services for DPP teachers and directors, as well as implementing the activities below in support of the Denver Preschool Program Quality Improvement Framework. The Denver Preschool Program contractors also provide information to the Quality Initiatives Committee that ensures contracts are properly underway and assess progress. Collaboration and open communication with the Denver Preschool Program Quality Initiatives Committee is imperative to ensure the Denver Preschool Program decisions are grounded in accurate data and findings.

#### **Universal Project(s) Expectations:**

Please restate each requirement and describe in your response how your organization will meet each universal expectation.

- It is expected and required that all Denver Preschool Program contractors work collaboratively when relevant as Quality Improvement projects rely on the same sets and sources of data for some elements of each project. This includes the sharing of data obtained from contractors and partners of the Denver Preschool Program.
- Any contractor staff must notify DPP and Colorado’s Office of Early Childhood for any licensing violation observed during completion of DPP QI activities.

- All contractor(s) will establish and maintain a clearly defined protocol for responding expediently and appropriately to any significant areas of concern (including, but not limited to, issues of child health and safety) observed by staff member while visiting a provider location.
- Contractor(s) must not charge more for a service funded by DPP as they would for the same service funded by another source
- Working in conjunction with the Denver Preschool Program, the awarded contractor establishes and maintains an electronic data storage system. Data from this system must be readily transferable and easily synced with DPP's systems.
- Awarded contractor(s) will provide accurate, updated, searchable data in a format compatible with DPP systems and designed with the flexibility to make adjustments during the project.
- Awarded contractor(s) ensures that all data and documents associated with Denver Preschool Program are stored in a safe and secure manner.
- Any data collected and data systems created, as well as reports in preliminary and final form created in fulfillment of this project will remain the exclusive intellectual property of the City and County of Denver and the Denver Preschool Program.
- Awarded contractor(s) submits to DPP all mutually agreed upon monthly information by established deadlines.
- Awarded contractor(s) also ensures adequate staffing is in place to respond to ad hoc DPP data requests in a timely fashion.
- Awarded contractor(s) must commit to cooperating and working with DPP and any of its designated contractors in the ongoing evaluation and refinement of both this project and the Denver Preschool Program in general. This includes, but is not necessarily limited to, the open and timely sharing of all associated data.
- Awarded contractor(s) must adhere to DPP's branding expectations described in **Attachment C** in all communications and documents distributed outside of DPP.
- Awarded contractor(s) will establish and maintain a clearly defined protocol for responding expediently and appropriately to any inquiry from DPP staff.
- Key contractor staff must attend meetings with DPP staff and other Denver Preschool Program contractors at least once per month.
- Key contractor staff attend an additional meetings with DPP Board of Directors and/or DPP's Quality Initiatives Committee as requested.
- The awarded contractor(s) will have a contract directly with DPP to implement the Scope of Work.
- Awarded contractor(s) establishes an identification system for employees who will enter preschool facilities to ensure standards of professionalism and safety are consistently maintained in the field and in the broader community.
- Awarded contractor(s), at its own expense, conducts all necessary background checks for project personnel and ensures relevant documentation is secured and maintained.
- Awarded contractor(s) must disclose any potential and actual conflicts of interest related to working with the Denver Preschool Program on these projects.
- Awarded contractor(s) develops and maintains a clearly defined protocol for identifying and addressing any possible employee performance issues.
- DPP will require Offerors to participate in specific EDI professional development opportunities and support implementation of DPP's EDI plan as directed by DPP during the course of the contract.
- All awarded contractor(s) will be key partners in upholding DPP's EDI approach, and DPP will keep all contractor(s) informed and engaged in the EDI process as it unfolds.

*Additional Staffing Considerations:*

The Denver Preschool Program serves a diverse population of both students and providers. We are looking for an organization(s) that is able to respond appropriately to this reality. Specifically, priority will be given to that organization(s) that sufficiently demonstrates that it can assemble a team that can communicate, at minimum, in both English and Spanish so that most Denver Preschool Program Providers and students can be communicated with in their primary or preferred language. The organization(s) should also be able to demonstrate that it has assembled (or will assemble) a team that has the collective experience and cultural competence to deal effectively and respectfully with the various cultures, curricula and provider settings that exist throughout the Denver Preschool Program network.

**Note for Project I and Project II Offerors: “Coaching” versus “Technical Assistance”**

The Denver Preschool Program recognizes that providing comprehensive coaching related to a wide-range of early care and learning topics described in Project I below is skilled work and should be compensated accordingly. DPP draws a distinction between this type of support to programs (defined as “Coaching” – conducted by the Project I: Early Childhood Education Coaching for Preschool Administrators, Teachers and Assistant Teachers contractor(s)) and other types of support to providers that does not require a high-level of early care and learning knowledge (defined as “Technical Assistance” – conducted by the Project II: Quality Improvement Resource Administration contractor). Accordingly, the Denver Preschool Program will not compensate on-site Technical Assistance at the same rate as Coaching.

**Scope of Work descriptions for each Project are provided below.**

***Any Project for which they apply, the successful contractor(s) will describe in detail the competencies, approaches and strategies to accomplish each Task described below.***

**Project I: Early Childhood Education Coaching for Preschool Administrators, Teachers and Assistant Teachers:**

Contractor(s) role for Project I is to help the Denver Preschool providers identify areas for quality improvement and address them with effective quality improvement support. This will be accomplished through providing coaching to preschool providers by conducting a needs assessment related to the Denver Preschool Program’s Quality Improvement Core Values and conducting ongoing coaching.

Contractor(s) will be able to conduct both virtual and in-person coaching sessions to support providers. Contractor(s) will track the method for all coaching sessions.

**1. Early Childhood Education Coaching:** Contractor(s) will have the ability to meet ongoing coaching need. **The total direct coaching hours per program year are estimated at 4,800 across approximately 235 Denver County DPP providers.** DPP has provided the current breakdown of these coaching hours in **Attachment G**, though we encourage Offeror(s) to suggest improvements during their response to increase equity and inclusion. Contractor(s) will:

- Collaborate with providers to co-create a Quality Improvement Plan, Quality Improvement Needs Assessments and Quality Improvement Funding Recommendations related to the Denver Preschool Program’s Quality Improvement Core Values in collaboration with the provider’s director for any Denver County DPP Community Site. DPP estimates this activity will take approximately 2-3 hours each across approximately 150 sites.
- Target more Denver Preschool Program coaching to certain classroom/teachers is allowed with proper documentation of need and impact.
- Support and encourage providers to connect families with developmental and health screenings, plus information on referring to follow-up services (Child Find, dental or vision care providers, etc.) as needed
- Provide coaching on topics that will support the mental health of children, teachers and directors
- Provide coaching related to provider needs that have surfaced due to the COVID-19 pandemic
- Provide support for DPP Introduction to Quality and Eligibility Programs (sites that do not earn at least Level 3 on their Colorado Shines Level 3-5 Assessment) including participating in the monthly Quality Improvement Support/Eligibility Committee meeting (one hour per month), preparing brief progress updates as requested, and ensure all Denver Preschool Program Introduction to Quality (Colorado Shines Level 1 and Level 2 programs that have not yet received a Colorado Shines Level 3-5 Rating) and Eligibility Programs will receive at least a monthly coaching visit. DPP Programs with Colorado Shines Rating Levels 3-5 will receive at least bimonthly coaching check-ins per year. Coaching logs must include any needed recommendations on future coaching topics and goals.
- Provide support for all DPP Programs after their Colorado Shines Level 3-5 Assessment.
- Maintain the competencies to complete Quality Improvement coaching activities, including but not limited to: data system development, tracking and reporting, familiarity with the state’s Professional Development Information System (PDIS), Working knowledge of Colorado Shines QRIS indicators and DPP Core Value measurement strategies

- Provide ongoing coaching to DPP Providers on appropriate topics as identified during the completion of the DPP QIP and Needs Assessments, quality improvement planning and rating reports.
- Ensure all Coaches are cross-trained with a strong foundational knowledge to support quality improvement: Relationship-based Professional Development (RBPD); Pre-K CLASS® (including certification); Environment Ratings Scales (including Certification in ECERS-3® and FCCERS-3®); Mandatory Reporting; Cultural Responsiveness. Certification documentation must be provided to the Denver Preschool Program.
- Ensure coaches receive ongoing professional development will include pertinent topics.
- Provide ongoing coaching as needed to assigned Denver Public Schools and Denver Community Providers on positive teacher-child interactions, Colorado’s Early Learning and Development Guidelines and DPP’s QI Core Values to support each Provider’s continuous quality improvement.
- Ensure coaches follow the “Coaching vs. Technical Assistance Definitions” as described in **on page 14** and will connect Providers with the Project II QI Resource Administration Team when appropriate.
- Ensure coaches must have, and submit to the Denver Preschool Program, a valid Colorado coaching credential to conduct DPP-funded coaching, unless the coach is a new hire (DPP and Contractor(s) will collaborate on a timeline for when any potential newly hired coaches need to receive the coaching credential).
- Ensure any coaching related to the Early Childhood Environment Rating Scale-3 (ECERS-3®) or Family Child Care Environment Rating Scale (FCCERS-3®) must be conducted by a coach that has valid certification. Certification documentation must be provided to the Denver Preschool Program.
- Ensure classroom coaching sessions will primarily focus on supporting growth in DPP’s QI Core Values.
- Collect and store coaching log data for each session. Coaching logs or related data records must include, at minimum, all data fields listed in **Attachment E**.
- Provide a monthly report to DPP with all coaching log data.
- Maintain competencies to complete coaching activities, including but not limited to:
  - Familiarity with and application of the NAEYC Code of Ethical Conduct and Statement of Commitment: Supplement for Adult Educators
  - Developing goals and a coaching plan for quality improvement in collaboration with the Coachee
  - Creating a safe, supportive learning environment that produces ongoing mutual respect and trust
  - Communication skills such as active listening, providing feedback, and asking questions that promote reflection and scaffold Coachee’s thinking
  - Appreciation for the Coachee’s perspective, even when it is different from the coach’s
  - Designing actions to implement the quality improvement plan
  - Continuous evaluation and alignment of coaching content and processes with Coachee learning needs and outcomes
  - Being responsive to the cultural values and perspectives of Coachees in all aspects of the coaching process

**2. Equity, Diversity and Inclusion Plan Creation/Implementation:** Contractor(s) will utilize coaching hours to support DPP Providers with implementing Equity, Diversity and Inclusion (EDI) plans during the course of the contract. DPP is currently working on its own internal EDI plan and during the course of the contract will be offering resources for DPP-

participating preschools to implement their own EDI plans in alignment with DPP’s strategic priorities. Offerors must show a willingness to collaborate with DPP to promote equity, diversity and inclusion practices within the DPP-participating preschools they support. DPP will require Offerors to participate in specific EDI professional development opportunities and support implementation of DPP’s EDI plan as directed by DPP during the course of the contract.

**Project I Minimum Staffing Guidelines**

1. Project Manager
  - Main point of contact between the Denver Preschool Program and Contractor(s).
  - Oversees all budgetary and contract activities. Ultimately responsible for ensuring all reporting requirements are satisfied, all deadlines are met, and all necessary policies and procedures are developed and maintained.
  
2. Coaching Staff
  - Contractor(s) will recruit, train and maintain a sufficient number of highly-qualified English and Spanish-speaking Coaching and Quality Improvement Coaching Staff to complete all Project I Activities described above. The Coaching Staff will have a broad range of expertise to support DPP Providers related to:
    - Colorado Shines QRIS indicators
    - Positive teacher-child interactions
    - Developmentally-appropriate curriculum implementation
    - Childhood assessment
    - Colorado’s Early Learning and Development Guidelines
    - Two-generation program support and family engagement
    - Health and safety
    - Quality Improvement Plan (QIP) creation and support
    - Professional Development Plan creation and support – at both the teacher and program level
    - Supporting the diverse population of DPP students and providers in a culturally and linguistically competent manner and respecting the various cultures, curricula, and provider settings that exist throughout the Denver Preschool Program network
    - Implicit bias and racial competency
  
3. Other
  - Any other personnel the organization deems necessary to ensure accurate and timely completion of all Project I activities.

**Project I Budget Overview**

The estimated per program year budget range for the period of September 1, 2021, through August 31, 2024 is \$750,000 - \$980,000. Offerors should submit a detailed line-item budget for this period describing all costs to deliver Project I activities.

## **Project II: Quality Improvement Resource Administration:**

The awarded contractor(s) will oversee and manage DPP's quality improvement program to help DPP provider sites receive equitable and effective QI support. This will be accomplished through monitoring programs' access to QI supports and managing the QI administration.

Documentation Tracking: The contractor will track all required documentation and data for each DPP provider in order for all providers to remain in good standing with DPP. All required documentation outlined below must be retained for at least three years following the final contract payment and transmitted to DPP upon request.

### **1. Manage annual DPP provider renewal process for DPP Community Sites (approximately 170 total) to support seamless participation in DPP.**

- Annually, obtain, store and provide DPP staff with access to the following documents and information for all DPP Community Providers:
  - Updated DPP Provider Demographic Data (**Attachment F**)
  - Signed DPP Provider Agreement
  - Signed DPP Quality Improvement Acknowledgment/MOU (Denver County community sites only – approximately 150 total; (FYI approximately 20 DPP community sites are located outside of Denver County, do not qualify for various DPP QI resources and do not need to sign DPP's QI Acknowledgment/MOU)
  - Signed DPP Insurance Request Form
  - Sample DPP classroom daily schedule of activities
  - Copy of published tuition rates
  - Copy of valid child care license
  - Copy of valid business license
- Contractor(s) will update the DPP Provider Demographic Data continuously as needed throughout the year and provide DPP staff with access to any updated Demographic Data

### **2. Track provider insurance certificate(s) to help ensure all DPP Community Providers (approximately 170 total) and Denver Public Schools (all of which share one insurance policy/certificate) maintain DPP's insurance requirements (general liability, automobile liability (for sites who transport children) and workers' compensation), with no lapse in coverage.**

- Store and track expiration dates for all general liability, automobile liability and workers' compensation insurance certificates.
- Send DPP staff a weekly spreadsheet including the expiration dates for all general liability, automobile liability and workers' compensation insurance policies (and/or any approved automobile liability/workers' compensation insurance waivers) for all DPP providers
- Follow up with community providers' insurance companies to request updated certificates of insurance prior to the expiration dates.
- Send email/phone reminders to community providers as needed regarding the need to maintain active insurance.
- After receiving any notices of pending insurance policy cancellation due to non-payment, contact the community provider to inform them of the pending cancellation and inform them of the need to maintain active insurance as outlined in DPP's provider agreement in order for the provider to maintain their participation in DPP.

- For any insurance policy that is not yet renewed within 10 days of its expiration date, notify the DPP Director of Quality Initiatives so that DPP staff can also reach out to the provider to inform them of the need to renew their insurance policy.

**3. Connecting Providers to Resources: The awarded contractor(s) will be primarily responsible for supporting DPP providers in accessing available resources based on their QIP and Needs assessment:**

- Using information from the Early Childhood Education Coaching team (Project I), Contractor will connect providers to EC resources (e.g. trainings, college coursework, materials, screenings/referrals, mental health resources, etc.).
- DPP teachers and directors with recommended training topics will receive a follow up communications notifying them of any upcoming trainings scheduled related to these training topics.
- Support DPP providers in accessing available QI resources.
- Conduct bimonthly outreach phone calls/emails to Denver County DPP Community Sites to provide targeted information about professional development opportunities.

