



Foundation for Early Childhood Education

CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services



REQUEST FOR PROPOSAL SUBSTITUTE TEACHING STAFF for Head Start, Early Head Start & State Preschool

July 10, 2026

Foundation for ECE invites all interested parties to submit a proposal for substitute teaching services in response to this issued RFP.

Our organization seeks experienced dedicated substitute teaching staff to work along side our Head Start & Early Head Start & State Preschool staff. 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 July 24, 2026.

Foundation, a 501(c) private non-profit organization, is dedicated to serve children and at-risk families in Los Angeles County, CA. 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.

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

Sincerely,

Marcie Houchen

Executive Director



Foundation for Early Childhood Education

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REQUEST FOR PROPOSAL SUBSTITUTE TEACHING STAFF SERVICES

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

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Note: Submission Deadline: July 24, 2026 4:30PM

Inquiries and proposals should be directed to:

Foundation for Early Childhood Education (FECE)
Attention: Accounting Department
Email: accounting@foundationheadstart.org
3450 E Sierra Madre Blvd
Pasadena, CA 91107
(626) 572-5107



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Agency Profile

Foundation for Early Childhood Education is a Head Start-Early Head Start-State Preschool nonprofit organization, providing high quality early childhood and family services to at risk families in Los Angeles. Our services include a quality early education starting with toddlers at 18 months to preschool, family support and a food/nutrition program. Foundation receives funds from the Los Angeles County Office of Education Head Start & Early Learning Division. In addition, the California Department of Education provides funds for a state Preschool program, and Nutrition services.

Foundation for ECE is currently funded to program in program year provides services to 338 preschool and 124 toddler age children.

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

The agency operates sites at the following locations:

Center Name	Center Address
Echo Park CDC	1010 Douglas St., LA, CA 90026
Echo Park HS	1962 Echo Park Ave, LA CA 90026
Estrada	1320 Concord Ave., LA, CA 90023
Euclid	817 Euclid Ave., LA, CA 90023
Evans	717 N. Figueroa, LA CA 90012
Flores De Valle	225 N. Avenue 25, LA, CA90031
Fountain	5636 Fountain Avenue, LA, CA 90028
Garden of Progress	360 S Gless St., LA CA 90033
Gregory Park	5807 Gregory Avenue, LA, CA 90038
La Mirada	5637 La Mirada Ave., LA, CA 90038
Lincoln Hights	2141 Workman St., LA, CA90031
Little Friends	707 E. Kensington Rd., LA, CA 90026
Park Place	2630 E 7Th St., LA, CA 90023
Pico Gardens	1500 E. 4th Street, LA, CA 90033
Ramona Head Start	2755 Lancaster Ave., LA, CA 90033
Ramona Gardens	2830 Lancaster Ave., LA, CA 90033
Santa Monica	1022 North Van Ness Avenue, LA, 90038
William Mead	120 Leroy Street, LA, CA 90012

Proposal Specifications

A. Purpose

This Request for Proposal (RFP) is to procure the services for substitute teaching staff, beginning immediately for the fiscal year 2026-2027 and the subsequent 4 years.

B. Scope of Work

The agency will contract teaching substitute providers/companies to provide long-term and daily teaching substitutes. Substitutes are placed long term, for vacancies and staff on leave. Daily subs are placed for call-outs and to allow staff to attend training. Substitutes are needed for all levels of teaching staff in our classrooms.

Head Start/State Preschool – children ages 3 to 5 years

Early Head Start* – children ages 18 months to 3 years (*Infant/Toddler units required)

Substitutes must follow all agency policies, including those for lunch and break schedules. Substitutes are expected to be responsible for managing their 30 minute lunch break and scheduled shift. Sub staff who repeatedly work OT and/or paid a meal premium for not following schedule will be removed from sub list. Foundation will request a meeting with manager when invoices are received with an unusual amount of OT and/or meal premiums.

