

**SERIAL 14116 RFP EARLY HEAD START CHILD CARE PARTNERSHIP
Contract - Tutor Time Learning Center (#6084) Glendale**

DATE OF LAST REVISION: June 24, 2015

CONTRACT END DATE: June 30, 2016

CONTRACT PERIOD THROUGH JUNE 30, 2016

TO: All Departments

FROM: Office of Procurement Services

SUBJECT: Contract for **EARLY HEAD START CHILD CARE PARTNERSHIP**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **June 24, 2015 (Eff. 06/30/15)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Chief Procurement Officer
Office of Procurement Services

IG/mm
Attach

Copy to: Office of Procurement Services
Alecia Jackson, Human Services



CONTRACT PURSUANT TO RFP

SERIAL 14116-RFP

This Contract is entered into this 24th day of June, 2015 by and between Maricopa County (“County”), a political subdivision of the State of Arizona, and **Tutor Time Learning Centers, LLC (#6084)** an Arizona corporation (“Contractor”) for the purchase of Day Care services.

1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of one (1) year, beginning on the 30th day of June, 2015 and ending the 30th day of June, 2016.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of four (4) one (1) year extensions, (or at the County’s sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least sixty (60) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

2.0 PAYMENTS:

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit “A.”
- 2.2 Payment shall be made upon the County’s receipt of a properly completed invoice.

2.3 INVOICES:

2.3.1 The Contractor shall submit in a manner acceptable to the County one (1) legible copy of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number
- County purchase order number
- Invoice number and date
- Payment terms
- Contract Item number(s)
- Description of Purchase (product or services)
- Extended price
- Total Amount Due

2.3.2 Problems regarding billing or invoicing shall be directed to the County as listed on the Purchase Order.

- 2.3.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (<http://www.maricopa.gov/Finance/Vendors.aspx>).
- 2.3.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.
- 2.3.5 Securities option or retention option prior to first Application for Payment.

2.4 APPLICABLE TAXES:

- 2.4.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.
- 2.4.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract_it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.
- 2.4.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

2.5 TAX: (SERVICES):

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.0 AVAILABILITY OF FUNDS:

- 3.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.
- 3.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

4.0 DUTIES:

- 4.1 The Contractor shall perform all duties stated in Exhibit "B", or as otherwise directed in writing by the Procurement Officer.

5.0 TERMS and CONDITIONS:

5.1 INDEMNIFICATION:

To the fullest extent permitted by law, and to the extent that claims, damages, losses or expenses are not covered and paid by insurance purchased by the Contractor, the Contractor shall defend indemnify and hold harmless the County (as Owner), its agents, representatives, agents, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to attorneys' fees, court costs, expert witness fees, and the costs and attorneys' fees for appellate proceedings) arising out of, or alleged to have resulted from the negligent acts, errors, omissions, or mistakes relating to the performance of this Contract.

Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, agents, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment of, or destruction of tangible property, including loss of use resulting there from, caused by negligent acts, errors, omissions, or mistakes in the performance of this Contract, but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, any one directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

5.1.1 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

5.1.2 The scope of this indemnification does not extend to any claim, damage, loss, or expense resulting from the sole negligence of County.

6.0 INSURANCE:

6.1 **Contractor**, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies who are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **County**. The form of any insurance policies and forms must be acceptable to **County**. Contractor may be reimbursed by the County for insuring Early Head Start classrooms only.

6.1.1 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.1.2 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.1.3 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **County**.