**4. Contractor(s) will manage and process the documentation for DPP's Program, Teacher and Director Achievement Awards (see Attachment D for more info on the 2020-2021 Achievement Awards and the documentation that the Project II Contractor(s) will review/verify).**

- The following documentation will be collected, either electronically or manually, for all recipients of a DPP Achievement Award. Contractor will conduct outreach to support educators who earn DPP Achievement Awards to submit their Payment Form documentation within two months from when they complete each award activity.
- Teacher achievement award recipients:
  - Full first and last name
  - Email address and phone number
  - Mailing Address
  - DPP school
  - Must be designated whether they teach in a younger preschool classroom (e.g. 3.0 year-olds), mixed-age preschool classroom (e.g. 3.0-5.0 year olds), or older preschool classroom (e.g. 4.0-5.0 year olds).
  - Signed confirmation from program's director
  - Signed W9 Form
  - Potential additional documents to verify they have earned the award (e.g. training certificate copies; Coaching Credential copy; etc.)
- Director achievement award recipients
  - Full first and last name
  - Email address and phone number
  - Mailing Address
  - DPP school
  - Signed confirmation from program's director (for assistant directors)
  - Signed W9 Form
  - Potential additional documents to verify they have earned the award (e.g. training certificate copies; Coaching Credential copy; etc.)

- Teacher/Director coaching achievement awards
  - Teacher/Director’s name must appear on the coaching recipient field of the minimum number of coaching logs. Contractor(s) will provide a monthly spreadsheet to include each coaching recipients’ first and last name, address, DPP school and the number of DPP coaching visits completed during the school year so DPP can process coaching achievement checks on a monthly basis.
- Teacher/Director training attendance achievement awards
  - Teacher/Director’s signature must appear on the training attendance sheets for the minimum number of qualified trainings.
  - Contractor(s) will provide a monthly spreadsheet to include each training recipients’ first and last name, address, DPP school and the list of qualifying trainings attended during the school year so DPP can process training achievement checks on a monthly basis.
- Teacher/Director Colorado early childhood coaching credential achievement award
  - Copy of Teacher/Director’s coaching credential certificate. Contractor(s) will provide a monthly spreadsheet of DPP teacher/directors who have obtained a Colorado early childhood coaching credential to include their first and last name, address, DPP school, coaching credential level and coaching credential expiration date so DPP can process coaching credential achievement awards on a monthly basis
- Once the Contractor(s) has verified documentation for who qualifies for an Achievement Award, Contractor(s) will provide DPP with a monthly payment report spreadsheet including first and last name, preschool name, mailing address, awards earned and total award amount. DPP staff then utilizes this payment report to directly pay award recipients (Project II Contractor(s) are not responsible for making award payments; they are only responsible for verifying who has earned an award and submitting the payment report to DPP as described above).
  - Based on prior program years’ data, DPP projects the Contractor(s) will verify/approve achievement awards on a monthly basis for:
    - An average of 80 teacher/director achievement awards for 55 different teachers/directors (Though per month these numbers could be higher or lower as the volume fluctuates based on when educators earn their awards and submit their award documents. In 2019-2020, the lowest month had 6 teacher/director awards (across 5 different educators), while the highest month had 166 teacher/director awards (across 124 different educators).)
    - An average of 26 program achievement awards for 18 different programs (Though per month these numbers could be higher or lower as the volume fluctuates based on when programs earn their awards. In 2019-2020, the lowest month had 2 program awards (across 1 program), while the highest month had 65 program awards (across 45 different programs).

**5. Colorado Shines Quality Rating and Improvement System (QRIS) and Professional Development Information System (PDIS) Technical Assistance:** Contractor(s) will provide technical assistance to DPP Denver Community Providers in completing the application processes for the Colorado Shines QRIS and PDIS. It is estimated that approximately 50-75 providers will receive up to five hours of specialized technical assistance with the Colorado Shines QRIS application and PDIS processes during each program year.

1. Provide Technical Assistance to DPP Denver Community Providers in completing their Colorado Shines Application, timely submittal of Colorado Shines Level 3-5 application,

Level 3-5 document uploading, and instruction on the PDIS registration and application for the ECE Professional Credential through PDIS. A variety of technical assistance formats (e.g. on-site, video conference, phone, off-site meeting) will be offered to Providers so they may choose the option that best suits their preference and need.

2. Maintain a high level of knowledge related to the Colorado Shines QRIS and PDIS processes in order to support providers in how to navigate these systems.
3. Document outreach and provide timely support to all DPP Denver Community Providers scheduled to receive the Colorado Shines Rating.
4. A customized CSV report will be sent to the DPP designee showing activities related to Colorado Shines/PDIS support and technical assistance, including: date, time, mode/method, type, topic, TA provider, and any relevant notes.

**6. Data Management:** The Contractor(s) will provide access to the above mentioned reports on a monthly basis. Contractor(s) will be open to providing data via a variety of formats and export methods with at least CSV exports being included.

### **Project II Minimum Staffing Guidelines**

1. Project Manager
  - Main point of contact between the Denver Preschool Program and Contractor(s)
  - Oversees all budgetary and contract activities. Ultimately responsible for ensuring all reporting requirements are satisfied, all deadlines are met, and all necessary policies and procedures are developed and maintained.
2. English and Spanish-Speaking Quality Improvement Administration Support Staff
  - A sufficient number of QI Administration Support Staff to complete all Project II Activities described above.
3. Other
  - Any other personnel the organization deems necessary to ensure accurate and timely completion of all Project II activities.

### **Project II Budget Overview**

The estimated per program year budget range for the period of September 1, 2021, through August 31, 2024 is \$100,000 - \$200,000. Offerors should submit a detailed line-item budget for this period describing all costs to deliver Project II activities. Please breakout costs for each of the six primary activities within Project II:

1. Manage Annual DPP Provider Renewal Process
2. Track Provider Insurance Certificates
3. Connecting Providers to Resources
4. Manage and Process the Documentation for DPP Achievement Awards
5. Colorado Shine QRIS and PDIS Technical Assistance
6. Data Management

### **Project III: Professional Development Training Administration:**

The Project III contractor(s) will be responsible for administering all aspects of organizing and facilitating a diverse range of both virtual and in-person early childhood education professional development opportunities for DPP educators. DPP requires contractor(s) to provide both culturally and linguistically responsive professional development opportunities.

**1. Organize at least 500 combined total hours of professional development trainings (standalone and series) and professional learning communities** for DPP providers to improve practices related to DPP core values and conduct outreach to providers to attend. The Contractor(s) will collaborate with DPP to plan the topics for standalone and series trainings.

- Contractor(s) and DPP will work together to identify appropriate training topics related to DPP’s Core Values. The Contractor(s) can utilize either internal staff or subcontract with external organizations as needed to cover the range of training topics below. As such, topics of high interest include, but are not limited to:
  - Trauma-Informed Care
  - Positive Teacher-Child Interactions
  - Strengthening Families
  - Pyramid Plus Approach
  - Social-Emotional Wellness/Positive Mental Health for Children, Teachers and Directors
  - Conscious Discipline®
  - Culturally-Responsive Classrooms
  - Equity/Anti-racism
  - Child Assessment
  - Curriculum Implementation
  - ECERS-3® and FCCERS-3®
  - Colorado’s Early Learning and Development Guidelines
  - Inclusive Classrooms and Caring for Children with Special Needs
  - Language/Literacy Development for Dual Language and Monlingual Learners
  - Developmental and Health Screenings/Referrals
- As requested by attendees, Contractor(s) will show the ability to offer language interpretation and English/Spanish language classes to DPP directors or preschool teachers/assistant teachers either directly or by partnering with other organization/subcontractors.
- Establish and maintain a general contact email and phone number for DPP providers to utilize for questions related to attending DPP-funded trainings.
- Plan and track the delivery of all DPP-funded trainings. Quantity and content of trainings will be decided in collaboration between DPP and the Contractor(s). Training topics should have an emphasis on DPP’s QI Core Values.
- In partnership with DPP, Contractor(s) will offer language interpretation, substitute placement and English/Spanish language classes to DPP directors or preschool teachers/assistant teachers.
- For all trainings, Contractor(s) must produce a report with the following info for each attendee at each training:
  - Full first and last name
  - DPP school

- Email address
- Position at school
- Ages of children they support
- For preschool-aged teachers, it must be designated on whether they teach in a younger preschool classroom (e.g. 3-year-olds), mixed-age preschool classroom (e.g. 3 - 5-year-olds), or older preschool classroom (e.g. 4- 5-year-olds, where all students are in their final year of preschool before kindergarten).
- Training Details: Ensure all training flyers, sign-in sheets, etc. adhere to DPP's Branding Expectations in **Attachment C**.
- Create and collect sign-in sheets for all trainings.
- Provide certificates of completion to all course participants for applicable professional development clock hour(s).
- Provide training evaluations at the conclusion of each training series and store evaluation results.
- Provide meals and/or refreshments as needed (in-person trainings only)
- Secure and coordinate with trainers to develop training focus, description and dates; contact and secure venues for training locations.
- Contractor(s) will ensure trainings vary in time and geographic location to ensure DPP directors and teachers all have convenient access to DPP-funded trainings.
- Contractor(s) will create training catalogs that include all relevant training information to be distributed to Providers and QI team members.
- Contractor(s) will ensure all trainings qualify for professional development clock hours for Colorado child care licensing requirements.
- Contractor can use any combination of qualified internal staff or external independent contractors to conduct these trainings.
- Contractor(s) will implement a broad strategy for training promotion and document outreach methods to providers for training attendance, including newsletters, direct email and phone call communications.
- Contractor(s) will ensure any applicable internal staff maintain competencies to complete Professional Development and Professional Learning Community activities such as facilitating, planning and implementing professional development activities, establishing learning objectives, continuous evaluation and tracking and reporting.

### **Project III Minimum Staffing Guidelines**

1. Project Manager
  - Main point of contact between the Denver Preschool Program and Contractor(s)
  - Available to communicate with DPP on a regular and reliable basis
  - Ultimately responsible for ensuring all reporting requirements are satisfied, all deadlines are met, and all necessary policies and procedures are developed and maintained.
2. Other
  - Any other personnel the organization deems necessary to ensure accurate and timely completion of all Project III activities.

### **Project III Budget Overview**

The estimated per program year budget range for the period of September 1, 2021, through August 31, 2024 is \$75,000 - \$150,000. Offerors should submit a detailed line-item budget for this period describing all costs to deliver Project III activities, along with the number of trainings that can be delivered and the projected number of attendees within the Project budget.

**Project IV: Business Supports/Executive Coaching for Preschool Administrators:**

1. **Contractor(s) will provide a total of 500 direct service hours consisting of group trainings and individualized one-on-one support** for DPP providers in the areas of leadership, management and administration of child care centers and family child care homes. Areas of expertise and support will include, but will not be limited to:
  - All indicators in the Colorado Shines QRIS Leadership, Management and Administration section.
  - Business supports related to provider needs that have surfaced due to the COVID-19 pandemic.
  - Support in building budgets and tracking expenses/bookkeeping and how to support programs in blending and braiding of various local, state and federal early childhood funding streams.
  - Support sites in following all DPP policies and procedures as outlined in the annual DPP Provider Agreement.
  - Marketing best practices to advertise student enrollment and staff employment openings.
  - Individualized one-on-one support will be prioritized first for DPP Providers participating in DPP’s Eligibility Process (sites that earn Level 2 after their Colorado Shines Level 3-5 Assessment).
  - Contractor(s) will provide any needed non-early childhood specific business needs of the DPP provider community related to financial practices, budgeting, accounting principles and projections related to revenue, expenses and the cost of quality care. Onsite support will be tracked in and provided to DPP in monthly reporting.
  - Executive Coaching: Contractor(s) will work one-on-one with Community Provider Directors to support them in areas such as staff management, leadership skills and strategic planning to support their role as the leader of their program.
  
2. **Equity, Diversity and Inclusion Plan Creation/Implementation:** Contractor(s) will utilize coaching hours to support DPP Providers with implementing Equity, Diversity and Inclusion (EDI) plans during the course of the contract. DPP is currently working on its own internal EDI plan and during the course of the contract will be offering resources for DPP-participating preschools to implement their own EDI plans in alignment with DPP’s strategic priorities. Offerors must show a willingness to collaborate with DPP to promote equity, diversity and inclusion practices within the DPP-participating preschools they support. DPP will require Offerors to participate in specific EDI professional development opportunities and support implementation of DPP’s EDI plan as directed by DPP during the course of the contract.

**Project IV Minimum Staffing Guidelines**

1. Project Manager
  - Main point of contact between the Denver Preschool Program and Contractor(s)
  - Available to communicate with DPP on a regular and reliable basis
  - Ultimately responsible for ensuring all reporting requirements are satisfied, all deadlines are met, and all necessary policies and procedures are developed and maintained.
  
2. Business Support and Executive Coach(es)

3. Other
  - Any other personnel the organization deems necessary to ensure accurate and timely completion of all Project IV activities.

**Project IV Budget Overview**

The estimated per program year budget range for the period of September 1, 2021, through August 31, 2024 is \$50,000 - \$100,000. Offerors should submit a detailed line-item budget for this period describing all costs to deliver Project IV activities.

## **Project V: Early Childhood Education College Scholarship Management**

The Contractor(s) will administer DPP’s Early Childhood Scholarship Program. The Scholarship Program was created to provide scholarships (“**Scholarships**”) to support a select number of DPP preschool lead teachers, preschool assistant teachers, directors, assistant directors and family child care home providers in completing early childhood education college coursework with the goal of improving their teaching practices and increasing the quality of care and education received by DPP students.

To accomplish this in conjunction with the Denver Preschool Program, the Contractor(s) will:

- 1. Propose a DPP Early Child Scholarship Program Model** that:
  - Supports DPP-participating preschool educators with various experience levels and job titles
  - Aims to increase the diversity and retention of the DPP ECE workforce
  - Offers a range of supports that could include, but are not limited to, tuition, college fees, books, travel expenses, paid release time, incentive bonuses, etc.
  
- 2. Management of DPP’s Early Childhood Scholarship Program**
  - Contractor(s) will collaborate with DPP to manage the DPP Early Childhood Scholarship Program on DPP’s’ behalf and to award scholarships, to include:
  - Distribution, collection and review of Scholarship applications. Contractor(s) will receive approval from DPP before any applications are distributed and collaborate on any potential changes to the scholarship application.
  - Contractor(s) will conduct the initial review and screening of potential Scholarship recipients to ensure they meet minimum requirements.
  - As Scholarship applications are submitted, the Contractor(s) will conduct an orientation with the applicants to discuss their professional development plan, class offerings and Scholarship procedures, and will answer any questions the applicants may have.
  - After finalizing the list of all potentially qualified applications for that semester/cohort, Contractor(s) will provide these full applications to DPP for determining who will be awarded the Scholarships. DPP will notify Contractor(s) immediately for all recipient decisions.
  - Contractor(s) will support all scholarship recipients with scholarship recipients with enrolling in their program and providing supports and resources to help them maintain enrollment and successfully complete their course(s).
  
- 3. Monthly Reporting and Data**
  - Contractor(s) will submit a detailed monthly financial statement to DPP that shows the amount of scholarship funds allocated and expended to date for each line item. In addition to the financial statement, Contractor(s) will submit a monthly report giving DPP insight into the utilization and outcomes for scholarship recipients, to include:
    - GPA per recipient, and overall GPA of DPP scholarship cohorts as applicable
    - Breakdown of courses enrolled in and completed (e.g. course names, grades per course)
    - Race/ethnicity of scholarship recipients
    - Scholarship type of each recipient
    - Job title/position of each recipient’s preschool
    - Preschool name where each recipient works
    - Scholarship expense per line item for each recipient

- Submit monthly reports and data to DPP:
  - The total expenses paid and allocated per scholarship line item, per scholarship recipient as of the end of the prior month.
  - The initial total scholarship allocation per recipient should be calculated at the maximum projected budget amount per recipient.
- After each recipient has enrolled in their final semester of courses during their scholarship term, Contractor(s) will provide DPP with a scholarship budget allocation (e.g. if the recipient(s) enrolled in fewer courses or if courses were less expensive than anticipated).
- List of all courses already completed or currently enrolled in for each scholarship recipient.