Classroom Teaching Positions

- Center Manager
- Teacher
- Assistant Teacher
- Classroom Aide

Below is a summary of degree, education, permit and experience requirements:

Center Manager for Early Head Start (EHS) and Start (HS):

- **Education:** Bachelor's degree or advanced degree from an accredited four year college in early childhood education, Child Development, or related field.
- **Experience:** Minimum three years' experience in teaching preschool-age children, as well as expertise in theories and principles of child growth and development, early childhood education, and family support.
- California Child Development Site Supervisor or higher

Early Head Start: The Agency will provide training(s) infant/toddler development, primary care, individualized care, safe and healthy caregiver routines, and curriculum within six months of hire date.

Head Start: The Agency will provide training(s) in the following areas: curriculum, instruction, teaching practices, CLASS, and DRDP within six months of hire date.

- Experience: N/A Entry-level position

Early Head Start (EHS) Teacher:

- Education: Associate degree in early childhood education, child development, or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.
- Infant and Toddler Courses: Total of six semester units in infant and toddler focus. Must have at least three units in infant and toddler (I/T) development and commit to complete an additional three units in infant and toddler development within the first year of employment.
- California Child Development Associate Teacher Permit or higher
- Experience Preferred but not required: At least two years' experience in a classroom setting or a combination of two years' experience in both classroom and group settings with young children.

Head Start (HS) Teacher:

- Education: Associate degree in early childhood education, child development, or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.
 - However, 50% of a DA/ECEP's teacher workforce must hold a relevant bachelor's degree, per Head Start Act Section 648A. The Multiple Subject Teaching Credential authorizes the holder to teach all subjects in a self-contained classroom, including preschool. LACOE will accept a valid credential in lieu of a Child Development Teacher permit or higher.
- California Child Development Teacher Permit or higher
- Experience **Preferred but not required:** At least two years' experience in a classroom setting or a combination of two years' experience in both classroom and group settings with young children

Assistant Teacher for Head Start (HS):

A valid California Child Development Associate Teacher Permit or higher. Within six months of hire, completion of training on curriculum, instruction, teaching practices, CLASS, and DRDP.

Classroom Aide for Early Head Start (EHS) and Head Start (HS):

Education: Non (Entry-Level)

- Preferred but not required: High School Diploma or GED, Associate degree or enrolled in a program in early childhood education, child development, or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation

Summary of duties and responsibilities of classroom teaching staff:

We are a Head Start, Early Head Start & State Preschool program that ensures high quality early education by providing safe, healthy and inclusive learning environments. Each child is supported with Individual learning plans, partnering with parents for home-visits and conferences. The scope of work includes, but not limited to below:

- **Center Managers & Teachers:** in order to create an encouraging learning environment for students while their regular Teacher is absent, the substitute teachers will need to effectively manage and instruct the class from roll call through to tidying up the classroom after the students have left. Some of the substitute teacher's duties and responsibilities include:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students
 - Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
 - Adapt teaching methods to fit the needs of each individual student
 - Supervise students in and out of the classroom, including in the halls, on the playground and in the building
 - Provide in-class and at-home assignments based on the available lesson plan
 - For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans
- **Assistant Teachers:** oversee students in the classroom to reinforce instructional material. Their exact duties can vary widely depending on the particular circumstances of the classroom they're in, but some common duties and responsibilities include:
 - Prepare classroom equipment and instructional materials for lessons.
 - Perform recordkeeping duties associated with the classroom including attendance and grade calculation.
 - Instruct students in proper classroom procedures and behavior.
 - Collaborate with teachers and parents on a regular basis regarding student progress.
 - Adapt instructional materials as necessary to meet special education guidelines.
- **Classroom Aides:** assist classroom teachers in performing their tasks. This includes evaluating the progress and needs of students. She ensures the progress of education by assisting lead classroom teachers. She assists the students in every possible way.

You are required to ensure that substitute teaching staff meet Community Care Licensing personnel requirements, as well as those required by our funding sources – LACOE & CDE.

Background/Criminal Record and Health Requirements:

Background/Criminal Record: A criminal record check via Live Scan is required to ensure and validate clearance prior to start of service, with supporting evidence and results must be assured to include the following:

- a) Child Abuse Central Index (CACI)
- b) California Department of Justice (DOJ)
- c) Federal Bureau of Investigation (FBI)

Immunizations:

- a) **Influenza:** Evidence of this record or sign a declination form provided by Human Resources.