6.1.4 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

- 6.1.5 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.
- 6.1.6 The insurance policies required by this Contract, except Workers' Compensation, shall name **County**, its agents, representatives, officers, directors, officials and employees as Additional Insured's.
- 6.1.7 The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **County**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **Contractor's** work or service.
- 6.1.8 The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
- 6.1.9 Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- 6.1.10 Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$1,000,000 Products/Completed Operations Aggregate, and \$1,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.
- 6.1.11 Workers' Compensation:
6.1.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

6.1.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.
- 6.1.12 Sexual Molestation And Physical Abuse:

When services involve working with these groups of individuals, the insurance requirements in the contract need to be revised to include coverage for "sexual molestation and physical abuse". Coverage for this type of claim, or allegation, is excluded from standard general liability policies. Therefore, contractors whose services include working with and/or caring for children/elderly and disabled persons should have their policies specifically endorsed to include this coverage.

6.1.13 **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- a. **The policy shall be endorsed to include coverage for physical/sexual abuse and molestation.**
- b. The policy shall be endorsed to include the following additional insured language: "Maricopa County, its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers shall be named as additional insureds with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

6.1.14 **Minimum Limits:**

General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Sexual Abuse/Molestation	\$1,000,000

6.1.15 Certificates of Insurance.

6.1.15.1 Prior to Contract **Award**, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County (**see Exhibit 2**), issued by Contractor’s insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

6.1.15.2 In the event any insurance policy (ies) required by this contract is (are) written on a “claims made” basis, coverage shall extend for two years past completion and acceptance of Contractor’s work or services and as evidenced by annual Certificates of Insurance.

6.1.15.3 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

6.1.16 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

6.2 **FORCE MAJEURE:**

Neither party shall be liable for failure of performance, nor incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this Contract if such delay or failure is caused by events, occurrences, or causes beyond the reasonable control and without negligence of the parties. Such events, occurrences, or causes will include Acts of God/Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, riots, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, lockout, blockage, embargo, labor dispute, strike, interruption or failure of electricity or telecommunication service.

- 6.2.1 Each party, as applicable, shall give the other party notice of its inability to perform and particulars in reasonable detail of the cause of the inability. Each party must use best efforts to remedy the situation and remove, as soon as practicable, the cause of its inability to perform or comply.
- 6.2.2 The party asserting *Force Majeure* as a cause for non-performance shall have the burden of proving that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.
- 6.2.3 The County shall reserve the right to terminate this Contract and/or any applicable order or contract release purchase order upon non-performance by Contractor. The County shall reserve the right to extend the Contract and time for performance at its discretion.

6.3 REQUIREMENTS CONTRACT:

- 6.3.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials or services contained in the Contract, they will be purchased from the Contractor awarded that item if the Contractor can meet all the delivery requirements of the County. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.
- 6.3.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.
- 6.3.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

6.4 SUSPENSION OF WORK:

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

6.5 STOP WORK ORDER:

The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to

the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either—

- 6.5.1 Cancel the stop-work order; or
- 6.5.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the County, clause of this contract.
- 6.5.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

6.6 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

6.7 TERMINATION FOR DEFAULT:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

- 6.7.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- 6.7.2 Make progress, so as to endanger performance of this contract; or
- 6.7.3 Perform any of the other provisions of this contract.
- 6.7.4 The County's right to terminate this contract under these subparagraph may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

6.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

6.9 CONTRACTOR LICENSE REQUIREMENT:

- 6.9.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

6.9.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

6.10 SUBCONTRACTING:

6.10.1 The Contractor may not assign to another Contractor or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

6.10.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates or the County has approved the increase. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

6.11 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

6.12 ADDITIONS/DELETIONS OF SERVICE:

6.12.1 The County reserves the right to add and/or delete materials and services to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials or services are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

6.12.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.

6.13 VALIDITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of the Contract.

6.14 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

6.15 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

6.16 NON-DISCRIMINATION:

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, Contractor shall not discriminate against any employee, client or any or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

6.17 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

6.17.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

6.17.1.1 is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.17.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

6.17.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

6.17.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

6.17.2 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.18 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

6.18.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.18.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.18.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date

specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.19 INFLUENCE

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

- 6.19.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,
- 6.19.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

6.20 CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLERBLOWER RIGHTS.

- 6.20.1 The Parties agree that this Contract and employees working on this Contract will be subject to the whistleblower rights and remedies in the pilot program on contractor employee whistleblower protections established at 41 U.S.C. § 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112–239) and section 3.908 of the Federal Acquisition Regulation;
- 6.20.2 Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. § 4712, as described in section 3.908 of the Federal Acquisition Regulation. Documentation of such employee notification must be kept on file by Contractor and copies provided to County upon request.
- 6.20.3 Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold (\$150,000 as of September 2013).

