

REQUEST FOR PROPOSAL
BABY UNIVERSITY
CITY OF CHATTANOOGA, TENNESSEE

The City of Chattanooga, hereinafter called the "City", is requesting qualified firm(s) to submit Formal Proposals for **BABY UNIVERSITY** as set forth in the Request for Proposal.

Proposals shall be submitted to Natalie Finnell, Purchasing, City of Chattanooga, 101 East 11th Street, Suite G13, Chattanooga, Tennessee 37402, by no later than 4:00 p.m. EDT, on Tuesday, December 02, 2014.

An Informational Meeting regarding this RFP will be held on November 7, 2014 at 1:00 PM on the 3rd Floor, 101 East 11th Street, Chattanooga, TN 37402.

Interested firms may request a copy in writing of a Request for Proposal from:

City of Chattanooga, Purchasing
Natalie Finnell
finnell_n@chattanooga.gov
101 East 11th Street, Suite G13
Chattanooga, Tennessee 37402
Phone: (423) 643-7230

Requests for Proposals are available for pickup from 8:00 am until 4:30 pm, Monday through Friday, or can be viewed on the City of Chattanooga website, by visiting www.chattanooga.gov

REQUEST FOR PROPOSAL

BABY UNIVERSITY

City of Chattanooga, Tennessee

RFP PDS-RFP4



STATEMENT OF NEED:

In Hamilton County, approximately 4,000 babies are born each year. Those children go through important development experiences that are a key predictive factor in how students will perform in school. Despite a number of successful efforts in our community to overcome early deficits, hundreds of children still enter public school each year unprepared. According to previous research from the Ochs Center for Metropolitan Studies, approximately 1 out of every 4 children in Hamilton County is behind before they ever make it to Kindergarten. Nationally as shown by Economic Policy Institute, over half of the achievement gaps in schools can be attributed to a gap that existed before students were even enrolled. According to a large body of research, mothers of children who start school behind share one or more key risk factors, including but not limited to: a lack of educational attainment, single parent household, parental experience with abuse, limited English proficiency, etc. Our area is no different. Chattanooga has sub-regions where over 75% of births are to a single mother, over half are born into poverty, and/or almost 20% are not born at a healthy weight. Nutrition, unhealthy behaviors, hypertension, and other medical conditions all cause stress for young families. As a result of these medical and social/behavioral risks and the lack of effective intervention, the infant mortality rate in Hamilton County is more than double the national average. Table 1. Infant Mortality Rate, 2010 Hamilton County Tennessee U.S. Rate per 1000 9.7 7.9 6. A healthy pregnancy and successful first years are critical to the long term success of our children in school and the overall health of our region. Children should enter kindergarten with basic learning skills including exposure to books, an expanded vocabulary, and for some, the ability to read and write. Prior to entering school, kids should already be familiar with a learning environment, and their brains should have already been engaged by a parent or caregiver. National and state data indicate that an alarming rate of Hamilton County children lack these essential experiences and skills. While schools should be responsible and held accountable for the academic success of children once they get to kindergarten, the community shares responsibility for ensuring they are ready to learn on their first day. It is clear from the data that there remains a need for effective early intervention between a child's birth and his or her first day of school.

TARGETED INTERVENTION + PROGRAM ACCESSABILITY:

Services available through Baby University must be available to parents City-wide but must also serve a targeted jurisdiction within the City reaching a population that has a higher likelihood of experiencing prenatal risk factors including but not limited to: High percentage of families living in poverty, Low rates of educational attainment of the mother, Low rates of English proficiency, High numbers of parents who have been victims of abuse, High percentage of single parent households, and High percentage of children born with low birth weights. Proposals for this contract will define the targeted area of impact and detail the needs of the specific population to be served. The contracting partner will prepare parents of children birth to two years with the tools they need to ensure their children start life on the right track.

PROGRAM OVERVIEW + ACTIVITIES:

Refer to table 2 for activity/outcome map

Supporting Early Learning

Baby University will support the development of children through providing parents with the tools they need to be a great first teacher to their kids. Through on-site classes, in-home visits, and consistent outreach, Baby University will teach parents about the importance of engaging their children in learning activities like reading counting and sorting earlier in life.



