Part 1 A – Technical Proposal
NEVADA READY! B-3
RFP # 2108

REQUEST FOR PROPOSAL: 2108

Submitted by:
WestEd
730 Harrison Street
San Francisco, CA 94107
Phone: 415.565.3000
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FEIN: 943233542

Contract Contact:
Virgilio F. Tinio, Jr.
Contracts Manager
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Technical Contact:
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July 5, 2016

MASTER

WestEd
WestEd.org

Part I A – Technical Proposal	
RFP Title:	Nevada Ready! B-3
RFP:	2108
Vendor Name:	WestEd
Address:	730 Harrison Street San Francisco, California 94107-1242
Opening Date:	July 5, 2016
Opening Time:	2:00 PM

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VENDOR INFORMATION SHEET FOR RFP 2108

Vendor Must:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	WestEd

V2	Street Address	730 Harrison Street

V3	City, State, ZIP	San Francisco, CA 94107

V4	Telephone Number		
	Area Code: 415	Number: 615-3000	Extension:

V5	Facsimile Number		
	Area Code: 415	Number: 565-3000	Extension:

V6	Toll Free Number		
	Area Code: 877	Number: 493-7833	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Virgilio F. Tinio, Jr.
	Title: Contracts Manager
	Address: 730 Harrison Street, San Francisco, CA 94107
	Email Address: contracts@wested.org

V8	Telephone Number for Contact Person		
	Area Code: 415	Number: 615-3136	Extension:

V9	Facsimile Number for Contact Person		
	Area Code: 415	Number: 565-3012	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: Virgilio F. Tinio, Jr.	Title: Contracts Manager

V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***	
	Signature: [signature]	Date: 6/28/16

ALL ELSE REMAINS THE SAME FOR RFP 2108.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: WestEd

Authorized Signature: [signature]

Title: Contracts Manager Date: 6/28/16

This document must be submitted in the "State Documents" section/tab of vendors' technical proposal.

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked "**Part I B Confidential Technical**" and "**Part III Confidential Financial**".

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in ***Section 2 "ACRONYMS/DEFINITIONS."***

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	**X**
Justification for Confidential Status			

A Public Records CD/Flash Drive has been included for the Technical and Cost Proposal			
YES		NO (See note below)	**X**
Note: By marking "NO" for Public Record CD/Flash Drive included, you are authorizing the State to use the "Master CD/Flash Drive" for Public Records requests.			

Part III – Confidential Financial Information			
YES		NO	**X**
Justification for Confidential Status			

WestEd
Company Name

Signature

Virgilio F. Tinio, Jr.
Print Name

6/8/16
Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.

(7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

WestEd
Vendor Company Name

Vendor Signature

Virgilio F. Tinio, Jr.
Print Name

6/28/16
Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT J – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By: _____ 4/28/14
Signature of Official Authorized to Sign Application — Date

For: WestEd
Vendor Name

RFP 2108 for Nevada Ready! B-3
Project Title

This document must be submitted in Tab IV of vendor's technical proposal

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/2/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher & Co.
Insurance Brokers of CA. License #0726293
1255 Battery Street #450
San Francisco CA 94111

CONTACT NAME: Lauren Groff
PHONE (A/C, No, Ext): 415-536-8423 FAX (A/C, No): 415-536-5793
E-MAIL ADDRESS: Lauren_Groff@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : AXIS Insurance Company	37273
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
WestEd
730 Harrison Street
San Francisco, CA 94107-1242

COVERAGES **CERTIFICATE NUMBER:** 1249075071 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		3602-7402	11/30/2015	11/30/2016	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY			7359-1740	11/30/2015	11/30/2016	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			7818-0650	11/30/2015	11/30/2016	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			7174-7879	11/30/2015	11/30/2016	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A						E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
B	Professional Liability/E&O			MCN000213871502	11/30/2015	11/30/2016	Each Wrongful Act	$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROFESSIONAL LIABILITY COVERAGE IS PROVIDED WITHIN THE REFERENCE GENERAL LIABILITY POLICY PER ENDORSEMENT SOCIAL SERVICES PROFESSIONAL LIABILITY

CERTIFICATE HOLDER

WestEd
Evidence of Insurance For Proposal Requirements

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CHUBB

Liability Insurance

Endorsement

Policy Period	November 30, 2015 To November 30, 2016
Effective Date	November 30, 2015
Policy Number	3602-7402
Insured	WestEd
Name of Company	FEDERAL INSURANCE COMPANY
Date Issued	November 30, 2015

This Endorsement applies to the following forms:

GENERAL LIABILITY
LIQUOR LIABILITY

Under Who Is An Insured, the following provision is added.

Who Is An Insured

Additional Insured - Scheduled Person Or Organization

Persons or organizations shown in the Schedule are **insureds**; but they are **insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

- if and then only to the extent the person or organization is described in the Schedule;
- to the extent such contract or agreement requires the person or organization to be afforded status as an **insured**;
- for activities that did not occur, in whole or in part, before the execution of the contract or agreement; and
- with respect to damages, loss, cost or expense for injury or damage to which this insurance applies.

No person or organization is an **insured** under this provision:

- that is more specifically identified under any other provision of the Who Is An Insured section (regardless of any limitation applicable thereto).
- with respect to any assumption of liability (of another person or organization) by them in a contract or agreement. This limitation does not apply to the liability for damages, loss, cost or expense for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.

Liability Endorsement
(continued)

Under Conditions, the following provision is added to the condition titled Other Insurance.

Conditions

Other Insurance – Primary, Noncontributory Insurance – Scheduled Person Or Organization

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule

Persons or organizations that you are obligated, pursuant to a contract or agreement, to provide with such insurance as is afforded by this policy.

All other terms and conditions remain unchanged.

Authorized Representative

Conditions
(continued)

Transfer Or Waiver Of Rights Of Recovery Against Others

We will waive the right of recovery we would otherwise have had against another person or organization, for loss to which this insurance applies, provided the **insured** has waived their rights of recovery against such person or organization in a contract or agreement that is executed before such loss.

To the extent that the **insured**'s rights to recover all or part of any payment made under this insurance have not been waived, those rights are transferred to us. The **insured** must do nothing after loss to impair them. At our request, the **insured** will bring **suit** or transfer those rights to us and help us enforce them.

This condition does not apply to **medical expenses**.

COMMERCIAL AUTOMOBILE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL AUTOMOBILE BROAD FORM ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
This endorsement modifies the Business Auto Coverage Form.

1. **EXTENDED CANCELLATION CONDITION**
   Paragraph A.2.b. – CANCELLATION - of the COMMON POLICY CONDITIONS form IL 00 17 is deleted and replaced with the following:
   b. 60 days before the effective date of cancellation if we cancel for any other reason.
2. **BROAD FORM INSURED**
   A. Subsidiaries and Newly Acquired or Formed Organizations As Insureds
   The Named Insured shown in the Declarations is amended to include:
   1. Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of the Coverage Form. However, the Named Insured does not include any subsidiary that is an "insured" under any other automobile policy or would be an "insured" under such a policy but for its termination or the exhaustion of its Limit of Insurance.
   2. Any organization that is acquired or formed by you and over which you maintain majority ownership. However, the Named Insured does not include any newly formed or acquired organization:
      (a) That is an "insured" under any other automobile policy;
      (b) That has exhausted its Limit of Insurance under any other policy; or
      (c) 180 days or more after its acquisition or formation by you, unless you have given us written notice of the acquisition or formation.

   Coverage does not apply to "bodily injury" or "property damage" that results from an "accident" that occurred before you formed or acquired the organization.

   B. Employees as Insureds
   Paragraph A.1. – WHO IS AN INSURED – of SECTION II – LIABILITY COVERAGE is amended to add the following:
   d. Any "employee" of yours while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

   C. Lessors as Insureds
   Paragraph A.1. – WHO IS AN INSURED – of SECTION II – LIABILITY COVERAGE is amended to add the following:
   e. The lessor of a covered "auto" while the "auto" is leased to you under a written agreement if:
      (1) The agreement requires you to provide direct primary insurance for the lessor; and
      (2) The "auto" is leased without a driver.

      Such leased "auto" will be considered a covered "auto" you own and not a covered "auto" you hire.
      However, the lessor is an "insured" only for "bodily injury" or "property damage" resulting from the acts or omissions by:
      1. You;
      2. Any of your "employees" or agents; or
      3. Any person, except the lessor or any "employee" or agent of the lessor, operating an "auto" with the permission of any of 1. and/or 2. above.

   D. Persons And Organizations As Insureds Under A Written Insured Contract
   Paragraph A.1 – WHO IS AN INSURED – of SECTION II – LIABILITY COVERAGE is amended to add the following:
   f. Any person or organization with respect to the operation, maintenance or use of a covered "auto", provided that you and such person or organization have agreed under an express provision in a written "insured contract", written agreement or a written permit issued to you by a governmental or public authority to add such person or organization to this policy as an "insured".
      However, such person or organization is an "insured" only:

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(1) with respect to the operation, maintenance or use of a covered "auto"; and
(2) for "bodily injury" or "property damage" caused by an "accident" which takes place after:
(a) You executed the "insured contract" or written agreement; or
(b) The permit has been issued to you.

