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|  | **REQUEST FOR PROPOSAL**  **#6-17-1** |
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June 15, 2017

TO: All Interested Firms

Arapahoe County School District #6, Littleton Public Schools (LPS), is requesting proposals from qualified firms to provide **preschool educational services to three and four your old children**, in accordance with the terms conditions and specifications contained in the documents for Proposal Number **6-17-1**.

Proposals will be accepted in the Purchasing Department at Littleton Public Schools, 5776 S. Crocker Street, Littleton, CO 80120 until **July 31, 2017 at 2:00 p.m. (MST).**  Late submittals will not be accepted or considered. It is the responsibility of the firm to ensure that the proposal documents arrive at the Purchasing Department office on or before the specified time. Please submit one (1) original proposal and three (3) copies, plus one (1) digital copy, i.e. CD or flash drive.

Questions about this RFP must be submitted only to Kevin Klatt, Purchasing Manager at [kklatt@lps.k12.co.us](mailto:kklatt@lps.k12.co.us), or faxed to 303-347-3460 no later than 2:00 p.m. July 7, 2017; Answers to questions will be issued, in the form of and addendum and posted on the district website, no later than 2:00 p.m. July 14, 2017.

Littleton Public Schools, reserves the right to reject any or all proposals or portions thereof, to waive any informalities or irregularities in the proposals received, and to approve awards in total or in part, whichever, in its judgment best serves the interests of Littleton Public Schools.

###### Kevin L. Klatt, CPPB

Purchasing Manager

Littleton Public Schools

General Requirements and Instructions for

Requests for Proposal

1. All participating companies shall agree to comply with all the conditions, requirements and instructions of this Request as stated or implied herein. Should the District omit anything from this Request which is necessary to a clear understanding of the items required, or should it appear that the various instructions are in conflict, then the companies shall secure instructions from Kevin Klatt in the Littleton Public Schools Purchasing Department, e-mail kklatt@lps.k12.co.us or fax 303-347-3460, no later than 2:00 p.m. July 7, 2017.
2. Firms submitting proposals are expected to examine the general provisions, specifications, terms and conditions. Failure to do so shall in no way relieve the firm from obligations with respect to the proposal or to the resultant contract. These Instructions shall be considered a part of the contract between the District and the successful firm. In the event that the District has not included a standard form contract with this Request, the firms must submit with their proposal any standard form contract that they wish the District to consider. Failure to do so will preclude any firm from requiring any additional terms subsequent to the acceptance of the proposal.
3. Modifications to this Request that are made by the District after the Request has been distributed will be made by written addenda.
4. Proposals shall be considered firm and cannot be altered subsequent to the opening of proposals. Withdrawal of inadvertently erroneous proposals before the award may be permitted if the firm submits proof that clearly and convincingly demonstrates, as determined by the District, that an error was made.
5. Late or unsigned proposals will not be accepted or considered. They will be date stamped and returned, unopened. It is the responsibility of the company to insure that the proposal arrives in theDistrict’s **Purchasing Office** prior to the time indicated in this Request.
6. No proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening of proposals without the consent of the District’s Purchasing Supervisor or her delegated representative.
7. Any and all costs relating to preparation of the proposal incurred by the vendor shall be the sole responsibility of the vendor.

8. The Bidder/Proposer (“Bidder”) acknowledges that the District is a public entity subject to the Colorado Open Records Act, §24-72-201, et. seq., C.R.S. (“CORA”). Consequently, the Bid or Proposal, including any accompanying information/documentation, that the Bidder submits in conjunction therewith is presumptively public records available for public review under CORA, unless the information/documentation is clearly marked as “trade secrets, privileged, or confidential commercial information”. The District initially will withhold any information/documentation marked as such from public review until the District has given the Bidder notice of any request for review. The Bidder then will have forty-eight (48) hours in which to advise the District whether it wants the District to retain the information/documentation from public review. If so, the Bidder will set forth, in writing, the legal reasons that it believes the said information/ documentation is not subject to public review under CORA. If the District decides not to produce the documents for public review, the Bidder will indemnify and hold the District harmless from any liability and cost, including attorneys fees, which may ensue in the event of litigation. The District will have the further right to retain its own counsel to defend any claims under CORA for which the Bidder will reimburse the District its reasonable attorneys fees and costs occasioned therein.

