

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
 SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

INVITATION FOR BID	
FILE #:	11053
COMMODITY:	PRESCHOOL PROGRAMMING FOR THE CITY OF CAMBRIDGE
NAME OF BIDDER:	
BIDDER'S FED. ID#:	

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.

TO: Elizabeth Unger, Purchasing Agent PH: 617-349-4310
795 Massachusetts Avenue
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **Cambridge Chronicle** on **Thursday, June 29, 2023** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Massachusetts Ave., Cambridge, MA 02139 at **11:00 a.m. on Thursday, July 13, 2023.**

This bid may be downloaded from the City's web site, www.cambridgema.gov/departments/purchasing, Current Bid Opportunities, View Invitation for Bids, File No. 11053. Parking is limited at this location. It is strongly recommended that the bids are mailed or delivered in advance of the due date and time. Late bids will not be accepted.

Sealed general bids will be received at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139 or via a Grey locked drop box labeled "Purchasing Dept" located at the rear entrance until Thursday, July 13, 2023 prior to 11:00 a.m. Bids being hand delivered or sent via courier (other than USPS) may be delivered in person to 5 Bigelow Street, Cambridge, MA during normal business hours. It is the responsibility of the Bidder to ensure delivery of bid submission prior to deadline to the Purchasing Department.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document".**

The envelope containing the bid must be labeled: "This envelope contains a bid for **File no. 11053 Preschool Programming for the City of Cambridge opened at 11:00 a.m. on Thursday, July 13, 2023. The bid and all documents submitted with it are public records.** Bids not sent by courier can be dropped off to a locked drop box located at the rear entrance of City Hall. The box will be checked at the scheduled submission deadline.

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE # _____ **FAX #** _____

EMAIL ADDRESS _____

Please check one of the following and insert the requested information:

Corporation incorporated in the State of: _____

Partnership. Names of partners: _____

Individual: _____

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

- LAWS:** **GENERAL TERMS AND CONDITIONS**
- All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
- EQUAL OPPORTUNITY:** The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
- TAXES:** Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
- QUANTITIES:** Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
- BID PRICES:** Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
- PAYMENT SCHEDULE:** Payment shall be in accordance with milestones specified in the scope of work. The City shall not prepay for goods or services.
- DELIVERY AND PACKAGING:** Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be **"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.** Rejected material will be returned to the vendor at the vendor's expense.
- MODIFICATION OF BIDS:** Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
- REJECTION OF BIDS:** The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
- AWARD OF CONTRACT:** Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned. The continuation of any contract into the next fiscal year shall be subject to the appropriation and availability of funds.
- INDEMNITY:** Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
- TERMINATION OF CONTRACT:** Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days' notice.
- ASSIGNABILITY:** The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

MATERIAL SAFETY DATA SHEETS: Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
 SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Contractor's Insurance Obligations

Contractor must provide the City of Cambridge with insurance policies as stated below at the expense of the Contractor. The Insurance Certificate must be written in the name of the City as an Additional Named Insured in order to protect the interest of the City from any liability which might be incurred against it as the result of any operation of the Contractor, its subcontractors or their employees.

The insurance required shall include all major divisions of coverage, and shall be on a comprehensive general basis including Premises and Operations (including X-C-U), Owner's and Contractor's Protective, Products and Completed Operations, and Owned, Non-owned, and Hired Motor Vehicles. Such insurance shall be written for not less than any limits of liability required by law or the following limits, whichever are greater.

Certificates must be presented to the City at the time the contract is signed by the contractor. The Contractor and all subcontractors waive subrogation rights against the City of Cambridge for all losses.

EACH POLICY SHALL CONTAIN A 30-DAY NOTICE OF CANCELLATION, CHANGE OR NON-RENEWAL.

NOTICE OF OCCURRENCE is to be given to the City Manager, City of Cambridge, City Hall, 795 Mass. Ave., Cambridge, MA 02139. Carriers must have an A.M. Best rating of A X or better.

- A. Owner's Protective Liability:

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

- B. Commercial Liability:

General Aggregate	\$2,000,000
Products Completed Operations Aggregate	\$1,000,000
Personal Injury and Advertising Limit	\$1,000,000
Each Occurrence	\$1,000,000

- C. Automotive-For all owned, non-owned, hired and leased vehicles:

Each Occurrence Combined Single Limit of	\$1,000,000
Bodily injury - each person	\$1,000,000
- each accident	\$1,000,000
Property damage-each occurrence	\$1,000,000

- D. Umbrella:

Combined single limit	\$2,000,000
General aggregate	\$2,000,000

- E. WORKER'S COMPENSATION

Coverage A	STATUTORY	
Coverage B	Each Accident	\$1,000,000
Disease-Policy Limit		\$1,000,000
Disease-Each Employee		\$1,000,000

THE CONTRACTOR MAY PURCHASE AND MAINTAIN EXCESS LIABILITY INSURANCE IN THE UMBRELLA FORM IN ORDER TO SATISFY THE LIMITS OF LIABILITY REQUIRED FOR THE INSURANCE TO BE PURCHASED AND MAINTAINED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH ABOVE (IN ADDITION TO THE UMBRELLA LIMITS REQUIRED). EVIDENCE OF SUCH EXCESS LIABILITY SHALL BE DELIVERED TO OWNER IN THE FORM OF A CERTIFICATE INDICATING THE POLICY NUMBERS AND LIMITS OF LIABILITY OF ALL UNDERLYING INSURANCE.

THE CITY OF CAMBRIDGE MUST BE AN ADDITIONAL NAMED INSURED ON ANY SUCH UMBRELLA POLICY.

THE CITY RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO AMEND THE INSURANCE REQUIREMENTS SET FORTH ABOVE.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

TO: Elizabeth Unger, Purchasing Agent
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

The undersigned hereby proposes to provide all labor, materials, equipment necessary to provide Preschool Programming for the City of Cambridge for the City of Cambridge all in accordance with the attached specifications and following proposal schedule.

Multiple awards may be made as a result of this Invitation for Bid. Each contract will be awarded to a bidder meeting all outlined requirements in the scope of services below. Any contract resulting from this Invitation to Bid shall be for an initial term of Two (2) Years, with an additional One-year option to renew at the sole discretion of the awarding authority.

A contract will be awarded within forty-five days of the bid opening, unless award date is extended by consent of all parties concerned.

Prior to the Bid opening, a bidder may correct, modify or withdraw its Bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original Bid submitted for the particular commodity and indicating the date and time of the Bid opening.

A sample contract is attached hereto. The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.

The City reserves the right, in its discretion, to extend the life of the contract at any time.

Living Wage Requirements

The City of Cambridge has a Living Wage Requirement that establishes minimum hourly rates for all Personnel that work on any City contract. The City of Cambridge's Living Wage as of March 1, 2023 is \$18.41 per hour. The Living Wage Requirements are attached.