6.21 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

- 6.21.1 In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.
- 6.21.2 If the Contractor's books, records , accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

6.21.3 If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check or deduction from current billings Submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

6.22 **AUDIT DISALLOWANCES:**

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

6.23 **OFFSET FOR DAMAGES;**

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

6.24 **PUBLIC RECORDS:**

Under Arizona law, all Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection and copying after Contract award and execution, except for such Offers or sections thereof determined to contain proprietary or confidential information. by the Office of Procurement Services. If an Offeror believes that information in its Offer or any resulting Contract should not be released in response to a public record request under Arizona law, the Offeror shall indicate the specific information deemed confidential or proprietary and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise from disclosure. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.

6.25 **PRICES:**

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.26 **INTEGRATION:**

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

6.27 **RELATIONSHIPS:**

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

6.28 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

6.29 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

6.30 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

6.30.1 Exhibit A, Guidelines For Developing A Child Care Reimbursement Budget Plan

6.30.2 Exhibit B, Scope of Work;

6.30.3 Exhibit C, Early Head Start Child Care Partnership Checklist

NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Office of Procurement Services
ATTN: Contract Administration
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

Tutor Time Child Care Learning Center (#6084)
5911 West Thunderbird Road
Glendale, AZ 85306
(602) 938-4125

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE

ADDRESS

DATE

MARICOPA COUNTY

CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

LEGAL COUNSEL

DATE

EXHIBIT A

GUIDELINES FOR DEVELOPING A CHILD CARE REIMBURSEMENT BUDGET PLAN

Classroom I

PROJECTED ANNUAL EXPENSES/INCOME OF THE CHILD CARE PARTNER PER CLASSROOM:

CATEGORY	DESCRIPTION DETAIL	PROJECTED EXPENSE
Personnel	2 Full time Teachers for the infant rooms at \$12/hr, 1 Floater paid at \$10/hr	46,560
Fringe Benefits	Based on 25% of salaries for employment taxes and insurance	3,562
Supplies	Supplies for 1 classrooms each Including: diapers, wipes, food consumable supplies, office supplies, and furniture; highchairs, cribs, walkers, tables and chairs, bouncers in the classroom	39,501
Other (Admin Costs)	Facility Cost Allocation (utilities, telephone & lease)	12,578
	computers (2 laptops, Ipads one for Teacher/Child)	2,500
	Supervisor or Director's time	4,005
	Training for instructional staff and mileage reim	1,150
	Advertisement & Recruitment	500
	Insurance	161
	Licensing fees	30
	Total Expenses	110,546
CATEGORY	DESCRIPTION DETAIL	PROJECTED INCOME
Income (State Funded Reimbursement)	CACFP reimbursement of \$822 per month based 2 Infants/Toddler in the classroom receiving subsidies and all children eligible for CACFP	9,860
	AZ DES Subsidy based on 2 Infants @ \$634 per mth	15,216
	Total Subsidy Income	25,076
	Project Grant Amount	85,470

Classroom II

PROJECTED ANNUAL EXPENSES/INCOME OF THE CHILD CARE PARTNER PER CLASSROOM:

CATEGORY	DESCRIPTION DETAIL	PROJECTED EXPENSE
Personnel	2 Full time Teachers for the infant rooms at \$12/hr, 1 Floater paid at \$10/hr	46,560
Fringe Benefits	Based on 25% of salaries for employment taxes and insurance	3,562
Supplies	Supplies for 1 classrooms each Including: diapers, wipes, food consumable supplies, office supplies, and furniture; highchairs, cribs, walkers, tables and chairs, bouncers in the classroom	39,501
Other (Admin Costs)	Facility Cost Allocation (utilities, telephone & lease)	12,578
	computers (2 laptops, Ipads one for Teacher/Child)	2,500
	Supervisor or Director's time	4,005
	Training for instructional staff and mileage reim	1,150
	Advertisement & Recruitment	500
	Insurance	161
	Licensing fees	30
	Total Expenses	110,546

CATEGORY	DESCRIPTION DETAIL	PROJECTED INCOME
Income (State Funded Reimbursement)	CACFP reimbursement of \$822 per month based 2 Infants/Toddler in the classroom receiving subsidies and all children eligible for CACFP	9,860
	AZ DES Subsidy based on 2 Toddler @ \$558 per mth	13,392
	Total Subsidy Income	23,252
	Project Grant Amount	87,294

EXHIBIT B**SCOPE OF WORK****Facility Capacity:**

416

Technology:

The Tutor Time Learning Center in Glendale is set up with a wireless connection that is accessible for all teachers and administrators. Infant and Toddler teachers have daily access to one (1) laptop computer that are shared among school staff to complete lesson planning, child assessments and to document the learning of each child. The staff uses a weekly schedule that notifies each teacher of their time that week on the computer, which ensures each has ample time to complete their work on the computer. Additionally, the school receives IT support for technology issues by calling or e-mailing the company's Help Desk at Support Central.

Proposed Use of Space:

Tutor Time #6084 in Glendale has two spacious classrooms that are ideal for EHS use. Classroom 1 is 547 square feet, allowing a maximum 15 children with 35 square feet per child. Classroom 2 is 466 square feet, allowing a maximum of 13 children with 35 square feet per child. During Early Head Start hours, the classrooms will operate at a 1:4 teacher-child ratio with a maximum of eight (8) infants or toddlers. The infants and toddlers also have a separate playground from the Preschool, Pre-K, Kindergarten and School Age programs that allows more than the 75 square feet per child. It is equipped with stationary and non-stationary developmentally-appropriate materials as well as open grassy spaces for teachers to engage in quality outdoor learning activities with their infant and toddler students. During inclement weather when the children are unable to go outside, there is a large gross motor play area where teachers can assist the children while they improve their gross motor coordination and social interaction skills. In addition to large, spacious classrooms and play areas for learning and development, Tutor Time has a music and movement room to promote and support the advancement of creativity, gross motor and cognitive skills.

Communities Served:

Tutor Time # 6084 is located near the intersection of Thunderbird Road and N. 59th Avenue and serves the diverse Glendale and Peoria communities in the greater Phoenix area. Among its clientele, the school serves Glendale and Peoria residents who are foster care families and receive DES subsidies. To support the community, the school holds meetings for foster care families multiple times a year and works closely with local businesses and residents to ensure they are providing care that meets the needs of the families they are serving. The school is well-prepared to serve EHS children and families, and provides high quality care to the children who are currently enrolled.

Demographics of Children Served:

The demographic that Tutor Time #6084 currently serves is 65% Caucasian, 12% Hispanic, 11% African - American, 11% Asian and 1% Native Alaskan.

Serving Low Income Families:

Twenty-five percent (25%) of Tutor Time's enrolled families are DES subsidized. We also serve a large foster care community and provide support to the foster care families who attend the school. The school participates in the CACFP program and the "Let's Move" federal health initiative to provide healthy food in schools and increase children's physical activity. Tutor Time provides enrolled children with well rounded, healthy balanced meals to support growth and development. Tutor Time has experience serving low income families through these programs and is eager to expand the offering of comprehensive services in coordination with the grantor and our community.

