



**PRESCHOOL  
PROMISE**

# Oregon Early Learning Division Preschool Promise Fiscal Agent Request for Applications 2020-21

Date of Issuance: **January 30, 2020**

Applications Due: **May 4, 2020, 5:00 pm PDT**

RFA: **PSPF\_20-01**

RFA: PSPF\_20-01 Addendum 1

**March 16, 2020**

**RFA: PSPF\_20-01**

**Addendum 1**

1. Page 5 - Calendar of Events and Deadlines is amended to extend deadline for the Written Questions (Application Due Date & Time) to April 23, 2020 (5pm)
2. Page 5 - Calendar of Events and Deadlines is amended to extend deadline for the final responses to written questions (Application Due Date & Time) to May 1, 2020 (5pm)
3. Page 5 - Calendar of Events and Deadlines is amended to extend deadline for the Application Closing (Application Due Date & Time) to May 4, 2020 (5pm)
4. Page 5 - Calendar of Events and Deadlines is amended to extend deadline of the Notice of Intent-to-Award Issued to June 4, 2020.
5. Page 5- Calendar of Events and Deadlines is amended to extend Agreement Execution deadline to July 1, 2020.

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## Introduction

### Purpose

Oregon's Early Learning Division (ELD) is inviting applications from interested and eligible entities to serve as Preschool Promise Fiscal Agents. Preschool Promise Fiscal Agents will be eligible to provide technical assistance to Preschool Promise Program Providers on a variety of business and administrative functions. Applicants must apply through this application which will be scored and reviewed against other applicants.

### Overview

The Preschool Promise Program is a high-quality, publicly-funded preschool program that serves children ages three (3) and four (4) in families living at or below 200% of the Federal Poverty Level, children in foster care and children from other historically underserved populations. The Preschool Promise Program is delivered in a variety of settings including centers, homes, and schools.

A Preschool Promise Program Providers have the option of entering into an agreement with a Preschool Promise Fiscal Agent to assist in meeting the business and administrative functions of the Preschool Promise Program. Preschool Promise Fiscal Agents will receive grants through the ELD to provide services to Preschool Promise Providers. Partnerships between Preschool Promise Program Providers and Fiscal Agents are voluntary. Grant amounts will vary.

## Eligible Applicants

All eligible applicants interested in applying to be a Preschool Promise Fiscal Agent must apply through [https://ode.smapply.org/prog/preschool\\_promise\\_program\\_provider\\_application](https://ode.smapply.org/prog/preschool_promise_program_provider_application). Please contact the Single Point of Contact for available accommodations.

The following entities are eligible to apply to serve as a Preschool Promise Fiscal Agent:

- Community based organization
- Culturally-specific organization
- Early Learning Hub as designated in ORS 417.827
- Education service district
- Federal Head Start program
- Federally Recognized Oregon Indian Tribe
- Non-Profit organization
- Resource and referral entity established under ORS 329A.100 to 329A.135
- School district

## Single Point of Contact

All questions regarding this application process should be directed to: [psprfa@ode.state.or.us](mailto:psprfa@ode.state.or.us), or at 503-856-2895. The Division posts Frequently Asked Questions (FAQs) on its Oregon Early Learning Division webpage weekly

[<https://oregonearlylearning.com/student-success-act>]. To allow sufficient time to respond to all questions relating to the Preschool Promise Program application, the deadline for the submission of questions is April 23, 2020 at 5 p.m. Final responses to questions will be released on May 1, 2020.

## Calendar of Events

The table below represents a tentative schedule of events. The ELD reserves the right to modify these dates at any time with notice to affected prospective applicants by posting on the ELD website.

<b>EVENT</b>	<b>TARGET COMPLETION DATE (Pacific Time)</b>
Request for Application Issued	<b>January 30, 2020</b>
Pre-Proposal Webinar (optional)	<b>February 10, 2020 Time (3-4p.m.)</b>
Online Grant Application Live	<b>February 13, 2020</b>
Deadline for Written Questions	<b>April 23, 2020 (5 p.m.)</b>
Final Responses to Written Questions Released	<b>May 1, 2020</b>
Application Closing (Application Due Date & Time)	<b>May 4, 2020 (5 p.m.)</b>
Notice of Intent-to-Award Issued	<b>June 4, 2020</b>
Agreement Execution	<b>By July 1, 2020</b>
Fiscal Agent Services Commence	<b>July 2020</b>
Preschool Promise Services Commence	<b>September 2020</b>

The pre-proposal webinar is optional. Applicants are encourage to participate. The purpose of the pre-proposal webinar is to explain the application requirements and to answer questions regarding the application.