### **Project V Minimum Staffing Guidelines**

1. Project Manager
  - Main point of contact between the Denver Preschool Program and Contractor(s)
  - Available to communicate with DPP on a regular and reliable basis
  - Ultimately responsible for ensuring all reporting requirements are satisfied, all deadlines are met, and all necessary policies and procedures are developed and maintained
2. Other
  - Any other personnel the organization deems necessary to ensure accurate and timely completion of all Project V activities.

### **Project V Budget Overview**

The estimated per program year budget range for the period of September 1, 2021, through August 31, 2024 is \$100,000 - \$200,000. Offerors should submit a detailed line-item budget for this period describing all costs to deliver Project V activities, along with the number of scholarship recipients that can be accepted within the Project budget.

## **Project VI: Child Development Associate Credential™ Training Delivery**

The Contractor(s) will manage DPP’s Child Development Associate (CDA™) Credential Scholarship Program trainings.

Contractor(s) will perform the following:

### **1. CDA™ Training Facilitation**

- DPP and Contractor will mutually agree on training dates and locations for three CDA™ training cohorts, conducting either virtually or in-person.
- Facilitate at minimum two English and one Spanish CDA™ cohort of up to 25 teachers each to include all 120 needed training hours. Contractor agrees that training content meets all requirements for the CDA™ training component.
- Purchase required course texts and materials for each participant.
- Purchase snacks for each training (in-person trainings only).
- Provide scholarship recipients with up to 10 hours of embedded coaching support to assist with the CDA™ portfolio.
- Provide all needed information to participants on the next steps to receive their CDA™ credential after completing all training hours.

### **2. Reporting and Data Storage**

- Submit monthly reports to include:
  - Name and school for each CDA™ cohort participant.
  - List of trainings and full attendance list for each training.
  - List of embedded coaching completed, to include
    - Date of coaching
    - Hours of coaching session
    - Coaching participant’s name and school
    - Primary topic of the coaching session
- Contractor(s) will ensure that all training attendance data and documents associated with Denver Preschool Program CDA™ trainings are stored in a safe, confidential and secure manner.

## **Project VI Minimum Staffing Guidelines**

1. Project Manager
  - Main point of contact between the Denver Preschool Program and Contractor(s)
  - Available to communicate with DPP on a regular and reliable basis
  - Ultimately responsible for ensuring all reporting requirements are satisfied, all deadlines are met, and all necessary policies and procedures are developed and maintained
2. CDA™ Course Facilitator(s)
  - Ability to support the diverse population of DPP students and providers in a culturally and linguistically competent manner and respecting the various cultures, curricula, and provider settings that exist throughout the Denver Preschool Program network.
3. Other
  - Any other personnel the organization deems necessary to ensure accurate and timely completion of all Project VI activities.

**Project VI Budget Overview**

The estimated per program year budget range for the period of September 1, 2021, through August 31, 2024 is \$30,000 - \$60,000. Offerors should submit a detailed line-item budget for this period describing all costs to deliver Project VI activities.

## **Request for Response to Potential New Program Components**

*NOTE: Submitting a response to Potential Projects below is optional. These items are outside of the budget for this RFP and anticipate needing future program modifications; please provide your best estimate of cost through a budget proposal.*

Please describe how your organization would add the following activities into your organization's workload, including staffing requirements.

### **Potential Project A: Enhanced Developmental and Health Screenings and Referrals**

While supporting DPP preschool providers to encourage developmental and health (including dental and vision) screenings and referrals is included as an activity in various Projects above, DPP is contemplating creating a more robust Project to fund and support these activities. Please describe a comprehensive screening and referral project and the estimated budget.

### **Potential Project B: Enhanced Mental Health Supports for Children, Teachers and Directors**

While supporting the mental health of children, teachers and directors is a key activity in various Projects above, DPP is contemplating creating a set of comprehensive, enhanced supports to positively impact the mental health for both children as well as early childhood program staff. Please explain any recommended enhanced services and an estimated budget for these activities.

### **Potential Project C: Substitute Placement Program**

DPP is contemplating for its Quality Improvement team to implement a model for a substitute educator placement program. Goals for this potential program are to:

- Allow professionals registering for DPP-funded trainings to request a substitute in order to facilitate their attendance. The Contractor(s) will connect with local substitute placement organizations to see if they can reserve a substitute for the date and time needed.
- Allow coaches to make substitute recommendations to the Contractor(s) to support coaching needs. If a substitute can be secured to cover a classroom so that a coach can work with a DPP preschool teacher or director on planning, reflection or other needs, then the Contractor(s) will attempt to find one.
- Allow educators to request a substitute so they can utilize any available PTO.

## **Reporting (All Projects)**

The successful organization(s) will be expected to provide DPP with reports on successes and challenges through the lens of ongoing collaboration and continuous quality improvement in support of DPP providers and educators. Reports include, but are not limited to, a monthly progress report to share with the organization(s) team, quarterly update reports and an annual report.

- a. Any data collected and data systems created in fulfillment of all Projects will remain the exclusive intellectual property of the Denver Preschool Program.
- b. Contractor(s) commits to cooperating and working with the Denver Preschool Program and any of its designated contractors in the ongoing evaluation and refinement of both this project in particular and the Denver Preschool Program in general. This includes, but is not necessarily limited to, the open and timely sharing of all associated data.
- c. Contractor(s) acknowledges DPP's desire to collect pertinent and timely data about its projects and programs to make high-quality, data-informed decisions. Further, Contractor(s) acknowledges that new data needs might arise during the course of the contract period. Therefore, Contractor(s) will provide flexibility in data collection and sharing, including the ability for the DPP to ask for new data elements in a new way.
- d. Ability to provide information via a monthly CSV export to DPP containing the data fields outlined for the Project(s).

## **Oversight (All Projects)**

The awarded organization(s) for the QI Framework Implementation Projects will provide reports to and be overseen directly by DPP's Director of Quality Initiatives.

## **SECTION V: RESPONSE FORMAT**

Proposals must be single spaced, in Times New Roman, 12-point font, with standard formatting. While there are no page limits for proposals due to the unique nature of each Project, **DPP encourages succinct writing and brevity while providing sufficient detail** for the Review Committee.

To standardize the format of all proposals, Offerors are required to respond to **SECTION IV: SCOPE OF WORK / REQUIREMENTS** in the order given. All responses will include the following:

- Cover Sheet: Include the name of the firm, contact information, the presence of any Denver office, proof of designation as a single entity or a partnership, and proof of any of the following classifications: Minority Business Enterprise (MBE)/Women Business Enterprise (WBE)/ Disadvantaged Business Enterprise (DBE).
- Table of Contents.
- Executive Summary: Include a summary of the contents of the RFP, which provides a broad understanding of the entire proposal.
- Vendor's Certification Page (Attachment A): The Offeror **MUST** sign the Request for Proposal Vendor's Certificate Page. The individual signing on behalf of the Offeror **MUST** be the Vendor (if the Vendor is an individual or sole proprietor) or an officer, manager, partner or other person legally authorized to bind the Offeror to their proposal.
- Contract Terms Acceptance (Attachment B): A statement that the Offeror will, in substance, accept the terms of the DPP contract included with the proposal. Comments or requests for changes with regard to the contract terms and conditions must be included with the proposal. The willingness or ability of DPP to accept or negotiate such suggested changes will be considered on a case-by-case basis. If a proposal contains requests for contract modifications,

the decision to reject, accept, or further negotiate requested changes will be at DPP's discretion. **Offerors are encouraged to conduct their legal review of the DPP's contract prior to submitting a response to this RFP.**

- Price Guarantee: A statement that any submitted response and costs will remain valid for one hundred eighty (180) days after the proposal due date or until the contract is executed, whichever comes first.
- Qualifications/Experience: Include corporate information (history, financial stability, length of time in business, and areas of specialty, for the primary organization(s) and for any subcontracting organization/partner) and organizational qualifications and experience (previous and/or existing clients and similar project examples with contact information).
- Universal Project Expectations (pages 12-13). Please provide responses to each universal expectation.
- Work Plan: Include a detailed plan for developing and managing the scope of work including:
  - A clear and concise description of the plan to staff and manage responsibilities identified within the scope of work. Include discussion of training, ongoing staff support, and a continuous improvement plan for processes. Key assumptions, and roles of staff and organizations should be clearly identified.
  - Describe the controls in place to prevent unauthorized access to all data collected and stored.
- Staffing Plan: Include the experience and proposed staffing including biographies of organization leadership, Program Manager for the project, the staff members who would interface regularly with the Denver Preschool Program staff and preschool providers. Please include a description of the proportion of each person's time that will be dedicated to serving the Denver Preschool Program on a full time equivalent (FTE) scale. If positions are currently unstaffed, please identify the skills as well as the traits you would seek in successful candidates. If subcontracting, the employer organization should be clearly identified.
- Catastrophic Event Assurance: The Denver Preschool Program requires assurance of consistent service in the event of catastrophic events. Given these considerations, please describe how your firm's size is an asset to the DPP. Conversely, what are the risks to the DPP of working with an organization the size of your firm, and how will you manage those risks? Please describe your firm's contingency plan surrounding unplanned loss of key staff.
- Two Letters of Support: Please attach two letters of support for organizations the RFP respondent has completed work for.
- Value of Budget/Proposed Cost:
  - Line-item budget per project.
  - Line-item budget detailing any development costs, including but not limited to training, equipment, staff and physical plan to complete the Scope of Work.
  - Line-item budget detailing ongoing costs for the Scope of Work.

## **SECTION VI: EVALUATION AND AWARD**

Offerors will be awarded based on proposals that are determined to be most advantageous to the Denver Preschool Program, considering the evaluation factors set forth in this section.

The following criteria will be used in screening, ranking, and the final selection of the awarded organization(s):

Criteria	Maximum Points
Denver-based Company or MBE/WBE/DBE Certification	5
DPP Core Values and Universal Expectations	5
Qualifications/Experience	15
Work Plan	30
Measurements	10
Staffing Plan	15
Value of Budget/Proposed Cost/Budget Narrative	20
<b>TOTAL</b>	<b>100</b>

- Note: The above originally released scoring criteria has been repealed and replaced in the Addendum on Page 77.

Proposals will be subjected to a multi-stage review and selection process.

### **Stage One – Proposal review**

The first stage will begin with a review of the response to the RFP.

Proposals not meeting mandatory or minimum requirements will not be considered.

Incomplete proposals may not be considered. Proposals not deemed within the competitive range will not be considered. The Denver Preschool Program may disqualify any Offeror for any reason without explanation.

1. The Denver Preschool Program may choose to ask clarification questions in writing and include the additional information gathered in this process.
2. Evaluation and rating of the responses will be based on:
  - a) Information provided by the Offeror in their response
  - b) Information provided by the Offeror in response to Denver Preschool Program clarification questions
  - c) Total cost to the Denver Preschool Program
  - d) Organization and completeness of response to expedite evaluation

A short list of proposals will move into the next stage of the evaluation.

**Stage Two-** may consist of a presentation, by the Offeror, to allow the Denver Preschool Program to learn more.

The Denver Preschool Program may (at the review committee’s sole discretion) request an oral presentation of proposals in the competitive range (those most responsive to the requirements and reasonably susceptible of being selected for award). Presentations will be at the Offeror's expense.

The Denver Preschool Program will schedule these presentations for the purposes of:

- Allowing the Offeror an opportunity to present its proposal to the review committee;
- Allowing the Offeror an opportunity to demonstrate its background and capabilities in providing the requested services;
- Allowing the Denver Preschool Program an opportunity to obtain further clarification of proposal aspects and attempt to resolve any uncertainties;
- Resolving suspected mistakes by calling such perceived errors to Offeror’s attention without disclosing information concerning other Offerors’ proposals; and
- Allowing the Denver Preschool Program an opportunity to ask specific questions of the

Offeror regarding its proposal.

### **Stage Three – References**

References may be checked to address issues raised during the demonstrations, interviews, and trial period or to answer detail questions not yet resolved.

### **Stage Four - Best and Final Offer**

The Denver Preschool Program may, at its sole option, either accept an Offeror's initial proposal by award of a contract or enter into discussions with Offeror(s) whose proposal(s) are likely to be considered for award. The Denver Preschool Program will not disclose any pricing information from competing Offerors' proposals.

The Denver Preschool Program may invite Offeror(s) to submit a "Best and Final Offer" to the Denver Preschool Program for consideration. Best and Final Offers will be made at the Offerors' expense. After receipt and review of the Best and Final Offers, the Denver Preschool Program will determine the successful Offeror.

***Offerors should prepare the written proposal without the assumption that an opportunity for a Best and Final Offer will be made available, and their most favorable proposal should be submitted as their initial written submittal.***

## **SECTION VII: SPECIAL CONSIDERATIONS**

- The RFP does not commit the Denver Preschool Program to procure or award a contract for all or any portion of the scope of work described.
- The Denver Preschool Program reserves the right to negotiate the contract terms related to payment, scope of work, staffing, timeline and performance of the work tasks, including the right to award based on the response to the most qualified Offeror.
- The Denver Preschool Program remains the sole owner of all data collected under this contract.
- The Denver Preschool Program reserves the right to reasonably request additional information or clarification of information provided in the RFP without changing the terms of the RFP.
- Offerors shall respond to the RFP at their own expense.
- The proposal must be signed by a person authorized to sign on behalf of the organization(s) and to bind the Offeror to the statements made in their response to this RFP.
- Documents submitted pursuant to this RFP will be subject to the Colorado Open Records Act, C.R.S. 24-72-201, et. Seq. Information clearly marked as confidential and proprietary will be kept confidential by Denver Preschool Program, unless otherwise provided by law. The Colorado Open Records Act provides that "Trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data furnished by any person" will not be produced in response to an open records request. The Submitter shall be the entity responsible for defending against Colorado Open Records Act disclosures for any records

claimed by the Submitter to be confidential and proprietary.

