



# Le Jardin Community Center, Inc.

311 NE 8<sup>th</sup> Street ▪ Suite 203 ▪ Homestead, FL 33030 ▪ 305-245-7299

## Request for Quotation

October 11, 2017

Please submit a quote via email matching the below guidelines by November 3, 2017. If you cannot match the below described guidelines please send a letter in writing that you are unable to meet the requirements. Late proposals may or may not be considered for acceptance at our discretion. Le Jardin is a 501c3, therefore it does not pay tax and the certificate will be provided upon purchase. Please do not include sales tax in the proposal.

### **BACKGROUND**

Le Jardin Community Head Start and Early Start services for over twenty years beginning with small classroom of 20 children and growing to serve 688 children, birth to five, through three different funding streams. Le Jardin has over 150 employees located in six centers.

Head Start and Early Head Start is a federally funded program that provides comprehensive, high-quality services to low income children, birth to five. Such services include a focus on cognitive growth and school-readiness that emphasizes early literacy and math knowledge. At the same time, Head Start and Early Head Start provides services that foster the social and emotional development of children and promotes healthy growth and physical development. In addition, Le Jardin Community Center, Inc. has implemented an inquiry-based, science-infused curriculum that will be enhanced through our playgrounds. Le Jardin Community Center, Inc. is committed to child-focused, family friendly, healthy, safe and environmentally sustainable locations – including outdoor play areas.

Le Jardin Community Center, Inc. was recently awarded an Early Head Start Expansion grant for 144 infants and toddlers, hiring 41 new teacher/caregivers. Each of these individuals is required to obtain a National CDA with a specialization in infant/toddler care within a center-based setting.

Le Jardin's service area is concentrated in the southernmost area of Miami-Dade County, primarily in Homestead and Florida City. Homestead and Florida City are agricultural areas and are rapidly growing. There is a diverse population comprised of South and Central Americans, African-Americans and Afro-Caribbean (Haitians). The poverty rate in this area is double that of the national average **28.8%** of the population in Homestead, FL (64,331 people) live below the poverty line, which is higher than the national average of 14.7%.

### **REQUIREMENTS**

To that end, Le Jardin Community Center, Inc. is seeking to provide the requisite training for its employees to obtain the National CDA. We are seeking a professional organization. While formal



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education hours can be for credit or noncredit, they must be earned through an agency or organization with expertise in early childhood teacher preparation. Le Jardin, in accordance with the Council for Recognition **does not accept training provided by individual consultants.**

## **Specific Responsibilities**

- **Provide** 120 hours of professional early childhood educations including 10 hours in each of the following eight CDA subject areas:
  - To establish and maintain a safe, healthy learning environment
  - To advance physical and intellectual competence
  - To support social and emotional development and to provide positive guidance
  - To establish a positive and productive relationships with families
  - To ensure a well-run, purposeful program responsive to participant needs
  - To maintain a commitment to professionalism
  - Observing and recording children's behavior
  - Understanding principles of child development and learning
  
- The selected provider would ensure that professional portfolio is compiled and provide guidance and assessment of such a portfolio. The portfolio will include:
  - Education Documentation
  - Family Questionnaires
  - Six (6) Reflective Statements of Competence
  - Ten (10) Resources
  - A Professional Philosophy Statement
  
- The selected provider would assist and work with teachers to compile Family Questionnaires
  
- The selected provider would work with the teachers to schedule a CDA exam online
  
- The selected provider would assist and work with teachers to prepare for the Verification Visit

Vendors will be given preference according to the guidelines below:

- To the extent practical, for products and services that conserve natural resources and protect the environment and are energy efficient
- Preference for recycled products pursuant to EPA guidelines
- Small business, minority-owned firms and women's business enterprises

Vendors will be scored on the above criteria as well as the categories below:



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- Adequacy of the proposed methodology
- Skill and experience of key personnel
- Demonstrated experience
- Other technical specifications designated by the department requesting proposals
- Compliance with administrative requirements for proposal (format, Due date, etc.)
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by the vendor
- Ability/commitment to meeting time deadlines
- Price
- Minority or woman-owned business status of vendor
- Other criteria to be determined by department requesting proposal
- Willingness to complete a Davis Bacon Act form with payroll information for all bids over \$2,000 weekly. If the work is performed by the owner of the business directly, the completion of a Davis Bacon form is not required.

Proposals are to be submitted to Heather Dueñas via email at [hduenas@lejardincinc.org](mailto:hduenas@lejardincinc.org) no later than October 27, 2017.