3. **FELLOW EMPLOYEE COVERAGE**
EXCLUSION B.5. - FELLOW EMPLOYEE – of SECTION II – LIABILITY COVERAGE does not apply.

4. **PHYSICAL DAMAGE – ADDITIONAL TEMPORARY TRANSPORTATION EXPENSE COVERAGE**
Paragraph A.4.a. – TRANSPORTATION EXPENSES – of SECTION III – PHYSICAL DAMAGE COVERAGE is amended to provide a limit of $50 per day for temporary transportation expense, subject to a maximum limit of $1,000.

5. **AUTO LOAN/LEASE GAP COVERAGE**
Paragraph A. 4. – COVERAGE EXTENSIONS - of SECTION III – PHYSICAL DAMAGE COVERAGE is amended to add the following:
c. **Unpaid Loan or Lease Amounts**
In the event of a total "loss" to a covered "auto", we will pay any unpaid amount due on the loan or lease for a covered "auto" minus:
1. The amount paid under the Physical Damage Coverage Section of the policy; and
2. Any:
a. Overdue loan/lease payments at the time of the "loss";
b. Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
c. Security deposits not returned by the lessor:
d. Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
e. Carry-over balances from previous loans or leases.

We will pay for any unpaid amount due on the loan or lease if caused by:
1. Other than Collision Coverage only if the Declarations indicate that Comprehensive Coverage is provided for any covered "auto";
2. Specified Causes of Loss Coverage only if the Declarations indicate that Specified Causes of Loss Coverage is provided for any covered "auto"; or
3. Collision Coverage only if the Declarations indicate that Collision Coverage is provided for any covered "auto.

6. **RENTAL AGENCY EXPENSE**
Paragraph A. 4. – COVERAGE EXTENSIONS – of SECTION III – PHYSICAL DAMAGE COVERAGE is amended to add the following:
d. **Rental Expense**
We will pay the following expenses that you or any of your "employees" are legally obligated to pay because of a written contract or agreement entered into for use of a rental vehicle in the conduct of your business:
MAXIMUM WE WILL PAY FOR ANY ONE CONTRACT OR AGREEMENT:
1. $2,500 for loss of income incurred by the rental agency during the period of time that vehicle is out of use because of actual damage to, or "loss" of, that vehicle, including income lost due to absence of that vehicle for use as a replacement;
2. $2,500 for decrease in trade-in value of the rental vehicle because of actual damage to that vehicle arising out of a covered "loss"; and
3. $2,500 for administrative expenses incurred by the rental agency, as stated in the contract or agreement.
4. $7,500 maximum total amount for paragraphs 1., 2. and 3. combined.

7. **EXTRA EXPENSE – BROADENED COVERAGE**
Paragraph A.4. – COVERAGE EXTENSIONS – of SECTION III – PHYSICAL DAMAGE COVERAGE is amended to add the following:
e. **Recovery Expense**
We will pay for the expense of returning a stolen covered "auto" to you.

8. **AIRBAG COVERAGE**
Paragraph B.3.a. - EXCLUSIONS – of SECTION III – PHYSICAL DAMAGE COVERAGE does not apply to the accidental or unintended discharge of an airbag. Coverage is excess over any other collectible insurance or warranty specifically designed to provide this coverage.

9. **AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT - BROADENED COVERAGE**
Paragraph C.2. – LIMIT OF INSURACE - of SECTION III - PHYSICAL DAMAGE is deleted and replaced with the following:
2. $2,000 is the most we will pay for "loss" in any one "accident" to all electronic equipment that reproduces, receives or transmits audio, visual or data signals which, at the time of "loss", is:
a. Permanently installed in or upon the covered "auto" in a housing, opening or other location that is not normally used by the "auto" manufacturer for the installation of such equipment;
b. Removable from a permanently installed housing unit as described in Paragraph 2.a. above or is an integral part of that equipment; or

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c. An integral part of such equipment.

10. GLASS REPAIR – WAIVER OF DEDUCTIBLE

Under Paragraph D. - DEDUCTIBLE – of SECTION III – PHYSICAL DAMAGE COVERAGE the following is added:

No deductible applies to glass damage if the glass is repaired rather than replaced.

11. TWO OR MORE DEDUCTIBLES

Paragraph D.- DEDUCTIBLE – of SECTION III – PHYSICAL DAMAGE COVERAGE is amended to add the following:

If this Coverage Form and any other Coverage Form or policy issued to you by us that is not an automobile policy or Coverage Form applies to the same "accident", the following applies:

1. If the deductible under this Business Auto Coverage Form is the smaller (or smallest) deductible, it will be waived; or
2. If the deductible under this Business Auto Coverage Form is not the smaller (or smallest) deductible, it will be reduced by the amount of the smaller (or smallest) deductible.

12. AMENDED DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS

Paragraph A.2.a. - DUTIES IN THE EVENT OF AN ACCIDENT, CLAIM, SUIT OR LOSS of SECTION IV - BUSINESS AUTO CONDITIONS is deleted and replaced with the following:

a. In the event of "accident", claim, "suit" or "loss", you must promptly notify us when the "accident" is known to:
   (1) You or your authorized representative, if you are an individual;
   (2) A partner, or any authorized representative, if you are a partnership;
   (3) A member, if you are a limited liability company; or
   (4) An executive officer, insurance manager, or authorized representative, if you are an organization other than a partnership or limited liability company.

   Knowledge of an "accident", claim, "suit" or "loss" by other persons does not imply that the persons listed above have such knowledge. Notice to us should include:
   (1) How, when and where the "accident" or "loss" occurred;
   (2) The "insured's" name and address; and
   (3) To the extent possible, the names and addresses of any injured persons or witnesses.

13. WAIVER OF SUBROGATION

Paragraph A.5. - TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US of SECTION IV – BUSINESS AUTO CONDITIONS is deleted and replaced with the following:

5. We will waive the right of recovery we would otherwise have against another person or organization for "loss" to which this insurance applies, provided the "insured" has waived their rights of recovery against such person or organization under a contract or agreement that is entered into before such "loss".

   To the extent that the "insured's" rights to recover damages for all or part of any payment made under this insurance has not been waived, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them. At our request, the insured will bring suit or transfer those rights to us and help us enforce them.

14. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS

Paragraph B.2. – CONCEALMENT, MISREPRESENTATION or FRAUD of SECTION IV – BUSINESS AUTO CONDITIONS - is deleted and replaced with the following:

If you unintentionally fail to disclose any hazards existing at the inception date of your policy, we will not void coverage under this Coverage Form because of such failure.

15. AUTOS RENTED BY EMPLOYEES

Paragraph B.5. - OTHER INSURANCE of SECTION IV – BUSINESS AUTO CONDITIONS - is amended to add the following:

e. Any "auto" hired or rented by your "employee" on your behalf and at your direction will be considered an "auto" you hire. If an "employee's" personal insurance also applies on an excess basis to a covered "auto" hired or rented by your "employee" on your behalf and at your direction, this insurance will be primary to the "employee's" personal insurance.

16. HIRED AUTO – COVERAGE TERRITORY

Paragraph B.7.b.(5).(a) - POLICY PERIOD, COVERAGE TERRITORY of SECTION IV – BUSINESS AUTO CONDITIONS is deleted and replaced with the following:

(a) A covered "auto" of the private passenger type is leased, hired, rented or borrowed without a driver for a period of 45 days or less; and

17. RESULTANT MENTAL ANGUISH COVERAGE

Paragraph C. of - SECTION V – DEFINITIONS is deleted and replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by any person, including mental anguish or death as a result of the "bodily injury" sustained by that person.

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BARBARA K. CEGAVSKE
Secretary of State

JEFFERY LANDERFELT
Deputy Secretary
for Commercial Recordings

STATE OF NEVADA

OFFICE OF THE
SECRETARY OF STATE

Commercial Recording Division
202 N. Carson Street
Carson City, NV 89701-4069
Telephone (775) 684-5708
Fax (775) 684-7138

NOTICE OF EXEMPTION
NEVADA STATE BUSINESS LICENSE

EDUCATION

You have filed a notice citing a statutory exemption "001" pursuant to Nevada Revised Statutes and therefore are not required to maintain a Nevada State Business License.

If your exemption changes or your business is no longer exempt, you must file an amendment reflecting your current business status.

Nevada Business Identification: NV20111743662
Name: WESTED
Expiration Date: 12/31/2016
Exemption Code: 001 A governmental entity

Issued this 30th day of December, 2015.

Please Post in a Conspicuous Location

ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES _____ I agree to comply with the terms and conditions specified in this RFP.

NO X _____ I do not agree to comply with the terms and conditions specified in this RFP. Exceptions to the Contract are noted below.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

WestEd
Company Name

Signature

Virgilio F. Tinio, Jr.
Print Name

6/28/14
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)
1	Attachment D – Section 9 (B), Inspection & Audit	Pg 2 of 9 of embedded contract	Removal of "without notice" from line 5 of Section 9 (B). WestEd requests notice for all Inspections and Audits.
2	Attachment D – Section 10 (E) (1), Contract Termination	Page 3 of 9 of embedded contract	Addition of the following language to Section 10 (E) (1): "Contractor shall be paid for all work completed up to and including the date of termination and any non-cancelable obligations."
3	Attachment D – Section 12, Limited Liability	Pg 4 of 9 of embedded contract	WestEd does not accept damages above the total cost of work. WestEd would like to amend the second to last sentence of this section to "Damages for any Contractor breach shall not exceed one hundred percent (100%) of the Contract maximum "not to exceed" value."