Parents will be instructed on the importance of healthy living environments including child nutrition, environmental safety and well child health care visits. Baby U will work with parents to develop and support healthy living plans. These plans should monitor healthy weight gain for expectant moms and reduce unhealthy behaviors like smoking and alcohol use. In addition, Baby U will monitor and encourage the use of prenatal care for all participants. Baby U will also provide information to ensure the safety of the child once it is born, including ensuring preventing sleep related infant death.

Building Stronger Communities of Support through Empowerment

Successful programs across the country have engaged parents through effective outreach focused on empowering parents with information and fostering strong support networks. One of the most important emergent outcomes of Baby University will be supporting parents who want to be strong advocates for their children – whether it's choosing a childcare provider or working with a teacher on a discipline plan.

Investing in Parents

Ensuring parents have the tools they need to be successful is an important part of Baby University. Although the primary focus is on doing whatever necessary to help children start on the right track, Baby University will help parents write a plan for the future that includes educational attainment and employment goals. In addition, Baby U will help make valuable connections between parents and other social service providers.

Building Strong Partnerships

The Baby University is meant to be a connector between parents, the faith community, area schools, the Youth and Family Development Department, and service providers throughout Chattanooga. By intensive case management and respectful on-the-ground outreach, Baby University will be the gateway for young families to additional services and information about parenting and education.

ALTERNATE APPROACHES:

The City will not consider any alternatives to the Project other than those described herein. Firms may suggest alternative products to the City prior to the Submittal Opening Date. **THE CITY, AT ITS SOLE DISCRETION, MAY DETERMINE ANY PROPOSALS INCLUDING ALTERNATIVE APPROACHES OR SUBSTITUTIONS TO BE NON-CONFORMING UNLESS ALL OF THE FOLLOWING CONDITIONS HAVE BEEN MET:**

1. The Firm has provided proper written documentation of the reason for the proposed alternative approach or substitution.
2. Firm has clearly demonstrated the suitability of the alternative approach or substitution as an "equal" product, for the purposes of this Request for Proposal.
3. Firm has received City approval of the alternative approach or substitution, in writing, no later than **forty-eight (48) hours** prior to the Submittal Opening Date.

The Purchasing Agent reserves the right to reject any or all bids and to waive any informality in bids receives whenever such rejection or waiver is in the interest of the City.

SUBMITTING A PROPOSAL:

In order to help review each submission, Qualified applicants for this proposal should submit a detailed plan including some/all of the activities listed in this document. This plan should include the following headings:



Activities: This section will identify what the applicant plans to do with participants to achieve the short, mid, and long term goals identified.

Target Population + Outreach Plans: Baby University will be available City wide but should also target outreach to areas with high percentage of high-risk population. This section should detail the methods of outreach and what areas will be targeted by the applicant.

Collaboration plan: Applicants should include information about how they plan to coordinate with the City's Youth and Family Development Department and other service providers to ensure participants have access to additional services beyond the scope of Baby University.

Outputs + Outcomes + Data Collection Procedure: This section should list all intended outputs and outcomes of the program. Outputs should usually be measured by volume (ex: # of people trained), and outcomes should assess the impact the program is having on the community. In addition, proposals should include information about data collection, assessments, and reporting to the City.

Budget: The initial budget for this project \$325,000. The applicant must provide a detailed explanation how the funds will be spent. In addition, applicants should include a plan for leveraging the City's commitment to gain more funding to make Baby University a sustainable initiative.

Key deadlines: Applicants should include a timeline for implementation and monitoring.

The City will not bear liability for any costs incurred in the preparation and delivery of proposals, nor is the City authorized to compensate firms submitting proposals for the Project.