## **SECTION VIII: RFP TERMS AND CONDITIONS**

1. **Offeror Agreement.** By submitting a proposal, the Offeror agrees to all provisions of the RFP. Any request for deviations from or exceptions to the technical requirements, data requirements, or terms and conditions of the Request for Proposal must be explained in detail on Offeror's letterhead and included in the proposal response.
2. **Response Requirements.** Proposal responses must include all of the information requested. The DPP may reject proposals that do not provide all information necessary for a complete understanding of the proposal or fail to answer all questions adequately.
3. **Errors and Waivers.** The DPP reserves the right to waive any technical or formal errors or omissions, and to accept or reject in part or in whole any or all proposals submitted.
4. **Price and Term Guaranties.** The successful Offeror(s) guarantees that prices will not increase during the initial term of the contract that results from the award. After the initial contract term, Offeror may request price increases in accordance with the terms of the contract. As a general rule, the terms of the contract will require that (i) the Offeror notify the DPP within a specified period of time before the expiration of the contract of its intent to increase prices and of the amount or rate of the price increase; (ii) the Offeror substantiate any increases, and (iii) the increase cannot exceed a specified cap.
5. **Modification or Withdrawal of Proposals.** Offerors may withdraw or modify their proposals prior to the Proposal Deadline.
6. **Addendum to RFP.** In the event that it becomes necessary to supplement or modify this RFP, DPP will issue an addendum. Offerors are responsible for reviewing the addenda and updating their proposals in response to such addenda.
  - **Addendum Issued May 6, 2021: See page 77.**
7. **Notice of Errors in RFP.** If an Offeror becomes aware of an error or omission in this RFP, then such Offeror will promptly notify the Lead Officer via email on or before seventy-two hours prior to the Proposal Deadline.
8. **Acceptance of RFP Terms.** By submitting a proposal in response to this RFP, each Offeror acknowledges and accepts that such proposal constitutes a binding offer in accordance with the terms and conditions of this RFP. Each proposal **MUST** be signed by the Offeror or by the Offeror's authorized representative.
9. **Pricing.** Estimated proposal prices are not acceptable. Proposal prices will be considered a Offeror's best and final offer, unless otherwise stated in the RFP. Offerors will guarantee proposal contents and fees for a period of 180 days from the proposal date. The unit price for each item will be for the unit of measurement specified. All trade discounts and terms of payment must be reflected within the unit price. Contractor must not charge more for a service funded by DPP as they would for the same service funded by another source.
10. **Selection of Proposal.** As described within the RFP, the DPP will review proposals in accordance with the criteria and make a recommendation for award to the responsible Offeror(s) whose proposal is determined to be most advantageous to the DPP, in the DPP's sole discretion.
11. **Award of Contract(s).** Except as otherwise provided in this RFP, the successful Offeror(s) will sign the DPP contract. In the event the parties are unable to enter into a contract, the DPP, in its sole discretion, may cancel the award or make the award to the next most responsible Offeror.
12. **Multiple Awards.** The DPP reserves the right to award this RFP in part, to multiple Offerors, if so determined by the DPP to be in the best interests of the DPP.
13. **DPP Contract.** The DPP contract is included with this RFP as **Attachment B – DPP Sample Contract**. The Offeror or Offerors receiving and accepting an award or awards under

this RFP are expected to execute a contract on the DPP's template contract form with terms and conditions substantially as set forth the Attachment. The DPP may update its template contract forms from time to time, even after the issuance of this RFP. If a Offeror desires to propose modifications to the DPP contract, DPP, in its sole discretion, may accept, reject, or further negotiate Offeror modifications to the DPP contract. **Offerors are encouraged to conduct their legal review of the DPP's contract prior to submitting a response to this RFP.** Except as identified in its proposal, Offeror's signature on the Offeror Certification constitutes an agreement that the Offeror will accept the DPP contract terms and conditions substantially as set forth in the Attachment.

14. **Incorporation into DPP Contract.** Any statements, attachments, or exhibits submitted as part of the successful proposal may be incorporated into and made a part of the DPP contract.

15. **Acceptance of Proposal Content.** The contents of the Offeror's proposal to the RFP (including persons specified to implement any project) will become contractual obligations if the Offeror is selected for an award of contract. Failure of the successful Offeror to accept these obligations in a contract, purchase order, or similar authorized acquisition document may result in cancellation of the award and such Offeror may be ineligible for consideration in future solicitations.

16. **RFP Cancellation.** The DPP reserves the right to cancel this RFP at any time, without penalty.

17. **DPP Ownership of Proposals.** Proposals will become the property of the DPP after the Proposal Deadline.

- **Note: This RFP Terms and Conditions #17 has been repealed and replaced in the Addendum on Page 77.**

18. **Incurring Costs.** The DPP is not liable for any cost incurred by Offerors prior to issuance of a legally executed contract, purchase order, or other authorized acquisition document. Offeror has no property interest, of any nature, in the subject matter of this RFP, any award, or a contract until a contract signed by the authorized representatives of the Offeror and the DPP.

19. **Non-Discrimination.** The Offeror shall comply with all applicable State and Federal laws, rules and regulations, and DPP policies, prohibiting discrimination, intimidation, or harassment on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability.

20. **Criminal Record Verification.** The Offeror will be required to complete a criminal record check on itself (if Offeror is an individual) and any employee, subcontractor, or other agent of Offeror providing services under the DPP contract on DPP property. The Offeror (if the Offeror is an individual) and employees, subcontractors or other agents of Offeror who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, will not be allowed to work on neither DPP property nor DPP-participating preschool property for this contract. The Offeror may be required to complete the DPP's Criminal Records Check Certification. Offeror shall adhere to any Federal, State, and Local privacy and confidentiality requirements.

21. **Information and Data Security.** The Vendor shall comply with the Colorado Consumer Data Privacy Act, as codified in CRS § 6-1-713, 713.5, and elsewhere as applicable.

**ATTACHMENT A: Offeror's Certification Page**

Request for Proposal Quality Improvement Framework Implementation

I, on behalf of the proposer identified below, hereby certify that I have read a copy of the sample contract attached to the RFP and understand the terms and provisions contained in that contract. I further hereby certify that it is the proposer's intent to comply with each and every term and provision contained in the sample contract and propose no modifications to the sample contract except as follows:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

I understand that the modification stated above, if any, are offered for discussion purposes only and that the Denver Preschool Program reserves the right to accept, reject or further negotiate any and all proposed modification to the sample contract.

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT B: Sample DPP Contract

### AGREEMENT

**THIS AGREEMENT** (the “**Agreement**”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between **DENVER PRESCHOOL PROGRAM, INC.**, a Colorado non-profit corporation, whose address is 305 Park Avenue West, Suite B, Denver, CO 80205, hereinafter referred to as the “**DPP**”, and \_\_\_\_\_, a [type of entity], with an address of \_\_\_\_\_ (the “**Contractor**”).

### WITNESSETH

**WHEREAS**, DPP desires to contract with the Contractor to provide \_\_\_\_\_ services described in the Scope of Work, a copy of which is attached hereto as **Exhibit A** and incorporated into this Agreement, and DPP desires to contract with the Contractor for the performance of such services as an independent contractor; and

**NOW, THEREFORE**, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

1. **SERVICES TO BE PROVIDED:** The Contractor shall, as directed by the DPP Chief Executive Officer (the “CEO”) or the CEO’s Designee, provide comprehensive services as more particularly described in the Scope of Work, a copy of which is attached hereto as **Exhibit A**.

2. **SUBCONTRACTORS:** Contractor agrees to receive prior written approval from DPP if using any Sub-contractors to complete any portion of the services contemplated by the Scope of Work. Any such approved subcontracting shall be subject to the provisions of Paragraph 17.

3. **DPP REPRESENTATIVE; ESSENTIAL PERSONNEL:**

A. Coordination and Liaison. The Contractor agrees that during the term of this Agreement it shall fully coordinate all services hereunder with DPP. The CEO or the CEO’s designee is DPP’s representative under this Agreement through whom contractual services performed under this Agreement shall be coordinated.

B. Contractor’s Representative. The Contractor designates \_\_\_\_\_ as the Project Manager and primary contact for the Contractor who will assume the primary responsibility to oversee on behalf of the Contractor the services to be performed under this Agreement. Any change in the Project Manager shall be subject to DPP’s prior written approval.

Upon written request from DPP, the Contractor shall use reasonable efforts to substitute a different Project Manager.

4. **TERM OF AGREEMENT:**

A. The term of this Agreement is effective \_\_\_\_\_ until \_\_\_\_\_ (“Term”) unless sooner terminated as provided under this Agreement. DPP has \_\_\_\_ options to extend the term of the Agreement for \_\_\_\_ year each (“Extended Term”). DPP may elect to exercise its option to extend the Agreement by providing Contractor with written notice to extend prior to the end of the Term or Extended Term. Prior to the commencement of each Extended Term, the parties shall use commercially reasonable efforts to agree in writing to the maximum contract amount and budget for that Extended Term. This contract can be continued after the expiration of the after the expiration of the Term, and any Extended Term if applicable, only upon written agreement by both parties.

5. **PAYMENT:**

A. DPP shall pay to Contractor an annual amount not to exceed \$\_\_\_\_\_ (the “**Contract Amount**”) during the Term of this Agreement. This amount may vary up to the maximum amount according to a modified Scope of Work which may be modified from time to time by DPP based on the amount of tax receipts received by DPP, and the amount budgeted for the approved scope of work by DPP Board of Directors. Except for any Special Costs, if applicable and noted in the last paragraph of the Scope of Work attached as Exhibit A, the Contract Amount is intended to include all costs of both Contractor and any Sub-contractors, including but not limited to, \_\_\_\_\_, and any other duties listed in the Scope of Work. The Contract Amount shall be payable as follows: Contractor shall deliver to DPP a request for reimbursement (the “**Reimbursement Request**”) in accordance with the Scope of Work (as may be modified from time to time by DPP), together with a financial report with supporting documents as may be reasonably requested by DPP in light of the nature of services performed or expenses incurred during the applicable period (the “**Supporting Materials**”). Reimbursement Requests must be received by DPP on or before the fifteenth (15<sup>th</sup>) day of the month subsequent to the month for which reimbursement is being sought. DPP shall pay the Reimbursement Request to the Contractor within thirty (30) days following DPP’s receipt, subject to approval of the Supporting Materials. Funds payable by DPP hereunder shall be paid to the Contractor on a reimbursement basis only, for work performed and/or expenses incurred during the prior period covered by the Reimbursement Request.

B. It is understood and agreed that any payment or performance obligation of DPP,

under this Agreement or any amendment, shall extend only to the funds appropriated by the City and County of Denver and disbursed to DPP. The Contractor agrees that an upward adjustment of the Contract Amount is strictly prohibited unless authorized by the parties' written amendment hereto. The Contractor shall notify DPP when it has reached 25%, 50%, and 75% of the Contract Amount. In no event shall DPP be obligated for the cost of any work performed, services provided or hardware or software provided in excess of the Contract Amount.

6. **PROGRESS REPORTS:**

A. The Contractor shall maintain and submit to DPP from time to time as requested by the Director statistical and progress reports, and end-of-year reports in such format as designated by the CEO or the CEO's designee including but not limited to, a description of all services provided under this Agreement and other information reasonably requested by the CEO or the CEO's designee. Contractor shall cooperate with DPP in providing any report to DPP that is required to be given to the City of Denver in accordance with the terms of the Agreement between DPP and the City of Denver.

B. Reports required or requested by the CEO or the CEO's designee under this Agreement shall be submitted in accordance with deadlines reasonably established by the CEO or the CEO's designee and reasonably agreed upon by Contractor's Project Manager. Reports may be submitted electronically by E-mail in the form required by DPP.

7. **PERFORMANCE MONITORING/INSPECTION:** The Contractor shall permit the CEO or the CEO's designee to review and inspect the work performed under the Agreement. This means that if requested, and upon reasonable notice to Contractor, the Contractor shall make available to the CEO or the CEO's designee, for review records, reports, policies, minutes, materials, documents, invoices, accounts, whether in hardcopy or electronic format, used in performance of any of the services required hereunder or relating to any matter covered by this Agreement in order to coordinate the performance of services by the Contractor in accordance with the terms of this Agreement.

8. **COMPLIANCE WITH APPLICABLE LAWS:** The Contractor shall comply with all applicable Federal Laws, State Laws, and City ordinances, codes, rules and regulations, issued by the federal government, State of Colorado, or the City and County of Denver and provided to the Contractor concerning the services provided under this Agreement, as the same may be amended from time to time and whether or not specifically referenced herein

(“**Applicable Laws**”). Contractor shall ensure that any and all subcontractors also comply with Applicable Laws.

9. **STATUS OF CONTRACTOR:** It is understood and agreed by and between the parties that the status of the Contractor shall be that of an independent contractor and is engaged on contractual basis to perform professional or technical services for limited periods of time. Contractor, at its cost, is solely responsible for obtaining workers’ compensation insurance and unemployment insurance. Contractor shall be responsible to pay all required Federal, state and local income, employment, self-employment, business and other taxes, tariffs, duties, levies, or similar charges including but not limited to social security (FICA) and Medicare for which Contractor may be responsible in connection with the operation of its business and with respect to proceeds received from its participation in this Agreement<sup>10</sup>.

10. **TERMINATION OF AGREEMENT AND CLOSE OUT:**

A. In the event DPP determines the services provided under this Agreement are not satisfactory, DPP shall issue a notice to cure (“**Cure Notice**”) identifying matters of unsatisfactory performance. The Cure Notice shall provide the Contractor Thirty (30) Days’ opportunity to cure all identified matters of unsatisfactory performance or if any matter cannot be corrected within said thirty day period, then the Contractor shall provide written notice of Contractor’s proposed plan for DPP’s approval, that will not be unreasonably withheld, to cure said matters within a reasonable period of time. In the event the unsatisfactory performance noted in the Cure Notice has not been remedied within the applicable period, DPP may terminate this Agreement at any time thereafter upon ten (10) days additional written notice.

B. The Contractor may terminate this Agreement in the event a payment due the Contractor is delinquent for thirty (30) days or more, or DPP does not comply with the provisions of the Proprietary or Confidential Information or Intellectual Property Rights clauses of this Agreement, and the Contractor has thereafter given DPP written notice and DPP has failed to make the payment within ten (10) days or otherwise cure performance following such written notice.

C. DPP may also, by written Notice of Default to the Contractor, effective thirty (30) days from Contractor’s receipt, terminate the whole or any part of this Agreement in the event the Contractor or any of its officers or any employee having primary responsibility for overseeing the services to be performed by Contractor under this Agreement is convicted of, pleads nolo contendere to, enters into a formal agreement in which they admit guilt, enters a plea of guilty,

or otherwise admits culpability to criminal offenses of moral turpitude, crime relating or involving minors, bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion, or any offense of a similar nature, in connection with the Contractor's business. The Contractor shall have a reciprocal right of termination in the event DPP's contract with the City and County of Denver is terminated for like reasons.

D. If the Contractor's services are terminated, it shall be paid only for that portion of the services satisfactorily completed in accordance with this Agreement at the time of such termination. In no event will DPP be liable for any costs incurred by the Contractor after the effective date of termination. Such non-recoverable costs include, but are not limited to, post-termination employee salaries, overhead, insurance costs, contract administration and post-termination administrative expenses, or any other damages, costs or expenses associated with the Agreement or termination hereof which are not expressly authorized under this subparagraph 10.D. Within thirty (30) days following the effective date of termination of this Agreement, the Contractor will submit a final Reimbursement Request to DPP for the amount which represents the compensation actually due and owing the Contractor for its performance prior to the effective date of termination of the Agreement and for which the Contractor has not previously been compensated. Upon approval and payment by DPP of the final Reimbursement Request, DPP shall be under no further obligation to the Contractor for payment under this Agreement.

E. In the event of termination of this Agreement by DPP for any reason, and subject to the confidentiality provisions of paragraph 30, the Contractor will cooperate and coordinate with DPP for the transition of relevant records maintained by the Contractor in connection with the Denver Preschool Program. Provided the Contractor is reimbursed for any costs incurred, the Contractor will also use best efforts to actively and in good faith cooperate and coordinate with any successor contractor or provider retained by DPP in transitioning the operation. The Contractor shall have thirty (30) days following termination of the Agreement to provide DPP all documentation requested or required for complete and adequate closeout of the Agreement including an end of year report. In addition, the Contractor shall comply with contract closeout procedures directed by the CEO or the CEO's designee to be performed under this Agreement for final reimbursement, including but not limited to submission of outstanding invoices, reports, and other information due to DPP.

11. **NO WAIVER:** In no event shall any payment by DPP or any performance by Contractor

hereunder constitute or be construed to be a waiver by either Party of any breach of any term, covenant, or condition of this Agreement or any default which may then exist on the part of the Contractor; the making of any such payment or performance by Contractor when any such breach or default shall exist shall not impair or prejudice any right or remedy available with respect to such breach or default; and no assent, expressed or implied, to any breach of any one or more terms, covenants, or conditions of the Agreement shall be held to be a waiver of any later or other breach.

