



Request for Proposals (RFP) for First 8 Memphis (F8M) Pre-K Classroom(s)

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Found on page 4 are instructions for completing the application.

Applications may be completed electronically through [Jotform](#)

- or -

Operators may submit a [paper copy](#) to pre-k@first8memphis.org

INTRODUCTION

Pre-K represents one of the strongest investments for Shelby County's future because of its direct impact on children's growth and development. In 2019, Memphis City and Shelby County governments established a joint ordinance for the oversight and administration of a comprehensive, universal needs-based Pre-K program and contracted with [First 8 Memphis, LLC](#) (F8M) as the fiscal agent. In 2022, Shelby County reached the goal of providing a universal needs-based Pre-K seat to every eligible four-year-old. Through continued funding by the City of Memphis and Shelby County Governments, F8M maintains 80 Pre-K classrooms, 1,600 of the 8,500 needs-based seats.

F8M needs-based enrollment is fulfilled by local Pre-K vendors ("Operators") across Memphis and Shelby County that include local school districts, charter schools, child care centers, early learning centers, and private centers and schools. F8M gathers and analyzes Pre-K data to understand short and long-term outcomes. [Data-driven narrative reports](#) are provided quarterly to stakeholders, Pre-K Operators, and the general public, highlighting program effectiveness and the growing need for continued advocacy, funding, and support for early care and education.

* **Disclaimer:** F8M Pre-K classroom funding is contingent upon the approval of funds through the City of Memphis and Shelby County budgets.

I. Purpose

F8M solicits proposals from qualified Operators interested in providing high-quality Pre-K for four-year-old children of income-eligible families in Shelby County. Eligible children are those that are four years of age on or before August 15; members of families with incomes that meet the eligibility requirements for free or reduced lunch as determined pursuant to 42 U.S.C. § 1771.

Providing a high-quality Pre-K program ensures children develop school readiness skills, including cognitive, physical, social, and emotional competencies, to ensure Kindergarten readiness (K-readiness). F8M Pre-K operating partners will coordinate and provide early childhood education services to include academics and instruction, two-generation family support for healthy growth and development through wraparound services meeting individual family needs, instructional coaching, and quality support and monitoring.

All current F8M Pre-K Operators complete an annual renewal questionnaire and participate in individual Operator data reviews; through this process, F8M determines the renewal of current Operators and classrooms for the upcoming school year. The RFP process will be used to analyze the locations of additional need for Pre-K classrooms in the community and an Operator's ability to fulfill additional requirements of F8M.

F8M will maintain the currently operating 80 classrooms; however, pending current Operator data review, renewal questionnaires, and subject to funding, classrooms may be available. All Operator applications will remain on file.

II. Application Process

All submitted applications received by F8M by **August 7** will be reviewed by a committee composed of F8M Board members, City and County government representatives and community members. When all fields contain a response, an application is considered complete. F8M may request additional information during the committee review process. Applications will be scored based on technical merit outlined in the scoring rubric (Appendix D). Technical merit scores will serve as the foundation for RFP decisions. Applicants will be notified on **September 25** of their status to be awarded a classroom in the 2024-2025 year if there are non-renewed or closed classrooms for the 2024-25 school year.

On February 1, 2024, selected Operators will be notified of the number (if any) of classrooms to be reassigned and to confirm their interest in a F8M Pre-K classroom. An official approval Letter acknowledging the Operator as a F8M Pre-K Partner will be shared on **March 21, 2024**.

Steps to apply:

The RFP for the 2024-2025 school year may be completed through the electronic form or a paper copy to be submitted to pre-k@first8memphis.org.

1. Complete all sections of the application, providing as much detail as possible for open-ended questions.
2. [Access the paper form here](#) - typed responses are required.
 - Make a copy
 - Save as, by replacing [Operator Template] with your Operator Name

Instructions for providing a response to questions on the paper application.

- Questions with a multiple choice response are listed as bullets. Use the yellow highlighter tool to indicate your response.
 - Questions requiring a typed short answer response are indicated with an underlined blue arrow → as your type your text should look like this, → [response](#).
 - Questions requiring a short narrative response are indicated with a box that says *Type response here*.
3. [Access the electronic form here](#) - save your progress by clicking the “save” button at the bottom of each application page; you will receive an email with the link to the application for you to continue.

Those who submit a completed application may be asked to participate in a 45-minute virtual interview between **August 14 - September 6**.

F8M will hold a Zoom conference call with all interested applicants on **June 29, 2021, 9:30 am** to review the RFP and address any questions before submission.