1. It is the proposing firms’ responsibility to have complete understanding of any applicable Federal, State, Local and/or Colorado Department of Education, rules and regulations, statutes, ordinances or other laws, in providing services as stated in scope of work for a school district, including Littleton Public Schools.  All materials, supplies, and equipment furnished or services performed under the terms of the purchase order or contractual agreement shall comply with the requirements and standards specified in applicable federal, state and local code.
2. Firms shall not include federal, state or applicable local excise or sales taxes in proposal prices as the District is exempt from payment of such taxes. For state sales and use taxes, it shall be the responsibility of the firm to complete and file an “Application for Exemption Certificate” with the Colorado Department of Revenue.
3. In accordance with the laws of Colorado, Colorado labor shall be employed to perform the Work to the extent of not less than 80% of each type or class of labor in the several classifications of skilled and common labor employed on the Project. "Colorado labor," as used here, means any person who is a resident of the State of Colorado, at the time of employment, without discrimination as to race, color, creed, sex, age, or religion except when sex or age is a bona fide occupational qualification.
4. Once the District’s Purchasing Manager or delegate has given the successful firm written notice of acceptance of its proposal, the parties shall be deemed to have entered into a binding contract.
5. At all times during the term of this contract, the successful firm shall carry and maintain in full force at its own expense the following insurance policies with insurance companies satisfactory to District. Such policies shall include a provision requiring minimum of thirty (30) days notice to District of change or cancellation (including cancellation for nonpayment of premium).

* Commercial General Liability insurance in a minimum amount of $1,000,000 per occurrence including the following coverages: Contractual insurance; personal injury; premises insurance; products/completed operations hazard; broad form property damage; independent contractors, and explosion, collapse and underground hazards.
* Comprehensive Automobile Liability on all vehicles used in connection with the services in a minimum amount of $1,000,000 combined single limit for bodily injury and property damage per occurrence.
* Workers' Compensation insurance in accordance with provisions of the Workers' Compensation Act of the State of Colorado, for all of its employees to be engaged in services and in case services are subcontracted, shall require the subcontractor similarly to provide the Workers' Compensation insurance for all the latter's employees to be engaged in such services. District requires sole proprietors who are excluded under the Act to carry Workers' Compensation insurance.

1. At the time of submitting proposals, firms shall provide the District’s Purchasing Manager with Certificates of Insurance evidencing the policies listed above. Copies of the insurance policies shall be provided upon request. After the contract is awarded, the District shall be named as an additional insured on all policies for the purpose of the contract work only. If the terms of the policy should be unacceptable to the District in its good faith discretion, the District may rescind the contract without any liability to the firm.
2. A purchase order(s) shall be generated by District to the successful firm. The purchase order number must appear on all itemized invoices and packing slips. District will not be held responsible for any orders placed/delivered without a valid current purchase order number.
3. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the District.
4. Under this contract, District may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between the District and the successful firm.
5. The firm shall indemnify and save harmless the District against or from all costs, expenses, damages, injury or loss to which said District may be subjected by reason of the firm’s wrongdoing, misconduct, want of care, skill, negligence, or default in the execution or performance of contract and shall save and keep harmless the District against and from all claims and losses to it from any causes whatsoever, including actual or alleged patent infringements in the matter of making, furnishing and delivering materials/services as called for in proposal documents.
6. This agreement will be governed and construed according to the laws of the State of Colorado.
7. Venue for the litigation of any and all claims and/or disputes arising out of and relating to this transaction shall be exclusively in Arapahoe County, State of Colorado.

21. PROHIBITION AGAINST USE OF ILLEGAL ALIENS

If Contractor has any employees or subcontractors, Contractor shall comply with § 8-17.5-101, C.R.S. regarding Illegal Aliens – Public Contracts for Services, and this section of this Agreement.