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)
4	Attachment D – Section 14, Indemnification	Pg 4 of embedded contract	WestEd requests mutual indemnification protection and limits its liability under this section to WestEd negligence only. WestEd requests the following language be added: "Contractor shall not be obligated to indemnify, hold harmless or defend the State from and against all claims arising out or resulting from the negligence of the State, its officers, employees or agents. State agrees to indemnify and hold harmless WestEd, its officers, employees and agents from all claims, liabilities and losses by whomever asserted arising out of acts or omissions of State , its officers, employees and agents in the performance of this Contract , except those arising by reason of the sole negligence of WestEd, its officers, employees and agents. This provision will survive termination of this Subcontract."
5	Attachment D – Section 21, State Ownership of Proprietary Information	Pg 7 of 9 of embedded contract	WestEd requests protection of its pre-existing IP and any third party IP that may be used in the performance of this project. WestEd requests the following language be added: "All pre-existing materials, records, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blueprints, plans, maps, data, systems designs, computer code or other pre-existing materials developed prior to this Contract's dates or developed using funds not provided by the State, but used by Contractor to fulfill its obligations under this Contract shall not become the property of the State, but shall remain the sole property of the its original owner. "

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

3.1 PROJECT I – PLANNING

3.1.1 Organize Committee, Orient Committee to the Work, Guide the Committee in Reaching Consensus on Needs

3.1.1.1 Task: Convene a B-3 committee to steer the B-3 work for the life of the grant.

WestEd anticipates that the models and experience described in section 4 will inform the planning and implementation process for Nevada Ready! and will be applicable for implementation in B-3 participating communities. WestEd will immediately begin outreach to key B-3 stakeholders within the State of Nevada representing the geographic, socio-economic, cultural and linguistic and child care and educational delivery landscape of the community at large. We anticipate a B-3 committee of approximately 15-20 stakeholders with possible representatives from the following constituent groups: 0-3 center-based care, 3-5 center-based care, family child care, school-age care, state-funded preschool, Head Start, Early Head Start, Kindergarten, 1-3rd grade, tribal, early intervention, special education, public school administration, community leaders, health, mental health, parents, community college faculty and resource and referral.

Outreach will be conducted via email and phone to stakeholder groups inclusive of those described above. Interested parties will apply to participate on the B-3 committee. Selection of the B-3 committee members will be conducted by WestEd program staff based on a scoring rubric to be developed upon award. Rubric will include review of experience within Nevada's B-3 environment, demonstrated leadership and partnership within B-3 community, representation of the communities to be served and a commitment to B-3 movement as articulated through a short narrative component.

It is anticipated that the B-3 committee will be confirmed within the first three months of the grant with a kick-off committee meeting taking place either virtually or in person within the first quarter. WestEd staff will facilitate the kick-off meeting providing participants with an overview of the funded project and a timeline of anticipated activities and related benchmarks. Additionally, during this meeting, WestEd will moderate a discussion about the role of the B-3 committee, provide statewide and county-based B-3 related data and brainstorm possible focus areas.

Moving forward, for the first year, the B-3 committee will convene virtually on a monthly basis utilizing WebEx, Vidyo or another preferred virtual meeting platform. After completion of year one, WestEd staff and

the B-3 committee members will assess the needs of the project and the feasibility of continuing with monthly B-3 committee meetings. At that time, it may be decided that the B-3 committee will meet bi-monthly, quarterly or at other intervals throughout the remainder of the grant term with virtual meetings as needed. We anticipate one in-person B-3 committee meeting per year with remaining meetings taking place in a virtual environment.

During the kick-off meeting, B-3 committee members will receive a survey from WestEd in order to garner input regarding overarching goals of the Nevada Ready! initiative. WestEd will use provided information to develop the survey reflecting various options for goal setting. Results of the survey will be analyzed after the first meeting with results to be provided to the committee during the second meeting.

3.1.1.2 Task: Guide the committee and provide feedback on ongoing activities and potential strategies.

Prior to the B-3 committee selection and kick-off meeting, WestEd will conduct a review to outline prior efforts and identify gaps and redundancies. Through literature reviews, interviews and internet searches, WestEd will develop a matrix of B-3 related initiatives from within Nevada and from around the country to share with the B-3 committee as a reference tool.

Examples of information to be synthesized includes local and Statewide Quality Rating and Improvement Systems (QRIS) information, preschool/kindergarten transition activities, curriculum alignment initiatives, comprehensive community school efforts, special education transition planning, school based health and family resource centers, and other B-3 specific initiatives.

3.1.1.3 Task: Identify and incorporate strategies used by other communities and entities in conducting B-3 work.

The first B-3 committee meeting will be convened within the first three months, at which a calendar of meeting dates will be developed. Participants at the first meeting will attend in person or virtually. During the second B-3 committee meeting, using the aforementioned matrix as a reference and telephone interviews, WestEd will develop a crosswalk of strategies to facilitate a discussion of next steps to consider through a group brainstorm. WestEd staff will facilitate a selection (or voting) process of potential strategies for the Nevada B-3 efforts ensuring all potential activities link to Nevada specific data and needs previously presented.

3.1.2 Guide the development of a cohesive and coherent, comprehensive B-3 plan.

3.1.2.1 Task: Facilitate consensus around shared goals.

During the second meeting, WestEd will provide committee members with the summary of the goal survey conducted during the first meeting. The larger group will discuss the results and come to consensus that the goals detailed are reflective of the needs of the state. If necessary, committee members will be asked to vote on goals presented.

At the direction of the committee, a comprehensive list of potential activities will be developed. B-3 committee members will each be asked to identify three priority strategies/activities. Participants will rank priorities using a voting system during the B-3 committee meeting. Based on the top 5-10 choices, the group will determine the chronological order in which each of the strategies should be addressed over the course of the grant term.

3.1.2.2 Task: Guide the committee and provide feedback on ongoing activities and potential strategies.

WestEd staff will facilitate the planning process plotting the logical implementation timeline over the course of the grant term.

Once the group has agreed upon the activities and proposed timeline, the B-3 committee will develop sub-committees to see each activity through implementation. WestEd staff will assist sub-committees in detailing steps, assignments, fiscal implications, needs and potential collaborative efforts.

3.1.2.3 Task: Present initial framework for B-3 system and facilitate revisions and refinements.

After the completion of the second B-3 committee meeting, WestEd will synthesize all information in to a digestible document utilizing narrative, graphics and related visual aids. This document will become the B-3 Comprehensive Plan. WestEd will coordinate with B-3 committee to review drafts and make necessary edits and changes.

3.1.3 Assist in planning the initial phases of the B-3 pilot.

3.1.3.1 Task: Guide the committee in determining short- and long-term goals for the pilot.

Using the overarching B-3 goals, WestEd will facilitate discussions with the respective sub-committees related to goals for each individual

project/activity. These discussions can take place virtually using WebEx or a similar platform. During these sub-committee meetings, the committee will use a logic model to articulate the overarching goals and develop related goals and benchmarks for each project.

Each subcommittee will develop 2-3 large goals for their project, link them to the overarching B-3 goals and develop agreed upon benchmarks or indicators of success for their project. WestEd will take each subcommittee's goals and logic model and synthesize all information in to one Nevada Ready! logic model. Subcommittee project goals will be identified per year as well as for the length of the grant. WestEd will continue to monitor goals and provide technical assistance to partners in reaching those goals for the duration of the grant term. Feedback gathered from the sub-committees will be utilized to finalize the design of the B-3 pilot framework.

3.2 PROJECT II – PILOT

3.2.1 Recruit communities to participate in the B-3 pilot.

3.2.1.1 Disseminate information, create buy-in, and recruit and select communities for the B-3 pilot.

Based on WestEd's experience in conducting outreach and engaging with early childhood education (ECE) and K-12 professionals, we will recruit various communities to participate in the B-3 pilot. Initially, we will develop high quality outreach/informational materials to distribute through a variety of methods in order to develop a cadre of potential communities. Outreach will be conducted through state regional networks, resource and referral agencies, school districts, Head Start/Early Head Start, local educational agencies (LEAs), Special Education Local Plan Areas (SELPAs), along with tribal, city, and county governmental agencies.

WestEd, in conjunction with the B-3 committee, will develop an application to be distributed to interested communities and stakeholder groups. As part of the application roll-out, we will offer a series of webinars about the Nevada Ready! B-3 initiative, the application process and timeline. Staff will be available during the 30-day application period to answer questions and provide technical assistance to interested communities. The application will require a designated lead agency as the main contact in order to streamline communication and engagement processes.