Wage Theft Prevention Certification

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide certifications or disclosures with their bids/proposals. **Failure to provide the certifications or disclosures shall result in rejection of the bid/proposal.** Please see the **Wage Theft Prevention Certification form attached.**

Questions

Questions concerning this Invitation for Bid **must be submitted in writing and emailed to: purchasing@cambridgema.gov prior to 11:00 a.m. on Thursday, July 6, 2023** An addendum will be posted to the Purchasing website notifying all bidders of the questions and answers. It is the responsibility of the bidder to check the website for any addenda. **Please check the website for any addenda before submitting your bid.**

Bid Results

The tab sheet and the contract award information will not be individually mailed to the bidders. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

NAME OF BIDDER: _____

SCOPE OF SERVICES

BACKGROUND:

Mission:

The mission of the Cambridge Office of Early Childhood is to connect the city’s early childhood ecosystem, align early childhood services and information, and advocate for and advance the needs of all young children, their families, and the early childhood workforce.

Vision:

Every child and family in Cambridge has access to high-quality early care and education experiences. As a result, all children enter school ready to thrive academically, physically, socially, and emotionally, and continue to do so through third grade and beyond.

Cambridge Preschool Program:

The above vision is shared by a variety of stakeholders in the city, the school department, and the broader community. As such, a collaborative commitment to building a universal preschool system that is responsive to our community context and meets the needs of Cambridge children and families was made.

The Office of Early Childhood is the lead organization in the collaborative design, development, and implementation of universal preschool for the city of Cambridge. The universal preschool program is a publicly funded, mixed-delivery preschool program that includes school-based, city, and community programs; accessible through a single application process.

TABLE OF CONTENTS
Implementation Guide

Section 1: General Administration

- Welcome to the Cambridge Preschool Program!
- Application, Selection & Funding Process
- Program Hours, Duration, and Closure/Calendar
- Program-Specific Policies and Elements
- Child and Family Information Privacy
- Monitoring
- Research and Evaluation
- Funding Model
- Initial Award Amount/Maximum Funding for Slots
- Financial and Programmatic Monitoring and Reporting

Section 2: Child Enrollment

- Child and Family Eligibility Criteria
- Application Period
- Proof of Residency
- Age
- Program Enrollment Responsibilities
- Attendance
- Suspension and Expulsion
- Extended Child Care
- EEC Vouchers and Contracts
- Enrollment, Eligibility, and Attendance Overview

Section 3: Educators and Staff

- Staff Qualifications, Responsibilities, Compensation, and Benefits
- Hiring, Performance Management, Termination
- Classroom Staffing and Ratios
- Coaching
- Professional Development
- Education and Career Pathways

Section 4: Program Quality

- Licensing

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

- Ratios and Group Size
- Quality Rating and Accreditation
- Curriculum
- Child Assessment
- Developmental Screening and Checkpoint Assessments
- Program Assessment
- Transitions
- Positive Behavior Guidance
- Family Engagement
- Comprehensive Services

NAME OF BIDDER: _____

Section 1: General Administration

Welcome to the Cambridge Preschool Program!

The Cambridge Office of Early Childhood (OEC) will oversee the implementation of the city’s universal preschool program, known as The Cambridge Preschool Program (CPP). CPP is a mixed delivery system, whereas preschool programming will occur in school, city, and community-based settings.

The ***Cambridge Preschool Program Implementation Guide*** is designed to inform programs of the expectations for participation. This includes information in the areas of general administration, workforce development, program quality, and enrollment. All programs are eligible to receive a variety of support from OEC to ensure CPP requirements are met. This support is further outlined later in this document. Programs are expected to adhere to all requirements outlined in this guide, unless otherwise noted, and will be regularly assessed using the *Standard Program Monitoring Protocol*. This guide will be reviewed annually with subsequent revisions shared with organizations in advance.

Application, Selection, and Funding Process

Programs interested in being a CPP partner organization will express their interest in one of two ways, depending on their legal structure. Non-profit organizations will complete a letter of interest annually to demonstrate their interest. For-profit organizations (including Family Child Care programs) will respond to this bid solicitation and must submit a complete application for consideration. All programs must demonstrate compliance with the requirements outlined in this Implementation Guide. A needs-assessment will be completed by OEC staff to determine readiness and identify areas of improvement in order to serve as a CPP partner program. If selected, non-profit organizations will be offered and sign a grant agreement, while for-profit organizations will complete City contracts, a sample of which is included in this Invitation for Bid. Programs will receive funding as outlined later in this Implementation Guide.

For purposes of clarification, only For-Profit organizations should respond to this Invitation for Bid

Hours, Duration, and Closure/Calendar

All Cambridge Preschool Program sites are required to provide a minimum of a 6 hour school day, for a minimum of 180 days per year. CPP sites may operate an extended day and/or throughout the summer; providing such services to children and families who need them. CPP sites are NOT required to follow the Cambridge Public School calendar, however, a calendar of closures and professional development days must be provided in advance, and on an annual basis to the Office of Early Childhood.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Program Specific Policies and Procedures

All CPP sites are required to provide a copy of their employee handbook and family handbook in advance, and on an annual basis to the Office of Early Childhood. Any changes or updates made to either document during the year, those must be reported to OEC.

Child and Family Information Privacy

All Cambridge Preschool Program partner organizations will follow state and federal guidelines to protect the privacy of students and families. Providers will institute privacy standards and protect confidentiality by only collecting information from families that is pertinent to the implementation of the CPP. This includes things like assessment results and demographic information. Programs will also establish clear security practices for the handling and management of data. Data include anecdotal notes, test results, observations, attendance, and additional items.

Standard Program Monitoring Protocol

Prior to becoming a Cambridge Preschool Program partner, organizations will complete a Needs Assessment facilitated by Office of Early Childhood staff that allow OEC to understand how well the organization meets the criteria outlined in this Implementation Guide and what additional support may be required. All documents, records, and forms collected during the Needs Assessment, or subsequent Letter of Intent, Bid, or Contracting process will be maintained on file with OEC. Organizations may submit updates to documentation as changes arise throughout the program year (as indicated throughout various sections of this guide).

All organizations will meet annually with a member of the OEC staff to assess the overall implementation of the Cambridge Preschool Program, review program information, complete a subsequent Needs Assessment, and will be asked to resubmit relevant documentation prior to each contracting year. This process constitutes what is referred to as the *Standard Program Monitoring Protocol*.

