



MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Request For Proposal (RFP) RFP 22-002 Teacher/Substitute and Teacher Assistant Services

April 04, 2022

Mexican American Opportunity Foundation (hereinafter alternately "MAOF"), operated under a non-profit agency, is seeking Bids from highly qualified Contractor, Agency or Independent Contractor, for **Teacher/Substitute and Teacher Assistant Services** with expertise in providing services through a competitive bid process. Pricing shall remain firm for one-year term, with one (1) additional option year extension, subject to annual review of performance and availability of grants.

This process requires Contractors to submit a proposal that includes a complete bid for the "Scope of Work" outlined below, resume, hourly rate, and three references.

The CLOSING for **RFP 22-002** is **April 29, 2022 at 4pm** (PST). All correspondence or contact with MAOF regarding this request must be submitted in writing to Procurement@maof.org.

To download the RFP, Proposers must go to the webpage: www.maof.org, under About section/Procurement to look for the RFP. Proposals delivered on the day of the deadline must be received at MAOF. Administrative Office located at 401 North Garfield Avenue, California 90640 by 4:00 p.m. Mailed proposals shall be sent to MAOF as directed below. Proposal should be clearly marked: "**RFP No. 22-002, Teacher/Substitute and Teacher Assistant Services**" on the outside of the envelope. Emailed proposals shall be sent to procurement@MAOF.org with "Teacher/Substitute and Teacher Assistance Services" in the subject line. Proposals received after due date will be rejected. The proposal offer acknowledges the right of MAOF to accept or reject any or all proposals and to waive any informality in any proposal received.

For mailing purposes, please address to:

Mexican American Opportunity Foundation (MAOF)
Attn: Donovan Duenas
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
Email: procurement@maof.org.

To request this RFP packet for this solicitation to be sent to you, please contact Procurement at Procurement@maof.org.

Respectfully,

MAOF
Procurement Department

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Introduction

The Mexican American Opportunity Foundation (MAOF) is a non-profit, community-based organization that was established in 1963 in order to serve disadvantaged individuals and families in the Los Angeles area. MAOF is the largest Latino-oriented, family services organization in the United States, and has achieved this status by providing high quality social services and programs to those communities where the need is the greatest.

Mission Statement: “The mission of the Mexican American Opportunity Foundation (MAOF) is to provide for the socio-economic betterment of the greater Latino community of California, while preserving the pride, values and heritage of the Mexican American culture. This is accomplished through programs in early childhood education and family services, job training, and senior lifestyle development throughout the multi-cultural communities served by MAOF.” MAOF is joined in this mission by government agencies, public and private foundations, and Corporate America.

Childcare, Early Head Start & Head Start: These programs serve 0 to 5 year-old low income children and families. The children receive educational, social development, medical, dental, vision and hearing screenings as well as other evaluations and services pertinent to a healthy, well-rounded child. Through parent skill building and curriculum understanding workshops, parents are provided valuable information for their role as the primary caregivers and educators of their children. This service is provided in both English and Spanish.

1.0 OBJECTIVE

To provide training, technical assistance, and onsite consultation to staff and families by promoting child wellness and administrative services in accordance with the Childcare, Early Head Start and Head Start Programs.

The Teacher/Substitute & Teacher Assistant Services Contractor shall commence performance of this agreement on the 1st day May/June 01, 2022 and shall complete performance to the satisfaction of the agency no later than the 31st of December 2022, duration of one (1) year contract term, with one (1) additional option year extension when necessary at sole discretion of MAOF.

2.0 STATEMENT OF WORK

See Exhibit-B

3.0 PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to MAOF in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

MAOF reserves the right to:

- a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency's best interest; and
- b. Accept other than the lowest priced offer.

The proposal shall:

- a. Include the completed Teacher/Substitute and Teacher Assistant Services Bid Submittal Services per Rate Worksheet on Exhibit-A. Costs must be identified as per hourly rate. Contractor's rates shall remain firm and fixed for the term of the contract. The contract (hourly, daily, monthly, Unit Rate, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed 3% percentage of the general rate granted to the consultants. Early Head Start and/or Head Start is required to match a portion of the Federal funding it receives. Copy of Administrative Consultant Professional License or Certification. Please indicate in the In-Kind Match column any donation you would be willing to make to the program. Examples of in-kind match donations are: staff training, driving time, advisory committee time, donated program materials, etc.
- b. Provide at least three current client references for which you have performed similar work. References should include contact name, address and telephone number.
- c. Complete and return rate worksheet, EXHIBIT-A as Consultants proposed, along with other documentation and references.
- d. Four (4) sets of copies of proposals, including rate worksheet shall be submitted via **email marked: "RFP NO. 21-002, Teacher/Substitute & Teacher Assistant Services"** or via courier to:

PLEASE DELIVER TO:

Mexican American Opportunity Foundation (MAOF)
Attn: Donovan Duenas
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
Procurement@maof.org

DEADLINE FOR SUBMISSION: All proposals are due by 4PM on Monday, November 15, 2021. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be considered and evaluated.

4.0 CRIMINAL BACKGROUND CHECK

The Teacher/Substitute and Teacher Assistant Services work with Early Head Start and Head Start children, families and staff and must provide the following information to be kept on file at the Head Office: An up to date resume, a copy of all applicable professional licensure and insurance, a copy of a valid drivers' license, a current physical exam and tuberculosis skin test (TB) and a notarized "Affidavit of Good Moral Character" form. They must also undergo a local criminal record check from the Sheriff's Department in their county of residence as well as a state/national Level II Background Check Live Scan clearance letter.