REQUEST FOR PROPOSAL ADDENDUM:

Receipt of all Addenda to this Request for Proposal, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFP and listing each Addendum included in the Proposal on the Bid Form and attaching such to the front of the sealed RFP envelope. All Addenda shall become part of the requirements of this Request for Proposal as if originally included herein. Failure to acknowledge receipt of an Addendum both on the Bid Form and by attachment to the Proposal, as set forth herein, may result in rejection of the entire Proposal. All Addenda will be posted on the City's website and firms may obtain a copy of Addenda, at no charge, during the City business hours of 8:00 am until 4:30 pm, Monday through Friday from:

City of Chattanooga, Purchasing
Natalie Finnell
finnell_n@chattanooga.gov
101 East 11th Street, Suite G13
Chattanooga, Tennessee 37402
Phone: (423) 643-7230



RESERVATION OF CITY RIGHTS

In connection with the Request for Proposal and Project, the City of Chattanooga reserves all rights available to it under all applicable laws, including without limitation, and with or without cause, and with or without notice, the right to:

1. Reject any and all Proposals.
2. Reject any and all Proposals from any firm that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City of Chattanooga, or had failed to perform faithfully any previous Contract with the City of Chattanooga and, if requested, must present within **forty-eight (48) hours** evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of the Request for Proposal.
3. Cancel this Request for Proposal in whole or in part at any time prior to the execution of a contract by the City, without incurring any cost obligations or liabilities.
4. Issue addenda, supplements, and modifications to this Request for Proposal and to revise and modify, at any time before the Submittal Opening Date, the factors and/or weights of factors, if applicable, the City will consider in evaluating Proposals and to otherwise revise or expand its evaluation methodology as set forth herein.
5. Change the RFP Submittal Opening Date.
6. Investigate the qualifications of any firm and, if required, request additional information concerning contents of its Proposal, and additional evidence of qualifications.
7. Terminate evaluations of Proposals at any time.
8. Disclose information contained in a Proposal to the public as set forth herein.
9. Waive deficiencies in a Proposal, accept and review a nonconforming Proposal, or seek clarifications or supplements to a Proposal as permitted by law and according to City of Chattanooga purchasing practices and procedures.
10. Exercise any other right reserved or afforded to the City of Chattanooga under this Request for Proposal and to modify the Request for Proposal process in its sole discretion to address applicable laws, codes, or ordinances and to operate in the best interest of the City of Chattanooga.

GENERAL CONDITIONS

The following general rules and conditions apply to all purchases by the City and shall become a definite part of this Request for Proposal, unless otherwise specified therein. Proposers, or their authorized representatives, are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Proposals in response to this Request for Proposal; failure to do so will be at the Proposer's own risk and he cannot secure relief on the plea of error.

Subject to State and City laws, and all rules, regulations and limitations imposed by legislation of the Federal Government, bids or proposals on all advertisements and invitations issued by the City and the Office of the City Purchasing Agent will bind Proposers to all applicable conditions and requirements set forth herein, unless otherwise specified in this Request for Proposal.

1. **FEDERAL OR STATE FUNDING:** In the event that the Project is funded in whole or in part by Federal or State grants, Proposer agrees to abide by all applicable Federal and State laws, regulations, grant conditions and procedures including the provisions of the Davis-Bacon and Related Acts (DBRA) and the Contract Work Hours and Safety Standards Act (CWHSSA).
2. Proposals shall be submitted only on the forms provided by the City of Chattanooga. The Proposer shall submit **two (6) copies** signed and sealed, in the envelope provided by the City for that purpose.