Research and Evaluation

Ongoing research and evaluation will be conducted to monitor the progress, quality, and outcomes of the Cambridge Preschool Program. In addition, the Office of Early Childhood may participate in grant and evaluation studies to inform future early education practice. CPP programs must be willing to participate in quality and outcome evaluations. Some evaluations may require programs to share individual child or family data. Family consent will be secured prior to such evaluation efforts. All data collected, analyzed, and synthesized by OEC will remain confidential and will only be reported in the aggregate.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Funding Model

There are two distinct types of partnerships. First, programs who serve a distinct demographic group (either because of employer affiliation or income qualifications) will be classified as a Cambridge Preschool Program Affiliate Partner. Such programs will manage their own enrollment process for CPP and will refer eligible children and families to the Cambridge Office of Early Childhood to complete an application to receive funding for their slot. Affiliate Partners will be reimbursed on a monthly basis based on the current number of eligible children enrolled. There are no minimum enrollment requirements for Affiliate Partners, however they are still required to comply with all guidelines outlined in this document.

Any program that does not meet the description of an Affiliate Partner will automatically be deemed a CPP Partner. Such programs are required to indicate the projected number of CPP classrooms and slots that will participate the following school year, with final numbers provided to OEC no later than 90 days prior to the application launch date. There is no minimum number of classrooms required, however each classroom must reserve a minimum of 40% of its slots in each designated classroom for CPP eligible children. OEC will contract with each CPP Partner for the number of slots deemed necessary to meet the projected community enrollment for the following school year. Children and families will apply directly to OEC and will be matched with a program based on a variety of factors (outlined later in this document). Any unfilled slots that remain at the conclusion of that application and matching period may be released back to each program. Programs will be reimbursed on a monthly basis for the total number of reserved slots in their program.

Initial Award Amount/Maximum Funding for Slots

Programs will be reimbursed at a rate of \$30,372 for each slot for 6 hours of programming per child, September through June. An additional \$187 per month will be reimbursed for any enrolled child who is eligible to receive funding for extended day programming. An additional \$3,037 per month will be reimbursed in July and August for any enrolled child who is eligible to receive funding for year-round programming.

Programs may not charge families an additional fee or copayment for school day/school year programming. Programs may charge families for hours/days outside of the school day/school year. Additional fees/copayments may not exceed the total advertised extended day/summer market rate for non-CPP eligible children or the total reimbursement rate for a CPP eligible child receiving an extended day/summer reimbursement, whichever is greater.

Payments are to be disbursed beginning upon program startup, currently anticipated to begin in September, 2024, during year 2 of the initial 2-year contract term. Actual dates may vary and are dependent upon project enrollment and initiation dates. Disbursements are based on actual enrollment numbers upon program startup.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Compliance with Outside Agencies

Programs must confirm eligibility of all Cambridge Preschool Program children who also receive funding outside of CPP (i.e. subsidy, voucher, scholarship, grant funding) as well as adhere to the outside agencies' monitoring and reporting requirements. As part of the *Standard Program Monitoring Protocol*, the Office of Early Childhood will request documentation reported to outside agencies to confirm eligibility and additional sources of funding.

Financial and Programmatic Monitoring and Reporting

All Cambridge Preschool Program partner organizations must demonstrate strong fiscal management and sustainability. This includes maintaining systems for internal control, non-discrimination policies, conflict of interest and whistleblower policies, annual budget templates, profit and loss statements, payroll records, and family accounting records. Organizations will be required to regularly submit documents to verify enrollment and attendance, educator salaries, and other financial information as requested by OEC.

Organizations will be provided guidelines for submission of OEC required documentation. Organizations are expected to communicate with OEC if there will be a delay in submission.

Section 2: Application and Enrollment

Child and Family Eligibility Criteria

Families with children who meet the age requirements outlined below and are Cambridge residents are eligible to apply for the Cambridge Preschool Program for the respective program year. Families with children who are 3 years of age for the respective program year may be required to meet additional eligibility requirements and are not guaranteed to receive a program match, as space is limited.

Application Period

The application for the Cambridge Preschool Program will open each winter for the following fall. Children who have completed applications by the close of the application period will be entered into the matching process and offered a preschool slot at one of their selected programs for the following fall.

Children who meet eligibility criteria for CPP who apply outside of the application window will be offered a slot at a partner program on a space available basis.

Proof of Residency

In order to be eligible to participate in the Cambridge Preschool Program, children must reside within the city of Cambridge and submit valid proof of residency. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child. A child's primary residence is the place where the child dwells permanently, not temporarily, and is the place that is the center of their domestic, social, and civic life. Temporary residence in the City of Cambridge, solely for the purpose of attending a Cambridge Preschool Program, shall not be considered residency.

Proof of residency for children and families must be documented and kept on file. Before any child is matched with a CPP program, their parent or legal guardian must provide the following required proof of primary residence to OEC as part of the application process:

- Parent or guardian photo identification (Driver's License, State-Issued ID, or Passport)
AND

One of the following documents for proof of Cambridge residency:

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

- Lease
- Section 8 Agreement
- Purchase & Sales Agreement
- Mortgage Statement
- Deed
- Letter from Homeless/Transition Service Provider
- Real Estate/Property Tax Bill

AND one of the following documents for proof of occupancy (dated within 30 days):

- Gas Bill
- Oil Bill
- Electric Bill
- Cable Bill
- Homeless/Transition Service Provider Letter

Families in the process of moving to Cambridge, may submit a signed lease, purchase & sales agreement, or letter from a University housing provider documenting a Cambridge address, even if they have not yet moved into their new home. Additional proof of residency/occupancy will be required at a subsequent date.

Proof of residency does not apply to students and families experiencing homelessness covered under the McKinney-Vento Act. If a child and their family are experiencing homelessness and staying in a shelter, a letter from shelter staff stating that they are living there is required. All families experiencing homelessness should contact the Office of Early Childhood who will work with families to complete a preschool application and subsequent enrollment.

Age

In order to be eligible to participate in the Cambridge Preschool Program, children must be 4 years of age by August 31st of that program year. There are a select number of slots available for 3 year olds. Children must be 3 by August 31st of that program year to be eligible for consideration for one of those slots. A birth certificate, passport, or other government issued document must be submitted in order to verify date of birth. Before any child is matched with a CPP program, their parent or legal guardian must provide proof of age to OEC as part of the application process.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Application, Matching, and Enrollment

All interested Cambridge families with an eligible child may apply to enroll into the Cambridge Preschool program. There is a single application for all participating organizations, and is accessible online through the Office of Early Childhood. Application and translation support is provided through OEC and several other community partners around the city. The application period will occur each winter in which all submitted applications will be processed and assigned program matches at once. Late applications will be accepted on a rolling basis, and children will be matched with programs based on the limited selection of slots available at that time.

Families will complete their application, upload required documentation, and make unranked selections of the school, city, and community programs they would be happy to have their child attend. The application will take into account family needs such as length of day, school year or full year, proximity to home or work, in addition to current school of attendance, if a sibling is currently enrolled, etc. It will also take into account program needs such as age of child, classroom balancing, etc. Once the application period has closed, a computer algorithm will create matches. Prior to finalization, the Enrollment Manager at OEC will work closely with Cambridge Public Schools, Department of Human Services Programs, and community partnerships to ensure the matches align with family and programmatic needs. Matches will then be finalized and families will receive notification of their assigned match.