Experience With:**AZ DHS:**

Tutor Time has been licensed since 2007 and its management team has several years of experience working with DES and families that qualify for the program. During the school's most recent inspection in January, no major violations were found and all minor violations were either resolved while the surveyor

was on site during the inspection or within a week of the inspection concluding. The school staff is knowledgeable about state licensing guidelines and uses comprehensive checklists to ensure we adhere to licensing regulations that support the health and safety of each child enrolled.

AZ Dept. of Economic Security Child Care Administration Subsidy Program:

The school currently participates in the DES subsidy program and maintains all subsidy records for each child and family receiving DES. Because Tutor Time is a subsidiary of the nation's second largest child care provider, the school has access to an in-state Arizona DES Subsidy Specialist to support families by answering questions, handling billing and maintaining program records. In addition to this access the school has access to billing and accounting systems that ensure proper and accurate billing for hours of service including multiple funding streams.

CACFP:

We participate in the CACFP program; 26.24% of our families qualify as “Free”; 5.67% “Reduced” and 68.09% “Paid” at our last completed claim. We currently have 26 children who qualify as Title XX. The school has access to a CACFP specialist that is available to do on-site technical assistance, training and support of record maintenance. The company’s CACFP specialist is located in Arizona and is on call to support the school as needed.

First Things First/Quality First:

In 2010, the school began participating in Quality First. Our most recent assessments were in August 2014 and scores are as follows:

- ITERS 2.79 Toddler 2
- ECERS 2.49 Preschool 1
- ECERS 3.19 Preschool 2

We are currently working with our Quality First Coach to prepare for the CLASS assessment in March and are using Quality First funding to help purchase materials for the classrooms, provide training for the teaching staff and procure building enhancements that support high quality Early Childhood programming. Please see the Quality First certificate under the Other Data tab.

National Accreditation:

In August 2014, Tutor Time #6084 became nationally accredited by NECPA. The school plans to maintain its accreditation to further enhance our culture of high quality in providing program services. The school staff recognizes and understands the benefits of and is committed to providing high quality care to young children and families in the Glendale and Peoria communities.

Organizational Capacity:

Human Resources-Orientation and Professional Development:

Upon hire, all employees are required to participate in mandatory orientation that trains new employees on our company policies, licensing requirements and Quality First standards. This process spans several days and requires new staff to work with a mentor teacher prior to working independently in the classroom. In addition, a school administrator or manager conducts ongoing observations, providing informal and formal feedback to encourage teacher development. Goals for further professional development are established during annual Performance Reviews.

Our Training Department develops monthly trainings, in-service sessions as well as host an annual Professional Development Day each winter to foster continuing education for staff. We offer required trainings, such as CPR/First Aid, Food Handlers certification and promote professional development opportunities which are available in our community. The school regularly encourages staff to gain professional development and hosts Early Childhood education classes. The school regularly hosts parent events, staff meetings and ongoing professional and personal development workshops at the school. Our Tutor Time facility also has ample space to host parent meetings in our music and movement room. Our program is fully engaged in strengthening its commitment to provide staff with a quality learning and working environment.

Center Operations-Health and Safety:

Health and safety standards are strictly adhered to and are governed by Arizona licensing requirements, company policy and Quality First requirements. Upon hire, training on these standards is provided through company mandated training and on an ongoing basis. An Emergency Management Plan (EMP),

developed by our company, is available to parents and is posted in the school. The EMP covers everything from weather-related catastrophes to intruders and bomb threats. An off-site evacuation area has been established, and the location and evacuation procedures are shared with every family at the time of enrollment. The staffs have access to a staff lounge area and their own teacher spaces in the classrooms to support a positive work environment. The staff are required to attend monthly meetings as well as ongoing safety trainings. The school has an identified Safety Captain who conducts regular classroom checks to ensure the school adheres to health and safety guidelines. The Safety Captain also conducts a Monthly Focus to support and train the staff on a variety of health and safety topics such as how to lift children appropriately without injuring themselves.

