



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

SAMPLE REQUEST FOR PROPOSAL – Curriculum and Assessment for Head Start

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals for a researched based and research proven Curriculum and Assessment with validity and effectiveness this appropriate for 0-5 year old children a period of up to 5 years. This document provides detailed specifications required and establishes the basis for an agreement between UCA and the provider.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families, and build communities through self-sufficiency and education. The agency has approximately 500 employees, and annual revenues of approximately \$50M.

Services are delivered through six core programs:

- **Workforce Development** – Helps adults gain job skills, training, and certifications.
- **Head Start** – Provides high quality early childhood education, health and family support services for children age 0-5.
- **HEAT** – Assist households with utility, and emergency energy needs.
- **Case Management & Housing** – Supports families in finding and maintain safe, affordable housing.
- **Nutrition** – Provides meals, food assistance, and nutrition education.
- **Weatherization** – Improves home energy efficiency and safety for households.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200.

PROPOSAL SUBMISSIONS OVERVIEW

By submitting a proposal, interested Parties acknowledge and agree that the scope of work and evaluation process outlined herein is fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents. All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations, are the responsibility of the Interested Parties and will not be reimbursed.

Proposals received after the deadline will not be accepted. Proposals must be submitted according to the directions outlined in this RFP. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

PROPOSAL KEY DATES

| | |
|----------------------------------|------------------------|
| RFP Released | April 3, 2026 |
| Questions on RFP Due | April 17, 2026 |
| Response to RFP Questions Posted | April 20, 2026 |
| Proposal Due Date | April 28, 2026, 5:00pm |
| Award Notice | May 1, 2026 |

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by April 17, 2026, by 5:00 pm. Questions may be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be answered in writing and will be made available to all proposers.

SUBMISSION DEADLINE

Deadline for Submission: April 28, 2026, by 5:00 PM MST

Submission Format: Proposals should be submitted electronically in PDF format to Stacy Weight, CAO (stacy.weight@utahca.org). Hard copies may be provided if preferred.

CONTRACT TERMS

All contracts will begin July 1, 2026 for the 2026-2027 school year. Contract will end June 30, 2027, but will have an option for 4 one-year extensions. All contracts must contain a 30-day escape clause. Pricing may be negotiated at the beginning of each contract year.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy. When providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

PART 2: SCOPE OF WORK AND SPECIFIC PROPOSAL REQUIREMENTS

Project Overview

Utah Community Action Head Start Program is looking for a research-based and research-proven Curriculum and Assessment with validity and effectiveness that is appropriate for 0 – 5-year-old children which. The Curriculum and Assessment tool should include the following:

- Supports active learning through a variety of learning experiences.
- Promotes research-based teaching practices in all Head Start Early Learning Outcomes Framework (ELOF) domains.
- Is aligned with Head Start Early Learning Outcomes Framework (ELOF) domains and indicators, the Utah Early Childhood Core Standards, and the requirements and expectations of the Utah school districts.
- Provides Professional Development and resources for teaching staff.
- Provides scaffolding strategies within activities to support children as they move through the developmental progressions.
- Specifies developmentally appropriate learning goals and guidance on how to use them for the individualization of learning experiences based on children's strengths and needs.
- Offers comprehensive guidance for ongoing child assessment.
- Provides a range of strategies and resources to support parent and family engagement.
- Offers comprehensive standardized training and materials to support implementation.
- Includes specific prompts and open-ended questions to extend children's learning throughout activities.
- Provides specific guidance on how to establish well-organized, engaging indoor and outdoor environments.
- Provides specific guidance on how to support the development and learning of children who are dual language learners (DLLs).
- Provides specific adaptations for children with disabilities, suspected delays, or other special needs.
- Provides some guidance on how to integrate children's and families' cultures into the learning environment and learning experiences.

PART 3: SPECIFIC PROPOSAL REQUIREMENTS

To ensure a competitive and consistent review process, each proposal submitted is required to include the following items and be organized according to the outline provided below.

1. Letter of intent

A letter outlining the general overview of the business information and individuals involved in the RFP process. This letter should be a maximum of 1 page and clearly identify the contact information for the authorized representative. It should also include a date through which the



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

proposal is valid (Preferred: 1 year). Please include a short overview of the scope of the company, size, a brief history of the company, and ability to do business in the State of Utah.

2. References

Please provide at least 3 business references.

3. Relevant Experience

- A summary your company's relevant experience and the firm's strengths and distinguishing skills or capabilities to deliver materials in a timely manner, as well as services and support to the program to fully implement materials.

4. Timeline and Materials Need

- Provide a list of the materials to be provided
- Provide a date of when materials will be delivered
- Provide a timeline of any trainings that will be provided to ensure full implementation of the curriculum and assessment tool

5. Fee Schedule

- Proposal will include an outline of the total first year investment and any additional recurring costs. They should also include a breakdown of software versus hard costs (like curriculum materials)

6. Additional Information

- Any other relevant information that showcases your firm's capability to meet UCA's needs, such as sustainability practices, community engagement strategies, or partnerships with local agencies.

PART 4: SELECTION PROCESS

The evaluation will be completed using a weighted scale with the specified factors below.

| | |
|--------------------------------|-----------|
| Fee Schedule | 65 points |
| Technical Fit | 15 points |
| Ongoing Support | 10 points |
| Small Business / Labor Surplus | 5 points |
| Adherence to RFP instructions | 5 points |



Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104

(801) 977-1122 | utahca.org

Total 100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP, all proposers will be notified of the selection.