



Consolidated School District of New Britain

Local Governance Partner (Early Start CT) Request for Proposal (RFP) / Bid

School District:

Consolidated School District of New Britain
Dr. Tony Gasper, Superintendent of Schools
New Britain Educational Administration Center
272 Main Street, New Britain, CT 06051

RFP/Bid Submission Deadline: Friday, July 1, 2026, by 12:00 p.m.

Overview:

The New Britain Board of Education, acting as the LGP Fiduciary, is seeking a qualified contractor to serve as the LGP Liaison. The Liaison is a strategic leader and community connector responsible for driving systemic improvements in early childhood education and ensuring equitable access to high-quality care across the region. New Britain represents one of the state's highest-volume districts for Early Start CT (ESCT) slots, necessitating a contractor capable of managing complex multi-agency partnerships.

I. Bid Specifications

Independent Contractor Status

The selected proposer shall serve as an independent contractor and not as an employee of the Consolidated School District of New Britain.

The consultant shall be solely responsible for all taxes, insurance, staffing obligations, employee benefits, and supervision of personnel. Nothing contained in this agreement shall be construed to create an employer-employee relationship between the District and the consultant.

The consultant shall not obligate District funds, execute agreements on behalf of the District, or represent themselves as an authorized employee or agent of the District without prior written authorization.

Contract Period The contract for LGP Liaison services shall commence on July 1 2026 and conclude on June 30 2027 of the following year. The Board of Education (BOE), as the LGP Fiduciary, reserves the right to renew the contract annually based on performance and continued grant funding.

Personnel Capacity and Service Hours While the BOE does not specify a mandatory number of weekly hours for the contractor, the successful bidder must ensure the Liaison is available for the hours necessary to execute the full scope of the role, in strict alignment with OEC General Policy and the LGP subcontract agreement. No less than 30 hours, with in person and onsite time required.

Personnel Qualifications Minimum qualifications for the proposed personnel must reflect the Liaison's strategic responsibilities as outlined in the LGP Operations Manual and OEC General Policy.

Budgetary Ceiling The total proposed fee for the contract period shall not exceed **\$75,000.00**. The BOE seeks a proposal that maximizes cost-savings while ensuring the contractor can realistically fulfill all "Accountable" and "Responsible" tasks.

II. Selection Process

The solicitation, review and selection process to be used for the procurement of the professional services will be conducted as outlined in the following steps:

1. A public notification shall be made requesting qualifications and fee structure from contractors interested in providing services.
2. A selection will be made on the basis of information and qualification of the response, including but not limited to the following criteria outlined below.

III. Operational Expectations and Deliverables

- Maintain a minimum service level of thirty (30) hours per week.
- Maintain regular in-person and on-site presence within New Britain.
- Attend all required SHINE, OEC, Community Table, provider, and District meetings.
- Submit monthly written activity reports to the District.
- Submit quarterly programmatic and fiscal reports.
- Maintain provider visit logs and corrective action tracking documentation.
- Maintain Parent Ambassador engagement records.
- Support timely completion of all SHINE and OEC reporting deadlines.

IV. Insurance Requirements

The selected consultant shall maintain and provide proof of the following insurance coverage:

- Commercial General Liability Insurance: \$1 Million / \$2 Million
- Professional Liability / Errors and Omissions Insurance: \$ 1 Million
- Workers Compensation Insurance: Statutory
- Automobile Liability Insurance (if applicable)

Coverage amounts shall meet District minimum requirements and remain active throughout the contract period.

V. Contract Personnel Requirements

The consultant must demonstrate the following in their personnel proposal, the accountable lead will meet the following minimum qualifications:

Education: A Master's degree in early childhood education or a closely related field.

State Systems Expertise: Proven success working with CT state-funded programs and a demonstrated ability to navigate CT OEC policies, initiatives, and the ECE Reporter/Registry systems.

Leadership Experience: Extensive experience in community organizing, family engagement, and multi-agency partnership development.

