



Foundation for Early Childhood Education

CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services



REQUEST FOR PROPOSAL For Postage Meter

June 18, 2024

Foundation for ECE invites all interested parties to submit a proposal to provide for postage meter.

Agency Summary:

Foundation, a 501(c) private non-profit organization that provides Head Start/Early Head Start and State Preschool services in LA County. We are dedicated in our service to children and at-risk families. Foundation for Early Childhood Education is a human service organization committed to promoting the growth and development of our children, families and staff. Dedicated to the development of self-esteem, self-sufficiency and empowerment, we provide an environment which fosters respect and understanding of all individuals and their cultural backgrounds.

Our organization seeks **one postage meter** for the main office. More information about this can be found in the following pages, along with details regarding budget and selection criteria. Please submit your completed proposal no later than June 25, 2024.

Thank you for your consideration, and we look forward to reviewing your submission.

Sincerely,

Marcie Houchen

Marcie Houchen
Executive Director



Foundation for Early Childhood Education

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REQUEST FOR PROPOSAL for COPIERS

For Fiscal years end date

- June 30, 2025
- June 30, 2026
- June 30, 2027
- June 30, 2028
- June 30, 2029

Contract may be issued for five consecutive fiscal years, with conditions for management review each year, to verify selection based on performance during contract years.

Inquiries and electronic proposals should be directed to:

Note: *Submission Deadline: June 25, 2024, 4:30PM*

Foundation for Early Childhood Education

Attention: Qi Xu, Fiscal Officer

Email: Q_xu@foundationheadstart.org

3450 E Sierra Madre Blvd

Pasadena CA 91107

(626) 677-5779



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I. Agency Profile

Foundation for Early Childhood Education, Inc. is a nonprofit organization, providing childcare services to low-income families. The childcare services include a quality education and nutrition program. Foundation receives funds from the Los Angeles County Office of Education Head Start / State Preschool Division. In addition, the California Department of Education provides funds for a state Preschool program, and Nutrition services.

Foundation's Head Start program in program year 2022-2023 provides services to approximately 500 three (3) to five (5) year old children and 136 two (2) years old children. Services provided are:

- Education Services
- Nutrition Services
- Disabilities Services
- Social Services
- Health Services
- Mental Health Services
- Parent Involvement

The agency main office is located at: 3450 E Sierra Madre Blvd, Pasadena CA 91107

The agency currently has 20 school locations in Los Angeles County.

II. Proposal Specifications

A. Purpose

This Request for Proposal (RFP) intent is to procure the services for **one** postage meter for the fiscal year starting July 2024, and possibility of continuing in future years, contingent on satisfactory service.

B. Scope of Work

The agency currently has one postage meter, put in service in 2019. It is a FP postbase 45 Model No. P100C and automatic feeder. On average month, the agency uses 1,300 postages.



We need a postage meter to have features that include processing of up to 45 letters per minute, postage available 24/7, integrated scale and automatic feeder.

C. Conditions of Proposal

- 1) Closing Submission Date: no later than 4:30 p.m. on June 25, 2024.
- 2) Late proposals may not be considered
- 3) Inquiries: regarding this RFP should be directed to Qi (Chee) Xu
- 4) Submission Proposal:
email to Q_xu@foundationheadstart.org and admin@foundationheadstart.org

D. Requirement of Proposal

1. A letter of transmittal signed by an owner, principal or officer of the firm who is authorized to commit the firm to contractual obligations.
2. Non-debarment Certification. A certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.
3. Experience and Qualifications.
4. References. Contact information from several professional references. Provide the name, address, telephone number and email address of three clients for whom the firm has performed services similar to those required under this RFP. These references should include the type of work performed and comment on the timeliness and quality of service provided.
5. Answer the following questions and/or Fee schedule
 - How much does the lease a postage meter cost, per month or annually?
 - How much does the cartridge cost?
 - How often is the inspection?
 - Describe features of the postage meter
 - Describe benefits of the postage meter or your business you would like us to be aware of when considering the proposal.
6. Small and/or Minority-Owned Businesses: A bidder qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

E. Evaluation of Proposal



- 1 RFP Timeline. The following are proposed dates relating to this selection process.