At the direction of the committee, we anticipate selecting participating communities within a 30-day period from the application deadline. Participating communities may be selected based on criteria such as: a commitment to provide quality services to meet the identified needs within their respective communities, comprehensive multi-disciplinary partners, clear coordination and communication among partners, and demonstrate a fiscally responsible and reasonable budget. Some anticipated communities for recruitment include Churchill County School District, Community Services Agency, Lyon County School District, Nye County School District, State Public School Charter Authority, United Way of Southern Nevada, Washoe County School District.

3.2.2 Implement the pilot model in selected communities

3.2.2.1 Provide information sessions, and necessary training.

Using the plan developed in 3.1.2, WestEd will identify additional materials needed to fully implement the framework. It is expected that new materials will be developed for use in the pilot. All materials developed for training will be based on adult-learning principals with multiple modalities used during trainings, with time built-in for reflection, and team planning.

WestEd will deliver trainings and information sessions in the best modality for the community (including in-person, webinars, online trainings, etc.). WestEd will use evaluation data and feedback to adjust trainings and modules at the direction of the committee. Regular updates on project implementation will be delivered to the B-3 committee and Department of Education personnel.

3.2.2.2 Provide on-the-ground, frequent and consistent support for communities implementing the pilot.

WestEd has extensive experience through its work with the California Department of Education in ensuring fidelity and supporting implementation of state initiatives. WestEd will design a monitoring and support plan using the logic model developed in 3.1.3, the B-3 framework, and its past experience.

Support will be provided in each pilot community via coaching, online meetings, online conference centers, professional learning communities, and webinars. It is expected that each group will determine the best models with input from the committee. Regular updates on project implementation will be delivered to the B-3 committee and Department of Education personnel.

3.2.3 Collaborate to adjust and refine the framework based on implementation efforts

3.2.3.1 Collect, analyze and synthesize multiple sources of data to inform the pilot

Referencing the logic model developed in 3.1.3, WestEd will host feedback webinars, develop surveys and teacher forums to gather meaningful feedback from the field. Once the data is collected, WestEd will analyze the data to check for understanding of the B-3 framework.

WestEd's Center for Child and Family Studies Evaluation Team will facilitate a review of implementation data and provide B-3 committee members with completed B-3 planning logic models representing respective data. This information will be used to determine successful implementation strategies, gaps in service delivery and opportunities for revision. A report containing updates along with a list of measures and

outcomes will be delivered to the B-3 committee and Department of Education personnel.

3.2.3.2 Work with the B-3 committee to revise and refine the B-3 committee to revise and refine the B-3 system based on implementation

WestEd will conduct a meeting with the B-3 committee in order to present data from the pilot implementation and determine recommendations. Based on the B-3 committee guidance WestEd will revise the B-3 framework. Additional meetings will be held as needed for refinements to be completed in order to finalize the B-3 framework based upon the pilot implementation data.

3.3 PROJECT III – PROFESSIONAL LEARNING

3.3.1 Create, implement and evaluate professional learning series based on the Nevada B-3 System framework.

3.3.1.1 Task: Developing comprehensive professional learning series for educational systems and communities

WestEd will continue to collaborate with all stakeholders, including the Nevada Department of Education (NDE), B-3 committee, and other participants to ensure all parties are familiar with the B-3 framework and needs identified as described in sections 3.1 and 3.2.

WestEd will develop a draft professional learning series for review by the B-3 committee. The series will be adapted from the trainings developed for the pilot and based on the final recommendations of the B-3 committee in section 3.2.

Professional learning will encompass the scope and breadth of the B-3 framework and may include topics such as: collaborative inquiry, high quality care and education, B-3 transitions, and promoting community, child, and family engagement. Professional learning will include recommendations for English learners and address the needs of diverse populations. WestEd has developed and delivered extensive training and publications in these areas.

This professional learning series will be a tool designed to guide communities to facilitate and to maintain the implementation of the B-3 framework for improved child outcomes and leadership for change across the B-3 continuum. As part of the professional learning series, WestEd will include a session schedule, scope and sequence, session objectives, and evaluation. Modules may include content information, opportunities for self-reflection, small group collaboration, classroom visuals, handouts, session worksheets, supplemental reading materials and/or websites, and activities and assessments for checking understanding. The professional learning series may incorporate existing resources and professional learning opportunities. This professional learning series may be synchronous or asynchronous web-based modules, a series that could be facilitated by a trainer in person or as a webinar, or a hybrid model of all options. WestEd has used Moodle and Canvas for several years in work with the California Department of Education and is very experienced with creating and maintaining courses through these platforms. WestEd has the expertise to develop and deliver courses to be compatible with existing systems in Nevada. This will be determined by the recommendations of

the B-3 committee. Once the B-3 committee approves it, the professional development series will be delivered.

3.3.1.2 Task: Implement high-quality professional learning around program implementation across multiple and varied sites

At the direction of the committee, WestEd anticipates implementing the professional learning series across multiple and varied sites. Communities would be selected from variety of settings that include urban, rural, northern and southern sections of Nevada to provide feedback from the pilot.

3.3.1.3 Task: Evaluate the effectiveness of the professional learning

WestEd will gather data from the results of the professional learning series and feedback surveys developed in 3.3.1.1 to gather meaningful feedback from the field. Once the data is collected, WestEd will analyze the data to evaluate the effectiveness of the professional learning series.

WestEd's Center for Child and Family Studies (CCFS) Evaluation Team will facilitate a review of the professional learning series data and provide B-3 committee members with updates and final outcomes from the professional learning series evaluation.

3.3.1.4 Task: Revise the professional learning series based on the outcome data and feedback

WestEd will collaborate with the B-3 committee to review the evaluation data and feedback. This information will be used to determine if the topics and strategies covered in the professional learning series are effective, and if there are opportunities for revision. Recommendations for improvements to the professional learning series will be determined with the B-3 committee. WestEd will make revisions to the professional learning series for final review and approval. The final version of the B-3 professional learning series will be delivered.

4. COMPANY BACKGROUND AND REFERENCES

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	***WestEd***
Ownership (sole proprietor, partnership, etc.):	***Joint Powers Agency***
State of incorporation:	***California***
Date of incorporation:	***1966***
# of years in business:	***50***
List of top officers:	
Glen Harvey	***Chief Executive Officer***
Sri Ananda	***Chief Program Officer (Current)***
Sabrina Laine	***Chief Program Officer (Effective August 1, 2016)***
Max McConkey	***Chief Policy & Communication Officer***
Nancy Riddle	***Chief Financial Officer***
Catherine Walcott	***Chief Development Officer***
Richard Whitmore	***Chief Administrative Officer***
Location of company headquarters:	***730 Harrison Street San Francisco, California 94107-1242***
Location(s) of the company offices:	
	Arcadia, CA
	Atlanta, GA
	Boston, MA
	Burlington, VT
	Camarillo, CA
	Chicago, IL
	Fairfax, VA
	Honolulu, HI
	Los Alamitos, CA
	Oakland, CA
	Phoenix, AZ
	Redwood City, CA
	Sacramento, CA
	San Diego, CA
	San Francisco, CA
	Sausalito, CA
	Tucson, AZ
	Washington, DC

Question	Response
Location(s) of the office that will provide the services described in this RFP:	***Camarillo, CA*** ***Home offices in NV***
Number of employees locally with the expertise to support the requirements identified in this RFP:	***Depends on the model determined by the committee.***
Number of employees nationally with the expertise to support the requirements in this RFP:	***The agency currently employs 649 regular professional, support, and administrative staff. WestEd staff hold 408 advanced degrees, including 133 doctorates in education or other fields such as psychology, sociology, public policy, statistics, and law. Most have years of experience in research, development, staff training, technical assistance, evaluation, and policy activities.***
Location(s) from which employees will be assigned for this project:	***Camarillo, CA*** ***Home offices in NV***

4.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	***NV20111743662***
Legal Entity Name:	***WestEd***

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	*X*	No	

If "No", provide explanation.

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these

requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	*X*	No	

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Charmaine Schmidt***
Dates when services were performed:	***12/8/2014 - 3/7/2017***
Type of duties performed:	***Provide assistance to the Nevada Department of Education with management and administration of the state's eNote system (also known as Tracker). Support services requested include technical assistance and training for new users, technical troubleshooting and resolution of technical issues, and overall system maintenance.***
Total dollar value of the contract:	***$43,750***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Janie Lowe***
Dates when services were performed:	***8/1/2015 - 6/30/2017***
Type of duties performed:	***Vendor List: Supports for School Improvement***
Total dollar value of the contract:	***TBD based on individual projects***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Colin Usher***
Dates when services were performed:	***6/13/2012 - 11/30/2016***
Type of duties performed:	***NV Striving Readers Evaluation***
Total dollar value of the contract:	***$457,880***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Marcia Calloway***
Dates when services were performed:	***7/1/2011 - 6/30/2014***
Type of duties performed:	***Provide research, strategy, and consultation services to their Teachers and Leaders Council (TLC) in developing, implementing, and evaluating their new teacher and principal evaluation systems, and student and school accountability programs.***
Total dollar value of the contract:	***$290,026***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Richard Vineyard***
Dates when services were performed:	***8/13/2013 - 6/30/2015***
Type of duties performed:	***Validation Study of the Nevada Educator Performance Framework***
Total dollar value of the contract:	***$315,851***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Marcia Calloway***
Dates when services were performed:	***9/1/2011 - 4/1/2012***
Type of duties performed:	***Technical assistance, facilitation, and other support to assist the Nevada Department of Education and Nevada school districts in successful completion and submission of an ESEA Waiver***
Total dollar value of the contract:	***$39,923***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Richard Vineyard***
Dates when services were performed:	***Integrating Simulation-based Science Assessments into Balanced State Assessment***
Type of duties performed:	***10/1/2008 - 9/30/2011***
Total dollar value of the contract:	***$1,573,893***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Richard Vineyard***
Dates when services were performed:	***3/11/2008 - 1/21/2010***
Type of duties performed:	***Development of Instructional Materials for Reading, Mathematics, and Science***
Total dollar value of the contract:	***$254,024***