Qualified candidate will be required to submit the following documents prior to entering into an agreement with MAOF.

- W-9
- Professional Liability Insurance
- Written statements regarding Worker's Compensation Insurance
- Vehicle Insurance
- California Driver's License

The Teacher/Substitute and Teacher Assistance Services must possess good communication skills (verbal and written). They must have the ability to establish working relationships with children, families, staff members and adults from a wide variety of educational and socio-economic backgrounds. They must also have knowledge of a wide variety of community resources and ability to establish working relationships with staff members of administrative related agencies and institutions.

5.0 INVOICING/BILLING

Invoice of Teacher Substitute and Teacher Assistant Services contractor time and services will be given to the Administrative Coordinator on the first of each month. Payment for services rendered will be made 30 calendar days from date of submitting monthly accountability service summary and invoice to Administrative Coordinator.

6.0 SCHEDULE OF EVENTS

Deadline for submission April 29, 2022
Inquiry Period Begins: April 08, 2022
Inquiry Period Ends: April 22, 2022
Proposal Award: Est. 1-2 week

7.0 INQUIRIES

Questions regarding this RFP are to be submitted to Procurement@maof.org with “**RFP No. 22-002, Teacher/Substitute & Teacher Assistant Services**” in the subject line. Questions regarding this RFP will only be accepted by email.

8.0 TERMINATION

8.1 This contract may also be terminated by the MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of the MAOF. The MAOF may terminate the contract in whole or in part whenever the MAOF determines, in its sole discretion that such termination is in the interests of the MAOF. Whenever the contract is terminated in accordance with this paragraph, the consultant(s) shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the MAOF at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the MAOF.

8.2 In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. The MAOF reserves the right to terminate without warning in the event of critical and/or material breach of contract.

9.0 HOLD-HARMLESS AND INDENTIFICATION

The successful Consultant shall be liable for any injury, damage or loss occasioned by negligence or omission of the successful Consultant, its agents, or any other person the successful Consultant has designated to visit MAOF property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract. The Consultant's obligation under this section shall not extend to any.

10.0 CONFIDENTIALITY

4.1 Confidential Information. Under this Agreement, “Confidential Information” refers to any and all information of a Party (“Disclosing Party”) that has been disclosed to the other Party (“Receiving Party”), which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Confidential Information includes, but is not limited to, all information concerning a Party’s existing business, business systems, business plans and information systems, trade secrets, prices, and pricing information.

4.2 Use of Confidential Information. Each Party will comply with all laws and regulations that apply to use, transmission, storage, disclosure, or destruction of Confidential Information. Both Parties agree to hold the other Party’s Confidential Information in strict confidence. Consultant agrees not to use Company’s Confidential Information in any way, except as expressly permitted by or required to achieve the purposes of this Agreement, and Company agrees to use Consultant’s Confidential Information solely for the purpose of performing the Services. Both Parties agree to use all reasonable efforts to protect unauthorized use or distribution of Confidential Information and the Receiving Party agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the Disclosing Party as the Disclosing Party uses to protect its own Confidential Information. The Receiving Party further agrees not to disclose or permit any third party access to the Disclosing Party’s Confidential Information, except such disclosure or access will be permitted in order to perform the Services provided under this Agreement. Each Party agrees to ensure that its employees, agents, representatives, and contractors are advised of the

confidential nature of the Confidential Information and are precluded from taking any action prohibited under this Agreement.

11.0 SERVICE LOCATIONS

EARLY HEAD START & HEAD START

2650 Zoe Street

Huntington Park, CA 90255

Washington ADM

5657 E. Washington Blvd.

Commerce, CA 90040

EXHIBIT-A
RATE WORKSHEET

1ST YEAR: _____ .00 _____ HOURLY RATE

NOTE: The contract (hourly, daily, monthly, Unit Rate, etc.) amount shall be firm and fixed for one full year.

EXHIBIT-B

STATEMENT OF WORK

The type and time of Teacher/Substitute and Teacher Assistance services shall be determined by the mutual agreement between the Agency Director or designee and/or contractor.

The contractor will provide training technical assistance and support to MAOF on the activities necessary to deliver high quality and timely services to children and families; and assure healthy and safe environments. The Scope of Work hereby agreed between MAOF and the contractor include the following:

Under the Supervision of the Agency's Center Supervisor, Staff Development Supervisor and/or classroom teacher, a substitute teacher/ teacher assistant will perform on a day-to-day duties as follows;

- Supervise the health and safety of children in their care
- Help and support with implementing developmentally age appropriate learning activities
- Guide and support children's learning
- Ensure teacher /child ratios are met

*For long-term substitutes provide/conduct daily child observations

CONTRACTOR'S MINIMUM EXPERIENCE:

- A minimum qualification for teacher AA degree.
- A minimum qualification for teacher assistant is 12 units in ECE.
- Minimum of an associate teacher permit.
- Supervised teaching experience in a classroom setting
- Preschool experience
- Early Head Start, Head Start and childcare experiences preferred
- Pass a background check
- Must have up to date health clearance within 4 years
- Must have proof of covid vaccination.