- b) **Measles:** A copy of the immunization record, or a statement from the physician indicating that there is a medical reason not to vaccinate the consultant, or a statement from the physician indicating that the consultant is already immune to measles, or proof that the consultant was born before 1957.
- c) **Pertussis (Whooping Cough):** A copy of the immunization record, or a statement from the physician indicating that there is a medical reason not to vaccinate the consultant, or a statement from the physician indicating that the consultant is already immune to pertussis.
- d) **Tuberculosis Skin Test or Chest x-ray:** A risk assessment for tuberculosis must be performed, and if tuberculosis risk factors are identified, an examination is performed to show that the consultant is clear of tuberculosis. *Per Community Care Licensing 101216, this must be completed by or under the supervision of a physician within the past 12 months.*

C. Conditions of Proposal

- Closing Submission Date: no later than 4:30 p.m. on July 24, 2026.
- Late proposals may not be considered
- Proposal must include rate per hour per position
- Proposal must include a Not to Exceed statement, that specifies rate increase maximums per year.
- Inquiries: regarding this RFP should be directed to
Accounting@foundationheadstart.org
Attention Qi Xu
- Submission Proposal:
Email to accounting@foundationheadstart.org

D. Requirements 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. Past experience to provide experience and qualified teaching subs.
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. Fee Schedules. *Be sure to outline all costs associated*
 - Proposed Vendor Contact
 - Staff rates that align to requirements listed above. Include Information about expected increases, annually or other.
 - "Buy out" costs and any hours requirement to hire a substitute.

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).
7. Describe your approach to professional development of substitutes. Summary of Head Start/Early Head Start specific trainings required and completed by subs. Indicate whether you allow or deny subs to attend training days of assigned agency and if you pay for those hours, or agency is required to pay that daily rate, or other.

E. Evaluation of Proposal

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

July 10, 2026	RFP Issued
July 21, 2026	Questions in writing, due by 4:00 p.m.
July 23, 2026	Responses to questions
July 24, 2026	Proposals due by 4:30 p.m. PST
July 29, 2026	Review of proposals and selection
No later than July 31, 2026	Contract expected to be issued and Sub Services to begin

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: accounting@foundationheadstart.org
3. During the review process, we will focus on the following areas, which are considered as essential to the success of the vendor relationship and meeting contractual obligations.
 - Describe your substitute teaching pool and how they meet the requirements set forth with education, experience and permits, including LACOE sub training or other PD such as CLASS, ASQ, DRRP and similar.
 - Clearly state 'buy out' provisions with cost and timelines.
 - *Note: costs must be in alignment with market rate*
 - Describe
 - Understanding of project goals and scope as demonstrated in proposal
 - Experience in providing substitute services for Headstart-Early Head Start-State Preschool
 - Recommendations: At least 3 testimonials from current contracted programs, 2 must be HS/EHS.
 - Ability to meet the agency's request to provide experienced and qualified substitutes
 - Insurance requirements
 - Confidentiality and no conflict of interest

An Agency may be invited to make an oral presentation to a selection committee. 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 Insurance Requirements

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.

The Contractor shall carry Commercial General Liability Insurance for liability for bodily injury, personal injury, and property damage arising from, including, but not limited to, premises and operations, contractual liability, products and completed operations, property damage, and liability with a single limit of \$1,000,000 per occurrence. The general aggregate shall be \$2,000,000 at the required per occurrence limit. The policy shall be endorsed to name Foundation as additional insured.

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'



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Compensation Act pursuant to Labor Code Section 4150 for any and all claims against the Company arising out of any injury, disability, or death of Contractor. Contractor acknowledges and agrees that this election to come under and acceptance of the compensation provisions of the Workers' Compensation Act pursuant to Labor Code Section 4150 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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G. Certifications

On behalf of the Offeror

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. 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.
3. 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.
4. 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.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
7. 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 _____, 2026

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)