

**Saginaw Intermediate School District – Head Start**

SAGINAW, MICHIGAN

Invitation to Submit Proposal

**Proposal:** Child Care Service Partnerships

**Due Date and Place:** Thursday, July 6, 2017      Attn: Head Start Proposal  
10:00 a.m.      Saginaw Intermediate School District - Head Start  
3200 Perkins Street  
Saginaw, MI 48601

Public Bid opening: Thursday, July 6, 2017 at 10:30 a.m.

**Envelope:** Mark Sealed Envelope: **Head Start Child Care Service Partnerships**  
**FAXES will not be accepted.**

**Inquiries:** Shevonn Betts, Program Quality Manager  
Telephone: (989) 752-2193, ext. 2222 or email: sbetts@sisd.cc

**Withdrawal:** No proposal may be withdrawn for a period of ninety (90) days after public opening.

**Right to Reject:** We reserve the right to accept or reject your proposal, waive any irregularities therein, and to award the order to other than the low Provider in the best interest of the Saginaw Intermediate School District.

**Affidavit of Bidder:** Must accompany all bids or bids will not be accepted.

---

Program Director

---

Date

To: Community Representatives

SISD Head Start Program is seeking Child Care Service Partnerships for the 2017-2018, program year. It is Head Start's intention to award multiple multi-year Agreement for Services, for up to 50 slots. The Agreement for Services will be for one year with the option to review for possible renewal for an additional two years.

SISD Head Start's visionary goal is to empower families who have preschool children with a comprehensive program to meet their emotional, social, health, nutritional and cognitive needs. The mission for SISD Head Start is to provide community and economic development through high quality preschool and comprehensive services.

Head Start is a comprehensive child development program that serves children three and four years of age and emphasizes parent education and involvement. Children participate in a classroom-based program and parents are encouraged to be involved in the program in a variety of ways. The enrollment for Head Start is based on age and income eligibility. There are other risk factors that will qualify a family for Head Start.

Head Start embraces a vision of social/emotional wellness. The objective is to build collaborative relationships among children, families, staff, mental health professionals, and the larger community, in order to enhance awareness and understanding of social/emotional wellness and the contribution that mental health information and services can make to the wellness of all children and families.

SISD Head Start will ensure the availability of comprehensive, quality driven child care services, to Head Start eligible families, and provide the licensed Contractor support, social service coordination, training and technical assistance as needed, to ensure compliance with Head Start Program Performance Standards and other applicable regulations.

Comprehensive services (based on an hourly rate per child) shall include, but not be limited to the following:

1. Provider must be willing to become a member of Great Start to Quality;
2. Provider must have a State of Michigan Department of Licensing and Regulatory Affairs approved Program Director;
3. Provider is expected to have a minimum of half of the eligible Head Start children prior to agreement being signed;
4. Provider must be able to attend trainings as scheduled by SISD;
5. Provider will be responsible for implementing the Creative Curriculum;
6. Provider will be responsible for using Teaching Strategies GOLD assessment tool;
7. Provider must be able to assist SISD Head Start in completing health and income requirements along with recruiting eligible children;

8. Provider will assure that all items required for childcare licensing and utilized in the normal business day of the program are maintained in the center and in good condition;
9. Provide a safe and healthy environment for Head Start children and should have a current license issued by the State of Michigan Department of Licensing and Regulatory Affairs. A copy of the current license must be submitted with proposal;
10. Provider must maintain adult and child ratios in accordance with State of Michigan Department of Licensing and Regulatory Affairs licensing standards at all times;
11. Provider shall in accordance with current Head Start Program Performance Standards and Head Start Act, as amended December 12, 2007, incorporate health, nutrition, social services, pedestrian safety, and parent involvement into their program;
12. Provider will be required to follow Head Start confidentiality policies concerning information about children, families and other staff;
13. Provider will be expected to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
14. Provider must have a written description of its health, safety, and emergency policies and procedures, and a system for routine inspection to ensure ongoing safety. Please submit with proposal.

In addition to items previously mentioned, proposals should also include:

1. Detailed budget, including:
  - a. Budget summary for the period of July 1, 2017, through June 30, 2018. Detail amount of funding and potential match sources.
  - b. Hourly rate - Head Start school hours are seven hours per day Monday – Thursday for 133 school days for the year.
  - c. Budget cost detail for the budget period. Amount of funding requested, as well as additional match contributions, Rate per child, per day and number of slots proposed. Budget narrative that clearly delineates, per line item, must be included.
2. Building and classroom(s) floor plan;
3. Outdoor play space, including square footage;
4. Emergency exit plans;
5. Proof of credentials for Center Director, Teacher and support staff (including sub teachers);
6. Copy of License from State of Michigan Department of Licensing and Regulatory Affairs;
7. Copy of Liability Insurance Policy; and
8. Copy of Worker's Compensation Insurance.

**SAGINAW ISD**

**SAGINAW, MICHIGAN**

**SISD Head Start Child Care Service Partnerships**

The undersigned certifies that the proposal contained herein meets or exceeds the attached specifications. Prices bid will remain firm for at least ninety (90) days from the date of opening.

AUTHORIZED SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

SAGINAW ISD  
SAGINAW, MICHIGAN

SISD Head Start Child Care Service Partnerships

**AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of the below named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in Saginaw ISD's (the "School District") Request For Proposals For [SISD Head Start Child Care Service Partnerships Bid] (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

**CONTRACTOR:**

\_\_\_\_\_  
Name of Contractor

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

Its: \_\_\_\_\_

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

STATE OF \_\_\_\_\_ )  
 ) ss.

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_

\_\_\_\_\_

Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

**SAGINAW ISD  
SAGINAW, MICHIGAN**

**SISD Head Start Child Care Service Partnerships**

**Sworn and Notarized Familial Disclosure Statement**

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Saginaw ISD Board or the Saginaw ISD Superintendent. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Saginaw ISD Board are: Richard Burmeister Jr, Ruth Coppens, Joseph Powe, Allan Pettyplace and Leola Wilson. The Saginaw ISD Superintendent is Kathy Stewart.

The following are the familial relationship(s):

	Owner/Employee	Name Related to:	Relationship
1			
2			
3			
4			
5			

Attach additional pages if necessary to disclose familial relationships.

There is no familial relationship that exists between the owner or any employee of the service provider and any member of the Saginaw ISD Board, or the Saginaw ISD Superintendent.

BIDDER'S FIRM NAME \_\_\_\_\_  
 BY (SIGNATURE) \_\_\_\_\_  
 PRINTED NAME AND TITLE \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a Notary Public in and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
 (Signature) NOTARY PUBLIC  
 My Commission expires \_\_\_\_\_