



TONY THURMOND
State Superintendent
of Public Instruction

Early Learning and Care Division

FY 2019-20

California State Preschool Program and
General Child Care and Development

Request for Applications

BIDDERS CONFERENCE



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FISCAL YEAR 2019–20

BIDDERS CONFERENCE AGENDA

- Introduction
- Overview
- Doing Business with California Department of Education (CDE)
- Request for Application (RFA) Scheduled Presentations
- Acknowledgements
- Program Narrative Instructions



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FISCAL YEAR 2019–20

BIDDERS CONFERENCE AGENDA (2)

- Scoring Criteria
- Rubric Examples
- Funding Eligibility Criteria
- Submission Criteria
- CDE Contacts
- Resources



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INTRODUCTION

- Early learning and child care services are for children from birth through 12 years of age and older children with exceptional needs.
- State- and federally-funded programs that use centers and family child care homes networks operated and administered by either non-local educational agencies (Non-LEAs) and local educational agencies (LEAs).
- Programs offer an educational component that is culturally, linguistically, and developmentally appropriate for the children.



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Overview

The CDE's Early Learning and Care Division (ELCD) announces the availability of funding for:

- **General Child Care and Development**

Approximately \$50 million in General Child Care and Development (**CCTR**) program funds to provide direct services for California children birth up to age three and for eligible school age children.

- **California State Preschool Program**

Approximately \$225 million program funds to expand California State Preschool Program (**CSPP**) services to eligible three and four year old children throughout California.



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CCTR Funding and Priorities

- Approximately \$50 million in program for direct services for children birth up to age three and for eligible school age children.
- Funds will be allocated by county and, within each county, by Local Planning Council (LPC) priority area.
- Awards will be made in the order of highest passing score.



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CSPP Funding and Priorities

- Approximately \$225 million to expand CSPP services statewide.
- Of the \$225 million in funds, approximately ***\$125 million*** in funds are available to non-LEA applicants to provide full-day/full-year services.
- Funds will be allocated by county and, within each county, by LPC priority area.
- Awards will be made in the order of highest passing score first.



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CSPP Funding and Priorities (Continued)

An additional \$100 million is available to full-day/full-year or part-day/part-year services.



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CSPP Funding and Priorities (Continued)

Funding will be allocated by county, within each county by LPC priority area in the following order:

1. LEA applicants providing full-day/full-year services, highest passing score first.
2. LEA applicants providing part-day/part-year services, highest passing score first.



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Age Definitions

CCTR funding will be used for services for:

- Eligible children ages birth up to age three.
- Children who are currently enrolled in transitional kindergarten through age 12.



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Age Definitions (Continued)

CSPP funding will be used for services for eligible three and four-year-old California children defined as follows:

Four-year-old (first group enrolled)

Fourth birthday on or before December 1 of the fiscal year they are being served.



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Age Definitions (Continued)

Three-year-old (second group enrolled)
Third birthday on or before December 1 of
the fiscal year they are being served.

Children who have their third birthday on
or after December 2 of the fiscal year, may
be enrolled on or after their third birthday.



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Hours and Days of Services

CSPP and CCTR Contracts

- Full-day Services: Services that may consist of part-day services and any additional days and hours needed to meet the ***verified needs of families.***
- Full-year: A minimum of 246 annual days of operation, Monday through Friday.



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Contract Earning and Minimum Days of Operation

Full-day (Contract Earning Categories)

Part time: 2 hours up to 4 hours

Three quarter time: 4 hours up to 6.5 hours

Full-time: 6.5 hours up to 10.5 hours

Full-time plus: over 10.5 hours

Full-year

Minimum of 246 annual days of operation, Monday through Friday



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Hours and Days of Services

CSPP Part-day/Part-year

Part-day Services: 3 hours per day up to 3 hours and 59 minutes

Part-year: A minimum of 175 annual days of operation



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Questions





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Doing Business with the California Department of Education

Who Can Apply?

The CSPP and CCTR RFA funding opportunities are available to:

- Agencies that currently hold contracts with CDE;
 - LEAs are School Districts, County Offices of Education, Community College Districts, or Direct Funded Charter Schools.
 - Non-LEAs are private non-profit agencies, recognized tribal entities, or community bases organizations.
- Other agencies that do not currently hold CDE contracts.



