



## **Request for Application: Subcontract CSPP and CCTR services**

**Release Date: August 2, 2024**

**Due Date: August 16, 2024**

Renu Hope Foundation is seeking agencies to subcontract to serve eligible infants, toddlers, preschool and school age children in Orange, Riverside, San Bernardino and San Diego Counties through CSPP funded by California Department of Education and CCTR contracts funded by California Department of Social Services.

The intent of this Request for Applications (RFA) is to seek agencies who would like to provide quality child development full-day/full-year and/or part day/part-year CSPP services and/or full day/full-year CCTR services. The RFA funding opportunity is available to existing CSPP/CCTR contractors and to agencies that do not have a CSPP/CCTR contract.

### **Eligibility**

To apply for funding pursuant to the RFA, all agencies must be:

- Registered with the Secretary of State to do business in California, or
- Possess a valid California Business License

In addition, the applicant agency must be:

- Licensed in accordance with 22 *CCR*, Community Care Licensing and in good standing with Community Care Licensing

### **Application Requirements**

All applications for funding be completed in accordance with the following instructions:

The application must demonstrate the applicant's working knowledge of state and federal child care and development requirements. Applicants must submit all required information and forms requested in the RFA. Applications that are incomplete or not in compliance with the application instructions may be rejected. Written notification will be provided to applicants whose applications do not meet the submission requirements. It is solely the applicant's responsibility to carefully review the RFA information and requirements before submitting an application for funding.

## **Format**

Each application must have Section I – Contractor Information as the first page for the entire application. Do not attach additional covers or place applications in binders. Each application must be adequately stapled in the upper left-hand corner.

## **Cost of Preparing the Application**

The applicant accepts sole responsibility for all costs incurred in the development of its application. These costs are not reimbursable even if the contractor is awarded funds through this RFA.

## **Submission Requirements**

Applications must be received as set forth below. Failure to submit the application on a timely basis may result in the disqualification of the application.

## **Number of Copies Required**

Three (3) completed application packages are required: one (1) application with original signatures and two (2) copies of the entire original application.

The original copy requires an original signature in blue ink by the contractor's authorized agent in all sections (e.g., Certification Signature, Payee Data Record Form [STD.204]).

## **Address to Submit the Application**

There must be three completed hard copy application packages. Renu Hope Foundation will not accept electronic versions, files on computer discs, or facsimile applications. Applicants should mail or personally deliver hard copy applications. The application packages must be received at the following address **on or before 4 p.m., August 16, 2024:**

Renu Hope Foundation  
Attention: RFA Subcontracting Bid  
802 Beaumont Avenue  
Beaumont, CA 92223

No changes, modifications, corrections, or additions may be made to the applications once they are received by the Renu Hope Foundation. All applicants agree that by submitting an application, they authorize Renu Hope Foundation to verify any and all claimed information including any referenced names in the application. All submitted applications will remain the property of Renu Hope Foundation and may be subject to disclosure in the event of a Public Records Act request.

## **Screening Process**

Applications will be preliminarily screened to determine whether the subcontractors are eligible for contract funding. Renu Hope Foundation may request additional documentation if needed and/or requested by the California Department of Education and/or California Department of Social Services.

Applications will also be screened to determine if the application is completed in accordance with the instructions and timelines. Incomplete applications and/or applications not completed in accordance with the instructions and timelines may be disqualified. It is solely the applicant's responsibility to carefully review the RFA information and requirements before submitting an application for funding. Although the CDE and/or CDSS has the right to exercise reasonable discretion and waive minor discrepancies in application and submission requirements that do not impact the integrity of the submission, it is not required to do so. Disqualified applicants will be informed in writing of the reasons for the disqualification.

## **Notification of Awards**

Renu Hope Foundation will mail proposed funding award letters, once formal approval has been obtained by the California Department of Education and/or California Department of Social Services. The anticipated date to begin services will be November 1, 2024.