3. A written request for the withdrawal of a proposal or any part thereof shall be granted if the request is received by the City of Chattanooga prior to the specified time of opening. Proposals submitted may not be amended or withdrawn after the specified time of the Submittal Opening.
4. Proposals received after the specified time of the Submittal opening will not be accepted.
5. Proposals must be submitted in the special mailing envelope, contained in all RFP packages which are supplied to all prospective Proposers. In the event that the Proposal contains bulky subject material, the special mailing envelope must be firmly affixed to any other package being used.
6. All information required by the Request for Proposal must be supplied to constitute a proper proposal.
7. Unless specified otherwise, all Formal Proposals submitted shall be binding for **forty-five (45) calendar days** following Submittal Opening date, unless the Proposer, upon request of the City, agrees to an extension.
8. Qualified Proposals are subject to rejection in whole or in part.
9. Terms discount of less than **ten (10) days** will not be considered in evaluating the Proposal.
10. Unless otherwise specified by the City or by the Proposer, the City reserves the right to make an award on all items, or on any of the items according to the best interests of the City. Proposer may restrict his Proposal to consideration in the aggregate by so stating, but should name a unit price on each item proposed; any proposal in which the Proposer names a total price for all the articles without quoting a price on each and every separate item, may be rejected at the option of the City.
11. When an error is made in extending total prices, the Unit Price submitted will govern. Carelessness in quoting prices or in preparation of Proposal otherwise, will not relieve the Proposer. Erasures or changes in Proposals must be initialed.
12. Requests for interpretation of specifications, data, and information provided in the Request for Proposal shall be made to the City, in writing, not less than **five (5) days** before the Submittal opening date. Any interpretations made to prospective Proposers will be expressed in the form of an Addendum to the Request for Proposal which, if issued, will be sent to all prospective Proposers no later than **three (3) days** before the Submittal Opening date set for opening of Proposals.
13. Proposers shall abide by and comply with the requirements of the Request for Proposal and shall not attempt to take advantage of any obvious error or omission therein, but shall fully complete every part of the Project in accordance with the Request for Proposal, drawings, specifications and requirements as set forth herein. If exceptions to the specifications are taken, this fact must be clearly stated in the Proposal and each exception listed individually in the Letter of Interest. The absence of a written list of exceptions to the specifications or requirements as set forth in the RFP at the time of submittal of the Proposal will hold the Proposer strictly accountable to the City to the specifications and requirements as written. Any deviation from the specifications and requirements as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered.
14. In the event a firm is unable to submit a proposal on the requirements as set forth in this Request for Proposal and drawings, specifications, and other requirements incorporated herein as Attachment, such firm shall promptly return the Request for Proposal, envelope and materials, and any drawings and specifications provided by the City and include explanation of non-response to this Request for Proposal. The City shall, periodically, remove the names of those persons, firms, or corporations who fail to respond after receiving RFP documents on a commodity or commodities for three (3) successive submittal openings.
15. City of Chattanooga is Tax Exempt.
16. Each Proposer shall submit in duplicate where necessary or when requested by the City, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, finishes, etc., necessary to fully describe the material or work proposed.
17. In evaluating Proposals, the City may give preference to Proposals specifying materials, products, and labor produced locally and may use the following in determination of such:
 - a. Gross receipts taxes paid by Proposer



- b. Home office location of Proposer
 - c. Place of Residence of direct employees of the Proposer, their subcontractors, consultants and resources.
18. Where quantities are specifically stated, acceptance will bind the City to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the City will not be required to accept delivery of any balances unordered, as of the contract expiration date, unless Contractor furnishes the City with a written Statement of Unordered Balances not later than **ten (10) days** after the termination date of the contract.
 19. On "Requirements" bids or proposals, acceptance will bind the City to pay for, at the Unit Prices proposed, only quantities ordered and delivered.
 20. The Proposer certifies that his proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
 21. All identical proposals submitted to the City as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000.00 in total amount shall, at the discretion of the City, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.
 22. The City may, at their sole discretion and in writing, waive or modify one or more of these General Conditions and Instructions that are inapplicable or inappropriate for a particular contract or purchase. A request for a waiver of or modification of any such condition or instruction shall be submitted to the City, in writing, together with supporting justification for any waiver or modification.

No Proposal will be accepted from, or Contract awarded to, any person, firm or corporation that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City of Chattanooga, or had failed to perform faithfully any previous Contract with the City of Chattanooga. The Proposer, if requested, must present within 48 hours evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms, requirements, drawings and specifications as set forth herein. All proposals are subject to the City of Chattanooga's Standard Terms and Conditions and the City of Chattanooga Procurement Manual.

DATA AND SAMPLES

Data and samples submitted by Proposers of initiatives for which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Proposers whose samples are retained may reclaim them after delivery is accepted.