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Doing Business with the California Department of Education

Who Can Apply? (Continued)

To apply for funding pursuant to the RFA, all agencies except public entities (for example, LEAs, recognized tribal entities, and other local governments) must be:

- Registered with the Secretary of State to do business in the state for California or;
- Possess a valid business license.



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Doing Business: Statutory and Regulatory Requirements

Each applicant will be required, as a condition of the contract with the CDE, to adhere to contractor criteria as outlined in:

- Funding Terms and Conditions (FT&C);
- The CCTR and/or CSPP program requirements;
- The CDE Audit Guide;
- Any other requirements incorporated into the contract;
- All other applicable laws and regulations.



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Doing Business: Statutory and Regulatory Requirements (Continued)

- The California Education Code (*EC*) Title 1, Division 1, Part 6, Chapter 2, sections 8235-8237 authorizes the State Superintendent of Public Instruction to administer CSPP and CCTR.
- California Code of Regulations, Title 5 (*5 CCR*), Chapter 19, sections 18001-18003 provide general provisions for awarding funding.



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Doing Business: Statutory and Regulatory Requirements (Continued)

- Pursuant to 5 *CCR* Section 18272, the ELCD requires each agency to maintain a developmental profile that identifies the emotional, social, physical, linguistic, and cognitive growth of each child served; and to use the profile to plan and conduct age and developmentally appropriate activities.



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Doing Business: Statutes and Regulations

- Program contractors must maintain appropriate staffing ratios in accordance with 5 *CCR*, Section 18290.
- Pertinent information can be found at the CDE Laws, Regulations, and Requirements web page at <https://www.cde.ca.gov/sp/cd/lr/>.



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Doing Business: Statutes and Regulations (Continued)

Subcontracting

- Applicants are permitted to subcontract according to statutes and regulations.
- All subcontracts not otherwise exempt must be approved by the CDE in accordance with regulations.
- If approved, the applicant contractor ***remains responsible*** for ensuring that the subcontractor complies with all administrative, programmatic, and fiscal requirements.



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Questions





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REQUEST FOR APPLICATIONS BIDDERS CONFERENCE SCHEDULE

Webinars

- Application instructions
- Fiscal and contract earning
- Screening processes
- Application scoring

The RFA webinar will be posted on the CDE website at <https://www.cde.ca.gov>.

Statewide Presentations

Available throughout California.



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Acknowledgements

As part of the program narrative section, all applicants are required to complete the following three individual acknowledgements:

- Quality Acknowledgement;
- Monitoring Acknowledgement;
- Statutes and Regulations Acknowledgement.

NOTE: Instructions inform applicants that incomplete, inaccurately completed, or missing acknowledgements will cause an application to be screened out.



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Program Narrative

A written narrative must be provided for all application question noted as follows:

- A. 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)



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Program Narrative: Scoring Rubric Directions

Written responses must be completed in accordance with the scoring rubric and in the detailed instructions provided in the application. As agencies complete the written program narrative, the following criteria must be noted:

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



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Program Narrative: Plagiarism and Copying

- An application that is plagiarized in any part or form from another application will automatically be rejected.
- Agencies cannot submit an application where the text has been copied from another agency's previous or current application, whether another agency voluntarily or involuntarily provided the information.



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Program Narrative: Formatting Requirements

- All program narrative responses must align with the scoring rubric.
- Use the required program narrative template to complete the application.
 - Any additional pages will not be accepted.
- Applicants must use 8 and 1/2 by 11 inch white paper; **single-sided only** (for example, scoring rubric application response pages A1–F3, acknowledgements A–C).
- All margins must be a minimum of one-half inch from the edge of the paper.



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Program Narrative: Formatting Requirements (Continued)

- Only standard 12-point font (for example, Arial or Times New Roman) must be used that does not exceed six lines per inch. Do not use compressed, narrow, or script font.
- Program narrative pages must include the following information:
 - Header
 - Title of program narrative section and item number (for example, Program Accountability E3, etc.)
 - Legal name of agency
 - Page numbers



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Scoring Criteria: Assessment of Narrative

The applicant's score is based solely on the assessment of the written narrative.

- Points associated to each description area as follows:
 - Non-Responsive to zero (0) points
 - Inadequate to three (3) points
 - Adequate to six (6) points
 - Comprehensive to nine (9) points

- All applicants will be awarded points in accordance with the rating criteria included in the questions for Program Narrative with Associated Rating Criteria.