Technical Skills: Strong facilitation and data analysis skills, specifically for conducting the Local Needs Assessment (LNA) and implementing the Community Action Plan (CAP).

VI. Confidentiality and Compliance

The consultant shall comply with all applicable federal, state, and local laws, regulations, and confidentiality requirements, including:

- FERPA requirements
- Connecticut Office of Early Childhood requirements
- SHINE program requirements
- Records retention requirements
- Non-discrimination requirements
- Fingerprinting and background check requirements

The consultant shall maintain confidentiality of all student, family, provider, and District information.

VII. District Rights and Fiduciary Oversight

As fiduciary for the grant, the District retains final authority over all grant submissions, fiscal reporting, and compliance determinations. The District reserves the right to:

- Request additional documentation
- Conduct performance reviews
- Require corrective action plans
- Terminate the agreement for non-performance or funding changes
- Modify scope requirements based upon OEC or SHINE guidance

VIII. Transition and Continuity Requirements

At the conclusion of the contract term, or upon termination, the consultant shall provide a full transition package to the District, including:

- Status report on all participating providers
- Outstanding compliance or corrective action items
- Community Table records and attendance logs
- Parent Ambassador records
- Local Needs Assessment and Community Action Plan materials
- Electronic transfer of all files, reports, contacts, and data

The consultant shall cooperate fully in ensuring continuity of services during any transition period.

Submission of Proposal must include the following:

- CSDNB Summer Programming Request for Proposal (RFP)/Bid application & signature
- Copy of your agency Certificate of Insurance
- Must adhere to CSDNB Board of Education policy for background checks & fingerprinting
- ★ All RFP/Bids must be submitted & received by 4:00 p.m. on Friday, June 5, 2026.
- ★ No late submissions will be accepted after the deadline.
- ★ Submissions must be mailed in a sealed envelope to the address below.

MAIL TO: CSDNB, Local Governance Partner - Early Start CT
272 Main Street
New Britain, CT 06051
ATTN: Kristie Bourdoulous, AAO / Amy Anderson, District Coordinator

The following criteria will be used to evaluate RFP submissions:

Evaluation Category	Criteria for Excellence	Weight
Qualification & State Expertise	Holds a Master's degree; demonstrates mastery of OEC Registry/ECE Reporter and CT state-funded program requirements	30%
Strategic Leadership & Capacity	Capacity to meet 30hr minimum/on-site requirement; proven ability to manage high-volume caseloads as a community "hub"	20%
Supervision & Monitoring Plan	Strong methodology for supervising Parent Ambassadors and executing the site visits and reporting required for Direct Service compliance	20%
Community Governance	Clear strategy for maintaining a representative Community Table and implementing the LNA and CAP	15%
Fiscal Efficiency & Compliance	Proposal is ≤ \$75,000; strictly adheres to the 15% administrative cost cap; prioritizes Liaison salary as a Direct Service	15%

Proposal Evaluation Enhancements

In addition to the criteria already established, proposals may also be evaluated based upon:

- Demonstrated experience with Connecticut Early Childhood systems
- Experience managing high-volume provider networks
- Quality of transition and continuity planning
- Ability to meet aggressive compliance timelines
- Responsiveness and communication practices
- Organizational capacity and stability

Local Governance Partner (Early Start CT) Request for Proposal (RFP) / Bid Application

ALL sections must be completed to be considered.

Organization:

Contact Name:

Title:

Address:

Contact #:

E-mail:

A selection will be made on the basis of information and qualification of the response, including but not limited to the following criteria set in this RFP.

Section 1: Applicant Information & Qualifications

- **Lead Personnel Qualifications:** Please provide a resume and transcript demonstrating that the accountable lead meets the personnel requirements and holds a Master's degree in early childhood education or a related field.
- **State Systems Expertise:** Detail your experience navigating CT Office of Early Childhood (OEC) policies and using the ECE Reporter and Registry systems for data.
- **Leadership & Coordination:** Describe your experience in community organizing and multi-agency partnership development. Provide examples of how you have led systemic improvements in early childhood.