The City will not be responsible for such data samples if not removed by the Proposer within 30 days after the award has been made.

Proposers shall make all arrangements for delivery of data and samples to place designated as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the Proposer.

All data and sample packages shall be marked "Sample for Purchasing Department" and each data set and sample shall bear the name of the Proposer, item number, bid, proposal or requisition number and shall be carefully tagged or marked in a substantial manner.



NOTICE OF ACCEPTANCE

Following the review of all Proposals, and upon the recommendation of the Review Committee, the City may, at its sole option, reject all Proposals or elect to proceed with the Project. In the event that the City elects to proceed with the Project, the City will issue a written Notice of Acceptance to the Successful Proposer and enter into a contract therewith.



CONTRACT PROVISIONS FOR SUCESSFUL PROPOSER

The following provisions shall be a part of every "Contract" (or Agreement) with the City, and all firms, by the act of submitting a Proposal in response to this Request for Proposal, agree to the contract provisions set forth below:

1. The term "Contractor" is used interchangeably to describe signatories to contracts, grants, and agreements with the City and applies to reflect the relationship with the City (Contractor, Licensee, Supplier, Vendor, Consultant, Grant Recipient, etc.). **A Bid Bond is not required for this proposal. Payment and Performance Bonds will not required for this project**
2. A contract shall be deemed to be in effect only to the extent that there are appropriations available to each Agency for the purchase of such articles. The City's extended obligation on those contracts which envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal year.
3. No alterations or variations in the terms of a contract shall be valid or binding upon the City unless made in writing and signed by the City Attorney or designee.
4. Contracts will remain in force for full periods specified and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless terminated prior to expiration date by unsatisfactory deliveries of entire contract requirements.
5. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation, without the previous written consent of the City, but in no case shall such consent relieve the Contractor from his obligations as set forth therein or in any way change the terms, obligations, and duties as set forth in the contract.
6. In the event of default, the City may award the contract to the next qualified proposer, if such proposer is willing to enter the contract, or may cover in the open market, or may seek any other remedy provided by the Tennessee Uniform Commercial Code, and may hold the defaulting contractor liable for all damages provided by law, including cost of cover.
7. The Contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of alien enemy or by any other circumstances beyond the control of the contractor. Under such circumstances, however, the City, may at its sole discretion, cancel the contract.
8. All contracts, unless otherwise specifically stated, shall produce new commodities, fresh stock, latest model, design or pack.
9. Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age or national origin, or handicap, or sex, nor otherwise commit an unfair employment practice. Contractor further agrees that this article will be incorporated by Contractor in all contracts entered into with suppliers of materials or services, contractors and sub-contractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.
10. The City of Chattanooga is an equal opportunity employer and during the performance of the contract, the Contractor agrees to abide by the Affirmative Action Plan of the City of Chattanooga. Contractor is encouraged to provide documentation of commitment to diversity as represented by its business strategy, business relationships, and workforce.
11. Orders against contracts will be placed with the Contractor on either a Purchasing Order or Blanket Purchase Order executed release by the City. Telephonic orders placed directly with the Contractor by the ordering Agency may be authorized by the City only after execution of a Shipping Release.



12. Unless otherwise set forth in the Proposal, the Contractor agrees to make available to all City agencies, departments, joint City agencies, and in-City municipalities, the Unit Prices included therein and incorporated into the Contract, should any said City department or agency elect to purchase under the Contract.