1. Contractor shall not:

(i) Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

(ii) Enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

B. Contractor has verified or attempted to verify through participation in the “Basic Pilot Program” that Contractor does not employ any illegal aliens and, if Contractor is not accepted into the Basic Pilot Program prior to entering into this Agreement, that Contractor shall apply to participate in the Basic Pilot Program every three months until Contractor is accepted or this Agreement is terminated, whichever is earlier. This provision shall not be required if the Basic Pilot Program is discontinued. The “Basic Pilot Program” is the Basic Pilot Employment Verification Program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, that is administered by the United States Department of Homeland Security. The application is currently on line at https://www.vis-dhs.com/EmployerRegistration.

C. Contractor shall not use Basic Pilot Program procedures to undertake pre-employment screening of job applicants while this Agreement is in effect.

D. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Contractor shall:

(i) Notify the subcontractor and the School District within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

(ii) Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the preceding sub-subparagraph of this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

E. Contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in § 8-17.5-102(5), C.R.S.

F. If Contractor violates any provision of this Agreement pertaining to illegal aliens, the School district may terminate this Agreement for a breach of contract. If the Agreement is so terminated, Contractor shall be liable for actual and consequential damages to the School District as required by law.

G. The School District will notify the Office of the Secretary of State if Contractor violates this provision of this Agreement and the School District terminates the Agreement for such breach.

H. Contractor shall execute the certification attached hereto and return it to the School District in conjunction with the execution of the Contract.

I. Contractor shall obtain certifications from its subcontractors regarding the prohibition against use of illegal aliens on this project on the form attached hereto before allowing the subcontractor to do any work on the project.

**CERTIFICATION STATEMENT REGARDING ILLEGAL ALIENS FOR  
ARAPAHOE COUNTY SCHOOL DISTRICT #6  
(LITTLETON PUBLIC SCHOOLS)**

The Contractor, whose name and signature appear below, certifies and agrees as follows:

1. The Contractor shall comply with the provisions of CRS 8-17.5-101 et seq.
2. The Contractor does not and shall not knowingly employ or contract with an illegal alien to perform work under this project or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien on this project.
3. The Contractor represents, warrants, and agrees that it has participated or will attempt to participate in the Basic Pilot Program in order to verify that it does not employ any illegal aliens.
4. The Contractor shall comply with all reasonable requests made in the course of any investigation by the Colorado Department of Labor and Employment.
5. The Contractor will obtain a certification from its subcontractors that they shall not knowingly employ or contract with an illegal alien to perform work arising out of this Project.

CERTIFIED and AGREED to this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2014.

CONTRACTOR:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full Legal Name)

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed Position (Title)

Attestation: (A corporate attestation is required.)

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporate Secretary or Equivalent Place corporate seal here,

if applicable

S020-023 jc 8/2/06

**CONTACTOR CANNOT BEGIN WORK UNTIL THIS COMPLETED FORM IS RETURNED TO ARAPAHOE COUNTY SCHOOL DISTRICT #6 (LITTLETON PUBLIC SCHOOLS).**

**SUBCONTRACTOR’S CERTIFICATE REGARDING NOT EMPLOYING OR CONTRACTING WITH AN ILLEGAL ALIEN**

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Subcontractor)

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Contractor)

Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As subcontractor for the above-identified project, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with any illegal alien and that I (we) shall not knowingly employ or contract with any illegal alien to perform work under this public project.

Executed this \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2014.

Subcontractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Title

(Insert the Individual, Corporate or Partnership Certificate as appropriate)

**2017 RFP #6-17-1 Schedule**

June 15        Public notice of RFP

July 1        Applications available to local center providers

July 31        RFP applications due

August 5       Qualifying applications distributed to committee

August 15    RFP committee meets to discuss RFP applications and make formal recommendations

Au August 20    Recommendations made to District Council

    And School Board

Se September 1     Contract sent to selected preschool providers approved by School Board

June 15, 2017

Attention Preschool/Child Care Administrator:

Littleton Public Schools desires to contract with highly qualified early childhood education and child care programs to provide preschool educational services to three and four year old children who are at risk for school readiness due to research-based risk factors. The attached page lists those qualifying risk factors. A child three years of age must have at least three risk factors to receive funding, while a four year old child must have at least one risk factor. The school district is committed to serving these children with Colorado Preschool Program funds that are awarded to the school district by the Colorado General Assembly.

