



**School District  
of Lancaster**

*Together We Can!*

**SCHOOL DISTRICT OF LANCASTER**

OFFICE OF TEACHING AND LEARNING

Early Childhood Department

251 S. Prince Street, 3<sup>rd</sup> Floor

Lancaster, PA 17603

717.291.6202

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**APPLICATION FOR PA PRE-K COUNTS PARTNERSHIP  
WITH  
THE SCHOOL DISTRICT OF LANCASTER**

Deadline for Submission: Friday, December 8, 2017

**Return application in original form plus five copies to:**

Drew Schenk  
School District of Lancaster  
251 South Prince Street, 3<sup>rd</sup> Floor  
Lancaster, PA 17603

## Contact and Submission Information

### Contact for Assistance and Questions:

Questions regarding this Application for PA PreK Counts Partnership should be directed to Drew Schenk, Purchasing Manager, at [ajschenk@lancaster.k12.pa.us](mailto:ajschenk@lancaster.k12.pa.us), and received no later than Wednesday, November 22, 2017. Responses to questions will be provided to all confirmed applicants on Tuesday, November 28, 2017.

### Submission Instructions:

1. A letter indicating your Intent to Apply must be submitted to [ajschenk@lancaster.k12.pa.us](mailto:ajschenk@lancaster.k12.pa.us) no later than Wednesday, November 22, 2017.
2. The proposal must be submitted in the following manner. If this format is not followed, the proposal may be automatically rejected by the reviewers.
  - An original proposal with five copies is required. No fax copies or emails will be accepted.
  - Signatures must be in blue ink.
  - The application must include a cover sheet on the agency's letterhead that includes contact information (name, title, address, telephone number, email address) and a summary of the application with the designated signature of the agency.

## Schedule for Review and Approval

Release Date:	Friday, November 3, 2017
Deadline for Intent to Apply:	Wednesday, November 22, 2017
Deadline for Written Questions:	Wednesday, November 22, 2017
Response to Questions:	Tuesday, November 28, 2017
Deadline for Written Proposals:	Friday, December 8, 2017
Review Period:	Monday, December 11 – Thursday, December 21, 2017
Anticipated Notification of Selection:	Wednesday, January 3, 2018

### TERM OF CONTRACT

This will be established by the PA PreK Counts Request for Proposals distributed by the Office of Child Development and Early Learning with an annual review to monitor expected outcomes.

## Introduction and Need

### Project Description

The School District of Lancaster intends to partner with qualified early childhood providers for the 2018 PA PreK Counts competitive bid. Partnering organizations must offer a high quality, family friendly, nurturing and educational program that ensures the optimal development of each enrolled child. Any applicant must be currently operating a program that is accredited through a state or nationally recognized accrediting organization. The applicant must demonstrate clear and measurable evidence that it has a corporate philosophy that reflects the best practices in early care and education across all the domains of early childhood learning.

## Scope of Work

The PA Pre-K Counts Partner agrees to abide by the rules and regulations of PA PRE-K COUNTS, 22 PA. CODE CH. 405, and further agrees to maintain a continuous STAR 3 or higher rating under the Keystone STARS quality rating system. Failure to maintain a STAR 3 or higher rating will result in immediate forfeiture of slots to the Lead Agency.

## Deliverables and Evaluation Criteria

Applications will be evaluated on the following 100 point criteria (details following chart):

Criteria	Points
Program and Curriculum	40
Family/Teacher Relations	20
Assessment Plan	10
Professional Development Plan	10
Applicant Qualifications	20

## Program, Services and Curriculum (40 points)

Applicant must specifically identify the method and manner in which it proposes to provide PA PreK Counts services as described in the Scope of Work with an emphasis on the following items:

1. Describe how the goals, objectives and curriculum of the center:
  - Addresses the central aspects of child development across all domains of learning;
  - Is incorporated by the staff into the daily activities;
  - Is play-based;
  - How the achievement of the goals, objectives, and curriculum guide the teacher's ongoing assessment of a child's progress.
2. Describe how the materials and equipment used to implement the curriculum will reflect diversity, including gender, ethnicity, age, culture, language, and abilities.
3. Describe how Applicant will support children with special needs and how Applicant's staff will receive training on how to meet their needs and the needs of the family.

4. Include a typical daily schedule for the PA PreK Counts classroom.
5. Applicant shall list all services that will be performed in whole or in part by subcontractors, including the names and addresses of the subcontractors providing the services, as well as the specific type of services provided.

The School District of Lancaster may require that the Applicant submit additional information and more detailed plans prior to entering into a contract with the successful provider.

## **Family/Teacher Relations and Education (20 points)**

Include a proposed plan showing how parent involvement, networking and communication will be fostered, maintained and evaluated. Plan must include but not be limited to:

- Methods for engaging parents in educational opportunities and empowering communication.
- Methods by which parent perspectives are brought to center management, including how quickly (timeframe) parental concerns will be resolved, how the resolution will be communicated, and procedures for parents if satisfactory resolution can't be found.
- Provide a plan for how the Applicant will communicate with those who are non-English speakers.

## **Assessment Plan (10 points)**

Applicant shall submit a plan for how they will regularly evaluate the curriculum and the center operations to determine if it is meeting the needs of the children and families served. Applicant must share assessment results with the School District of Lancaster if requested.

## **Professional Development Plan (10 points)**

Applicant shall submit a plan for how they will provide rigorous and relevant professional development that meets the needs of professional staff.

## **Applicant Qualifications (20 points)**

The School District of Lancaster is soliciting applications from entities, which are in the business of providing services as listed in this Request for Applicants. Your proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal.

1. Applicant must be currently operating a PA DPW licensed childcare facility, with a minimum Keystone Star Level 3 or meet other participatory requirements as outlined in PA PRE-K COUNTS, 22 PA. CODE CH. 405.
2. Applicant must list and describe any Pennsylvania state licenses or certifications it possesses or any additional pertinent information that describes its qualifications to operate a childcare facility.

3. Applicant shall include a statement on any previous violations of State, Federal or local guidelines for which the Provider was cited and became a matter of record from the past calendar year.

## **Evaluation and Scoring of the Proposal**

A group of up to five internal stakeholders will score the applications.

## **Additional Information**

### **Retention of Vendor Material**

The School District of Lancaster reserves the right to retain all proposals regardless of selection.

### **Award/Rejection of Vendor Proposals**

The School District of Lancaster shall be the sole judge in making partnership determinations. THE SCHOOL DISTRICT OF LANCASTER RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS and parts therein that are deemed insufficient, non-compliant or non-responsive. False, incomplete or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. The District will also consider the Applicant's prior experience, including past performance; personnel qualifications, including technical excellence; and management capability, including compliance with all state and statutory guidelines.