13. Open Records

- 1) Pursuant to recently adopted provisions in the Tennessee Open Records Act, which became effective October 1, 2008, and the policies adopted by the Office of Open Records Counsel (OORC), municipal record custodians are now required to provide some response to public records requests no later than 7 business days after receipt of a records request. Pursuant to the Tennessee Open Records Act, the municipal record custodian must respond within 7 days and either:
 - i. provide the requested records for review, or
 - ii. provide a written explanation of why the records will not be made available and /or
 - iii. provide communication that record production will take longer than 7 days to compile/research the data. In this event the municipal record custodian will provide an estimated length of time necessary before production or requested records will occur.
- 2) There is no charge to view documents which are determined to be public records. However, as provided by the written policies adopted by the OORC, applicable charges for expenses incurred by the municipality to respond to a public records request many include:
 - i. the cost of employee(s) time in excess of one hour to compile/research/redact the documents requested and
 - ii. if copies of the documents are requested, the copying cost is \$.15 for b/w and \$.50 for color on 8 1/2" X 11" pages.
- 3) The Schedule of Fees and the Policy on Frequent and Multiple requests of copies of public records as established by the OORC are attached. Pursuant to the policies adopted by the OORC, municipalities are permitted to charge for any labor in excess of one hour that is required to compile documents for citizens' review. In the event that more than four (4) requests are made by any citizen per calendar month, records custodians are also permitted to stop providing a free hour of labor beginning with the fifth (5th) request for records. See the policy on Frequent and Multiple Requests for Copies of Public Records adopted by the OORC on January 9, 2009. If a records custodian reasonably believes a group of individuals are acting in concert and chooses to group together their requests for copies for purposes of charging for labor, the records custodian must file a Notice of Aggregation with the OORC.

AUDIT PROVISIONS

The City or its assign may audit all financial and related records (including digital) associated with the terms of the "Contract" (or Agreement) including timesheets, reimbursable out of pocket expenses, materials, goods, and equipment claimed by the Contractor. The City may further audit any contractor records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the contract or agreement) or to identify conflicts of interest.

The Contractor shall at all times during the term of the Contract, and for a period of **five (5) years** after the end of the contract, keep and maintain records of the work performed pursuant to the Contract. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Contractor. Documents shall be maintained by the Contractor necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Contractor shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.



The obligations of the Contractor as set forth under these Audit Provisions shall be explicitly included in the Contractor's contracts with their subcontractors, consultants, or material suppliers to the extent that those contracts relate to the fulfillment of the Contractor's obligations to the City.

Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Contractor shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.

This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

INSURANCE REQUIREMENTS

The Contractor and their Subcontractors, Consultants or Material Suppliers shall not commence work on the Project prior to providing, to the City's satisfaction, written evidence of conformance with all insurance requirements set forth herein. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed **ten (10) days** before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least **fifteen (15) days'** written notice has been given to the City. The Contract shall not be binding upon the City until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

1. **Workmen's Compensation Insurance** that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for the entire Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by the statute.
2. **General Public Liability and Property Damage Insurance** that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the Public or



damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful proposer to defend and indemnify the City of Chattanooga against such claims or suits.

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

3. To the extent that the work may require blasting, explosive conditions or underground operation, the **Comprehensive General Public Liability And Property Damage Coverage** shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.
 - a. The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:
 - i. Private driveways, walks, shrubbery, and plantings
 - ii. Public utility facilities
 - iii. United States Government monuments
 - b. The liability limits shall not be less than:
 - i. Bodily Injury \$500,000 each person
 \$1,000,000 each occurrence
 - ii. Property Damage \$250,000 each occurrence
 \$500,000 aggregate
4. **Comprehensive Motor Vehicle Liability and Property Damage Insurance** that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.
 - a. The liability limits shall not be less than:
 - i. Bodily Injury \$250,000 each person
 \$500,000 each occurrence
 - ii. Property Damage \$100,000 each occurrence



AFFIRMATIVE ACTION PLAN

For
Bid Number PDS-RFP4

(Name of Firm)

The above named Firm, herein after referred to as "Proposer", having prepared and hereby submitting a Proposal to the City of Chattanooga "City" in response to an advertisement or Request for Proposal, hereby attests that they are an equal opportunity employer and has abided by the Affirmative Action Plan of the City of Chattanooga in the completion of all requirements of this Request for Proposal and preparation of this Proposal and if awarded a contract with the City, hereby agrees to re-attest compliance for the duration of the Contract. The Affirmative Action Plan of the City of Chattanooga is as follows:

1. The Firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Firm will, in all solicitations or advertisements for employees placed by or on behalf of the Firm, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Firm will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Firm's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group female applicants for employment opportunities.
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Firm agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Firm's Principal)

(Title and Name of Firm)

(Date)

MODEL AFFIDAVIT

STATE OF TENNESSEE
COUNTY OF HAMILTON

DRUG-FREE WORKPLACE AFFIDAVIT
OF FIRM

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for [insert name and address of firm];
1. That the firm has submitted a statement of qualifications to the City of Chattanooga for services in connection with **"BABY UNIVERSITY, CHATTANOOGA, TENNESSEE, BID NUMBER PDS-RFP4"**
2. That the firm employs no less than **five (5)** employees;
3. That Affiant certifies that the firm has in effect, at the time of submission of its Proposal to perform the services referred to above, a drug-free workplace program that complies with §50-9-113, Tennessee Code Annotated.
4. That this affidavit is made on personal knowledge.

Further Affiant saith not.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20 ____ .

NOTARY PUBLIC

My commission expires: _____

Overall program Goal	Activities
Enhance success of Chattanooga's children by providing parents with quality information and tools to aid the early development of their children.	Support parents through home visits, on-site training, group classes, and regular outreach to:
	Assess the parent-child relationship using proven tools and provide guidance as needed
	Educate parents on child nutrition, brain development, environmental safety, and healthy interactions
	Assess infant/toddler's development at selected intervals using Ages & Stages questionnaire or other relevant tool -- provide guidance as needed
	Assess safety of environment through home visits and provide information about choosing quality child-care options
	Provide guidance to new parents about developing healthy peer to peer connections and support networks
	Encourage participants to access well child healthcare services
Improve pregnancy outcomes by supporting healthy living during pregnancy and access to prenatal care	Support parents through home visits, on-site training, group classes, and regular outreach to:
	Provide parents will knowledge about the harmful effects unhealthy behaviors such as smoking, alcohol and drug use can have on fetal growth
	Help mothers develop plans and set goals to reduce cigarette smoking and their unhealthy behaviors
	Set nutritional and exercise goals for parents and monitor healthy weight gain
	Advocate and monitor the use of prenatal care
Provide information about basic newborn care including safe sleep and child nutrition	
Build opportunity for mothers and families in Chattanooga through connections to education, work, and resources.	Support parents through home visits, on-site training, group classes, and regular outreach to:
	Foster networks among parents that build supportive healthy relationships
	Empower parents to set attainable goals for education and work
	Connect parents to job mentoring, life skills, and career development opportunities as needed to attain life goals
	Help connect parents to information/resources to help build stable families & plan additional pregnancies
	Provide information about health care and service providers

Short term outcome
Parents providing informed care to children resulting in:

- ↓ verified cases of child abuse
- ↓ verified cases of child mistreatment
- ↓ incidents of child injuries/death/chronic illness
- ↑ time spent reading with children/vocabulary exposure
- ↑ children living in safe & stimulating education environments
- ↑ children exposed to academic stimulation
- ↑ children displaying age appropriate development
- ↓ safety Hazards in the home

Short term outcomes
Pregnant women/young mothers show positive health indicators:

- ↓ pre-term delivery among smokers
- ↓ brain development impairment
- ↑ birth weight among participants
- ↓ tobacco usage
- ↑ use of prenatal care
- ↓ infant mortality rate

Short term outcomes
Parents build successful plans for the future, resulting in:

- ↑ employment among mothers after child's first birthday
- ↓ months on welfare
- ↑ paternal involvement in child care and support

Mid/long term outcomes
Early Learning (Ages 3-6):

- ↑ preschool language scores
- ↓ incidents of child injury
- ↓ child abuse
- ↑ assessment of child's executive functions
- ↑ Kindergarten readiness

Preadult (7-14):

- ↓ behavioral health problems
- ↓ truancy

Mid/long term outcomes
In years following the program, parents are still successful by:

- ↓ arrests/convictions
- ↓ time on welfare
- ↑ educational attainment
- ↓ domestic violence
- ↑ steady employment
- ↑ accessing well person healthcare