## Description of Grant Opportunity

Preschool Promise Fiscal Agent grants are divided into two phases. All selected Fiscal Agents will receive a Phase 1 (\$5000) grant. This phase includes the Fiscal Agent developing expertise including understanding all Preschool Promise Program grant and reporting elements. Preschool Promise Fiscal Agents may receive a Phase 2 grant amount based on interest and availability of Preschool Promise Providers. Phase 2 grant amounts will vary based on \$240 per child for each Preschool Promise Program Provider partnership secured. All Preschool Promise Program Providers will have the option of partnering with a Preschool

Promise Fiscal Agent, however it is not required. Phase 2 includes providing technical assistance.

Grant Phases	Award
Phase 1: Start-up and Training	\$5,000 Initial Grant
Phase 2: Providing Technical Assistance	\$240 per child/year  Funding determined by number of Preschool Promise Program Providers that opt-in to Fiscal Agent partnership

## 2020-2021 Preschool Promise Fiscal Agent Activities

A Preschool Promise Fiscal Agent will assist Preschool Promise Program Providers in business and administrative functions including, but not limited to the listed below:

Phase 1, All ELD Approved Fiscal Agents will:

- 1) Understand the ELD-Preschool Promise Program Grant agreement.
- 2) Understand Preschool Promise Program fiscal and reporting requirements.
- 3) Develop a draft technical assistance plan that includes your proposed communication and implementation for supporting Preschool Promise Program Providers.
- 4) Attend ELD in-person meetings, conference calls and webinars.

If selected by a Preschool Promise Program Provider to provide services, Fiscal Agents will:

- 1) Provide technical assistance to ensure Preschool Promise Program Providers meet the fiscal and reporting requirements of the Preschool Promise Program grant agreement.
- 2) Individualize the above technical assistance plan to represent and meet the needs of the assigned Preschool Promise Program Providers.
- 3) Assist Preschool Promise Program Providers in developing appropriate fiscal reports and processes to ensure Preschool Promise Program funds are spent as required. Fiscal reports and processes must align with the Generally Accepted Accounting Principles (GAAP) and comply with all applicable federal, state, and local regulations.
- 4) Assist Preschool Promise Program Providers in maintaining detailed financial records including, but not limited to, general ledgers, receipts, invoices and all supporting documentation to track Preschool Promise Program expenditures.
- 5) Assist Preschool Promise Program Providers in submitting required monthly, quarterly and end of the year reports to the ELD using the tool(s) provided by the ELD. Reporting elements may include the following: budget and expenditure reports, staffing allocation, eligibility, and enrollment/attendance.

- 6) Ensure Preschool Promise Program Providers are supported in the following:
  - a) Business operations: including, but not limited to business planning, marketing, customer service, employee related human resources, insurance and sub-contracting.
  - b) Resources: state and community agencies, business advising and consultation, and networking.
  
- 7) Must maintain and submit a Preschool Promise Fiscal Agent Technical Assistance log and other reports as provided by the ELD.

Please Note: Fiscal Agent services are optional for Preschool Promise Program Providers, Phase 2 grants only apply if a Preschool Promise Program Providers opts-in to a Preschool Promise Fiscal Agent partnership.

## Monitoring

The ELD reserves the right to request and review any and all Fiscal Agent records, documents, accounting procedures, and practices relating to the Preschool Promise Program. The Fiscal Agent agrees to participate in an ongoing monitoring and program evaluation used for continuous improvement for the Fiscal Agent program.

## Application Review Process

Applications for Preschool Promise Fiscal Agent funding must provide a comprehensive and detailed description of the Applicant's plans to implement a high-quality business practices and technical assistance to Preschool Promise Program Providers.

Through this RFA, the ELD requires all applicants to respond to basic components that demonstrate readiness and capacity to provide and deliver business acumen and technical assistance to Preschool Promise Program Providers. 'Readiness' refers to a *state of preparedness, capacity, and enthusiasm* that are necessary for successful implementation.

Applications that are **complete** and **submitted on time by an eligible applicant** will be reviewed by a team of reviewers determined by the Early Learning Council and the Early Learning Systems Director. Applications will be scored based on the Applicant's ability to provide concise and detailed responses that address the questions, adhere to the application instructions.

Maximum total points available for Fiscal Agent application is [40] points. Fiscal Agents will be selected based on statewide needs.

Please refer to Exhibit B to see how application responses will be scored.

## Preschool Promise Fiscal Agent Application

The ELD is interested in funding entities with a strong history of providing technical assistance relating to business acumen to a variety of business types and sizes. In the following sections, Applicants will be asked to provide a narrative summary, which describes the entity's experience in, and capacity to provide, technical assistance to Preschool Promise Program Providers. Within each section, please address all of the question characteristics as they relate to the entity.