12. **RETENTION AND EXAMINATION OF RECORDS:** For a period of **three (3) years** following final payment under this Agreement, Contractor shall retain all books, documents, papers and records of the Contractor involving transactions related to this Agreement (“Contract Records”). Subject to the confidentiality provisions of paragraph 30, during such post Agreement period, the Contractor agrees that any duly authorized representative or designee of DPP shall have access to and the rights to examine any Contract Records. Such review shall occur no more frequently than once per year, upon prior reasonable written notice to the Contractor, at a place and time convenient to both parties, unless DPP has reasonable cause to require any additional review. Electronic records may be kept in lieu of paper records. Paper records not retained must be shredded using a micro cut shredder.

13. **TAXES AND LICENSES:** The Contractor agrees to promptly pay all taxes, excises, license fees and permit fees of whatever nature applicable to its operations, and to obtain and keep current all required licenses, municipal, county, state or federal, required for the conduct of its business hereunder, and further agrees not to permit any of said taxes, excises, or license fees to become delinquent. The Contractor further agrees to furnish DPP, upon request, duplicate receipts or other satisfactory evidence showing the prompt payment by the Contractor of all required licenses and taxes. The Contractor further agrees to pay promptly when due all bills, debts and obligations incurred by it in conjunction with its operations, and not to permit the same to become delinquent and to promptly discharge any lien, mortgage, judgment or execution which will in any way impair the rights of DPP under this Agreement; provided, however, the Contractor shall have the right to contest any lien or judgment.

14. **TAXES, CHARGES AND PENALTIES:** DPP shall not be liable for the payment of taxes, late charges, or penalties of any nature.

15. **VENUE, GOVERNING LAW:** Each and every term, condition, or covenant of herein is subject to and shall be construed in accordance with the provisions of Colorado law. Venue for

any arbitration shall be in Denver, Colorado, and venue for any judicial action (seeking protection of rights in intellectual property, trade secrets, or confidential or proprietary information) arising hereunder shall be in the District Court of Denver County, Colorado.

16. **USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS:** The Contractor, its officers, agents and employees shall comply with Federal laws concerning the use, possession or sale of alcohol or drugs. Violation of applicable laws which effect or impair the Contractor's performance under this Agreement can result in DPP barring the Contractor from DPP facilities or participating in DPP operations.

17. **ASSIGNMENT AND SUBCONTRACTING:** DPP is not obligated or liable under this Agreement to any party other than the Contractor named herein. The Contractor understands and agrees that it shall not subcontract or assign this Contract or any other Work under this Contract to any other person or entity without the prior written consent and approval of DPP, in DPP's sole discretion. Any attempt by the Contractor to assign or subcontract its rights hereunder without such prior written consent of DPP shall, at the option of DPP, shall constitute a default by Contractor and automatically terminate this Agreement and all rights of the Contractor under this Agreement. DPP's approval of such contracting or subcontracting shall not be construed to create any contractual relationship between DPP and any such subcontractor, and the Contractor named herein shall in any and all events be and remain responsible to DPP according to the terms of this Agreement for performance of the services to be rendered in accordance with the Scope of Work. Contractor shall remain fully responsible to DPP for the performance by any approved third party performing services or supplying materials contemplated under this Agreement.

18. **NO DISCRIMINATION IN EMPLOYMENT:** In connection with the performance under this Agreement, the Contractor agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, gender variance, marital status, or physical or mental disability; and the Contractor further agrees to insert the foregoing provision in all subcontracts hereunder.

19. **INSURANCE:** The Contractor agrees to substantially comply with the insurance requirements that are detailed in **Exhibit B**. Any deviations from these requirements shall be made only with the prior written approval of DPP.

20. **INDEMNIFICATION:** Each Party shall defend, release, indemnify and save and hold harmless the other Party, and its officers, directors and agents, against any and all claims and liability arising out of damages to property or bodily injuries to or death of any person or persons, resulting from or arising out of its own activities, omissions or performance in connection herewith, including negligent acts or omissions its officers, employees, representatives, agents and subcontractors; provided, however, that a Party need not indemnify and save harmless the other Party from claims or liability resulting from negligence of the indemnified Party's own officers, employees, representatives, agents or subcontractors.

21. **NO WAIVER OF NON-PROFIT STATUTE:** Notwithstanding any other provision of this Agreement to the contrary, no term of condition of this Agreement shall be construed or interpreted as a waiver of any provision of the Colorado Revised Nonprofit Corporation Act, C.R.S., 7-121-101 et seq., as now or hereafter amended. It is acknowledged that C.R.S. 7-123-105, provides for limitations on actions against nonprofit corporations. No provision of this Agreement, whether or not incorporated herein by reference, shall be construed or interpreted so as to diminish the limitations afforded either Party under this Statute.

22. **CONFLICT OF INTEREST:** The parties agree that no official, officer or employee of DPP shall have any personal or beneficial interest whatsoever in the services or property described herein and the Contractor further agrees not to hire or contract for services with any official, officer, or employee of DPP.

The Contractor agrees that it will not engage in any transaction, activity or conduct which would result in a conflict of interest under this Agreement. The Contractor represents that it has disclosed any and all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Contractor by placing the Contractor's own interests, the interests of any party with whom the Contractor has a contractual arrangement, in conflict with those of DPP. DPP, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict exists after it has given the Contractor written notice which describes the conflict. The Contractor shall have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner which is acceptable to DPP.

23. **NO THIRD PARTY BENEFICIARIES:** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to DPP and the Contractor, and nothing contained

in this Agreement shall give or allow any claim or right of action by any other or third person or entity under this Agreement. It is the express intention of DPP and the Contractor that any person or entity other than DPP or the Contractor receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

24. **DISPUTES:** It is the express intention of the parties to this Agreement that all disputes of any nature whatsoever arising under this Agreement shall be resolved by binding arbitration with the Judicial Arbitrator Group (“JAG”) in Denver, Colorado. Unless the parties agree otherwise, any arbitration shall be conducted by and in accordance with the rules and regulations of the American Arbitration Association. However, if the City and County of Denver is named as a party in the dispute, the dispute shall be resolved by administrative hearings pursuant to the procedure established by Denver Revised Municipal Code 56-106(b)-(f). The parties expressly agree that this dispute resolution process is the only dispute resolution mechanism that will be recognized by the parties, notwithstanding any other claimed theory of entitlement on the part of either party or any subcontractor or supplier. Prior to invoking arbitration, a Party shall notify the other Party in writing and state the basis for the dispute along with the requested relief. The Parties agree to meet and confer regarding the dispute. Failing resolution, the parties agree to submit the matter to mediation before a mediator chosen by mutual agreement, and further agree to attempt to resolve the dispute acting in good faith. If the dispute is not resolved to the satisfaction of either party, the dissatisfied Party(ies) may seek binding arbitration. Notwithstanding the foregoing, disputes procedure is not required for injunctive relief actions seeking protection of rights in intellectual property, trade secrets, or confidential or proprietary information.

25. **PARAGRAPH HEADINGS:** The captions and headings set forth herein are for convenience of reference only, and shall not be construed so as to define or limit the terms and provisions hereof.

26. **SURVIVAL OF CERTAIN AGREEMENT PROVISIONS:** The parties understand and agree that all terms, conditions and covenants of this Agreement, together with the exhibits and attachments hereto, if any, any or all of which, by reasonable implication, contemplate continued performance or compliance beyond the expiration or termination of this Agreement (by expiration of the term or otherwise), shall survive such expiration or termination and shall continue to be enforceable as provided herein. Without limiting the generality of the foregoing, the obligations for defense and indemnity, for performance by Contractor following termination as set forth in Section 10.D, for preserving confidentiality of confidential information, and rights

and obligations with respect to intellectual property shall survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.

27. **SEVERABILITY:** The parties agree that if any part, term or provision of this Agreement, except for the provisions of this Agreement requiring prior appropriation and stating the Maximum Contract Amount to be paid by DPP, is held to be illegal or unenforceable, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid or unenforceable.

28. **AGREEMENT AS COMPLETE INTEGRATION; AMENDMENTS:** This Agreement is intended as the complete integration of all understandings between the parties as to the subject matter of this Agreement. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless agreed upon in writing both parties. No subsequent novation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in a written amendment or other agreement properly executed by both parties. No oral representation by any officer or employee of DPP at variance with the terms and conditions of this Agreement, or any written amendment to this Agreement, shall have any force or effect or bind DPP. Amendments to this Agreement will become effective when approved by both parties and executed in the same manner as this Agreement. This Agreement and any amendments shall be binding upon the parties, their successors and assigns.

29. **LEGAL AUTHORITY:**

A. The Contractor warrants and represents that it possesses the legal authority to enter into this Agreement and any required action or authorization has been taken or obtained.

B. The person or persons signing and executing this Agreement on behalf of the Contractor warrant and represent that the signatory has been fully authorized by the Contractor to execute this Agreement on behalf of the Contractor and to validly and legally bind the Contractor to all the terms, performances and provisions herein.

30. **PROPRIETARY OR CONFIDENTIAL INFORMATION:**

A. **Definition of Proprietary or Confidential Information:** The Parties understand and agree that, in performance of this Agreement, each may require access to proprietary or

confidential information of the other, the disclosure of which to third parties may be damaging to the Disclosing Party. “**Confidential Information**” includes that information collected from persons with an expectation that it will be held confidential and not disclosed to third parties. “**Proprietary Information**” means information that is not publicly available information and that either Party considers sufficiently business sensitive to warrant protection as a trade secret or otherwise as permitted by law. Each Party shall identify Confidential or Proprietary information in advance of disclosure to the other. Neither Party may disclose the

Proprietary or Confidential Information of the other to any third person, except as required for performance of this Contract. Each Party shall exercise the same standard of care to protect such information of the Other Party as a reasonably prudent contractor would to protect its own proprietary or confidential information.

B. **Open Records:** The parties understand that DPP is subject to the Colorado Open Records Act, §24-72-201, et. seq., C.R.S. (2005) and that in the event of a request to DPP for disclosure of such information, to the extent such information is under the Contractor’s control, the Contractor agrees to cooperate in good faith in making information available that is subject to disclosure under the Act. In the event the Contractor believes the requested material or information is not subject to disclosure, the Contractor shall provide DPP the basis for such objection, in which event DPP shall object to such request based on the information provided by the Contractor. With respect to Confidential or Proprietary Information previously provided to DPP, DPP will notify the Contractor of requests for such information and shall object to disclosure using the applicable exemption in C.R.S. § 24-72-204. The Contractor shall not be responsible for liability or costs of litigation relating to DPP’s obligations under the Open Records Act.

### 31. **INTELLECTUAL PROPERTY RIGHTS:**

A. Ownership. Except as otherwise specified herein, DPP is and shall be the sole and exclusive owner of all right, title and interest throughout the world in and to all Work Product, including all Intellectual Property Rights therein.

**Intellectual Property Rights**" means any and all rights arising in the United States or any other jurisdiction throughout the world in and to (a) patents, patent disclosures, and inventions (whether patentable or not), (b) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, and other similar designations of source or origin,

together with the goodwill symbolized by any of the foregoing, (c) copyrights and works of authorship (whether copyrightable or not), including computer programs, and rights in data and databases, (d) trade secrets, know-how, and other confidential or proprietary information, and (e) all other intellectual property, in each case whether registered or unregistered, and including all registrations and applications for such rights and renewals or extensions thereof, and all similar or equivalent rights or forms of protection in any part of the world.

**“Work Product”** means the deliverables pursuant to this Agreement and all other writings, technology, inventions, discoveries, processes, techniques, methods, ideas, concepts, research, proposals, and materials, and all other work product of any nature whatsoever, that are created, prepared, produced, authored, edited, modified, conceived, or reduced to practice by or on behalf of Contractor solely or jointly with the DPP or others in the course of performing the services under this Agreement, and all printed, physical, and electronic copies and other tangible embodiments of any of the foregoing.

B. Work Made For Hire; Assignment. Contractor acknowledges and agrees that any and all Work Product that may qualify as “work made for hire” as defined in the Copyright Act of 1976 (17 U.S.C. § 101) is hereby deemed “work made for hire” for DPP and all copyrights therein shall automatically and immediately vest in DPP. To the extent that any Work Product does not constitute “work made for hire.” Contractor hereby irrevocably assigns to DPP and its successors and assigns, for no additional consideration, Contractor's entire right, title, and interest in and to the Work Product and all Intellectual Property Rights therein, including the right to sue, counterclaim, and recover for all past, present, and future infringement, misappropriation, or dilution thereof, and all rights corresponding thereto throughout the world.

C. Applications for Patent and Registration of Intellectual Property Rights. Contractor acknowledges and agrees that, as between DPP and Contractor, DPP has the exclusive right (but not any obligation), in its sole discretion, to file and prosecute any patent application for or application for registration of any Intellectual Property Rights in the Work Product and maintain any resulting issuance or registration. Contractor shall not file any such application, during the Term or at any time thereafter, unless specifically authorized by DPP in writing to do so on DPP's behalf. In the event any such application is filed in Contractor's name, Contractor hereby irrevocably assigns to DPP and its successors and assigns, for no additional consideration, Contractor's entire right, title, and interest in and to such application, all Intellectual Property Rights disclosed or claimed therein, and any patent or registration issuing

or resulting therefrom.

D. Disclosure of Inventions; Maintenance of Records. Contractor shall promptly make full written disclosure to DPP of all inventions that constitute Work Product and shall at all times keep and maintain adequate, current, accurate, and authentic records of all Work Product. Such records may be in the form of notes, sketches, drawings, flow charts, electronic files, laboratory notebooks, reports, or any other format that may be specified by DPP. The records shall at all times be the exclusive property and Confidential Information of DPP, and Contractor agrees not to remove such records from DPP's premises, except as may be expressly permitted by DPP in its written policies or by its prior written consent.

E. Company Materials. As between DPP and Contractor, DPP is, and shall remain, the sole and exclusive owner of all right, title, and interest in and to any documents, specifications, data, know-how, methodologies, software, and other materials provided to Contractor by DPP ("**Company Materials**"), including all Intellectual Property Rights therein. Contractor shall have no right or license to reproduce or use any Company Materials except solely during the Term to the extent necessary to perform its obligations under this Agreement. All other rights in and to the Company Materials are expressly reserved by DPP.

F. Confidentiality. The Work Product and Company Materials are and shall at all times remain the Confidential Information of DPP and subject to all Contractor obligations and restrictions set forth in Section 30. Without limiting such obligations or restrictions, Contractor shall not disclose to any third party the nature or details of any Work Product or Company Materials without the DPP's prior written consent

G. Moral Rights. To the extent any copyrights are assigned under this Section 31, Contractor hereby irrevocably waives in favor of DPP, to the extent permitted by applicable law, any and all claims Contractor may now or hereafter have in any jurisdiction to all rights of paternity or attribution, integrity, disclosure, and withdrawal and any other rights that may be known as "moral rights" in relation to all works of authorship to which the assigned copyrights apply.

H. Further Assurances; Power of Attorney. During and after the Term, Contractor shall reasonably cooperate with DPP to (i) apply for, obtain, perfect, and transfer to DPP the Work Product and any and all Intellectual Property Rights therein in any jurisdiction throughout the world, and (ii) maintain, protect, and enforce the same, including giving testimony and executing and delivering to DPP any and all applications, oaths, declarations, affidavits, waivers, assignments, and other documents and instruments as may be requested by the Company.