The legislature outlines CPP requirements in a document known as the Administration of the Colorado Preschool Program Act. It requires the CPP District Council and the School District to conduct a formal application process. This Request for Proposal (RFP) enclosed is being distributed throughout the community in order to be in compliance with this requirement.

In order to be considered for the Littleton Public Schools CPP Program, applicants must submit a completed RFP packet, which includes:

* + **Completed Application**
  + **Photocopy of Colorado Childcare License**
  + **Copies of qualifications of Director and staff that may serve CPP students**
  + **Proof of Liability Insurance**
  + **Signed Assurances Form**
  + **Summary of most recent program evaluation** (include ECERS or CLASS results, Colorado Shines Rating Summary Sheet)
  + **Letters of recommendation from parents and community members**

**Most important compliance pieces:** Children served under CPP must be enrolled in a preschool program for a minimum of four, 2.5-hour days per week (or the equivalent of 10 hours per week). Enrollment dates must coincide with the Littleton Public Schools

District Calendar (September 2017-May 2018). Children must be present during October and November Count windows for funding to be received. An approved electronic assessment tool must be used for all children funded by CPP to be in compliance with statutory requirements. *Teaching Strategies GOLD* online assessment tool must be completed for Fall, Winter, and Spring checkpoints. Class size containing CPP students cannot exceed 16 children with two early childhood staff members. Students must be residents of the Littleton Public Schools attendance area, which requires proof of residency via lease agreement, deed on house, energy bill, or notarized letter stating the student is residing in the home of an Littleton resident.

Submit completed applications by July 31, 2017 at 2:00pm to:

Kevin Klatt, Purchasing Manager

Littleton Public Schools

5776 S. Croker Street

Littleton, CO 80120

**Risk Factors/Child Eligibility**

**For Colorado Preschool Program**

3 year olds must have any 3 or more risk factors.

4 year olds must have any 1 or more risk factors.

* Child is eligible to receive free or reduced-cost meals

* Homelessness of the child’s family

* An abusive adult residing in the home of the child

* Drug or alcohol abuse in the child’s family

* Either parent of the child was less than 18 years of age and unmarried at the time of the child’s birth

* The child’s parent or guardian has not successfully completed a high school education or it’s equivalent

* Frequent relocation by the child’s family to new residences

* Poor social skills of the child

* Child is in need of language development (may include limited ability to speak English)

* They are receiving services from the State Department of Social Services as neglected or dependent children (i.e. foster children)

**Provider Application**

**Due:  July 31, 2017**

Name of Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Licensed for ages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions in narrative form. Feel free to refer to or attach appropriate information from your parent handbook, center policies, or other artifacts that would be appropriate to any individual question.

1. ***Comprehensive Plan:*** *One of the requirements of the Colorado Preschool Act is that a community partner has a comprehensive plan for quality preschool services that ensures quality of programs, staff development, family involvement, family support services, as well as program evaluation and monitoring. Please address the following questions regarding those components.*

1. Approach to Learning**:** Please briefly describe your program’s philosophy on early childhood education and curriculum.  What skills and knowledge are your preschool students expected to demonstrate upon completing your program and starting kindergarten?

1. Quality: Describe the process you use to meet the standards as described in the Colorado Quality Standards for Early Childhood Care and Education Services. (How will you use this document? How do you ensure that these standards are being maintained at your center?)

1. Staff Development: Outline the process you use to identify staff needs, such as delivering developmentally appropriate practice, teaching children who don’t have English as their first language, involving parents, understanding and meeting the cultural needs of families and children. How is input from teachers about their educational needs obtained and responded to? What types of staff development opportunities do you provide your staff?

1. Family Involvement: Individual Learning Plans and parent agreements must be signed by families participating in CPP.  Attach your forms or indicate if you need guidance to implement these components. How will you insure that the parent agreement is adhered to? What opportunities are provided to families to be involved in your program?