Section 2: Capacity & Operational Plan

- **Service Hours & On-Site Presence:** Confirm your commitment to providing no less than 30 hours per week of service, including what percentage will be in-person and on-site time in New Britain.
- **Volume Management:** Given that New Britain has the 5th highest number of Early Start slots in Connecticut, describe your plan to ensure all required site visits and technical assistance (TA) needs are met within this capacity.

Section 3: Strategic Scope of Work Narrative

- **Governance & Community Table:** Outline your strategy for convening the Community Table at least six times per year. How will you ensure it meets the 60% residency requirement and remains a forum for shared leadership?
- **Parent Ambassador Supervision:** Describe your process for recruiting, contracting, and providing day-to-day coordination for Parent Ambassadors to ensure family voice is elevated in all LGP work.

- **Program Monitoring:** Detail your approach to conducting Early Start CT (ESCT) site visits using OEC-approved tools. How will you identify and track corrective actions?
- **Data-Driven Planning:** Describe your methodology for leading the Local Needs Assessment (LNA) and translating those findings into the Community Action Plan (CAP).

Section 4: Budget Proposal

- **Budget Narrative:** Provide a detailed narrative clearly describing the purpose and expense. Narratives must provide enough information for reviewers to understand exactly how funds will be used and how each expense supports program objectives. Missing or unclear details may delay approval.
- **Direct Service & Administrative Costs:** Expenses must be clearly outlined and labeled as either Administrative or Direct Service. Budgets must adhere to a **15% cap on total administrative costs**. Please see the Budget Expense definitions below.
- **Budget Limit:** Provide a total fee proposal not to exceed **\$75,000.00**.
- **Cost Savings:** Identify any efficiencies or cost-savings measures that allow you to fulfill all "Accountable" and "Responsible" tasks within this budget.

Budget Expense Definitions:

Direct Service Expenses (Minimum 85% of Total Proposal)

These costs are the primary drivers of the LGP's mission and reflect the personnel effort required to manage New Britain's high volume of Early Start slots.

- **Personnel Salaries:** All wages for the LGP Liaison(s) and any support staff providing direct coordination and community connection.
- **Parent Ambassador Supervision:** The specific time and effort dedicated to the recruitment, onboarding, and day-to-day coordination of Parent Ambassadors.
- **Programmatic Monitoring & Reporting:** The effort required to conduct ESCT site visits using OEC-approved tools, document findings, and complete the quarterly programmatic reports required for SHINE and OEC compliance.
- **Provider Engagement:** Direct costs for convening the **Community Table** and providing technical assistance (TA) to early childhood providers.

Administrative Expenses (Maximum 15% of Total Proposal)

Administrative expenses include "other expenses" that support the organizational infrastructure but are not tied to the Liaison's direct strategic or supervisory output.

- **Other Expenses:** General overhead, non-personnel operational costs, and educational supplies not used directly in engagement sessions.
- **Fiscal & Legal Management:** High-level budget administration, audit preparation, and the maintenance of the primary subcontract by the Fiduciary.

Scoring Guide for Selection:

To maintain the "universal high standard of programming" required by CSDNB, bidders are evaluated on the following scale for each category:

5 (Exceptional): Exceeds all requirements; provides innovative, community-specific strategies

4 (Strong): Meets all requirements with clear, documented evidence of expertise and capacity.

3 (Satisfactory): Meets basic requirements; some minor lack of detail in strategic narratives.

2 (Marginal): Fails to meet one or more requirements; insufficient detail on OEC experience.

1 (Unsatisfactory): Significant deficiencies in qualifications or capacity model.

0 (Ineligible): Missing required sections, no Master's degree, or exceeds the \$75,000 ceiling

Signature Section:

_____ agrees to the following:
(Organization Name)

Representative Name: _____

Representative Signature: _____

Title: _____

Date: _____