Organization Enrollment Responsibilities

Once a child/family is matched with a CPP partner organization and the family accepts their placement, it is the program's responsibility to complete and maintain all enrollment paperwork as required by local, state, and/or federal agencies. Regardless of funding source or method of placement, it is expected that each child and family that is matched with a CPP partner organization become a full member of their respective school community and are engaged and communicated with in the same manner as any non-CPP enrolled child or family.

Attendance

All CPP programs are required to maintain child attendance in accordance with local, state, and/or federal requirements. Attendance records must be made available to the Office of Early Childhood upon request. Any change in a child's enrollment status must be

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

immediately reported to OEC.

CPP programs will be reimbursed based on enrollment, not attendance. Programs must have a documented attendance policy. If a child is absent from school for more than a 2 week period, that absence must be reported to OEC immediately.

Suspension and Expulsion

The Cambridge Preschool Program promotes practices from evidence-based research that minimizes and/or eliminates the suspending and expelling of children from preschool. Research indicates that preschool children are suspended and/or expelled at significantly higher rates than older children, and that BIPOC children are expelled and suspended from early childhood environments at a higher rate than their white counterparts (Zeng et al. I, 2018). To ensure high-quality programming, the Office of Early Childhood promotes child-centered, culturally relevant, affirming practices that decrease behavioral incidents and/or challenging behaviors. We support intervention strategies and practices that decrease punitive disciplinary measures (Rashid,2009).

All CPP partner programs must have a policy for prevention of suspension and expulsion in their program manual and their family manual. This policy will be reviewed by OEC staff.

In each step of the process, it is critical that educators and staff:

- Consider diversity variables including culture, neurodiversity, family values and practices, and expectations about behavior and expression of emotion.
- Establish awareness of implicit bias in their perceptions of young children and the inequity that results from biased decision-making.
- Explicitly challenge and discuss biases through workshops and training that address implicit bias.
- Utilize culturally responsive practices as well as practices that support neurodivergent children.
- Engage in discourse on the impact of race, neurodivergence, privilege, and power in teaching and learning. Use reflective practice to discover, challenge, and reframe one's assumptions, interpretations, and expectations.

CPP partner programs are expected to use best practices to minimize and/or eliminate suspension and expulsion from their school. There is access to many of the resources that

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

can help support program staff when experiencing a challenge in the classroom. Based on the resources available this is the process we recommend for these situations.

- Programs will access support from relevant early childhood consultants, specialists, and/or community resources when they feel they are unable to effectively support a child.
- Educators will actively engage in these supports including engaging the child's parent or caregiver in the conversation.
- Educators will be provided time and resources to support implementation of strategies
- If deemed that a suspension may be necessary, a plan will be created with the family and any support services.
- This includes written documentation of supportive action steps the program and family will take to promote the child's well-being at the time and during the suspension, and upon return to successful full-service care.

In extremely rare cases, and only after all other measures, including sustained implementation of evidence-based practices, and accessing support from early childhood consultants, specialists and/or community resources have not been helpful, an alternate setting may be deemed necessary by program administrators and/or the family.

The following behaviors and actions, when documented and consulted on by a specialist indicate that alternative program options may be explored:

- The repeated behavior of the child clearly jeopardizes the physical safety of the child, their classmates, or the adults in the classroom (as deemed unsafe by a specialist or early childhood consultant);
- Programmatic interventions and supports aimed at providing a physically safe environment for the child, their classmates, or the adults in the classroom have been exhausted (for example, changes in classroom environment that may benefit a particular child);
- Continued placement in the classroom/program clearly fails to meet the child's mental health and/or social-emotional needs as determined by the parent/caregiver, early childhood consultant, or specialist.

Programs must ensure compliance with IDEA and the Rehabilitation Act, work with appropriate agencies, consultants, and the child's family to determine the **best** placement, and support the facilitation of the transition. Expulsion from a CPP program due to behavior

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

without following the above procedures is prohibited and may result in a termination of contract with the Office of Early Childhood.

EEC Vouchers and Contracts

Programs are encouraged to serve children with subsidies and to waive the parent fee. Programs will be expected to report on the number of children receiving subsidies served, as well as the amount of the parent fee for each family being waived. Subsidy funding will be considered supplemental to Cambridge Preschool Program funding and may be adjusted so that the total per child funding received by the program does not exceed the total reimbursement rate provided by CPP for an extended day/summer eligible child.

NAME OF BIDDER: _____

Section 3: Educators and Staff

Staff Qualifications and Responsibilities

Each Cambridge Preschool Program classroom must be staffed by a minimum of two educators; one of whom meets the minimum qualifications for a “Lead” teacher, the other who meets the minimum for an “Assistant” teacher (further defined below). This is the minimum requirement, and as such, a program can choose to have more than two educators in a classroom and/or have two educators serving as co-teachers, as long as the minimum qualifications outlined are met. Educators designated as CPP Lead Teachers and Assistant Teachers are responsible for the daily care and education of all children enrolled in their classroom. This includes ensuring a healthy and safe environment; with ample opportunities for learning and development. ***Please note: Cambridge Preschool Program educator classifications may differ from Department of Early Education and Care and Department of Elementary and Secondary Education educator classifications.***

A Lead Teacher in a Cambridge Preschool Program classroom must have a minimum of a:

- Bachelor’s degree in Early Childhood Education, Child Development, Elementary Education, Early Childhood Special Education, **OR**
- A Bachelor’s degree (in any subject) with a minimum of 36 college credits in any of the major areas identified above, **OR**
- A Bachelor’s degree (in any subject) with a Montessori Certificate, **OR**
- A state Educator License in Early Childhood (Pre-K-2) from the Department of Elementary and Secondary Education

An Assistant Teacher in a Cambridge Preschool Program classroom must have a minimum of a:

- Preschool CDA, **OR**
- Community College Certificate in Early Childhood Education, Child Development, Elementary Education, **OR**
- Montessori Certificate, **OR**
- 12 college credits in Early Childhood Education, Child Development, Elementary Education, Early Childhood Special Education

* **Special Note:** Educators who are designated as Cambridge Preschool Program lead teachers must have an AA or equivalent (60 college credits, with a minimum of 12 credits in ECE) to be designated as the teacher of record. They have **four** years from the CPP launch date to earn their Bachelor’s degree, and must make yearly, adequate progress, as verified during the implementation of the *Standard Program Monitoring Protocol*. Educators who are designated as Cambridge Preschool Program assistant teachers have **one** year from the CPP

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
 SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

launch date to be in compliance with the above requirement. Resources and support from the Office of Early Childhood will be provided to assist in meeting this requirement.