To access the conference, use this [Zoom Webinar](#)

Meeting ID: 304 480 8701

Questions or concerns can be emailed to pre-k@first8memphis.org. Please include your phone number if you would like a staff member to follow-up via phone.

III. Scope of Work

F8M Scope of Services provides Pre-K Operators with regulations for operating a Pre-K classroom through F8M funding. Applicants can find the Scope of Services for F8M in Appendix A (Scope of Services for 2023 - 2024; this document may be revised to align with Voluntary Pre-K Scope of Services updates for the 2024-2025 school year). All potential and current Operators who enter an agreement will comply with all provisions of the Tennessee Voluntary Pre-K Statute, the Voluntary Pre-K Program Operating Guidelines (except for those waived, in writing, pursuant Section II.B. of this Agreement), Standards for School Administered Child Care Programs, Chapter 0520-12-01, et. seq., provided by the Tennessee State Board of Education, and any other related applicable state laws, rules, or regulations. Further, to the extent applicable to a Contractor, they must comply with all provisions of the Tennessee Department of Human Services Childcare related to Child Care Services, including, but not limited to, all required licensing, background checks, Tenn. Comp. R. & Reg. Chapter 1240-04-01.02, et. seq., etc. (collectively the “DHS Regulations”), before administering the program.

GENERAL INFORMATION

The RFP review committee will only receive the name of the Operator and a website, if applicable; no personal personnel information will be shared until the interviews.

1. Pre-K Vendors (“Operator”)

Operator Name: _____
Operator Website: _____
Physical Address: _____ City: _____ Zip: _____

Is this address the same as the location request for the Pre-K classroom(s)?

- Yes
- No

Number of Years In Operation: _____

2. Applicant’s primary contact information for follow-up correspondence regarding the application:

Primary Contact Person: _____
Phone Number: _____
Email Address: _____

Same as Pre-K Director

- Yes
- If different from the primary contact, provide the name and contact information of the Pre-K director/manager.

Pre-K Director: _____
Phone Number: _____
Email Address: _____

3. As the primary contact for the application, I request that the Pre-K director be copied on all correspondence from F8M regarding this application.

- Yes
- No

4. Are there any past, current, or pending legal charges? I understand that this does not automatically disqualify my program for a F8M classroom(s) and that additional documentation may be requested.

- No
- Yes

If yes, describe the charge(s).

5. Are you in good financial standing? If so, and selected as a Pre-K partner candidate, can you provide proof to F8M, e.g., an annual financial audit?

- **Yes, and** I can provide an annual audit upon request.
- **Yes, but** I may not be able to provide an annual audit, but I will provide alternative proof of good financial standing.
- **No**; however, I understand my application will be reviewed and remain on file with F8M; should I continue pursuing F8M Pre-K Partnership; I understand I must show proof of good financial standing in the future.

OPERATOR OVERVIEW

Please provide an overview of your current services.

1. **What is the Operator’s history in providing early childhood education to four-year-old Pre-K students?**
 - We hope to open our first Pre-K classroom with F8M
 - 1- 4 years
 - 5-10 years
 - 10-15 years
 - 15+ years

2. **All F8M classrooms must be approved through the Tennessee Department of Education (TDOE) or licensed through the Tennessee Department of Human Services (DHS) to operate a Pre-K classroom. All Operators licensed through DHS with a non-school system entity must also obtain the highest designation under the rated licensing system administered by DHS.**

How are you currently approved or licensed to operate a Pre-K classroom?

- Tennessee Department of Education (TDOE)
 - Tennessee Department of Human Services (DHS)
 - Both TDOE *and* DHS
 - Currently in review status by the following
 - TDOE
 - DHS
 - Unsure of the process, but would like additional information
3. **Pre-K in Memphis and Shelby County is funded through various funding sources in addition to F8M. Indicate the total number of Pre-K classrooms you currently serve through each of the following funding sources for four-year-olds only.**

Funding Sources	2022-2023	2023-2024
Voluntary Pre-K (VPK) (TN state)		
Head Start (federal)		
Local Government		
Philanthropic		
619 Preschools		
Blended 619 and other		
Tuition Based		

4. **In 2024-2025 do you anticipate losing current Pre-K classroom funding?**
 - Yes
 - No

5. **Which of the following best supports your request for F8M expansion funds? (Check all that apply)**
 - New classroom expansion - classroom has not previously existed
 - Due to loss of funding, replace current Pre-K classroom(s) with F8M funding
 - Preference to replace current Pre-K classroom funding with F8M funding

ADDITIONAL F8M SERVICES

F8M Pre-K programs are enhanced through instructional coaching and wraparound support services and contracts directly with Porter-Leath to provide instructional coaching and wraparound services. Three F8M performance metrics are met through these services: Continuous Performance Improvement Reviews (CPIRs) with instructional coaches, Family Outcomes Assessments, and Family Engagement through wraparound Family Engagement Personnel (FEP). All Operators can opt into or out of these services through Porter-Leath and offer them in-house or through other community partners. All Operators opting out of Porter-Leath services must submit a “Porter-Leath Opt-Out Request Form” to utilize an outside service provider or to provide services individually.