Question	Response
Name of State agency:	***Legislative Council Bureau of Nevada***
State agency contact name:	***Melinda Brun***
Dates when services were performed:	***11/7/2001 - 6/30/2007***
Type of duties performed:	***Evaluation of Regional Professional Development Program***
Total dollar value of the contract:	***$530,000***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Denise Quon***
Dates when services were performed:	***7/1/2003 - 9/30/2004***
Type of duties performed:	***Transitioning SMART as part of System of Accountability Information in Nevada***
Total dollar value of the contract:	***$105,000***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Frank South***
Dates when services were performed:	***1/17/2003 - 9/30/2006***
Type of duties performed:	***The Nevada Character Education Project (NCEP)is a partnership of the Nevada Department of Education, the Washoe County School Districts, the State Attorney General's Office, and WestEd. The goal of the project is to design, develop, and implement in Nevada public schools an effective character education program that teaches students caring, civic virtue and citizenship, justice and fairness, respect, responsibility, trustworthiness, and other elements deemed appropriate, after taking into consideration the views of***

Question	Response
	parents and students.
Total dollar value of the contract:	***$2,210,000***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Mary Peterson***
Dates when services were performed:	***1995-2001***
Type of duties performed:	***Since 1995, WestEd has assisted the Nevada Department of Education with technical assistance in planning, developing, and implementing the SMART project. -- Developing and implementing an electronic statewide student accountability data collection system that streamlines state and federal reporting; -- Planning, coordinating, developing, and implementing an automated student records transfer system where data is exchanged between school districts as well as transmitted from districts to the state; and -- Developing a system that enables authorized users, following FERPA requirements, to access appropriate student education information in such a way that decision-making policies and administrative decisions can be based on quantified, accurate, and timely data.***
Total dollar value of the contract:	***$1,265,598***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Mary Peterson***
Dates when services were performed:	***2/2/1999 - 8/31/1999***
Type of duties performed:	***Graduation Science Assessment***
Total dollar value of the contract:	***$84,994***

Question	Response
Name of State agency:	***Legislative Council Bureau of Nevada***
State agency contact name:	***Lorne J. Malkiewich***
Dates when services were performed:	***2/2/1998 - 12/31/1998***
Type of duties performed:	***Education Technical Planning***
Total dollar value of the contract:	***$135,000***

Question	Response
Name of State agency:	***Nevada Department of Education (NDE)***
State agency contact name:	***Mary Peterson***
Dates when services were performed:	***11/5/1997 - 12/31/1999***
Type of duties performed:	***Provide technical support to the Nevada Department of Education and Nevada State Board of Education for the new High School Proficiency Examination program***
Total dollar value of the contract:	***$358,237***

4.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency

of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	*X*

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	**Response**	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

4.1.8 Vendors must review the insurance requirements specified in ***Attachment E, Insurance Schedule for RFP 2108.*** Does your organization currently have or will your organization be able to provide the insurance requirements as specified in ***Attachment E.***

Yes	*X*	No	

Any exceptions and/or assumptions to the insurance requirements ***must*** be identified on ***Attachment B, Technical Proposal Certification of***

Compliance with Terms and Conditions of RFP. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor ***must*** provide the Certificate of Insurance identifying the coverages as specified in ***Attachment E, Insurance Schedule for RFP 2108.***

4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

Organizational Capability and Qualifications

Overview

WestEd serves the states of Arizona, California, Nevada, and Utah through the Regional Educational Laboratory West (REL West). It leads the California Regional Comprehensive Center (CC), Mid-Atlantic Regional CC, West Regional CC, National Center on School Turnaround, and National Center on Standards and Assessment Implementation. The agency is a subcontractor for the Central, Great Lakes, Midwest, Northeast, Pacific, and South Central Regional Centers. WestEd also hosts the Center for Systemic Improvement (CSI) and Center for IDEA Fiscal Reporting (CIFR) for special education, the National Center for Cognition and Mathematics Instruction (NCCMI), and the Equity Assistance Center Region IX. The agency is a subcontractor in the Equity Assistance Center Region II, National TA Center to Improve State Capacity to Accurately Collect and Report IDEA Data, Center for the Integration of IDEA Data (CIID), and Now Is the Time Technical Assistance Center. These centers illustrate WestEd's considerable experience in operating large projects that are regional and national in scope.

Corporate Organization and Resources

WestEd is governed by a Board of Directors representing the western region's four states and is directed by the agency's Chief Executive Officer, Dr. Glen Harvey. The agency currently employs 649 regular professional, support, and administrative staff. WestEd staff hold 408 advanced degrees, including 133 doctorates in education or other fields such as psychology, sociology, public policy, statistics, and law.

Most have years of experience in research, development, staff training, technical assistance, evaluation, and policy activities. Many members of the senior staff are known nationally for their work in their fields. Their stature and achievements have been recognized by awards from professional organizations, placement on boards, and selection for high-profile advisory committees.

Daily business operations—including contract administration, contract compliance, data processing, accounting, and legal functions—are handled through WestEd's Contracts, Finance, and Accounting departments under the direction of Nancy Riddle, Chief Financial Officer (CFO). Key positions include the Director of Finance and Contracts Management, General Counsel, Contracts Manager, Controller, Accounting Systems Coordinator, Accounts Receivable Manager, Accounts Payable Manager, Compliance Officer, and Purchasing Manager. Practices are governed by standard accounting principles, the agency's Rules for the Conduct of Business, the rules governing government contracts, and specific contractual agreements. The majority of the agency's contracts are billed on a cost-reimbursement basis. Accounting, billing, and reporting procedures have been designed specifically to meet a variety of government reporting requirements such as FAR, EDAR, and EDGAR.

Corporate Facilities

WestEd's headquarters are located San Francisco, CA and has 12 other regional offices, located in Arcadia, Camarillo, Redwood City, Sacramento, San Diego, and Sausalito, CA; Honolulu, HI; Phoenix and Tucson, AZ; Chicago, IL; Boston, MA; Burlington, VT; Washington, DC; and Atlanta, GA. These sites enable staff to be close to their clients in regions across the country.

Communications, Web-based Applications, Information Technology, and Multimedia Resources

WestEd integrates the use of communications, information technology, and multimedia resources into its programs and projects to improve and extend staff's ability to communicate with and educate students, teachers, and other clients. The integration of media technology includes the use of on-demand and high-volume printing, the Internet, email, video-based documentaries, and online professional development.

Web-based Applications

WestEd's Information Services (IS)—the agency's information technology and application, web, and media development group—coordinates the planning, development, and implementation of web-based application services to a wide variety of WestEd projects as well as external clients. Creating and designing web communities, applications, databases, and interactive online learning experiences, IS has provided support to over 120 projects over the past seven years. IS staff offer clients a range of expertise in strategic planning, fostering learning communities, media and content development, e-learning, and application development.

With a focus on usability and a breadth of expertise and experience in both utilizing cloud services, developing custom applications, and integration, IS provides a variety of tools and products to meet the complex, evolving needs of the education community. Examples include the following:

- ***Developed a new website for the Early Education Effectiveness Exchange (E4) with robust community sharing features, personalized content tied to school site and classroom improvement plans, and a mobile-friendly design to expand accessibility.***
- ***Helped launch PD2GO, a new framework for delivering short, interactive professional development packs for use by site supervisors and family child care operators with their staff in the field. PD2GO materials are available online and can also be used offline in classrooms without Internet access.***
- ***Created All About Young Children, a website offering information and support for parents, with high-quality resources in eight languages. Implemented Google Analytics to monitor which languages are getting the most views.***
- ***Supported the design and implementation of a broad lineup of online services for Reading Apprenticeship (RA). In total, supported 15 RA courses/communities, including WestEd's first-ever massive open online course (MOOC) for an international audience in 2013.***
- ***Developed the Schools Moving Up interactive website that provided practitioners with high-quality resources, proven***

services, and powerful tools to support school improvement and student learning from 2009 to 2014.

WestEd's Center for Child & Family Studies (CCFS) is dedicated to helping children get a healthy and intellectually rich start in life, with a particular focus on children and families living in poverty, dual language learners, and those with disabilities or other special needs. CCFS is a leader in promoting high-quality, research-based early care and education services, and its work informs national, state, and local child and family policies. Our agency's extensive range of knowledge and experience in the birth to 3rd grade arena makes WestEd well-suited to support the development and implementation of Nevada Ready!