Each Cambridge Preschool Program location must have at least one individual designated as the program administrator (further defined below). This individual will serve as the primary contact to the Office of Early Childhood for their respective location. They will be responsible for ensuring overall compliance with the Cambridge Preschool Program is achieved, required documentation is submitted to the Office of Early Childhood when requested, and engagement in required program implementation activities is maintained. **Please note: Cambridge Preschool Program administrator classifications may differ from Department of Early Education and Care and Department of Elementary and Secondary Education administrator classifications.**

An Administrator in a Cambridge Preschool Program must have a minimum of a:

- Bachelor’s degree (in any subject) **AND** 9 credits in Business or Program Administration **AND** 9 credits in Early Childhood Education, Child Development, Elementary Education, Early Childhood Special Education, **OR**
- A Bachelor’s degree in an alternative field with a minimum of 36 credits in any of the major areas identified above **AND** a state Administrator’s License from the Department of Elementary and Secondary Education

Any educator designated as a Lead Teacher in a Cambridge Preschool Program Classroom must be paid a comparable annual salary across the entire system, regardless of setting. As such, the current Cambridge Public School Collective Bargaining Agreement for teachers will inform the **minimum** annual salary for Lead Teachers working in all settings. This salary does not take into consideration length of work day, length of yearly contract, extra work responsibilities, or years of service. Programs have the autonomy to adjust salaries upward at their own discretion when considering these additional factors.

	Bachelor’s Degree (as described above)	Master’s Degree or higher
2023-24 Lead Teacher Salary	\$61,040	\$65,340

* **Special Note:** Educators who are designated as Cambridge Preschool Program Lead Teachers who do not meet the minimum qualifications for their position, but who are making yearly, adequate progress (as verified during the implementation of the Standard Program Monitoring Protocol) do **NOT** have to meet the minimum salary requirements for a Lead Teacher, but must meet the minimum salary requirements on the Assistant Salary scale as it relates to their current credentials.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
 SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Any educator designated as an Assistant Teacher in a Cambridge Preschool Program Classroom must be paid a comparable annual salary across the entire system, regardless of setting. As such, the current Cambridge Public School Collective Bargaining Agreement for paraprofessionals will inform the **minimum** annual salary for Assistant Teachers working in all settings. This salary does not take into consideration the length of a work day, length of the yearly contract, extra work responsibilities, or years of service. Programs have the autonomy to adjust salaries upward at their own discretion when considering these additional factors.

	CDA or equivalent	Associate’s degree or higher
2023-24 Assistant Teacher Salary	\$35,755	\$42,072

*** Special Note:** Educators who are designated as Cambridge Preschool Program Assistant Teachers who do not meet the minimum qualifications for their position, but who are currently enrolled in a credentialing program/coursework that will meet the requirements outlined above do **NOT** have to meet the minimum salary requirements for an Assistant Teacher, but must be paid at a minimum, the Cambridge Living Wage.

There is no minimum salary required for individuals designated as an Administrator in each Cambridge Preschool Program location, however, all designated Administrators in city and community-based locations will receive a \$10,000 salary supplement (for those Administrators working 12 months per year) or \$7,500 (for those Administrators working less than 12 months per year). The salary supplement will be paid in two installments over the course of the contract year.

Each Cambridge Preschool Program partner organization must provide the following benefits to its staff: paid time off, paid holidays, health/vision/dental insurance, life insurance, and retirement.

Cambridge Preschool Program partner organizations will be required to document and verify their staff credentials, progress toward credential attainment, educator salaries, and staff benefits. This information will be reverified annually by the Office of Early Childhood during the Standard Program Monitoring Protocol.

Hiring, Performance Management, and Termination

Individuals designated as Cambridge Preschool Program staff members are employees of their respective organizations. Those working in community-based early childhood

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

organizations are not employees of the City of Cambridge or Cambridge Public Schools. Cambridge Preschool Program partner organizations are responsible for the hiring, performance management, ongoing supervision, and termination of their respective employees. Educators will be periodically observed as a partial measure of program quality, and such data will be shared with administrators and may be used at the organization's discretion as it relates to performance management (please see Program Assessment for more information).

Cambridge Preschool Program partner organizations are required to notify the Office of Early Childhood immediately of any changes in its reported designated Administrator, Lead Teachers, or Assistant Teachers.

Classroom Staffing and Ratios

The Office of Early Childhood requires all Cambridge Preschool Program classrooms to comply with their state licensing or governing bodies as it relates to staffing at all times. There may be occasions when a substitute who does not meet CPP credentialing requirements is necessary. If a CPP designated educator or staff member will be out for a period of greater than two weeks, the appropriate Office of Early Childhood staff member must be notified immediately (and in advance, if possible).

In order to maintain high quality early learning environments, no CPP classroom group size can exceed 20 children, unless an exemption is obtained from the Department of Early Education and Care, and express permission is granted by the OEC. There must be 1 educator present for every 10 children. It is highly recommended that classrooms maintain a smaller group size if/when possible.

Coaching

As a key component of continuous quality improvement, the Office of Early Childhood promotes education coaching as a strategy for improving instructional practices and professional development. As such, CPP requires each classroom educator to have access to regular coaching through the support of an instructional/pedagogical leader with specialized knowledge in early childhood education. If an organization does not have access to education coaching through their respective organization, an OEC coach will be assigned to your program.

Professional Development

The Office of Early Childhood offers a wide variety of workshops and training opportunities to early educators and staff working in Cambridge. All Cambridge Preschool Program educators and staff have full access to these opportunities as they become available. This includes communities of practice, professional learning communities, the City-Wide

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Directors Group, Week of the Young Child events, and topic specific workshops such as CLASS, The Pyramid Model, and the Diversity, Equity, and Inclusion Series.

There will be specific training topics that are critical to the success and overall quality of CPP programming, and therefore will be required by all CPP partner organizations. OEC will ensure any required training is offered at multiple times and via a range of modalities to ensure ease of participation. Educators and staff from across locations and contexts will have the opportunity to engage in learning alongside one another, creating cohesion and the alignment of practices across the system.

Education and Career Pathways

All Cambridge Preschool Program designated educators and staff will submit documentation of the required credentials for their position, to be maintained on file at the Office of Early Childhood. Those educators and staff who do not yet meet the minimum requirements for their position, but intend to remain in that role must meet with the OEC’s Credentialing Specialist to determine the appropriate educational pathway to obtaining the appropriate credential. Coursework must be taken through one of OEC’s identified higher education and workforce development partners. Coursework completed through a partner other than those shared by the OEC will not be paid for or reimbursed. Educators and staff will have four years from the launch of CPP to obtain a BA, and one year from the launch of CPP to earn a CDA. Educators and staff must make adequate yearly progress towards the attainment of their credential. Documentation of progress will be assessed during the *Standard Program Monitoring Protocol*.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Section 4: Program Quality

Licensing

All Cambridge Preschool Program partner organizations must be licensed by the Department of Early Education and Care or be licensed exempt. A copy of each program's license and most recent licensing report must be submitted and maintained on file at the Office of Early Childhood.