### Section 1: Applicant Information (Not Scored)

#### General Information

Legal name of applicant Agency/Entity: "Doing business as" name (if different from legal name):

EIN#:

Year entity was established:

Address of applicant entity

Street address:

City:

State:

Zip code:

County:

Service Area: Please list all intended service area(s) (e.g. County): Select all that apply

#### Applicant contact information

Overall contact person for this application

Name:

Title:

Email:

Phone Number:

Authorized budget contact person for issues and questions about the budget

Name:

Title:

Email:

Phone Number:

Authorized individual to sign contract. Indicate the address where the grant should be sent.

Name:

Title:

Email:

Phone Number:

Mailing Address:

### Section 2: Narrative (Maximum Score = 40 Points)

Experience & Collaboration: (Section Maximum Score = 20)

Each question must be answered completely with enough detail to understand what is being proposed. (Up to 5 points each)



- 1) **Program Mission and Vision:** Please describe the mission and vision for quality technical assistance, and provide a specific example how it has impacted a business in the community. Include any awards or recognitions that demonstrate personal commitment to the mission and vision. *(Please limit your response to no more than 250 words).*
  
- 2) **Equity:** Describe the entity’s experience in providing technical assistance to culturally specific, non-profits, and minority-owned, woman-owned and emerging small businesses. If the entity does not have this experience, please describe how the entity would build capacity to support culturally specific, non-profit and minority-owned, woman-owned and emerging small businesses. *(Please limit your response to no more than 250 words).*
  
- 3) **Technical Assistance:** Discuss experience in providing technical assistance or business advising and consultation to businesses in the following areas including, but not limited to business operations, business planning, marketing, customer service, employee related benefits, human resource functions and networking. Please describe experience in presenting complex information to adults from a variety of educational, cultural, and linguistic backgrounds. *(Please limit your response to no more than 250 words).*
  
- 4) **Community Engagement and Partnership Building:** Describe experience in connecting a variety of business types and sizes to business resources such as those provided by: state agencies, community organizations, and other non-profits. *(Please limit your response to no more than 250 words).*

Organizational Capacity (Section Maximum Score = 20)

- 1) Describe the entity’s current capacity to provide technical assistance to Preschool Promise Program Providers. If the Applicant has identified gaps in capacity, please describe the plan, including timeline, to address the gap(s) in capacity. *(Please limit your response to no more than 250 words).*
  
- 2) Using the table below, attach a list and description of the titles and roles of all full-time and part-time staff including any contracted service providers that will be supporting Preschool Promise Program Providers.

Position Title	Name of Staff	Staff or Contracted	List of Relevant Credentials, Specific Skills and Experience

- 3) Provide evidence of the entity's financial viability, which should include copies of financial reports that demonstrates fiscal solvency and long-term sustainability (example: profit/loss statement, expenditure report, cash flow statement, etc.). *(Please limit your response to no more than 250 words).*
- 4) Please complete the Budget Template in appendix A which includes anticipated expenditures and item description.

## Appendix A – Preschool Promise Fiscal Agent Budget Template

### Personnel

Position	Brief Description of duties (if known)	Number of full-time positions	Employee Compensation	Fringe Benefits
<b>TOTAL</b>			\$	\$

### Non-Personnel

Category	Item Description	Total \$
Consultant/professional services		
Contractual services		
Direct administrative costs*		
Educational materials		
Equipment		
Insurance		
Lease/rent		
Miscellaneous costs		
Printing and copying		
Professional development and training		
Printing and copying		
Program supplies		
Transportation		
Travel		
Utilities/telecommunications		
Other:		
Other:		
Other:		
Other:		
<b>TOTAL</b>		\$

\*Administrative costs may not exceed 15% of total costs.

## Exhibit A – Preschool Promise Program Insurance Requirements

Insurance Type	Fiscal Agents
Workers Comp	As Defined by ORS 656.027
Commercial General Liability	\$1,000,000 (Per Occurrence) \$2,000,000 (Annual Aggregate)
Automobile Liability	1,000,000 Combined Single Limit
Professional Liability	\$1,000,000 (Per Occurrence) \$2,000,000 (Annual Aggregate)
Director's & Officers Coverage	Non-Profits Only 1,000,000 Combined Single Limit

## Exhibit B – Application Scoring Table

Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
0	1	2	3	4	5
Response requirements are absent.	The response does not address the criteria or simply re-states the criteria.	The response does not meet many criteria; provides inaccurate information or provides information that requires substantial clarification as to how the criteria are met; lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant’s understanding of the issue in concept and/or ability to meet the requirement in practice.	The response is non-specific and lacks focus and detail. The response addresses some of the selection criteria, but not all. Some ideas presented are sound, but others are not responsive to the purpose of the RFP. Additional information is needed in order to be reasonably comprehensive and meet the criteria of a response that is good.	The response is reasonably comprehensive and includes sufficient detail. It contains many of the characteristics of a response that is very good even though it may require additional specificity, support or elaboration in places.	The response is specific and comprehensive. There is complete, detailed, and clearly articulated information as to how the criteria are met. The ideas presented are innovative, well-conceived and thoroughly developed.