Contractor hereby grants DPP a limited and irrevocable power of attorney, coupled with an interest, to execute and deliver any such documents on Contractor's behalf in its name and to do all other lawfully permitted acts to transfer legal ownership of the Work Product to DPP and further the transfer, prosecution, issuance, registration, and maintenance of all Intellectual Property Rights therein, to the extent permitted by applicable law, if Contractor does not promptly cooperate with DPP's request (without limiting the rights DPP shall have in such circumstances by operation of law).

I. Pre-Existing Materials.

(i) As between DPP and Contractor, subject to the license granted under Section 31(I)(ii) (below), Contractor is, and shall remain, the sole and exclusive owner of all right, title, and interest in and to all documents, data, know-how, methodologies, software, and other materials developed or acquired by Contractor prior to the date of this Agreement or independently of the performance of any services rendered hereunder ("**Pre-Existing Materials**"), including all Intellectual Property Rights therein.

(ii) To the extent that any Pre-Existing Materials are incorporated in or combined with any deliverable or otherwise necessary for the use or exploitation of any Work Product, Contractor hereby irrevocably grants to DPP a royalty-free, fully paid-up, perpetual, transferable, sub-licensable (through multiple tiers), worldwide, non-exclusive license to use, perform, display, reproduce, distribute, modify, make derivative works of, make, have made, sell, offer to sell, import, and otherwise exploit such Pre-Existing Materials as part of or in connection with such deliverables and other Work Product, and to practice any method related thereto. All other rights in and to the Pre-Existing Materials are expressly reserved by Contractor.

(iii) Contractor shall not incorporate or combine any Pre-Existing Materials or any tangible or intangible property of any third party into or with any deliverable without obtaining DPP's prior written consent.

J. No Infringement. Contractor hereby represents and warrants that: (a) none of the services, deliverables, and Pre-Existing Materials, or DPP's use thereof or other exercise of its rights or license under this Agreement, does or will infringe, misappropriate, dilute, or otherwise violate any Intellectual Property Right of any Person, and (b) as of the date of this Agreement, there are no pending or, to Contractor's knowledge, threatened claims, litigation, or other proceedings against Contractor by any third party based on an alleged violation of such Intellectual Property Rights.

K. **Indemnification.** Notwithstanding any other provision herein, each Party shall indemnify and hold harmless the other Party from all loss, damage or liability for, or by reason of, any actual or alleged infringement of any U.S. patent, copyright, or trademark, or any trade secret disclosure arising solely as a result of either Parties' activities or performance pursuant to this Agreement.

L **Remedies.** Each Party shall be responsible for any and all losses or damages resulting from any infringement of the other Party's Intellectual Property Rights or unlawful disclosure of any Proprietary or Confidential Information by its employees, officers, agents or assigns. Either Party, during or after the term of this Agreement, may take any and all actions that it reasonably deems necessary to protect its rights in its Intellectual Property or its interests concerning the Proprietary or Confidential Information including the intervention in any legal proceeding concerning the Information's use or disclosure. This obligation shall survive the cancellation or other termination of this Agreement.

32. **NOTICES:** Any notices, demands, or other communications required or permitted to be given by any provision of this Agreement shall be given in writing, delivered personally or sent by commercial carrier with tracking capabilities, addressed to the parties at the following addresses:

To DPP:                      Denver Preschool Program, Inc.  
   305 Park Avenue West, Suite B  
   Denver, CO 80205  
   Attention: CEO

With a copy to: \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

To Contractor: \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

or at such other address as either party may hereafter or from time to time designate by written notice to the other party given in accordance herewith. Notice shall be considered received on the day on which such notice is actually received by the party to whom it is addressed as evidenced by tracking records through commercial carrier.

33. **NO CONSTRUCTION AGAINST DRAFTING PARTY:** Each of the Parties acknowledge that each of them and their respective counsel have had the opportunity to review this Agreement and that this Agreement shall not be construed against any Party merely because

this Agreement or any of its provisions, have been prepared by a particular Party.

34. **INUREMENT:** The rights and obligations of the parties herein shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns permitted under this Agreement.

35. **COUNTERPARTS OF THIS AGREEMENT:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original of this Agreement. Contractor and DPP agree that electronic and facsimile copies of this signed Agreement shall also be deemed originals of this Agreement.

36. **PROHIBITION AGAINST EMPLOYMENT OF UNDOCUMENTED WORKERS TO PERFORM WORK UNDER THIS AGREEMENT:**

A. The Contractor shall not knowingly employ or contract with undocumented workers to perform work under this Agreement. The Contractor shall not enter into a contract with a subcontractor that knowingly employs or contracts with an undocumented worker or that fails to certify to the Contractor that it does not knowingly employ or contract with an undocumented worker to perform work under this Agreement.

B. Contractor and its subcontractors shall execute the 'Certification', in form attached hereto as **Exhibit C**.

C. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs with or contracts with an undocumented worker, it will notify such subcontractor and DPP within three (3) business days, and terminate such subcontractor if within three (3) business days after such notice the subcontractor does not stop employing or contracting with the undocumented worker, unless during such three (3) business day period the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an undocumented worker.

D. Contractor shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S. E. If the Contractor fails to comply with any provision of this Section 36, DPP may terminate this Agreement for breach and the Contractor shall be liable for actual and consequential damages to DPP, and the provisions of Paragraph 10 shall govern such termination, to the extent reasonably applicable.

**IN WITNESS WHEREOF**, DPP and the Contractor have executed, through their lawfully empowered representatives, this Agreement as of the day and year above written.



**DENVER PRESCHOOL PROGRAM**

By: \_\_\_\_\_  
CEO, Denver Preschool Program

By: \_\_\_\_\_  
Chair of the Board of Directors, Denver Preschool Program

**[Contractor's name]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit A - Scope of Work/Budget**

**Exhibit B - Insurance Requirements**

**Exhibit C - Certification**

**Sample Contract Exhibit A**  
**Scope of Work/Budget:**

DPP shall pay to Contractor a maximum sum not to exceed \$ \_\_\_\_\_ annually (the “Contract Amount”) during the Term of this Agreement.

**Project Contract:**

This scope of work pertains to work to be performed by \_\_\_\_\_ (“Contractor”) for the Denver Preschool Program (“DPP”).

**Project:**

**Timeline:**

This project commences \_\_\_\_\_, and runs through \_\_\_\_\_.

**Fees:**

**Expenses:**

Day-to-day out-of-pocket expenses are included in the above not-to-exceed fees. Out-of-pocket expenses include administrative time, transportation, photocopying, postage, parking, local and long-distance telephone and fax, cellular calls, messenger and other similar day-to-day office expenditures.

**Special Costs:**

The following items are not included in the out-of-pocket expenses listed above, must be approved by DPP in writing in advance, and will incur additional costs:

## Sample Contract Exhibit B Insurance Requirements

A. **General Conditions:** The Contractor agrees to secure, prior to the disbursement of funding hereunder, the following insurance covering all operations, goods or services provided pursuant to this Agreement. The Contractor shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for any claims-made policy, three (3) years after termination of the Agreement. The required insurance shall be underwritten by an insurer licensed to do business in Colorado and rated by A.M. Best Company as “A” VIII or better, or other insurer acceptable to DPP. Each policy shall contain a valid provision or endorsement stating “Should any of the above-described policies be canceled or should any coverage be reduced before the expiration date thereof, the issuing company shall send written notice to the CEO, Denver Preschool Program, 305 Park Avenue West, Suite B by certified mail, return receipt requested. Such written notice shall be sent thirty (30) days prior to such cancellation or reduction unless due to non-payment of premiums for which notice shall be sent ten (10) days prior.” If any policy is in excess of a deductible or self-insured retention, DPP must be notified by the Contractor. The Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

B. **Proof of Insurance:** The Contractor shall provide a copy of this Agreement to its insurance agent or broker. The Contractor further agrees to have its agent or broker provide a certificate of insurance, a policy, or other proof of insurance as required by DPP.

C. **Additional Insureds:** For general liability, the Contractor’s insurer shall name DPP as an additional insured.

D. **Third Party Providers:** All sub-consultants, independent contractors, suppliers or other entities providing goods or services to or on behalf of the Contractor as contemplated by this Agreement shall be subject to all of the requirements herein and shall procure and maintain to the extent applicable the same coverages required of the Contractor. The Contractor shall include all such consultants, independent contractors, suppliers or other entities as insureds under its policies or shall ensure that such third parties maintain the required coverages. The Contractor agrees to provide proof of insurance for all such third parties upon request by DPP.

E. **Workers’ Compensation/Employer’s Liability Insurance:** The Contractor shall maintain the coverage as required by statute for each of its business locations and shall maintain Employer’s Liability insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.

F. **General Liability:** The Contractor shall maintain limits of \$1,000,000 for

each occurrence claim, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations for each occurrence, and \$2,000,000 policy aggregate.

G. **Automobile Liability:** The Contractor shall maintain limits of \$1,000,000 for combined single limit applicable to all vehicles operating on DPP's property and elsewhere which includes auto pollution liability coverage for any vehicle hauling cargo containing pollutants or contaminants.

H. **Additional Provisions:**

(1) For all general liability, the policies must provide the following:

(a) If any aggregate limit is reduced by twenty-five percent (25%) or more by paid or reserved claims, DPP shall notify the City within ten (10) days and reinstate the aggregates required;

(b) Defense costs, and such costs will not diminish the policy limit.

(c) Contractual liability covering bodily injury, property damage, and loss of use claims related to the indemnification provisions of this Agreement.

(d) A severability of interests provision;

(e) Waiver of exclusion for lawsuits by one insured against another;

(f) A provision that coverage is primary; and

(g) A provision that coverage is non-contributory with other coverage or self-insurance provided by the City.

(2) For all general liability, if the policy is a claims-made policy, then the retroactive date must be on or before the date the first DPP Board of Directors was appointed.

For all general liability, the policies must not contain an exclusion for sexual abuse, molestation, discrimination or similar offenses.

**Sample Contract Exhibit C  
Certification**

**CERTIFICATION UNDER §8-17.5-102, C.R.S.**

1. **[name of Contractor]**, in compliance with §8-17.5-102, C.R.S., certifies that at the time of the execution of this Certification.
  
2. **[name of Contractor]** does not knowingly employ or contract with undocumented workers.
  
3. In the event **[name of Contractor]** hires any employees, it will attempt to participate in the Basic Pilot Employment Verification Program in order to verify that it does not employ any undocumented workers.

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT C: DPP Branding Expectations

### **Denver Preschool Program Branding Expectations**

- All conduct under the contract shall be in the best interest of the Denver Preschool Program.
- All Contractor(s) will be required to adhere to DPP Branding Guidelines for both messaging and design, as appropriate.
- All Contractor(s) will be expected to represent DPP in a positive and friendly manner during any contact with DPP families, providers and/or partners.
- All Contractor(s) will be expected to follow the DPP communications values
  - **Trustworthy**—deserving of trust or confidence, dependable, reliable. For DPP, it means being a credible voice in the conversation and a valuable resource to Denver parents for information about preschool options
  - **Mature**—completed, perfected or elaborated in full by the mind. For DPP, it means being grown-up without being stuffy; speaking about children but not child-like
  - **Nice**—pleasing, agreeable, delightful. For DPP, it means being approachable and sincere, while also being a trusted voice of authority
  - **Direct**—straightforward, frank, candid. For DPP, it means using clear, easily understood language and tone; not overly verbose or complicated
  - **Connected**—unified and part of something. For DPP, it means acting as a bridge to connect parents with preschools, and to coalesce the ECE community to increase quality

### **Contractor Communications**

- Correspondence: email and phone calls: when communicating with a DPP family regarding DPP-specific activities, any Contractor staff must acknowledge they are calling on behalf of the Denver Preschool Program (this does not exclude Contractor from acknowledging their own organization)
  - Example: “Hi, this is John Doe from “Contractor” calling on behalf of the Denver Preschool Program...”

### **QI Coaching**

- All Coaches will identify coaching sessions as funded by DPP during their applicable coaching visit with any coachee.
- All DPP coaching logs, needs assessments, quality improvement plans, DPP QI Funding Recommendation forms, and other potential coaching support documents funded by DPP must be co-branded with the DPP and Contractor’s logo.

### **QI Trainings**

- All printed DPP-funded training documents, including sign-in sheets, evaluation and certificates must include the DPP logo
- All DPP-funded training presentations must include the DPP logo on the title page of the presentation
- All Trainers must verbally acknowledge the Denver Preschool Program as a funding source at the start of each training
  - DPP recognizes that other funding sources will also be included in each of these areas for any training with multiple funding streams

**ATTACHMENT D: 2020-2021 DPP Quality Improvement Framework**

DPP has included the existing school year’s QI Framework below for context. DPP encourages recommendations to improve DPP’s QI resource distribution to promote equity and inclusion.

**2020-2021 DPP Teacher Achievement Awards**

The Denver Preschool Program recognizes the time and effort it takes to build early childhood professional knowledge and skills. The DPP Teacher Achievement Awards detail the achievements critical to meeting DPP’s core values of intentional teaching, highly effective teachers, and positive teacher-child interactions as well as the awards a lead teacher or assistant teacher in a DPP classroom can earn for completing each one. **Eligibility Requirements:** Teacher must work at a DPP Program located in Denver County **and** be a lead or assistant teacher exclusively assigned to a preschool classroom (infant and toddler classroom teachers are not eligible)

Achievement (Must occur between September 2020 – August 2021)	Award	Verification	Frequency Teacher Can Earn
<b><u>Coaching:</u></b> Teacher participates in four DPP coaching sessions OR six DPP coaching hours	\$260	DPP will verify from coaching logs	Once per school year
<b><u>Additional Coaching:</u></b> Teacher participates in four additional DPP coaching sessions (eight total sessions) OR six additional coaching hours (12 hours total)	\$280	DPP will verify from coaching logs	Once per school year
<b><u>Colorado Early Childhood Coaching Credential:</u></b> Teacher earns Colorado EC Coaching Credential: <a href="https://tinyurl.com/y2twwww9">https://tinyurl.com/y2twwww9</a>	\$100	DPP will verify from the copy of the coaching credential certificate and director confirmation the teacher works in a classroom with DPP children	Once per school year
<b><u>DPP Featured Training Series:</u></b> Teacher attends a complete DPP Feature Training series during the school year	\$285	DPP will verify from featured training certificate copies and director confirmation the teacher works in a classroom with DPP children	Once per school year
<b><u>Good to Great or PLC Training Series:</u></b> Teacher attends at least three sessions in a DPP-funded Good to Great training series <b>or</b> four DPP Professional Learning Community (PLC) trainings during the school year	\$250	DPP will verify from the training certificate copies and director confirmation the teacher works in a classroom with DPP children	Once per school year. <u>Only one of these types of series awards can be earned per person per school year.</u>
<b>Total Maximum Teacher Award for September 2020 – August 2021</b>	<b>\$1,175</b>		<b>To be provided via a personal check</b>



**2020-2021 DPP Teacher Achievement Payment Form**

(Effective for Achievements Earned **between September 2020 – August 2021**)

Please email your completed payment form, W-9 Form and any required attachments to [achievement@dpp.org](mailto:achievement@dpp.org). Any missing information will delay processing. Due to the large number of forms received, it could take up to 90 days for you to receive your check after sending all required information.