Any reports or infractions submitted to licensing, public health, or an accrediting body must also be immediately reported to OEC.

Ratios and Group Size

In order to maintain high quality early learning environments, the maximum CPP classroom group size is 20 children, unless an exemption is obtained from the Department of Early Education and Care, and express permission is granted by the OEC. There must be 1 educator present for every 10 children. It is highly recommended that classrooms maintain a smaller group size if/when possible. Groups may be single-age groups or may consist of a mix of preschool-aged children.

Quality Rating and Accreditation

As a measure of commitment to continuous quality improvement, every Cambridge Preschool Program partner organization must engage in one of the following quality improvement initiatives:

- Department of Early Education and Care - Quality Rating and Improvement System (QRIS)
- National Association for the Education of Young Children Program Accreditation (NAEYC)
- National Association for Family Child Care Accreditation (NAFCC)
- American Montessori Society School Accreditation (AMS)
- American Montessori International Recognition (AMI)

Programs who have yet to engage in formal continuous quality improvement must begin the process upon selection as a Cambridge Preschool Program site and shall submit their program's status annually as part of the *Standard Program Monitoring Protocol*. Any change or revocation in a program's accreditation or quality rating status must be immediately reported to the OEC.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Curriculum

Partner organizations will adopt and implement a research-based curriculum that is rooted in play. It must align with the *Early Childhood Program Standards for 3 and 4 year-olds* and *The Preschool and Kindergarten Standards in Social-Emotional Learning and Approaches to Play and Learning*, co-created by the Massachusetts Department of Early Education and Care and Department of Elementary and Secondary Education.

Approved curricula include:

- [HighScope](#)
- [Creative Curriculum](#)
- [Focus on K1](#)
- Montessori Early Childhood Curriculum (as demonstrated through membership or accreditation by NAMC, AMI, or AMS)

Organizations that use a curriculum that is not listed above or that use an internally designed curriculum must submit a *Curriculum Crosswalk* using the template provided by the Office of Early Childhood. Documentation of the selected curriculum will be maintained on file at the OEC. All curriculum will be verified during the *Standard Program Monitoring Protocol*.

Child Assessment

Partner organizations will adopt and implement a method of formative assessment that is aligned with their selected curricular approach. Documentation of selected assessments will be maintained on file at the Office of Early Childhood. Implementing a program's selected assessment tools/approach will be verified during the *Standard Program Monitoring Protocol*.

Developmental Screening and Checkpoint Assessments

A system-wide developmental checkpoint will be implemented across all participating Cambridge Preschool Program organizations. Using a universal tool provides a measure that allows the Cambridge Preschool Program to ensure that all organizations, despite the difference in context, curriculum, assessment, and more, are all working towards the same set of outcomes. As such, the *Ages & Stages Questionnaire* will be utilized by all Cambridge Preschool Program partner organizations. The tool will be implemented twice per year, administered by each program, with data collected, analyzed, and synthesized by the Cambridge Preschool Program. Partner organizations will receive training and support with this requirement, as needed.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Program Assessment

There will be a system-wide program assessment implemented across all Cambridge Preschool Program organizations. The use of a universal tool provides a measure that allows the Cambridge Preschool Program to ensure that all organizations, despite the difference in context, curriculum, assessment, and more, deliver quality programming to children and their families. As such, the *Classroom Assessment Scoring System (CLASS)* will be utilized by the Cambridge Preschool Program. External evaluators, who have specialized training in the implementation of the tool, will complete a CLASS observation in each CPP classroom one to two times per year (depending on context). CLASS observations are not intended to serve as educator evaluations. Data will be collected, analyzed, and synthesized by the Cambridge Preschool Program. Partner organizations will receive training and support to prepare for their CLASS observations.

Transitions

The Office of Early Childhood believes that a successful transition includes not only the child but also the family, school, and community. As families enter CPP through our single entry application process, it is required that partner organizations will be intentional in welcoming families into their program. To ensure that every child and family make a smooth transition into the Cambridge Preschool Program and upon entering kindergarten all partner organizations will establish transition routines and practices that align with high-quality standards and reflect positive guidance strategies. The Office of Early Childhood will offer a toolkit that supports children, families, schools, and the larger community during these transitions. This includes but is not limited to:

- Distribution of materials from the Office of Early Childhood that focus on connecting families to school readiness materials and information.
- A required transition form is to be filled out by the child's teacher or director for each child at the end of their CPP year. This form intentionally connects the CPP teacher to the Cambridge Public School kindergarten teacher.
- A menu of transition activities that partner programs will have the opportunity to implement. These activities will support children and families, and create alignment among partner programs
- To create vertical alignment from CPP to Kindergarten, professional development opportunities and resources will be offered to all partner programs. These opportunities will create shared learning, shared experiences, and alignment between CPP and Cambridge Public Schools.

Positive Guidance Strategies

The Office of Early Childhood promotes a proactive approach to support and encourage all children within the classroom. Positive guidance practices and strategies support children to express the full range of emotions, engage in positive relationships, and seek out help when needed. When caregivers provide this responsive support, most children increasingly can engage in prosocial relationships, follow routines, and participate in learning activities.

This approach includes:

- Setting up the environment to support the development of all the children in the classroom;
- Each caregiver developing a nurturing relationship with every child and family;
- Implementing developmentally appropriate routines for classroom transitions;
- Ensuring materials are designed to support learning and are tailored to the age of the children;
- Being attentive and responsive in the classroom and providing clear expectations;
- Reinforcing positive behaviors and redirecting inappropriate behaviors;
- Acceptance of the cultural norms of children and families as well as understanding the needs of neurodivergent children.
- Expectations of children in the classroom based on their individual developmental ability and diversity variables rather than conformity and compliance.
- Collecting and reviewing data using an equity lens to confirm equitable practices; While we think this is important it isn't a positive guidance strategy. Think it needs to go in a separate section.
- Conducting equity audits (explain what this is) to ensure policies align with the overall community's values and beliefs. We suggest taking this bullet and the one above and create a different section on Data Collection Expectations.

In the event educators observe ongoing behavior that is unsafe for the classroom environment or the people within it (including the child themselves), center staff will take the following steps:

- Investigating what stressors the behavior stems from and addressing those stressors, or seek additional resources and support as appropriate;
- Develop an individualized behavior plan to prevent and address children's unsafe behavior when it occurs; this data-informed plan will be designed in collaboration with the child's family and include strategies to prevent, reduce and eliminate unsafe behavior, strategies to promote replacement behaviors, and a timeline and process for monitoring progress;
- Engage families in supporting and reinforcing similar behaviors and consequences at home, referring families to relevant resources that support in the reduction and elimination of stressors as appropriate; and

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

- Seek consultation and support from appropriate early childhood professionals when needed (consultation for a specific child requires prior parent/caregiver approval).