June 18, 2024	RFP Issued
June 24, 2024	Questions in writing, due by 4:00 pm.
June 18 – June 24, 2024	Responses to questions
June 25, 2024	Proposals due by 4:30 pm. pst
June 25– 27, 2024	Review of Proposals and selection
June 28, 2024	Notification to vendors
July 2, 2024	Contact issued and postage meter to be installed and setup

- 2 Questions. All questions must be submitted in writing no later than 4:00 pm on date indicated above. All questions will be answered to in writing (email) following timeline. No questions will be responded to after the question-and-answer period has expired. Questions are to be emailed to:

Email: Q_xu@foundationheadstart.org

- 3 During the review process, we will focus on the following areas, which are considered as pivotal to the success of the project and your company's partnership with Foundation.

- Understanding of project goals and scope as demonstrated in proposal
- Cost
- Insurance requirements

A certain number of top proposers (firms) may be invited to make an oral presentation to a selection committee by conference call, if necessary. The Foundation for Early Childhood Education reserves the right to re-evaluate written proposals upon the completion of the oral presentation.

4. Notification of Award:

- It is expected that a decision selecting the successful RFP proposal will be made within one week of the closing date for the receipt of proposals.
- Upon conclusion of final negotiations with the successful bidder, all bidders submitting proposals in response to this Request for Proposal will be informed, in writing.

5. Nonresponsive Proposals:

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received in a timely manner in accordance with the terms of this RFP.



- The proposal does not follow the specified format as described in section D. proposal requirements. Make sure to index your response to the requirement list.
6. **Vendor Requirements per funding sources (FEDERAL/LACOE (HEAD START) & CDE) – applied only to postage meter technician for maintenance**

- **Background Check and Health Requirements:** *Consultants and contractors used for time-limited projects and not working directly with children are not required to comply with health and background check requirements.*
- **Insurance:** The contractor is responsible for maintaining and providing proof of any licensure requirement to meet qualifications of the position.

Liability Insurance. During the term, Contractor shall carry at his/her own expense professional malpractice, bodily injury, property damage and comprehensive liability insurance to cover all liability, loss and/or damages arising out of, relating to or resulting from the performance of the services contracted for under this Contract in an amount of not less than \$1,000,000 per event. The general aggregate limit shall apply separately to this Contract, or the general aggregate shall be twice the required per incident limit – \$2,000,000. Contractor shall furnish proof of such insurance to the Company before any work commences under this Contract. Insurance shall be endorsed to provide an extended reporting period of not less than one year following termination of this agreement. Workers' Compensation. Contractor assumes full responsibility for maintaining adequate workers' compensation and disability insurance coverage during the term of this Contract. Contractor shall furnish proof of such insurance to the Company before any work commences under this Contract. During the Term, Contractor elects to come under and accepts the compensation provisions of the Workers' Compensation Act pursuant to Labor Code Section 4150 et. seq. for any and all claims against the Company arising out of any injury, disability, or death of Contractor. Contractor acknowledges and agrees that his election to come under and acceptance of the compensation provisions of the Workers' Compensation Act pursuant to Labor Code Section 4150 et seq. applies to Contractor, only. Contractor assumes full responsibility for maintaining adequate workers' compensation insurance.

F. Payment Terms

1. Payment fees shall be in accordance with the Foundation's disbursement procedures.
2. Contractor shall submit invoices within ten (10) business days for all services rendered to company for each month ended.
3. Payment will be made in 60 days after invoice received.



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H. Certifications

On behalf of the Offeror:

A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.

B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.

C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.

D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.

E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

G. The individual signing certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been debarred or suspended from doing work with any governmental organization.

Dated this _____ day of _____, 20_____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)

THANK YOU for your RFP!