**Teacher Information - all info required.** To be completed by the teacher who earned the achievement.

**Teacher’s Legal Name** (as it will appear on your check and W9): \_\_\_\_\_

**Nickname** (if your name might be listed differently on coaching logs, etc.): \_\_\_\_\_

**Mailing Address** (for check delivery): \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email** (so we can verify info/follow up if needed): \_\_\_\_\_

**Phone** (so we can verify info/follow up if needed): \_\_\_\_\_

**Preschool Name:** \_\_\_\_\_

**What Preschool Age Groups Do You Teach?**

- Younger Preschoolers (3 – 4 year-olds)
- Older Preschoolers (4 – 5 year-olds)
- Mixed-Age Preschoolers (3 – 5 year-olds)

**Achievement Earned** (please check all that apply):

- Teacher participates in four DPP coaching sessions OR six DPP coaching hours (\$260) **(no attachment needed except W9)**
- Teacher participates in four additional DPP coaching sessions (eight total sessions) OR six additional DPP coaching hours (12 hours total) (\$280) **(no attachment needed except W9)**
- Teacher earns the Colorado EC Coaching Credential (\$100) **(must attach copy of the credential certificate and W9)**
- DPP Featured Training Series (\$285) **(must attach copies of the complete DPP Featured Training Series certificates between Sept. 2020-Aug. 2021 and W9)**
- Good to Great **or** PLC Training Series Completion (\$250) **(must attach copies of the training certificates and W9)** Only one of these awards can be earned. Please fill in only one circle below for the training series award for which you are applying.
  - Good to Great Series (teacher attends three Good to Great trainings between Sept. 2020-Aug. 2021)
  - Professional Learning Community (PLC) (teacher attends four PLCs between Sept. 2020-Aug. 2021)

\*\*\*\*\*

**Lead Director Verification – all info required.** To be completed by the Program’s

**director.** (If you teach at Denver Public Schools, then the info can be completed by the principal/assistant principal or DPS ECE regional specialist).

By signing below, I, \_\_\_\_\_ (director’s printed name), verify that \_\_\_\_\_ (teacher’s printed name) currently works exclusively as a lead teacher or assistant teacher in a preschool classroom (infant and toddler classroom teachers are not eligible) at \_\_\_\_\_ (name of preschool)

\_\_\_\_\_

(Director’s Signature)

\_\_\_\_\_

Date of Signature

**2020-2021 DPP Director Achievement Awards**  
**(Effective for Achievements Earned between September 2020 – August 2021)**

The Denver Preschool Program recognizes the time and effort it takes to build early childhood professional knowledge and skills. The Director Achievement Awards detail the achievements critical to meeting DPP’s core values of intentional teaching, highly effective teachers, and positive teacher-child interactions as well as the awards a lead director or assistant director of a DPP Program can earn for completing each one.

**Eligibility Requirements:** Director must work at a DPP Program located in Denver County.

Achievement	Award	Verification	Frequency Director Can Earn
<b>Coaching in Classrooms:</b> Director’s program participates in an average of four DPP coaching sessions OR an average of six DPP coaching hours per preschool classroom	\$160	DPP will verify from coaching logs	Once per school year
<b>Additional Coaching in Classrooms:</b> Director’s program participates in an average of four <u>additional</u> DPP coaching sessions per preschool classroom (eight total sessions per classroom on average) OR an average of six additional DPP coaching hours per preschool classroom (12 total hours per classroom on average)	\$170	DPP will verify from coaching logs	Once per school year
<b>Colorado Early Childhood Coaching Credential:</b> Director earns Colorado EC Coaching Credential: <a href="https://tinyurl.com/y2twwww9">https://tinyurl.com/y2twwww9</a>	\$300	DPP will verify from the copy of the coaching credential certificate	Once per school year
<b>DPP Featured Training Series:</b> Director attends a complete DPP Featured Training Series during the school year	\$285	DPP will verify from the training certificate copies	Once per school year
<b>Good to Great or PLC Training Series:</b> Director attends at least three sessions in a DPP-funded Good to Great module training series or four DPP Professional Learning Community (PLC) trainings	\$250	DPP will verify from the training certificate copies	Once per school year. <u>Only one of these types of series awards can be earned per person per school year.</u>
<b>Total Maximum Director Award per Calendar Year</b>	<b>\$1,165</b>		<b>To be provided via a personal check</b>



**2020-2021 DPP Director Achievement Payment Form**

(Effective for Achievements Earned **between September 2020 – August 2021**)

Please email your completed payment form, W-9 Form and any required attachments to [achievement@dpp.org](mailto:achievement@dpp.org). Any missing information will delay processing. Due to the large number of forms received, it could take up to 90 days for you to receive your check after sending all required information.

**Director Information - all info required.** To be completed by the director who earned the achievement.

**Director’s Legal Name** (as it will appear on your check and W9): \_\_\_\_\_

**Nickname** (if your name might be listed differently on coaching logs, etc.): \_\_\_\_\_

**Mailing Address** (for check delivery): \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email** (so we can verify info/follow up if needed): \_\_\_\_\_

**Phone** (so we can verify info/follow up if needed): \_\_\_\_\_

**Preschool Name:** \_\_\_\_\_

**Achievement Earned** (please check all that apply):

- Director’s program participates in an average of four DPP coaching sessions OR an average of six DPP coaching hours per preschool classroom (\$160) (no attachment needed except W9)
- Director’s program participates in an average of four additional DPP coaching sessions per preschool classroom (eight total sessions per classroom on average) OR an average of six additional DPP coaching hours per preschool classroom (12 total hours per classroom on average) (\$170) (no attachment needed except W9)
- Director earns the Colorado EC Coaching Credential (\$300) (must attach copy of the credential certificate and W9)
- DPP Featured Training Series (\$285) (must attach copies of the complete DPP Featured Training Series certificates between Sept. 2020-Aug. 2021 and W9)
- Good to Great or PLC Training Series Completion (\$250) (must attach copies of the training certificates and W9) Only one of these awards can be earned. Please fill in only one circle below for the training series award for which you are applying.

Good to Great Series (director attends three Good to Great trainings between Sept. 2020-Aug. 2021)

Professional Learning Community (PLC) (director attends four PLCs between Sept. 2020-Aug. 2021)

\*\*\*\*\*

**Lead Director Verification – all info required.** To be completed by the Program’s director.

By signing below, I, \_\_\_\_\_ (lead director’s printed name), verify that I am the lead director at \_\_\_\_\_ (name of preschool) and the person listed in the Director Information section is either the lead or assistant director at this preschool.

\_\_\_\_\_  
(Director’s Signature)

\_\_\_\_\_  
Date of Signature

**2020-2021 DPP Program Achievement Awards Child Care Centers**  
**(Effective for Achievements Earned between September 2020 – August 2021)**

The Achievement Awards detail the achievements critical to meeting DPP’s core values of intentional teaching, highly effective teachers, and positive teacher-child interactions as well as the awards a DPP Preschool/Child Care Center can earn for completing each one.

**Eligibility Requirements:** Preschool must be a DPP Program located in Denver County.

Achievement	Award	Verification	Frequency Program Can Earn
<b>Coaching in Classrooms:</b> Program participates in an average of four DPP coaching sessions OR six DPP coaching hours per preschool classroom	\$195	DPP will verify from coaching logs	Once per school year
<b>Additional Coaching in Classrooms:</b> Program participates in an average of four additional DPP coaching sessions per preschool classroom (eight total sessions per classroom on average) OR an average of six additional DPP coaching hours per preschool classroom (12 total hours per classroom on average)	\$205	DPP will verify from coaching logs	Once per school year
<b>Director or Preschool Classroom Teacher Earns Colorado Early Childhood Coaching Credential:</b> <a href="https://tinyurl.com/y2twwww9">https://tinyurl.com/y2twwww9</a>	\$300 each / up to \$600 total	DPP will verify from the copy of the coaching credential certificate	Maximum of two awards per program per school year (program eligible for \$300 each for up to two preschool classroom teachers or directors earning the credential)
<b>DPP Featured Training Series:</b> Preschool classroom teacher or director attends a complete DPP Featured Training Series during the school year	\$210 each / up to \$420 total	DPP will verify from the training certificate copies	Maximum of two awards per program per school year (program eligible for \$210 each for up to two preschool classroom teachers or directors attending a complete series)
<b>Good to Great or PLC Training Series:</b> Preschool classroom teacher or director attends <u>three</u> sessions in a DPP-funded Good to Great module training series or <u>four</u> Professional Learning Community trainings	\$190 each / up to \$380 total	DPP will verify from the training certificate copies	Maximum of two awards per program per school year (program eligible for \$190 each for up to two preschool classroom teachers/directors earning the corresponding training award)
<b>Total Maximum Program Achievement Award per Calendar Year</b>	<b>\$1,800</b>		<b>Paid via the same method as your program’s tuition credits (director deposit or check)</b>

**(FYI – Child Care Center Program awards do not require a payment form as they are paid automatically based on any applicable verified Teacher and/or Director awards)**

**2020-2021 DPP Program Achievement Awards – Family Child Care Homes**  
**(Effective for Achievements Earned between September 2020 – August 2021)**

The Achievement Awards detail the achievements critical to meeting DPP’s core values of intentional teaching, highly effective teachers, and positive teacher-child interactions as well as the awards a DPP Family Child Care Home (FCCH) Provider can earn for completing each one.

**Eligibility Requirements:** Family Child Care Home Provider must be the license holder of a DPP Program located in Denver County.

**(Please note:** Teaching staff at Denver County DPP Family Child Care Home Providers who are not the license holder should refer to the 2020-2021 DPP Teacher Achievement Awards document.)

Achievement	Award	Verification	Frequency Program Can Earn
<b>Coaching in Classrooms:</b> FCCH participates in four DPP coaching sessions OR six DPP coaching hours	\$260	DPP will verify from coaching logs	Once per school year
<b>Additional Coaching in Classrooms:</b> FCCH participates in four additional DPP coaching sessions (eight total sessions) OR six additional coaching hours (12 hours total)	\$280	DPP will verify from coaching logs	Once per school year
<b>FCCH Earns Colorado Early Childhood Coaching Credential:</b> <a href="https://tinyurl.com/y2twwww9">https://tinyurl.com/y2twwww9</a>	\$300	DPP will verify from the copy of the coaching credential certificate	Maximum of one award per program per school year
<b>DPP Featured Training Series:</b> DPP FCCH Provider attends a complete DPP Featured Training Series during the school	\$285	DPP will verify from the training certificate copies	Maximum of one award per program per school year
<b>Good to Great or PLC Training Series:</b> DPP FCCH Provider attends <u>three</u> sessions in a DPP-funded Good to Great module training series or <u>four</u> Professional Learning Community trainings during the school year	\$250	DPP will verify from the training certificate copies	Maximum of one award per program per school year
<b>Total Maximum FCCH Achievement Award per Calendar Year</b>	<b>\$1,375</b>		<b>Paid via check</b>



**2020-2021 DPP Family Child Care Home Achievement Payment Form  
(Effective for Achievements Earned between September 2020 – August 2021)**

Please email your completed payment form, W-9 Form and any required attachments to [achievement@dpp.org](mailto:achievement@dpp.org). Any missing information will delay processing. Due to the large number of forms received, it could take up to 90 days for you to receive your check after sending all required information.

**FCCH Information - all info required. To be completed by the family child care home provider who earned the achievement.**

**FCCH Provider’s Legal Name** (as it will appear on your check and W9): \_\_\_\_\_

**Nickname** (if your name might be listed differently on coaching logs, etc.): \_\_\_\_\_

**Mailing Address** (for check delivery): \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email** (so we can verify info/follow up if needed): \_\_\_\_\_

**Phone** (so we can verify info/follow up if needed): \_\_\_\_\_

**Preschool Name:** \_\_\_\_\_

**Achievement(s) Earned** (please check all that apply):

- FCCH participates in four DPP coaching sessions OR six DPP coaching hours (\$260) **(no attachment needed except W9)**
- FCCH participates in four additional DPP coaching sessions (eight total sessions) OR six additional DPP coaching hours (12 hours total) (\$280) **(no attachment needed except W9)**
- FCCH earns the Colorado EC Coaching Credential (\$300) **(must attach copy of the credential certificate and W9)**
- FCCH Attends a Complete DPP Featured Training Series (\$285) **(must attach copies of the complete DPP Featured Training Series certificates between Sept. 2020-Aug. 2021 and W9)**
- Good to Great **or** PLC Training Series Completion (\$250) **(must attach copies of the training certificates and W9)** Only one of these awards can be earned. Please fill in only one circle below for the training series award for which you are applying.
  - Good to Great Series (FCCH attends three Good to Great trainings between Sept. 2020-Aug. 2021)
  - Professional Learning Community (PLC) (FCCH attends four PLCs between Sept. 2020-Aug. 2021)

\*\*\*\*\*

**FCCH Provider Verification – all info required. To be completed by the FCCH Provider.**

By signing below, I, \_\_\_\_\_ (FCCH provider’s printed name),

verify that I am the license holder at \_\_\_\_\_ (name of preschool)

\_\_\_\_\_  
(FCCH Provider’s Signature)

\_\_\_\_\_  
Date of Signature



**2020-2021 DPP Quality Improvement Resources**

**QI Funding Based on License Type, Number of Physical Preschool Classrooms and Rating Level for Denver County DPP Sites**

**Eligibility Requirements:** Preschool must agree to and adhere to all guidelines in the 2020-2021 DPP Quality Improvement Grant Agreement. Resources will not be distributed until a signed Agreement is returned to the Denver Preschool Program and the Provider has a 2020-2021 DPP-approved student.

<b>Program Type</b>	<b><i>Rating Levels 1 and 2</i></b>	<b><i>Rating Level 3</i></b>	<b><i>Rating Levels 4 and 5</i></b>
<u>Family Child Care Home</u>	<p><b>\$1,080 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$540 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$540 issued in spring 2021 after six DPP coaching hours completed</li> </ul>	<p><b>\$900 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$450 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$450 issued in spring 2021 after four DPP coaching hours completed</li> </ul>	<p><b>\$900 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$450 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$450 issued in spring 2021 after two DPP coaching hours completed</li> </ul>
<u>Center with 1 to 2 Preschool Classrooms</u>	<p><b>\$1,500 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$750 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$750 issued in spring 2021 after six DPP coaching hours completed</li> </ul>	<p><b>\$1,320 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$660 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$660 issued in spring 2021 after four DPP coaching hours completed</li> </ul>	<p><b>\$1,320 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$660 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$660 issued in spring 2021 after two DPP coaching hours completed</li> </ul>
<u>Center with 3 to 4 Preschool Classrooms</u>	<p><b>\$2,040 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$1,020 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$1,020 issued in spring 2021 after eight DPP coaching hours completed</li> </ul>	<p><b>\$1,800 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$900 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$900 issued in spring 2021 after six DPP coaching hours completed</li> </ul>	<p><b>\$1,800 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$900 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$900 issued in spring 2021 after three DPP coaching hours completed</li> </ul>
<u>Center with 5 or more Preschool Classrooms</u>	<p><b>\$2,700 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$1,350 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$1,350 issued in spring 2021 after eight DPP coaching hours completed</li> </ul>	<p><b>\$2,400 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$1,200 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$1,200 issued in spring 2021 after six DPP coaching hours completed</li> </ul>	<p><b>\$2,400 for approved resources</b></p> <ul style="list-style-type: none"> <li>\$1,200 issued in fall 2020 pending a DPP-approved child enrolled and 2020-2021 DPP Provider Updated Data survey completed</li> <li>\$1,200 issued in spring 2021 after three DPP coaching hours completed</li> </ul>

**Attachment E: Required Coaching Log Data – Project I and Project IV**

DPP has data fields that must be included on every DPP coaching log. Currently, DPP does not require Contractor(s) to use a specific format of coaching log as long as it includes these fields. While DPP does not anticipate changes to these data fields for 2021-2022, DPP is always looking to improve our services and Offerors should have the capability to collaborate on potential changes to the Coaching Log Data fields during the term of the contract.