Family Engagement

Families are children's first and most important caregivers, teachers, and advocates. Family engagement and strong partnerships with families are foundational to high quality EC programs. Partner organizations will designate a person from their team to lead family engagement efforts at their site, and provide a family engagement/family partnership policy. We strongly recommend using a research based approach to supporting family engagement and writing or revising your policy. One example is the Dual Capacity Framework for Family-School Partnerships (Mapp, 2015). Family engagement policy must include

- Framework that the program uses for family engagement
- Regular family engagement activities that the program engages in
- Regular activities to elicit feedback from families

Periodically OEC may ask partner programs to engage in family engagement activities for CPP. Examples of this could be a survey for CPP families, promotion of CPP enrollment, or other City of Cambridge or Cambridge Public Schools announcements.

Comprehensive Services

Cambridge Preschool Programs will work to ensure that all children have access to wraparound services including family support, health, dental, nutrition, and mental health and disabilities services. Support may be evident through written policy, the providing of resources, or programming. The Office of Early Childhood is available to support programs in creating a comprehensive approach to their early care and education programming when requested.

PRICE SCHEDULE AND ACKNOWLEDGEMENT

Multiple contracts may be awarded as a result of this invitation to bid. A contract may be awarded to each bidder meeting the requirements as outlined in the scope of services above. Any contract resulting from this invitation to bid shall have an initial contract term of Two (2) Years, with a one-year option to renew at the sole discretion of the awarding authority and subject to renewal of all applicable licenses and submittal of all required documentation.

Programs are currently anticipated to begin on or about **September, 2024**. Payment disbursements are to begin following program start per the following classifications and funding schedules:

Program Classification

Programs will be designated as CPP Affiliate Partners or CPP Partners per the classification guidelines stated in the scope of services above.

Funding Award for Seats:

- Programs will be reimbursed at a rate of \$30,372.00 for each slot for 6 hours of programming per child, September through June.
- An additional \$187.00 per month will be reimbursed for any enrolled child who is eligible to receive funding for extended day programming.
- An additional \$3,037.00 will be reimbursed in July and August for any enrolled child who is eligible to receive funding for year-round programming.

Programs to be reimbursed on a monthly basis based on number of reserved seat slots.

BIDDER ACKNOWLEDGES RATES SET FORTH ABOVE

Signature of bidder

Name and Title (Printed)

NAME OF BIDDER: _____

GLOSSARY

Below are some of the definitions, terms, and common phrases used within this report and the broader field of early childhood education.

DEFINITIONS

Ages & Stages Questionnaire-

Aligned programming - agreed upon standards for policy and operations between multiple programs within the universal preschool system.

Child Assessment - Standardized tools to monitor program a child's ongoing growth and development

Child Development Associate (CDA)-

Classroom Assessment Scoring System (CLASS)-

Information Platform - centralized location (web-based) where families, partner programs and other community partners can access information and communicate with the Office of Early Childhood.

Program Assessment - Standardized tools to monitor program quality and/or quality improvement over time.

Program Quality/Program Standards - Guidelines for curriculum, assessment, program evaluation, student to teacher ratios and program supports.

Universal Preschool or Universal Pre-K (UPK) - Universal Preschool is a policy framework that gives all families with preschool-aged children the opportunity to voluntarily enroll their child in a publicly-funded pre-kindergarten care and education program in a given state or community.

Program/Organization vs. Location vs. Classroom

A program or organization is considered to be the umbrella entity partnered with the Cambridge Preschool Program. A location is a single site where early childhood services are provided. An program or organization can be a single location or may have multiple locations. A classroom is a space within a location where Cambridge Preschool Program is implemented. In a location there may be multiple classrooms.

ACRONYMS

COEC - Office of Early Childhood (formerly Birth to Third Grade Partnership)

CPP- Cambridge Preschool Program

CPSD/CPS - Cambridge Public Schools

DHSP - Department of Human Service Programs

DESE - Massachusetts Department of Elementary and Secondary Education

EEC - Massachusetts Department of Early Education and Care

NAEYC - National Association for the Education of Young Children

EARLY CHILDHOOD PROGRAM SETTINGS

CPS- Cambridge Public Schools the school district located in Cambridge, Massachusetts. The district enrolls approximately 6,750 students in preschool through high school. The district has twelve elementary schools, four Upper Schools (grades six to eight) and one comprehensive high school (Cambridge Rindge and Latin School), which includes a career and technical education program (Rindge School of Technical Arts) and alternative option (High School Extension Program)

Community Based Organization- a center or family childcare learning environment where Cambridge Preschool Program will be implemented.

DHSP Preschools - City sponsored early childhood programs that are primarily housed in school district buildings, and serve preschool aged children.

Family Childcare- A family child care program is a form of early childhood education in which a caregiver looks after children in their own home, often with the help of an assistant. A family child care program is typically licensed for between 6 and 10 children, although these numbers do vary. These small, intimate environments, provide many opportunities for 1:1 interactions between the provider and each child, mixed age groups, and the opportunity for continuity of care (where a child stays with the same caregiver over a long period of time).

Head Start - Head Start is a federally-funded, comprehensive developmental preschool program that provides a variety of wrap around services to low-income preschool-aged children and their families. In our community, Head Start serves approximately 275 children and their families each year. Head Start supports the learning and development of children ages three to five in classrooms located throughout Somerville and Cambridge.

Preschool - A school or program that provides educational services to children approximately 3 - 5 years of age. Preschools may run on a part-day or full-day basis, and typically operate during the school year, with additional programming sometimes available during the summer.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

**Americans With Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion Statement
Debarment Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The Contractor shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the Contractor's services, the individual with the disability must meet the essential eligibility requirements for receipt of the Contractor's services or participation in the Contractor's programs or activities with or without: 1) reasonable modifications to the Contractor's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its contract, the Contractor certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the Contractor is receiving federal funds.

The undersigned certifies under penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

Date: _____

(Print Name of person signing bid)

(Signature & Title)

THIS FORM MUST BE SUBMITTED WITH YOUR BID

NAME OF BIDDER: _____

WAGE THEFT PREVENTION CERTIFICATION

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide the following certifications or disclosures with their bids/proposals. Failure to provide the following shall result in rejection of the bid/proposal.

Instructions for this form:

A prospective vendor must check box 1 or box 2, as applicable, as well as boxes 3-5, and must sign this Form, certifying compliance with the requirements set out in this Form. This Form must be included with the bid or proposal, and for multi-year contracts must be completed annually on the contract anniversary and filed with the Purchasing Agent.