***To complete the request**

- Copy the [“Porter-Leath Opt-Out Request Form”](#)
- Save as, by replacing [Operator Template] with your Operator Name
- Submit form to Pre-K@first8memphis.org

I. Instructional Coaching

Instructional coaching enhances programs by providing one-on-one, job-embedded support to classroom teachers at a minimum monthly. Coaches provide monitoring and feedback on data-driven instructional practices to support continuous quality improvement of teaching and learning.

For Pre-K instructional coaching supports, please select one of the following options for the 2024-2025 school year:

- Opt-In (partner with Porter-Leath)
- Opt-Out (use an outside partner)

II. Wraparound Family Support Services

Wraparound services are holistic family services to ensure Pre-K children and their families have what they need to thrive in the Pre-K environment. Family engagement services are provided to families through FEP to a family ratio of (1:40). These services include comprehensive child development and family engagement and support responsive to families’ needs and goals.

For Pre-K wraparound supports, please select one of the following options for the 2024 - 2025 school year:

- Opt-In (partner with Porter-Leath)
- Opt-Out (use an outside partner)

F8M PRE-K DATA

F8M Pre-K Operator data is used to analyze trends and compare data across the Shelby County community and the State of Tennessee to support advocacy and policy efforts for continued funding, access, and supports for high-quality Pre-K. F8M requires Pre-K Operators to enter into a [Master Data Sharing Agreement](#) with Seeding Success (S2), allowing S2 to establish automatic feeds from the Operator's software systems or provide access to a web API (if applicable). A partnership requires an Operator to grant S2 direct access to students' enrollment data. In addition, for some F8M metrics, i.e., Pre-K assessments, Operators may be required to enter student data in S2-owned spreadsheet/scoring tool or other specified format.

Data Access Note Seeding Success currently receives automated feeds from the following data platforms for enrollment, attendance, and Kindergarten Readiness. At this time, the systems listed below are the only systems we can accept data from. We are working to enhance our data infrastructure, and these systems work best with what is currently in place. In the future, we anticipate the ability to accept data from other systems. If the Operator is not using one of these systems or Seeding Success is unable to receive automated feeds, a template provided through Google Drive/Sheets will be required to partner with F8M.

Enrollment & Attendance	K-Readiness
Powerschool Skyward ChildPlus	iReady AimsWeb EasyCBM NWEA MAP

F8M works in collaboration with Pre-K Operators to ensure internal compliance measures align to support the achievement of each accountability metric.

I. Attendance and Enrollment

Pre-K in Tennessee is *voluntary*; therefore, enrollment is not mandatory, and families and students are not held to the same compulsory attendance laws as K-12. However, daily student attendance is directly linked to higher student growth and achievement. F8M programs must operate Monday through Friday for a minimum of six (6) hours per day, with five and one half (5.5) hours of instruction.

Attendance Compliance Metric- 80% daily attendance

Enrollment Compliance Metric - For each classroom of 20, at least 19 students enrolled (95% capacity)

1. **Is enrollment automatically updated upon student enrollment, withdrawal, and/or transfer using one of the automated systems listed?**
 - Yes
 - Powerschool
 - Skyward
 - ChildPlus
 - If a different system is used, provide the system used to collect enrollment.
 - No
 - New program for 2024-2025 and the data collection process is to be determined but will work with F8M and Seeding Success to ensure data processes are successfully in place and adhere to guidelines.

2. Is attendance collected and updated daily using one of the automated systems listed?

- Yes
 - Powerschool
 - Skyward
 - ChildPlus
- If a different system is used, provide the system used to collect enrollment
- No
- New Program for 2024-2025, but if selected as a Pre-K partner, attendance will be collected and updated daily.

II. Pre-K Student Assessments

F8M Operators must purchase and administer the Brigance Inventory of Early Development III (Brigance IED III) Standardized two times (2x) per year. For Operators who choose to administer Istation in addition to Brigance, the student data will be collected and performance reported for both Brigance and Istation.

Istation is not a requirement of F8M and should not be purchased as a F8M assessment requirement.