Renu Hope Foundation reserves the right to ask follow-up questions or request additional documentation of successful applicants through email, telephone, or on-site visits to ensure prior to awarding final contracts that the subcontractor meets all eligibility and legal requirements and is capable of fulfilling all contract requirements. Proposed awards may be revoked at any time at the discretion of Renu Hope Foundation and/or California Department of Education and/or California Department of Social Services. No award is final until Renu Hope Foundation receives a completed and signed contract package from the subcontractor and the contract is fully executed by Renu Hope Foundation. There is no appeal process should a proposed award be revoked. Applicants should not incur any costs or expenses in reliance upon a proposed award.

## **Application Instructions**

### **Section I – Proposed Subcontractor Information**

**Legal Name of Proposed Contractor:** Include the legal name of the entity applying for program funds exactly as it appears on the Articles of Incorporation or the Federal Employer Identification Number.

**Executive Director Name:** Include the name of the person who has the authority to sign and engage in a contractual agreement with Renu Hope Foundation.

**Executive Director's Telephone Number, Fax Number, and Email Address:** Include the telephone number, fax number, and email address of the applicant agency's administrative office.

**Program Director Name:** Include the name of the person who will have administrative and programmatic responsibility.

**Program Director Telephone Number and Email Address:** Include the telephone number and email address of the Program Director's administrative office.

**Agency Legal Business Address:** Include the legal physical headquartered address of the contractor. Include the suite, room, or other unit number after the street address, city, and zip code. This is the address where correspondences and payments will be made.

**Name and Title of Contact Person Completing Application:** Include the name and title of the contact person completing the application.

**Contact Person Telephone Number and Email Address:** Include the telephone number and email address of the contact person.

## **Section II-Program Narrative Components**

A written narrative must be provided for all application questions noted below:

- A. Preschool Program Quality (A1-A5)
- B. Family Engagement (B1)
- C. Family Education (C1)
- D. Health and Social Services (D1)
- E. Program Accountability (E1-E3)
- F. Staffing (F1-F3)

Written responses must be completed in accordance with the Scoring Rubric and information described in this section of the application. Additional detailed instructions are provided in the application. As agencies complete the written program narrative, the following requirements must be noted:

- Information in the application must be relevant and unique to the program to be administered by the applicant
- Applicants will be required to describe the program that that agency will implement. Any application containing false or misleading information is cause for disqualification.

- An application that is plagiarized in any part or form from another application will automatically be rejected.
- Each individual question must be completed following the format requirement provided below:
  - Use the required Program Narrative template to complete your application. Any additional pages will not be accepted.
- Applicants must use 8-½ x 11-inch white paper; single-sided only
  - All margins must be a minimum of one-half inch from the edge of the paper.
  - Only standard 12-point font (e.g., Arial or Times New Roman) must be used that does not exceed six lines per inch. Do not use a compressed, narrow, or script font.

### **Section III – Slots Requested**

**Include in a narrative format the following information:**

- Indicate the number of CSPP and/or CCTR children and site locations the agency will serve in full-day/full-year programs with this funding.
- Indicate the number of CSPP children and site locations the agency will serve in part-day/part-year programs with this funding.
- Indicate the reason for the request to provide the services for either CCTR/CSPP children and justification of need to provide services in proposed locations.
- Indicate the hours of operation for each location.

### **Section IV – Contractor Certification**

The applicant agency signs, in blue ink, the included certifications to attest the agency will fulfill all of the agreements, certifications, and conditions as described in this RFA, as well as abide by all applicable federal and state laws.

### **Section V – Program and Fiscal Attachments**

#### *A. Program Staffing Plan*

All proposed subcontractors must include a proposed staffing plan for the proposed slots and organizational chart

*B. Program Calendar*

Please provide a calendar of days of service for the 2024-2025 school year. Calendars must include the months of July 2024 through June 2025.

*C. Community Care Licensing Reports*

Please provide a minimum of 3 years of Community Care Licensing reports for the facilities that you are requesting funding to be provided.

*D. Current Parent Handbook*

*E. Proposed Operational Budget (LIC Form 401)*