1. Family Support Services: How will you address a family’s need for support services such as extended day/wrap around services, dental and health care, immunizations, mental health services, nutrition programs, recreational opportunities, and social services?

1. Program Evaluation/Compliance: *The Colorado Preschool Program Act requires that preschools use approved online assessment tool (*Teaching Strategies GOLD*)* *to evaluate and track progress of individual students. In addition, quality of programs must be evaluated using the Early Childhood Environmental Rating Scale (ECERS) or have current accreditation/ratings from Colorado Shines or NAEYC. Class size is limited to no more than 16 children per class.*

* 1. How will you monitor the progress of each individual child and their individual learning plan goals? How do you determine students are learning and the goals are being met? How do you communicate that progress to parents and family? What is your class size? What is your adult to child ratio for preschool-aged children?

* 1. How do you assess parent satisfaction?

* 1. How do you measure the effectiveness and quality of your preschool program?

* 1. What is your staff evaluation process? How frequently are staff evaluated?  What methods and tools are utilized?

1. ***Financial report and budget:*** *Include a copy of your center’s last financial report and audit.*

1. Budget: Outline the budget and expenses involved if the Colorado Preschool Program were to be implemented at your facility for a minimum of four two-and-a-half-hour sessions per week.  Include all expenses including planning time, supplies and materials, clerical support, etc.

1. Number of CPP students:  What are the minimum and maximum number of students you could accommodate if CPP were to be implemented at your facility? *Funding covers 360 hours of preschool per qualified child during the school calendar year (September through May). Per pupil funding from the Colorado Department of Education is issued to Littleton Public Schools per qualified child for half day preschool slots. Littleton Public Schools withholds a portion of this funding for managing and processing the Colorado Preschool Program. Therefore, outside providers will receive a per slot amount from Littleton that is determined each fall.*

1. Employees: Please list the number of employees working at your center, their position, and their job responsibilities related to preschool education, their years of experience, their level of education, and any other individual qualifications.

1. ***Additional Information:*** *Please provide additional information that you feel is important for consideration of this application.*

**Community Partner**

**ASSURANCES**

Agency Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agency Name) affirms that it is in compliance with the Rules and Regulations for Child Care Centers (12 CCR 2509-8) as set forth by the Colorado Department of Human Services.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agency Name) agrees to implement the Colorado Department of Education’s Quality Standards for Early Childhood Care and Education Services.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agency Name) in providing services, will not discriminate based on ethnicity, disability, race, creed, national origin, sex, age, ancestry, sexual orientation, transgendered status, marital status, political affiliation, military or veteran status, religion, or any other basis protected by federal, state, or local law, ordinance or regulation.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agency Name) will implement a developmentally appropriate, comprehensive, sequence and method of assessment, planning, and instruction that will comply with Colorado Department of Education Colorado Preschool Program and Results Matter rules and regulations.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agency Name) will hire staff that meets the following criteria:  All Colorado Preschool Program classroom teachers must meet all licensing requirements as outlined through the Department of Human Services:  Rules Regulating Child Care Centers (to include of the following:  a current CDA, a 2 or 4-year degree in Early Childhood Education, Director Qualifications).  Assistants must have previous experience working with children, and agree to work towards their CDA Equivalent by taking ECE classes and be in compliance with Colorado Department of Education’s Quality Standards for Early Child Care and Education Services.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agency Name) will work with the Littleton Public Schools CPP Coordinator and realize that the needs of the Colorado Preschool Program are given top priority.  This includes willingness to attend district preschool in services and trainings, participation on the Littleton Public Schools CPP Advisory Council including site visits by Advisory members, comply with all paperwork and timelines, conduct parent involvement activities, and participate in any other activities as determined by the CPP Coordinator.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agency Name) will comply with applicable policies and procedures of Littleton Public Schools, regulations of the Colorado Department of Education and Colorado Department of Human Services, statutes and constitutions of the United States and the State of Colorado.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Owner/Corporate Signature            Center Director Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name) (Printed Name)