Hours of Operation:

Monday through Friday 6:00am-6:30pm

Ratios Ages 0-3:

Infants 1:5, Toddlers 1:6, Twos 1:8, Threes 1:13

Daily Schedule Ages 0-3:

See the Daily Schedules under the Other Data Tab

Evidence Based Curriculum:

We are confident that implementing the Creative Curriculum and Teaching Strategies Gold assessments mandated by EHS will be an easy transition for our staff that currently use Learn from the Start™, Tutor Time's proprietary curriculum for children ages birth to three years. As a result of successfully using curriculum based on the latest research in how young children learn, our teachers are highly experienced in using valid and reliable developmental assessment instruments.

The Learn from the Start developmental indicators (developed by Assessment Technologies, Inc. (ATI), a leader in the field of valid and reliable assessment) are the G3 scales. These research-based assessment scales measure approaches to learning, cognitive development, language and communication development, social and emotional development, and physical development and health. The indicators within each scale are based on developmental paths validated using thousands of Head Start children and produce high reliabilities including Inter-Observer Agreement.

Research Support detailing the validity of ATI G3 scales and indicators are available if needed. Our teachers are adept in executing the cyclical nature of curriculum which relies on ongoing observation, implementation and assessment to provide developmentally appropriate experiences in order to foster each individual child's growth and learning.

Supervision and Transitions:

State ratios are maintained at all times for supervision and safety of all children. The school also has supervision policies and procedures for in the classroom and on the playground to ensure the safety of each child. When hired and ongoing, the teachers must sign off on the supervision policy. One of the best supervision policies the school has is the Face-to-Name attendance procedures. The teacher must always do a face-to-name recognition of each child during any transition time. During transitions from classroom to classroom or from classroom to outside the Face-to-Name procedure is used.

The school is also equipped with cameras in each classroom which allows the management team, as well as families, to observe what is happening throughout the day.

When a child transitions to a new classroom, the teacher works with the family and the school Director to set up a transition plan for the child to best suit their developmental needs. Transitioning a child to a new classroom can take from two weeks to one month depending on how well the child adjusts to their new environment. It is extremely important that every child and family feel secure and safe during each transition in the school.

Family Communication and Engagement:

Tutor Time understands the importance of parents being involved with their child's development and provides an array of resources and a library to support families during their child's development. For convenience, parent meetings, family events and workshops are regularly offered on site in our music and movement room. The school hosts Family Night events, such as the Fall Festival to allow family time and enhance parent/child/caregiver relationships. Parent classes are held for foster parents throughout the year as well.

Twice per year, Parent-Teacher Conferences are held so teachers and parents can discuss in detail their

child's development. Daily communication is sent home with each child to ensure that the family knows what their child accomplished that day and how the day went. The family is also encouraged to share daily with the teacher any pertinent information, observation or concern regarding their child. The Tutor Time staff is committed to providing each child and family with a quality learning environment, and integrating the principles of the Parent, Family, and Community Engagement Framework.

Wrap Around Care:

While Tutor Time understand the Early Head Start requirement is to offer care for eight hours of the day, we understand the importance of full-time, full-day care for working families, families attending school or those seeking employment. The opportunity for before and after care will be available to all children in the program to provide consistency of care and we will fully staff our classrooms with qualified caregivers to meet that need.

Community Partnerships and Collaboration:

The school partners with local businesses, hospitals, charities and schools in the community to support families to ensure they have the resources they need. The Director works with community colleges and other schools for staff professional development. The school works with the Glendale, Peoria and Greater Phoenix foster care organizations (AASK) to provide foster families with meetings and training opportunities to support them in caring for their children. The school staff understands that some families may need extra support in caring for their child due to behavior concerns or special needs. Tutor Time is well equipped as a quality learning and support environment for enrolled families including access to additional structural and quality supports from our national offices.