For the California Department of Education (CDE), WestEd leads the development of the California Early Learning and Development System components—foundations, curriculum frameworks, formative child assessments (infant/toddler, preschool, and kindergarten entry), program assessments, program guidelines, early childhood educator competencies, and professional development programs. CCFS has led the development of similar early education resources for other states.

CCFS's acclaimed Program for Infant/Toddler Care (PITC) is the most widely used training system for infant and toddler caregivers in the country, and PITC DVD/video and print materials are distributed worldwide. For over 15 years, the California Department of Education has contracted with CCFS to implement Partners for Quality (PQ), a statewide training and technical assistance program providing support to infant and toddler programs based on the PITC. As part of this work, PQ coordinates the Regional Support Network throughout California linking ECE providers, trainers and administrators in 58 counties providing support, coaching and training to a range of ECE professionals statewide. Partners for Quality coordinates an annual partner meeting, monthly professional development webinars and quarterly regional meetings. In addition to on-site support, CCFS offers the PITC Online Infant & Toddler Group Care course providing a much needed educational alternative to professionals unable to attend traditional on-site college courses.

The California Preschool Instructional Network (CPIN) project began in 2006 and provides professional development and technical assistance to CPIN regional leads to ensure fidelity on the preschool content areas and California Department of Education, Early Education and Support Division (EESD) initiatives. The CPIN regional leads

provide professional development and technical assistance to preschool teachers and administrators to ensure preschool children are ready for school. The networks are organized into 11 regions of the state that disseminate information, training, and resources to their particular region. CPIN focuses on preschool children in state-funded preschool programs including children learning English and children receiving special education services. Topics include literacy, mathematics, social emotional, and all areas of the preschool learning foundations.

WestEd's Center for Child & Family Studies provides professional development and technical assistance to the CPIN leads through a trainer certification model utilizing online modules and in-person training. CCFS maintains an online conference center with a forum, calendar, and all training materials. This includes developing modules for statewide use; developing and administering online courses; and maintaining the CPIN website.

Similarly, as a contractor and partner with First 5 California, CCFS also launched the Early Education Effectiveness Exchange Academy (E4) and developed and maintains the California Early Childhood Online (CECO), an online training system for early childhood professionals.

In addition, CCFS provides a range of support to California counties participating in Quality Rating and Improvement System implementation, oversees several initiatives specific to children with special needs including Beginning Together and the Map to Inclusion, coordinates the California Faculty Initiative Project and works closely with local, state and national partners to implement a variety of collaborative system and program based work.

Since 2001, the Desired Results Training and Technical Assistance Project, administered by WestEd's Center for Child &Family Studies, has provided training and technical assistance on the California Desired Results system to California Department of Education, Early Education and Support Division, Title V-funded center-based programs and Family Child Care Home Education Networks, school districts, as well as First 5 programs and private agencies.

Trainings are designed to facilitate implementation of the Desired Results system in programs at the local level and to build the capacity of local programs to train teachers. WestEd's Desired Results Training and Technical Assistance Project has also developed a series of trainers'

institutes to build a cadre of trainers across California, Missouri, and Minnesota in each component of the Desired Results system.

In June 2012, WestEd's CCFS began working to assist the Illinois State Board of Education (ISBE) in developing and implementing the Kindergarten Individual Development Survey (KIDS). WestEd supported the Illinois KIDS pilot and implementation in all Illinois public schools offering kindergarten through teacher trainings and coaching support. WestEd has coordinated a system of trainers and coaches across the state as well as coordinating with Regional Offices of Education and the Birth to 3 network. Field-testing of the Illinois KIDS instrument was done in collaboration with the Berkeley Evaluation and Assessment Research (BEAR) Center. Using the surveys and data from the pilot and field-testing, modifications were made to the KIDS instrument to meet the needs of Illinois.

Under the direction of Dr. Kerry Kriener-Althen, the CCFS Evaluation Team has extensive experience conducting research and evaluation in center-based and home-based early care and education settings serving infants, toddlers, and preschoolers. The CCFS Evaluation Team specializes in developing observational assessments that support children's development in early care and education programs; assessing the quality of environments and relationships in early care and education programs serving infants, toddlers, and preschool-age children for the purposes of evaluation and program quality improvement; and evaluating the implementation and effectiveness of services, practices, and policies designed to promote quality care in early childhood settings. The CCFS Evaluation Team has significant expertise providing formative evaluation in the context of early care and education settings with diverse populations of families and providers.

4.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

For nearly five decades, WestEd has collaborated with educational and other communities throughout the United States and abroad to improve education and other important outcomes for children, youth and adults. WestEd's Center for Child & Family Studies has worked with state departments of education for the last 30 years to collaborate, develop, train, and implement state initiatives to fidelity while building buy-in with communities.

4.1.11 Financial information and documentation to be included in ***Part III, Confidential Financial Information*** of vendor's response in accordance with ***Section 9.5, Part III – Confidential Financial Information***.

4.1.11.1 Dun and Bradstreet Number

4.1.11.2 Federal Tax Identification Number

4.1.11.3 The last two (2) years and current year interim:

A. Profit and Loss Statement
B. Balance Statement

4.2 SUBCONTRACTOR INFORMATION

4.2.1 Does this proposal include the use of subcontractors?

Yes		No	*X*

If "Yes", vendor must:

4.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.

4.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:

A. Describe the relevant contractual arrangements;

B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and

C. Describe your previous experience with subcontractor(s).

4.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

A. Selecting and qualifying appropriate subcontractors for the project/contract;

B. Ensuring subcontractor compliance with the overall performance objectives for the project;

C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and

D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State's request, the State will be notified of such payments.

4.2.1.4 Provide the same information for any proposed subcontractors as requested in ***Section 4.1, Vendor Information***.

4.2.1.5 Business references as specified in ***Section 4.3, Business References*** must be provided for any proposed subcontractors.

4.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

4.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 4.2, Subcontractor Information***. The vendor must receive agency approval prior to subcontractor commencing work.

4.3 BUSINESS REFERENCES

4.3.1 Vendors should provide a maximum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last five (5) years.

4.3.2 Vendors must provide the following information for ***every*** business reference provided by the vendor and/or subcontractor:

The "Company Name" must be the name of the proposing vendor or the vendor's proposed subcontractor.

Reference #:	*1*		
Company Name:	***Illinois State Board of Education***		
Identify role company will have for this RFP project (Check appropriate role below):			
X	*VENDOR*		*SUBCONTRACTOR*
Project Name:	***Illinois Kindergarten Individual Development Survey***		
Primary Contact Information			
Name:	***Cindy Zumwalt***		
Street Address:	***100 N. 1st Street***		

City, State, Zip:	*Springfield, IL 62777*
Phone, including area code:	*217-524-4835*
Facsimile, including area code:	*217-785-7849*
Email address:	*czumwalt@isbe.net*
Alternate Contact Information	
Name:	*Reyna Hernandez*
Street Address:	*100 W. Randolph, Suite 14-300*
City, State, Zip:	*Chicago, IL 60601*
Phone, including area code:	*312-814-2220*
Facsimile, including area code:	*312-814-2282*
Email address:	*rhernand@isbe.net*
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	***For the Illinois Kindergarten Individual Development Survey (KIDS) project, WestEd provides the following: An Illinois-aligned DRDP-Kindergarten (KIDS); training and technical assistance on the instrument in person, online, and through webinars; an online training site. Research studies are conducted to calibrate the aligned Illinois instrument. Coaches are trained to train and support teachers in the implementation of the KIDS for Illinois. The goal of the project is to train all kindergarten teachers and administrators to assess all kindergarten students in Illinois and build capacity to provide their own training. Resources developed include:*** ***-Online conference center*** ***-Drupal based website*** ***-Online courses in Articulate Storyline delivered on a Moodle platform*** ***-Browser based Observation Application*** ***-iPad Observation Application*** ***-Parent information and outreach webpage***
Original Project/Contract Start Date:	*6/1/2012*
Original Project/Contract End Date:	*06/30/2017*
Original Project/Contract Value:	*$8,615,946.00*
Final Project/Contract Date:	*08/31/2017*
Was project/contract completed in time originally allotted, and if not, why not?	*Yes*
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	*Yes*

Reference #:	*2*		
Company Name:	***California Department of Education, Early Education and Support Division (CDE/EESD)***		
Identify role company will have for this RFP project (Check appropriate role below):			
X	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***Desired Results Training and Technical Assistance***		
Primary Contact Information			
Name:	***Cecelia Fisher-Dahms***		
Street Address:	***1430 N Street***		
City, State, Zip:	***Sacramento, CA 95814***		
Phone, including area code:	***916-324-9739***		
Facsimile, including area code:	***916-445-4871***		
Email address:	***cfisherd@cde.ca.gov***		
Alternate Contact Information			
Name:	***Serene Yee***		
Street Address:	***1430 N Street***		
City, State, Zip:	***Sacramento, CA 95814***		
Phone, including area code:	***916-322-1048***		
Facsimile, including area code:	***916-4454871***		
Email address:	***syee@cde.ca.gov***		
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	***The Desired Results Training and Technical Assistance Project provides training and technical assistance on the California Desired Results system to EESD, Title V-funded center-based programs and Family Child Care Home Education Networks.*** ***Trainings are designed to facilitate implementation of the Desired Results system in programs at the local level and to build the capacity of local programs to train staff members who work directly with children. Trainings are offered in person, online, and through webinars. Technical support includes user support for the online assessment system, DRDPtech.*** ***WestEd's Desired Results Training and Technical Assistance Project has also developed a series of trainers' institutes to build a cadre of trainers in each component of the Desired Results system.*** ***Resources developed include:*** ***-Online conference center***		