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Scoring Criteria: Using Scoring Rubric Language

Review the rubric language within the questions and look for specific phrases such as:

- What are you going to do?
- How are you going to do this?
- What do you need to get this done?
- What will you do and how will you do this?
- Who will do this and how will they do this?



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Scoring Criteria: Using Scoring Rubric Language (Continued)

Review the language within the questions and scoring rubric, focusing on specific word(s) such as:

- Currently uses/Current efforts
- Will implement
- Describe in detail
- Nor/And/Both/Or
- Did not include
- Minimal/partial/fully



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Scoring Rubric Examples

The scoring rubric is designed to demonstrate to applicants that the highest achievable score is obtained by providing all of the required elements described in the response categories. A quantitative example is:

Non Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9
The narrative provided did not include or describe any process to ensure the delivery of a quality early learning program	The narrative describes, in detail, one process to ensure the delivery of a quality early learning program.	The narrative describes, in detail, two processes to ensure the delivery of a quality early learning program.	The narrative describes, in detail, three or more process to ensure the delivery of a quality early learning program.



Scoring Rubric Examples (Continued)

An example with multiple prompts:

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Non Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9
The narrative provided did not describe how the agency identifies individual nor group needs of the children and incorporates the required elements (activities, environment, and interactions) ...	The narrative describes, in detail , how the agency identifies individual or group needs of the children and incorporates required one of the required elements ...	The narrative describes, in detail , how the agency identifies individual and group needs of the children and incorporates required two of the required elements ...	The narrative describes, in detail , how the agency identifies individual and group needs of the children and incorporates required all three of the required elements ...



Scoring Rubric Examples (Continued)

An example with multiple required elements:

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Non Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9
The narrative did not describe processes to recruit, employ, nor retain qualified staff in accordance with statutes and regulations.	The narrative did not describe, in detail, one required process for staffing (recruitment, employment, or retention) in accordance with statutes and regulations	The narrative did not describe, in detail, two required processes for staffing (recruitment, employment, or retention) in accordance with statutes and regulations	The narrative did not describe, in detail, three or more required processes for staffing (recruitment, employment, or retention) in accordance with statutes and regulations



Scoring Rubric Examples (Continued)

An example with multiple prompts:

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Non Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9
The narrative did not describe the family education program that supports nor expands awareness of early learning and care of children	The narrative describes, in detail, the family education program that supports that or expands awareness of early learning or care of children	The narrative describes, in detail, the family education program that supports that and expands awareness of early learning or care of children	The narrative describes, in detail, the family education program that supports that and expands awareness of early learning and care of children



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Funding Eligibility Criteria

The ELCD will evaluate each application that has successfully passed the preliminary screening process.

- For the ***CCTR contract***, the applicant must obtain at least a score of **88 points**, which is 70 percent **of the total 126 points** possible.
- A minimum score of 88 points is required to be eligible for funding; however, not all applicants eligible for funding are guaranteed funding.



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Funding Eligibility Criteria (Continued)

- For the CSPP contract, the applicant must obtain at least a score of **100.8 points**, which is 70 percent **of the total 144** points possible.
- A minimum of 100.8 points is required to be eligible for funding; however, not all applicants eligible for funding are guaranteed a contract.



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Submission Criteria

The CSPP Expansion RFA and other attachments can be found on the CSPP Expansion RFA web page at:

<https://www.cde.ca.gov/fg/fo/r2/cspp19rfa.asp>.

The CCTR Expansion RFA and other attachments can be found on the CCTR Expansion RFA web page at:

<https://www.cde.ca.gov/fg/fo/r2/cctr19rfa.asp>.



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Submission Criteria: Mailed or Hand-Delivered

Applicants must mail or personally deliver paper applications. **The ELCD will not accept electronic versions, files on computer discs, or facsimile applications.**

The CCTR and CSPP completed RFA and all required documents must be received on or before **December 10, 2019, and no later than 5 p.m.** at the following address:

California Department of Education
Early Learning and Care Division
Attention: Funding Application Unit
1430 N Street, Suite 3410
Sacramento, CA 95814-5901



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CDE CONTACTS

If you have any questions regarding the RFA please submit question electronically to the following email addresses:

CSPP: CSPPRFA@cde.ca.gov

CCTR: CCTRIFA@cde.ca.gov



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CDE RESOURCES

- Laws and Regulations

<http://www.cde.ca.gov/sp/cd/lr/>

- Program Quality

<http://www.cde.ca.gov/sp/cd/re/>



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Questions ?





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THANK YOU