Timeline for Compliance:

Upon receiving the grant award we will begin the search for two qualified teachers internally and externally if needed. We can expect the hiring process will realistically take about two months as this will include conducting interviews, screening references and completing background checks. During this time we will also begin ordering the furniture and materials needed for each classroom and setting up the classroom environment. We have a very good partnership with our vendors and the process to completely set up both classrooms should take no more than two months, based on shipping timelines.

We will partner with Maricopa County to begin scheduling trainings for our teachers in regards to the curriculum, assessment and screening tools, hopefully within first four months of the program so that we can move forward with using those tools with the children as soon as possible. We will partner with the Education Coach within the first two months to create professional development plans for the teachers and to move forward with participating in the CDA program as need. We are confident that, in partnership with the County and its resources, we will be able to meet the rigorous Early Head Start standards within the 12 month timeframe.

EHS Quality Standards Compliance:

Working with our staff, we look forward to the potential assistance in helping them complete their CDA's in order to meet EHS quality standards. We will maintain our accreditation and continue to work on our goals to achieve the 3 STAR rating level. Although we already work with foster and low- income families, we may need assistance from the Grantee in reaching EHS-eligible families in the Infant and Toddler age groups to fill those classrooms. We will designate space to accommodate the ratios required for the program.

Fiscal Management:

Given Tutor Time's corporate structure, the budget planning process is conducted in the spring of each year in partnership with District Managers, Division Vice Presidents and the corporate Finance Team. Staff hours are accounted for electronically on the school level and payment is made bi-weekly from the corporate level. Tutor Time has a robust Finance and Accounting Department to ensure that Generally Accepted Accounting procedures are adhered to on company level as well as on local, state and federal levels. A financial audit is conducted annually by an outside accounting firm to ensure compliance.

Quality Status:

We are currently 2-Star rated and pursuing a 3-STAR rating. Please see current Quality First Certificate under the Other Data tab.

Facilities:

The only facility enhancements needed are to add materials and enhancements to our outdoor space to meet the EHS requirements.

Teacher Qualifications

We have 22 staff employed. Three (3) of the 22 have their CDAs and one (1) has an ECE BA. Six staff are currently working on their CDAs.

CACFP Participation

Tutor Time is currently participating in the CACFP program. Please see the letter under the Other Data tab indicating our participation since October 2008.

EXHIBIT C

EARLY HEAD START CHILD CARE PARTNERSHIP CHECKLIST

Name of Organization:	Tutor Time Learning Center #6084	
ADHS License #	CDC 13846	
DES License #	P0002102722	
Do you participate in First Things First Quality First	Yes	No
Do you have a quality rating?	Yes	No
If yes, what is your star quality rating?	2 STAR	
Do you have any other national quality accreditation	Yes	No
If yes, what is it?	NECPA	
Do you have a history of serving children with subsidies?	Yes	No
If yes, how many children did you serve during the last 6 months?	35	
List your current insurance policy and level of coverage:		
General operational liability	\$1,000,000	
Automobile	\$2,000,000	
Physical/sexual abuse and molestation	\$1,000,000	
Workman's Compensation	\$1,000,000	
Are you using evidence-based curriculum	Yes	No
If yes, what curriculum do you use?	Learn From the Start™	
Are you doing any child development screenings and assessments?	Yes	No
If yes, what tools do you use?	We are currently not performing any developmental screenings. We do use observation based assessments aligned with our curriculum.	
Do you serve children with disabilities?	Yes	No
If yes, how many children did you serve during the last 6 months?	0	
What is your experience with CACFP?	We have partnered with CACFP since 2008.	

TUTOR TIME LEARNING CENTER (#6084) GLENDALE, 5911 WEST THUNDERBIRD ROAD,
GLENDALE, AZ 85306

PRICING SHEET: NIGP CODE 95225

Terms:	NET 30
Vendor Number:	2011006139 0
Certificates of Insurance	Required
Contract Period:	To cover the period ending June 30, 2016.