

## Neighborhood House

## Request for Proposal

**Release Date:** 9/14/2017

**Number:** 17-09-2

**Service Needed:** Teachstone Reliable CLASS Observer (Pre-School and Toddler)

### About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 12,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability, aging & disability services and community health.

The Child Development Department supports the Neighborhood House mission framework and Strategic Plan by contributing to the school readiness of low-income children and supporting their parents, care givers and community. Neighborhood House offers high-quality preschool education to low-income families, many of whom are recent immigrants and refugees.

### Scope of Work

- Conduct valid and reliable baseline CLASS assessment in 17 pre-school classrooms and 4 toddler classrooms
- Work with NH to coordinate scheduling and logistics to assign observers to classrooms
- Coordinate with NH to provide necessary information to appropriate staff and parents so that they are prepared for the observation visit
- Provide written reports on each observation with detailed scoring information, including sufficient information about observations so that NH can offer meaningful feedback to staff.
- Collaborate with Pre-School Education Manager to analyze data

### Qualifications

#### Required

- Hold current certification from Teachstone as a reliable CLASS observer for the toddler and preschool CLASS
- Demonstrated experience implementing valid and reliable CLASS assessments in pre-school and toddler center based settings
- Ability to work in culturally and linguistically diverse early childhood settings

### Time Period

**Through 06-30-18.** Neighborhood House anticipates using the services of the vendor(s) selected through this bid through the date shown above. Neighborhood House reserves the right to re-bid



services for any reason prior to this date and makes no promises regarding minimum levels of services or products that will be purchased through this RFP.

### **Evaluation Criteria**

- Meets Qualifications.
- Level of Experience (record of past performance).
- Availability.
- Business Integrity.
- Cost/Rate for Services.

### **Questions**

Liz-Beth Levy (206) 923-6700 x 1206 [lizbethl@nhwa.org](mailto:lizabethl@nhwa.org)

### **What to Include In Submissions**

- Rates: Price per Hour.
- Description of Experience.
- Others materials: Bidders discretion.

### **Submission Close Date: 9/22/2017**

**Submissions To:** Email or FAX submissions to: [anhthun@nhwa.org](mailto:anhthun@nhwa.org) or (206) 923-6776, Attention: Anhthu Nguyen.

**Additional Requirements (if selected):** Neighborhood House may require any or all of the following: a written contract; proof of professional and/or general liability insurance; pass Background Checks, clear a check of the federal EPLS (Excluded Parties List System), proof of Washington State business license or comparable license from another state; other checks and reviews appropriate to the nature and scope of the engagement.