	-Drupal based website ***-Online courses in Articulate Storyline delivered on a Moodle platform*** ***-Browser based Observation Application*** ***-iPad Observation Application*** ***-Online Video Examples*** ***-Online Observation Practice*** ***-Online tutorials***
Original Project/Contract Start Date:	***January 2001***
Original Project/Contract End Date:	***June 30, 2001 (annual renewal)***
Original Project/Contract Value:	***$653,400 annually***
Final Project/Contract Date:	***June 30, 2017 (ongoing renewal expected)***
Was project/contract completed in time originally allotted, and if not, why not?	***Yes***
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	***Yes***

Reference #:	***3***		
Company Name:	***First 5 California***		
Identify role company will have for this RFP project (Check appropriate role below):			
X	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***Early Education Effectiveness Exchange (E4) Academy***		
Primary Contact Information			
Name:		***Peter Mangione***	
Street Address:		***180 Harbor Drive, Suite 112***	
City, State, Zip:		***Sausalito, CA 94965-2845***	
Phone, including area code:		***415-289-2310***	
Facsimile, including area code:		***415-272-0819***	
Email address:		***pmangio@wested.org***	
Alternate Contact Information			
Name:		***Pui Kwong***	
Street Address:		***180 Harbor Drive, Suite 112***	
City, State, Zip:		***Sausalito, CA 94965-2845***	
Phone, including area code:		***415-289-2306***	
Facsimile, including area code:		***415-272-0819***	
Email address:		***pkwong@wested.org***	
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications,		***The Early Education Effectiveness Exchange (E4) Academy is a learning and improvement academy funded by First 5 California. The E4 Academy is designed to provide training and***	

etc.) if applicable:	***technical assistance to 38 counties participating in First 5 California's Child Signature Program (CSP). The E4 Academy contract was awarded in 2013. The $9 million, two-year project includes direct training and technical assistance (T & TA) to CSP staff in participating counties.*** ***The E4 Academy supports CSP early childhood sites as they complete a Readiness Assessment. The Readiness Assessment is designed to help sites identify goals that are articulated in site Improvement Plans. The E4 provides T & TA to help programs achieve those goals. T & TA includes support to individual CSP staff, quarterly regional meetings, webinars, and a CSP statewide annual meeting. E4 T & TA are supported by a robust First 5 CA E4 website that houses resources to help early childhood centers and family childcare homes to improve program quality. The website includes links to California Department of Education (CDE), Early Education and Support Division (EESD) materials, archived T & TA materials, discussion boards, and a CSP participant user community. Finally, the E4 Academy facilitates the development of a statewide early childhood policy framework.***
Original Project/Contract Start Date:	***7/1/2013***
Original Project/Contract End Date:	***6/30/2016***
Original Project/Contract Value:	***9,000,000***
Final Project/Contract Date:	***June 30, 2016***
Was project/contract completed in time originally allotted, and if not, why not?	***Yes***
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	***Yes, there were funds left over, and a no cost extension was created.***

4.3.3 Vendors must also submit ***Attachment F, Reference Questionnaire*** to the business references that are identified in ***Section 4.3.2***.

4.3.4 The company identified as the business references must submit the Reference Questionnaire directly to the Purchasing Division.

4.3.5 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 8, RFP Timeline*** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

4.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

4.4 VENDOR STAFF RESUMES

A resume must be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per ***Attachment G, Proposed Staff Resume.***

PROPOSED STAFF RESUME FOR RFP 2108

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	*WestEd*

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	*X*	Subcontractor:	

The following information requested pertains to the individual being proposed for this project.

Name:	*Melinda Brookshire*	Key Personnel: (Yes/No)	*Yes*
Individual's Title:	*Project Director*		
# of Years in Classification:	*10*	# of Years with Firm:	*10*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

As a project director for WestEd's Center for Child & Family Studies (CCFS), Melinda Brookshire directs multiple projects including the Desired Results Training and Technical Assistance Project and the California Preschool Instructional Network Project (CPIN) for the California Department of Education, Illinois Kindergarten Individual Development Survey (KIDS) for the Illinois State Board of Education (ISBE), as well as other projects in California, Missouri and Minnesota.

Brookshire has worked in the field of early childhood education for 39 years. During the last decade, Ms. Brookshire has led projects for the California Department of Education to develop and provide trainings in assessment, standards, and curriculum for teachers and administrators serving children and families 0-11. She serves as the project director for the California Preschool Instructional Network (CPIN) offering research and development that addresses the needs of all children including English learners and children with disabilities. In this work, she is responsible for developing online courses, online and face-to-face training materials, as well as an interactive Web site and a software application (app).

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2003–Present — *Director of Projects,* Desired Results Training for Children and Families, Training and Technical Assistance Project
California Preschool Instructional Network (CPIN)
Illinois KIDS
CalProNet
DRDP Training and Technical Assistance Missouri and Minnesota
Directs and provides oversight of all aspects of the projects. Responsible for review and production all materials, recommendations for translation, and development of supplementary materials and resources for the field; development of training plans and execution of all trainings for statewide implementation; implementation of the Desired Results System in coordination with the California Department of Education (CDE) Early Education and Support Division (EESD) including facilitation of advisory groups; and supervision of the Camarillo office operations.

2001–2002 — *Educational Consultant*
Los Angeles Unified School District, Los Angeles, CA
Designed and developed handbooks for early childhood administrators and classroom teachers. The handbooks integrated the curriculum, federal law, state, and county guidelines, licensing requirements and district policies.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

1989–1999	Additional 60 units post graduate in early childhood literacy, math, assessment, professional development and educational leadership
1988	Master's of Science in Education, Early Childhood Special Education Emphasis, Boston University
1975	Bachelor of Science in Education, Early Childhood Emphasis, Arizona State University

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Department of Defense K-8 Teaching Credential with special certifications in:
-Social Studies
-K-12
-Early Childhood (Preschool-3rd grade)

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Cecelia Fisher-Dahms
1430 N Street
Sacramento, CA 95814
916-324-9739 Phone
916-445-4871 Fax
cfisherd@cde.ca.gov

Cindy Zumwalt
100 N. 1st Street
Springfield, IL 62777
217-524-4835 Phone
217-785-7849 Fax
czumwalt@isbe.net

Tyler Tescher
Department of Defense Education Activity
Unit 15549 Box 149, Apo Ap, 96205 United States
011 82 2-796-2657 Phone
No Fax Available
Tyler.Tescher@pac.dodea.edu

PROPOSED STAFF RESUME FOR RFP 2108

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***WestEd***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	*X*	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Kerry Kriener-Althen***		**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Evaluation Director***			
# of Years in Classification:	***9***	**# of Years with Firm:**		***12***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Kerry Kriener-Althen is the Evaluation Director in the Center for Child and Family Studies (CCFS) at WestEd. She has 20 years of experience designing responsive evaluations that support high quality early learning experiences for young children and their families. Under her direction and leadership, the CCFS Evaluation Team specializes in (a) developing formative assessments of children's development progress, (b) assessing the quality of early learning environments and teacher-child relationships, and (c) evaluating the implementation and effectiveness of services, practices, and policies designed to promote quality care in early childhood settings. Kriener-Althen oversees instrument development and research studies for the Desired Results Developmental Profiles (DRDP) with teachers of infants/toddlers, preschoolers, and kindergarten children. She also oversees the development of materials and training for implementation of the Program for Infant/Toddler Care Program Assessment Rating Scale (PITC PARS) Assessment System, to support high quality care and interactions in infant/toddler programs.

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RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2007–present *Evaluation Director*, Center for Child and Family Studies
WestEd, Sausalito, CA
Responsibilities include overseeing the Center's projects and staff related to development and research studies of program quality and child development assessment instruments, facilitating bi-weekly DRDP collaborative meetings, developing new projects, designing formative evaluation research in early childhood settings, and presenting results for policymakers, practitioners, and academic audiences.

2004–2007 *Senior Research Associate*, Center for Child and Family Studies
WestEd, Sausalito, CA
Responsibilities included directing staff and activities of the Center's Research and Evaluation Team, such as developing child- and program-level assessments, developing and delivering training on the administration of assessment instruments, collecting observational assessment data to evaluate program quality, and summarizing analysis results for policymakers, program staff, and academic audiences.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

2002 PhD, Family Social Science, University of Minnesota, St. Paul
1995 MS, General Graduate Studies (Social Sciences), Iowa State University, Ames
1992 BS, Child, Parent, and Community Services, Iowa State University, Ames

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Cecelia Fisher-Dahms, Quality Improvement Office Administrator, California Department of Education, Early Education and Support Division, Phone: (916) 324-9739; Fax: (916) 323-6853; e-mail: CFisherd@cde.ca.gov

Reyna Hernandez, Assistant Superintendent, Center for Language and Early Child Development, Illinois State Board of Education; Phone: (312) 814-5562; e-mail: rhernand@isbe.net

David Dobrowski, Senior Analyst, Santa Cruz County Human Services Department, Phone: (831) 886-7177; e-mail: david@daviddobrowski.com

PROPOSED STAFF RESUME FOR RFP 2108

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	*WestEd*

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	*X*	Subcontractor:	

The following information requested pertains to the individual being proposed for this project.