- Name of DPP Provider receiving the coaching (For multi-site providers that pool coaching resources, each coaching log must list the individual site receiving the coaching)
- Full first and last name, email and position of each person receiving coaching during the coaching session within the description field
- For coaching sessions with teachers, the preschool ages they serve must be designated on whether they teacher in a younger preschool classroom (e.g. 3.0 year-olds), mixed-age preschool classroom (e.g. 3.0-5.0 year olds, where some students have multiple years of preschool remaining while other students are in their final year of preschool before kindergarten), or older preschool classroom (e.g. 4.0-5.0 year olds, where all students are in their final year of preschool before kindergarten).
  - Contractor must attempt to collect the email addresses for each DPP teacher or director during the first coaching visit they receive for the use of follow up QI support by the QI Administration Contractor (RFP Project II).
- Coaching Session Description
  - Date
  - Topic
  - Length of coaching session
  - Description of topics covered during the session
  - Goal-setting and progress updates
  - Barriers or factors that supported the coaching session
  - Training recommendations
    - Trainings that the coach feels would be beneficial for the teacher (e.g. Strengthening Families, Pyramid Plus, etc.)
  - Coaching recipient next steps
    - Describes follow up activities for the teacher/director (e.g. continue practicing Language Modeling and Concept Development best practices by...)
  - Coach’s next steps
    - If applicable, describes any follow up activities for the coach to complete (e.g. emailing resources to teacher; contacting the DPP Quality Improvement Administration team about scheduling a particular training, etc.)
  - Quality Improvement Administration Team next steps
    - If applicable, describes any follow up activities for the QI Administration Team (e.g. emailing coaching recipient about an upcoming training under the “Training recommendations” identified by coach; supporting DPP teacher in enrolling in a specific ECE course identified in the below QI Funding Recommendations or on the Provider’s Needs Assessment; etc.)

**Quality Improvement Planning/Funding Recommendations**

Based on this Coaching session, Provider’s Director and QI Coach have identified the below areas for the best use of DPP’s QI Funding as they relate to DPP’s QI Core Values, ranked in order of which will have the highest impact on Provider’s quality improvement:

1. Insert Recommendation
2. Insert Recommendation, Etc.

Any potential changes to the fields below must be agreed upon by DPP.

Item	Choices	Notes
<p><b>Please select which areas you focused on during your coaching session.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Professional Development and Leadership:</b> Professional credentialing and development opportunities</li> <li><input type="checkbox"/> <b>Professional Development and Leadership:</b> Growing collaborative leadership skills</li> <li><input type="checkbox"/> <b>Professional Development and Leadership:</b> Using reflective supervision</li> <li><input type="checkbox"/> <b>Professional Development and Leadership:</b> Fostering staff learning and development</li> <li><input type="checkbox"/> <b>Professional Development and Leadership:</b> Promoting effective teamwork</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Budgeting and resource management</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Fundraising</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Engaging in program planning and evaluation</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Developing program policies and procedures</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Improving recruitment and retention</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Conducting classroom observations</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Conducting performance evaluations</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Effective scheduling practices</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Creating planning time for teachers</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Developing a positive organizational culture</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Sharing decision-making</li> <li><input type="checkbox"/> <b>Program Planning and Development:</b> Business and/or strategic planning</li> <li><input type="checkbox"/> <b>Child observation and assessment:</b> Including gathering, summarizing, and reporting data to inform instruction</li> <li><input type="checkbox"/> <b>Family and Community Partnerships:</b> Developing family partnerships</li> <li><input type="checkbox"/> <b>Family and Community Partnerships:</b> Creating a culturally welcoming environment</li> </ul>	<p><b>Build Note:</b> Choices in this question would be added as sub-types to the Session Type question in Sugar/ecConnect. The main type should be DPP.</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Family and Community Partnerships:</b> Engaging boards and advisory committees</li> <li><input type="checkbox"/> <b>Family and Community Partnerships:</b> Engaging families</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Promoting child physical health</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Promoting physical proximity and engagement</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Promoting language and literacy</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Fostering creativity</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Understanding children’s approaches to learning</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Creating a safe learning environment</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Child guidance and classroom management</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Creating effective schedules, routines, and daily transition</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Creating an engaging learning environment</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Promoting social-emotional development</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Instruction and curriculum planning</li> <li><input type="checkbox"/> <b>Teaching Practices:</b> Promoting cognitive development</li> <li><input type="checkbox"/> <b>Using the ECERS® tool in the learning environment:</b> Space and Furnishings</li> <li><input type="checkbox"/> <b>Using the ECERS® tool in the learning environment:</b> Personal Care Routines</li> <li><input type="checkbox"/> <b>Using the ECERS® tool in the learning environment:</b> Activities</li> <li><input type="checkbox"/> <b>Using the ECERS® tool in the learning environment:</b> Program Structure</li> <li><input type="checkbox"/> <b>Child Growth, Development, and Learning:</b> Increasing knowledge of developmental domains, stages, and milestones</li> <li><input type="checkbox"/> <b>Child Growth, Development, and Learning:</b> Fostering healthy attachments and relationships</li> <li><input type="checkbox"/> <b>Child Growth, Development, and Learning:</b> Honoring children’s individual strengths, languages, needs, and diversity</li> <li><input type="checkbox"/> <b>Supporting Quality Ratings:</b> Supporting positive teacher-child interactions</li> <li><input type="checkbox"/> <b>Supporting Quality Ratings:</b> Supporting CO Shines rating</li> </ul>	
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	<input type="checkbox"/> <b>Coaching Relationship:</b> Building Coaching Relationship	
<b>Build Note: Items below should appear if session type DPP is selected, These questions would appear in the participant sub-section of the log, attached to each participant.</b>		
In this session, have you?	<ul style="list-style-type: none"> <li>• Achieved previous goals</li> <li>• Added new goals</li> <li>• Change in classroom circumstances</li> <li>• Mutual reassessment of goals</li> <li>• Mutual goal-setting</li> <li>• Focused on program-directed goals</li> <li>• No change</li> <li>• Other, please specify: _____</li> </ul>	
On a scale from 1 to 10, how do you feel about your progress with your coachee today?	sliding scale (1-10)	**Add labels to scale when build: 1= Poor 5/6= Average 10=Excellent
What barriers, if any, prevented you and your coachee from meeting all of the learning objectives for the coaching session?	<input type="checkbox"/> Time constraints <input type="checkbox"/> Distractions during coaching session (please explain?) <input type="checkbox"/> Lack of classroom coverage during coaching session <input type="checkbox"/> Lack of support from leadership <input type="checkbox"/> Lack of opportunity for reflection <input type="checkbox"/> Lack of classroom resources <input type="checkbox"/> Conflicting coaching advice from other sources <input type="checkbox"/> Lack of coach-coachee connection <input type="checkbox"/> Mismatched coaching priorities/goals <input type="checkbox"/> Reluctance to try something new <input type="checkbox"/> Other, please specify:	
What factors supported you and your coachee in meeting the learning objectives for the coaching session?	<input type="checkbox"/> Plenty of time <input type="checkbox"/> Minimal/No distractions <input type="checkbox"/> Sufficient classroom coverage <input type="checkbox"/> Supportive leadership <input type="checkbox"/> Sufficient time for reflection <input type="checkbox"/> Adequate access to classroom resources <input type="checkbox"/> Coaching advice in agreement with other sources <input type="checkbox"/> Positive coach-coachee connection <input type="checkbox"/> Matching coaching priorities/goals <input type="checkbox"/> Willingness to try something new <input type="checkbox"/> Other, please specify	

**Attachment F: Required Provider Demographic Data – Project II**

The following data fields must be tracked and updated for all providers on a regular basis by the Project II Contractor(s). Contractor(s) will then track and communicate any changes to those data fields for all Providers. DPP and Contractor will mutually agree on any potential changes to the below data fields going forward.

<b>Field Name</b>	<b>Description</b>
ProvNumber	DPP Provider Number
SiteNumber	DPP Site Number
LicenseNumber	Colorado Child Care or Preschool License Number
DPPApprDate	Date provider was approved for DPP
IRS Legal Name	Provider's IRS Legal Name
ProgramName	Provider's preferred operating name
Preschool License Name	Provider's official child care license name
ProgramStatus	Provider's active/inactive status in DPP
Program Status Effective Date	Date provider's current status became effective
DirectorFirstName	Contact information for the provider's preschool director
DirectorLastName	
Director Contact Number	
Director email	
Primary DPP Contact First Name	Contact information for provider's primary contact for DPP information (sometimes same as the director, but sometimes the owner or someone in a different leadership role)
Primary DPP Contact Last Name	
Primary DPP Contact Phone Number	
PrimaryDPP ContactEmail	
Financial Contact First Name	Contact information for who the provider wants to receive communication related to DPP family application and tuition credits
Financial Contact Last Name	
Financial Contact Number	
FinancialContactEmail	
Web Contact First Name	Contact information for person the provider wants listed on its DPP Web Profile
Web Contact Last Name	
Web Contact -telephone Number	
Web Contact Email	
ProgramType	Type of preschool license: center or family child care home
Address	Provider's contact information
City	
State	
Zip	
County	
Public PhoneNumber	
FaxNumber	

Cell Phone Contacts (Texting)	Number where the provider is willing to receive DPP text message notifications (providers not required to give us any number)
Website	Provider's website
Accreditation	Type of accreditation if provider has achieved one
Accreditation expiration	Expiration date for the above accreditation
NoDPPclassroom	Provider's number of physical DPP classrooms
Total part-day classrooms	Provider's number of part-day DPP classrooms
Total full-day classrooms	Provider's number of full-day DPP classrooms
Total extended-day classrooms	Provider's number of extended-day DPP classrooms
TotalClassroom	Provider's number of total physical ECE classrooms (ages 0-5)
CityCouncil	Denver City Council representative for Provider's location
DPSSchoolBoard	Denver Public Schools Board representative for Provider's location
StateHouse	Colorado State House of Representatives elected official for Provider's location
StateSenate	Colorado Senate's elected official for Provider's location
DenverNeighborhood	Official Denver Neighborhood for Provider's location
DPS Region	Denver Public Schools Region for Provider's location
W9	Yes/No if Provider's W-9 is on file
Business Type	Type of entity listed on Provider's W-9
General Liability Insurance	Expiration date of Provider's General Liability Insurance policy
Auto Liability Insurance	Expiration date of Provider's Auto Liability Insurance policy
WC Insurance	Expiration date of Provider's Workers' Compensation Insurance policy
Abuse or Molestation Coverage	Expiration date of Abuse/Molestation Coverage in Provider's General Liability Insurance policy
Exempt from Addtl Insured Requirement	Yes/No if DPP has approved an exemption from Provider needed to add DPP as an additional insured on Provider's General Liability Insurance policy
Vehicle insurance waiver	Expiration date of Provider's Auto Liability Insurance Waiver (if waiver has been approved by DPP)
WC Waiver, w/ doc	Expiration date of Provider's Workers' Compensation Insurance Waiver (if waiver has been approved by DPP)
Head Start Provider	Yes/No on whether or not the Provider is a Head Start Delegate or Grantee
CCCAP Provider	Yes/No on whether or not the Provider accepts Colorado Child Care Assistance Program funding (CCCAP)
CPP Provider	Yes/No on whether or not the Provider receives Colorado Preschool Program (CPP) funding.
ReligiousInstruction	Yes/No on whether or not the Provider has any religious instruction in its DPP classroom(s)
SpanishSpeakingOnly	Yes/No on whether or not the Provider is Spanish-speaking only
Instruction in Lang Other than English	List of any languages the Provider conducts classroom instruction in other than English
Curriculum	Type of curriculum used by the Provider
Primary Lang of Communication	Provider's primary language of communication
Ages Served	List of ages the Provider serves
Hours of Operation	Provider's operating hours

Part Day Tuition Rate	Provider's part-day tuition rate for its DPP classroom(s)
Full Day Tuition Rate	Provider's full-day tuition rate for its DPP classroom(s)
Extended Day Tuition Rate	Provider's extended-day tuition rate for its DPP classroom(s)
Longitude	Longitude at Provider's location
Latitude	Latitude at Provider's location

**Attachment G: DPP Coaching Distribution 2020-2021**

DPP encourages recommendations to improve DPP’s coaching hour distribution to promote equity and inclusion.

<b>Type of Coaching</b>	<b>Purpose</b>	<b>Quantity per Site</b>	<b>Eligible Programs</b>
DPP directly-funded coaching for continuous quality improvement coaching, QIP and Needs Assessments and/or QI Spending Plan support	Develop QIP and resource recommendations based on DPP’s QI Core Values of intentional teaching, highly effective teachers and positive teacher-child interactions	1.5 hours per provider on average, though if a provider chooses to not receive all 1.5 hours then the remaining hours can be accessed by other providers	All Denver providers
DPP directly-funded coaching for sites receiving the Colorado Shines Level 3-5 Assessment	Tailored support based on topics of greatest need for providers receiving the Colorado Shines Level 3-5 Assessment, to include ERS support	5 hours per provider on average, though if a provider chooses to not receive all hours then the remaining hours can be accessed by other providers preparing for the rating.	All Denver providers scheduled to receive the Colorado Shines Level 3-5 Assessment in the 2020-2021 school year or first two months of the 2021-2022 school year (September and October 2021)
DPP directly-funded coaching for sites in the DPP QI Support/Eligibility Process due to Colorado Shines Rating 2	Tailored support based on the site’s most recent quality rating report, targeted towards areas that prevented the site from earning Colorado Shines Level 3	Pool of 180 hours to be distributed equitably to the Colorado Shines eligibility sites based on need as determined by the QI coaching teams	All Denver providers currently in the DPP QI Support/Eligibility Process
DPP directly-funded coaching hours pool for novice preschool classroom teachers who are not as familiar with various ECE best practices	Tailored support based on need	Pool of 360 hours to be distributed equitably based on needs as determined by the QI coaching teams	All Denver providers

<p>DPP directly-funded coaching for all Denver County DPP preschool classrooms targeted toward DPP's QI Core Values: Intentional Teaching (Developmentally-Appropriate Curriculum and Ongoing Child Assessment); Positive teacher-child interactions</p>	<p>Tailored support based on need</p>	<p>5 hours per Denver County preschool classroom</p>	<p>All Denver providers</p>
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**Addendum Issued May 6, 2021**

The following modifications have been made to the RFP:

1. The following criteria will be used in screening, ranking, and the final selection of the awarded organization(s). The originally released scoring criteria on page 33 is repealed and replaced with the following:

Criteria	Maximum Points
Denver-based Company (within the City and County of Denver)	5
Diversity of Organization’s Ownership/Management* (more details below)	10
DPP Core Values and Universal Expectations	5
Qualifications/Experience	15
Work Plan	30
Staffing Plan	15
Value of Budget/Proposed Cost/Budget Narrative	20
<b>TOTAL</b>	<b>100</b>

\*Diversity of Organization’s Ownership/Management Scoring Details:

- For-profit organizations:
    - To be considered for these criteria points, please provide proof of any of the following classifications as an attachment to your proposal: Minority Business Enterprise (MBE)/Women Business Enterprise (WBE)/ Disadvantaged Business Enterprise (DBE).
      - 10 points will be given to any for-profit organization with at least one of these classifications
  - Non-profit organizations:
    - To be considered for these criteria points, please provide the following as an attachment to your proposal: proof of your non-profit organization status, a full list of all Board members (including their ethnicity and gender), and a full list of all Management Staff members (including their ethnicity and gender)
      - 5 points will be given to non-profit organizations with a Board of Directors that is at least 51% women or people of color
      - 5 points will be given to non-profit organizations with a Management Staff that is at least 51% women or people of color
2. Section VIII: RFP Terms and Conditions, #17 on page 36 is repealed and replaced with the following:
    - Awarded proposal(s) will become property of DPP for the purposes of supporting DPP’s programmatic goals.