1. Do you currently administer a Pre-K assessment?

- Yes
 - Brigance IED III
 - Istation
 - Brigance IED III & Istation
 - Other Pre-K Assessment
- No, but should we be chosen as a F8M Pre-K partner, Brigance IED III will be purchased and administered two times per year.

III. Kindergarten Readiness (K-Ready) Assessment

F8M collects K-readiness data on students who previously attended a F8M Pre-K program to determine if the students who attended a F8M Pre-K program enter Kindergarten ready (on grade level). K-readiness assessments used by Operators include Iready, NWEA MAP, Aimsweb, and EasyCBM. If you do not operate Kindergarten, provide a detailed account of assisting students with enrolling in Kindergarten at the feeder schools you identify, from which F8M may be able to retrieve K-readiness data.

1. What is your program's status for serving Kindergarten students?

- Serve kindergarten **and** administer one of the K-readiness assessments listed in this section.
 - Iready
 - NWEA MAP
 - Aimsweb
 - EasyCBM
- Serve kindergarten, **but** administer a different K-readiness assessment
- Plan to serve Kindergarten in 2025-2026 and will administer one of the listed K-readiness assessment
- No plans to serve Kindergarten, **but** support students enrolling in Kindergarten in the following feeder schools listed below
 - a.
 - b.
 - c.

The F8M RFP review committee will score the “F8M Pre-K Expansion” section, and technical merit scores will serve as the foundation for the RFP decisions.

F8M PRE-K EXPANSION

Select the most accurate response where relevant and include 5-8 sentences in response to all open-ended questions about the Operator’s need and ability to expand through F8M funds. Any additional information or materials can be included as a supplement to the application. The scores are weighted according to the percentages indicated in each category.

I. Operator Mission (15%)

A high-quality Early Childhood Center or Pre-K program ensures children are in a safe, nurturing learning environment that is culturally affirming, implements developmentally appropriate practices, ensures the integration of community and families being serviced, and provides learning opportunities to promote healthy growth and development to ensure school readiness. **(Note: the mission statement should indicate in measurable terms what the school intends to do, for whom, and to what degree.)**

- 1. Provide a mission statement for your Pre-K program or center.**
- 2. Describe what your Pre-K program will look like when it’s achieving its mission.**

II. Classroom Request and Need (45%)

F8M Pre-K Classroom Expansion: To meet the F8M goal of ensuring quality Pre-K is available and accessible across Shelby County to *four-year-old children of income-eligible families*, F8M will assess community and applicant need for expansion. [Map of F8M Pre-K Operator classrooms.](#)

Required Documentation Three (3) letters of community support per location requested for the placement of F8M Pre-K classroom(s).

- 1. Location for the requested classroom(s)**
 - Site Name, e.g., school/child care center _____
City _____ Zip _____
Number of Classrooms _____
 - Site Name, e.g., school/child care center _____
City _____ Zip _____
Number of Classrooms _____
 - Site Name, e.g., school/child care center _____
City _____ Zip _____
Number of Classrooms _____

- 2. Describe the need for expansion, including the number of children in the expansion area who cannot participate in quality Pre-K programs, i.e., community considerations, demographic shifts in the area, student enrollment in K-12 programs, and parent and community interest for a program at the location(s)**

III. Recruiting and Enrolling Students (20%)

All F8M Pre-K Operators are responsible for recruiting and enrolling students into their program. This includes, but may not be limited to, verifying income eligibility per family, ensuring student records are accurate and up to date (e.g., birth certificates and immunizations), assisting families with completing all necessary enrollment documentation and supporting students and families' transition into the pre-K program.

1. How do you/will you engage the community and recruit families to your Pre-K program?
2. How and when will you begin enrolling families and assisting them with enrolling and transitioning into the Pre-K process?

IV. Hiring and Retaining Qualified Educational Staff (20%)

F8M classrooms must maintain qualified staff and staff-to-student ratio in all classrooms at all times. (See Staff in the F8M Scope of Services for teacher qualifications). Staff to student ratio is (1:10), and Pre-K staff includes a teacher and an educational assistant. Substitute teachers are required in the absence of a teacher or educational assistant. Operators must plan and provide for substitutes and plan for emergencies when the assigned staff may not be able to maintain the ratio.

1. How will you recruit and retain qualified staff?
2. How will you plan and ensure classrooms remain staffed and in ratio at all times?

APPENDICES

Appendix A

[F8M Scope of Services](#)

Appendix B

[Family Outcome Assessment](#)

Appendix C

[Scoring Rubric](#)