Name:	*Mary Ellen Wodzisz*	Key Personnel: (Yes/No)	*Yes*
Individual's Title:			
# of Years in Classification:	*2.5*	# of Years with Firm:	*3*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Mary Ellen Wodzisz is the Illinois Kindergarten Individual Development Survey (KIDS) Project Manager.

As the project manager, Mary Ellen Wodzisz creates the KIDS trainings and support materials. She provides KIDS training to teachers, administrators and other support staff and has made site visits to support teachers in the implementation of KIDS. Mary Ellen manages and mentors seven regional coaches daily. She consistently communicates with Illinois State Board of Education (ISBE) regarding the project. She assists in the Certified Trainer's Institute and the Coaches Training and presents at local and national conferences. Mary Ellen Wodzisz also assists in the creation of online modules and tutorials.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

WestEd – Illinois KIDS Project Manager
April 2013 – Present

- Managing and mentoring seven regional coaches
- Develop and foster with school districts throughout the state of Illinois
- Assist with the Certified Trainer's Institute and Coaches Trainings
- Oversee the statewide and online trainings for the KIDS assessment system
- Travel to meetings and trainings across the state of Illinois
- Coordinate statewide and online trainings
- Create training presentations and materials
- Create online training modules and tutorials
- Provide site support for school districts and administrators
- Communicate with ISBE on project activities and policies
- Present at local and national conferences on KIDS
- Set up and oversee photo/video shoots for the KIDS project
- Completed PDsquared, WestEd's Project Director Professional Development Initiative

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Master of Arts: Teaching and Leadership, May 2006
Saint Xavier University – Teaching and Leadership

Bachelor of Arts: Education, May 1992
Concordia University – Major: Education - Minor: Psychology

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

IL Elementary Teacher Certification, received in 1992

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Mary Kay Dunne
Administrative Specialist
WestEd, Center for Child & Family Studies
630.652.7421 Phone
630-652-7474 Fax
mdunne@wested.org

Keith Young
School Improvement Facilitator
WestEd,
Center for Child and Family Studies &
Comprehensive School Assistance Program
480-287-1044 Phone
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Vicki Hodges
Principal Consultant, McKinney-Vento Homeless Education
Legal Division
Illinois State Board of Education
217-782-8535 Phone
217-524-8585 Fax
vhodges@isbe.net

PROPOSED STAFF RESUME FOR RFP 2108

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***WestEd***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	*X*	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Lynsay J. Alexander***		**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Project Coordinator***			
# of Years in Classification:	***1.3***	**# of Years with Firm:**		***5.5***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Lynsay Alexander is a Project Coordinator for WestEd's Center for Child & Family Studies-Illinois Kindergarten Individual Development Survey (KIDS) Project.

Alexander is responsible for coordinating statewide trainings and presentations (including training logistics and KIDS training material duplication), project activities, and provides KIDStech technical assistance for statewide implementation of the Illinois KIDS system. She supervises office assistants working on training related tasks and works closely with the project manager to support seven regional coaches and coordinating training schedules and activities.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

March 2015-Present — *Project Coordinator,* Center for Child and Family Studies, WestEd, Chicago, IL
Provide statewide and online technical assistance for the KIDS assessment system.
Regular communication about technical issues with partners such as the Berkeley Evaluation and Research (BEAR) Center and the Illinois State Board of Education (ISBE), Student Information System (SIS) Team
Assist with recruitment of teachers for kindergarten classrooms
Established use of EchoSign for training stipends with the largest volume used in WestEd
Draft progress and annual reports for the Illinois State Board of Education and the Joyce Foundation projects

March 2013-March 2015 — *Project Assistant/Office Manager,* Center for Child and Family Studies, WestEd, Chicago, IL
Distribution of equipment and associated property transfers
Providing coordination for the WestEd Illinois office; and assisting with training of other WestEd employees on WestEd procedures
Main contact for Illinois office including communication with IS on equipment and phone systems, communicating with property management and facilities

June 2012–March 2013 — *Project Assistant,* Center for Child and Family Studies, WestEd, Chicago, IL
Register and support online and statewide trainings including registration, communication with participants, logistics, catering, shipping, and customer service
Provide customer service for teachers, administrators, pilot districts, and the Illinois State Board of Education
Provide general and training administrative support as needed, (including ordering materials, printing, shipping, copying, filing, organizing supplies, collating information packets, coordinating mailings, and assembling reports

Maintain databases such as Filemaker Pro, Cvent, and KIDStech including the coordination with BEAR and ISBE/SIS for account creations and troubleshooting
Assist research team with materials, communication with participants, and research related activities
Manage documents by utilizing SmartSheet to create team pages, Box, and other filing systems to ensure they are accessible for use and archived properly
Statewide travel to support training staff at trainings, attend meetings to and conferences to assist staff and take notes
Update and maintain Illinois KIDS website including arranging uploads, managing the calendar, and editing text

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

2011 B.A., Child Development, Concentration in Social and Community Settings, California State University, Sacramento

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Mary Kay Dunne
Administrative Specialist
WestEd, Center for Child & Family Studies
630-652-7421 Direct Line
630-652-7474 Fax
mdunne@wested.org

Jenae Leahy
Program Coordinator
WestEd, Center for Child and Family Studies
805-465-4438 Direct Line
805-465-4444 Fax
jleahy@wested.org

Jill Tsoukalas
PreK-5 Director of Math and Science
Valley View School District 365U
708-833-0988 Cell
tsoukalajm@vvsd.org

PROPOSED STAFF RESUME FOR RFP 2108

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	*WestEd*

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	*X*	Subcontractor:	

The following information requested pertains to the individual being proposed for this project.

Name:	*Erin Freschi*		Key Personnel: (Yes/No)	*Yes*
Individual's Title:	*Program Manager*			
# of Years in Classification:	*2*	# of Years with Firm:		*2*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Erin Hill Freschi has over twenty years of experience in the field of Early Care and Education (ECE) in public, private and non-profit settings including Early Head Start and Head Start. She has developed and led county and state level initiatives focusing on ECE systems development, school readiness, early childhood mental health and ECE professional development including implementation of My Teaching Partner, Classroom Assessment Scoring System (CLASS) and school readiness assessment tools. Ms. Freschi has been adjunct faculty for 15 years teaching ECE and special education courses at multiple community colleges and universities. She designed and led an effort to develop comprehensive ECE bachelor degree programs at multiple universities in the San Francisco Bay Area including University of California Berkeley and Mills College. Currently, Ms. Freschi oversees the provision of Program for Infant/Toddler Care (PITC) courses online internationally, provides professional development and systems support to infant/toddler specialists and administrators and tracks policy and related funding development. In 2005, Ms. Freschi was a Children's Defense Fund Emerging Leader Fellow. She earned a BA in Liberal Studies and an MA in Early Childhood Education with an emphasis in Early Childhood Special Education, both from San Francisco State University.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2/14-Present
WestEd
Sausalito, CA
Program Manager

- Member of Program for Infant Toddler Care/Partners for Quality management team
- Provide technical assistance and support to statewide training team
- Coordinate online distance learning training program
- Liaison with private foundations and local, state and federal partners
- Monitor policy and legislation related to early childhood education

11/01-1/14
First 5 Alameda County
San Leandro, CA
Program Services Administrator

- Member of agency's management team integral in strategic planning, program development, evaluation and fiscal management
- Responsible for multiple countywide initiatives and programs including Teacher Education & Professional Development, School Readiness and Child Development Screening
- Provided supervision to program and administrative staff and college interns
- Coordinated contract development and multi-disciplinary service implementation in partnership with school districts, community colleges, universities and other community based organizations
- Researched evidence-based practices and developed pilot programs with community partners

- Responsible for annual program budget of $4 million including all local, state and private fiscal and programmatic reporting
- Managed all fundraising and fiscal leveraging efforts related to current program portfolio; recently awarded $1.8 million grant from local private foundation for program expansion
- Developed and managed $1.5 million grant funded Federal Early Learning Opportunities Act community based school readiness program

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Master of Arts, Education (ECE), San Francisco State University

Bachelor of Arts, Cum Laude, Liberal Studies, San Francisco State University

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

California Basic Education Skills Test, Passed, 2000

Program Director Child Development Permit, California Commission on Teacher Credentialing, 2004

Program for Infant Toddler Care (PITC) Certified Trainer, 2016

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Arlene Paxton, Director
WestEd
415-289-2309 ph
415-289-2341 fax
apaxton@wested.org

Barbara DeBarger, Assistant Superintendent
San Lorenzo Unified School District
510-317-4706 ph
no fax available
bdebarger@slzusd.org

Janis Burger, Chief Executive Officer
First 5 Alameda County
510-227-6911 ph
510-227-6901 fax
janis.burger@first5alameda.org