The undersigned certifies under the pains and penalties of perjury that the vendor is in compliance with the provisions of Executive Order 2016-1 as currently in effect.

All vendors must certify that [check either box 1 or box 2, as applicable]:

1. Neither this firm nor any prospective subcontractor has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission.

OR

2. This firm, or a prospective subcontractor of this firm, has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission and such documentation is included in the bid/proposal submission.

In addition, all vendors MUST CERTIFY EACH (CHECK ALL) of the following (3-5):

3. Any federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* imposed on this firm or on any prospective subcontractor while any bid/proposal to the City is pending and, if awarded a contract, during the term of the contract, will be reported to the Purchasing Agent or other City department within five (5) days of receiving notice.

Continued on next page

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

4. Vendors awarded a contract that have disclosed a federal or state criminal or civil judgment, administrative citation, final administrative determination, or order resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal, while the bid/proposal was pending, or during the term of the contract shall, upon request, furnish their monthly certified payrolls for their City contract to the Purchasing Agent for all employees working on such contract and are required to obtain a wage bond or other suitable insurance in an amount equal to the aggregate of one year's gross wages for all employees. Vendors subject to a state or federal debarment for violation of the above laws or prohibited from contracting with the Commonwealth are prohibited from contracting with the City, and upon a finding or order of debarment or prohibition, the City may terminate the contract.

5. Notice provided by the City, informing employees of the protections of Executive Order 2016-1 and applicable local, state, and federal law will be posted by this firm in conspicuous places.

Attested hereto under the pains and penalties of perjury:

(Typed or printed name of person signing
Quotation, Bid or Proposal)

Signature

(Name of Business)

Pursuant to Executive Order 2016-1, vendors who have been awarded a contract with the City of Cambridge must post the Massachusetts Wage and Hour Laws notice informing employees of the protections of G.L. c. 149, G.L. c. 151, and 21 U.S.C. 201 *et seq.* in conspicuous places. This notice can be found at <http://www.mass.gov/ago/docs/workplace/wage/wagehourposter.pdf>

THIS FORM MUST BE SUBMITTED WITH YOUR BID

NAME OF BIDDER: _____

CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge (“Vendors”), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy (“CORI Policy”) attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy.

All Vendors must check one of the three lines below.

1. _____ CORI checks are not performed on any Applicants.
2. _____ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. _____ CORI checks are performed on some or all Applicants. The Vendor’s CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

(Typed or printed name of person signing
Quotation, Bid or Proposal)

Signature

(Name of Business)

NOTE:
The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

Instructions for Completing CORI Compliance Form:
A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor’s CORI policy conforms to the policies, practices and standards set forth in the City’s CORI Policy. A Vendor with a CORI policy that does NOT conform to the City’s CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

THIS FORM MUST BE SUBMITTED WITH YOUR BID

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

CITY OF CAMBRIDGE
WRITTEN INFORMATION SECURITY POLICY (WISP) AFFIRMATION

I, _____ the undersigned, hereby confirm and acknowledge to the City of Cambridge that I am aware of and understand the City of Cambridge’s Written Information Security Policy (WISP) as outlined in the link below; and shall comply with the requirements of the City of Cambridge’s WISP policy to the extent the policy applies to this contract.

<https://www.cambridgema.gov/-/media/Files/informationtechnologydepartment/WISP.pdf>

Date: _____

Signature of bidder/Contractor

Printed Name of bidder/Contractor

Title

THIS FORM MUST BE SUBMITTED WITH YOUR BID

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services (DCJIS) and MGL c. 6, §172, and only after a CORI Acknowledgement Form has been completed. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the DCJIS.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from DCJIS, the authorized individual will closely compare the record provided by DCJIS with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record* so that the applicant may pursue correction with the DCJIS.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of DCJIS *Information Concerning the Process for Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact DCJIS and request a detailed search consistent with DCJIS policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the candidate at the time of offense;

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the City.

11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

NAME OF BIDDER: _____

ORDINANCE NUMBER 1376

Final Publication Number 3390. First Publication in the Chronicle on November 5, 2015.

City of Cambridge

In the Year Two Thousand and Fifteen

AN ORDINANCE

In amendment to the Ordinance entitled "Municipal Code of the City of Cambridge"

Be it ordained by the City Council of the City of Cambridge that the Municipal Code of the City of Cambridge be amended as follows:

Chapter 2.121

LIVING WAGE ORDINANCE Sections:

- 2.121.010 Title and Purpose**
- 2.121.020 Definitions**
- 2.121.030 Living Wage**
- 2.121.040 Standard Compensation**
- 2.121.050 Waivers and Exceptions**
- 2.121.060 Notification Requirements**
- 2.121.070 Duties of covered Employers**
- 2.121.080 Community Advisory Board**
- 2.121.090 Enforcement**
- 2.121.100 Severability**
- 2.121.110 Effective Date**

2.121.010 Title and Purpose.

This Chapter shall be known as the "Cambridge Living Wage Ordinance". The purpose of this ordinance is to assure that employees of the City of Cambridge and employees of City contractors, subcontractors and beneficiaries of tax abatements, loans, grants, subsidies and other assistance provided by the City earn an hourly wage that is needed to support a family of four.

2.121.020 Definitions.

For the purposes of this ordinance, the term:

(a) "Applicable Department" means the Personnel Department for employees of the City of Cambridge, the Purchasing Department, with the advice and assistance of the appropriate department which receives the services, for Covered Employers who contract or subcontract with the City of Cambridge, the School Department for employees, contractors and subcontractors of the School Department, and the City Manager's Office for any other Person who is a Beneficiary of assistance other than a contract or subcontract.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(b) "Assistance" means:

- (1) any grant, loan, tax incentive, bond financing, subsidy, or other form of assistance valued at least \$10,000 that an employer receives by or through the authority or approval of the City of Cambridge, including, but not limited to, c. 121A tax abatements, industrial development bonds, Community Development Block Grant (CDBG) loans and grants, Enterprise Zone designations awarded after the effective date of this Chapter, and the lease of City owned land or buildings below market value; and
- (2) any service contract, as defined herein, of at least \$10,000 with the City of Cambridge that is made with an employer to provide services pursuant to G.L.C. 30B or other public procurement laws, awarded, renegotiated or renewed after the effective date of this Chapter.
- (3) any service subcontract, as defined herein, of at least \$10,000.

(c) "Beneficiary" means:

- (1) any person who is a recipient of Assistance;
- (2) any company or person that is a tenant or sub-tenant, leaseholder or sub-leaseholder of a recipient of Assistance, provided that said company or person employs at least 25 persons and occupies property or uses equipment or property that is improved or developed as a result of Assistance, after the effective date of this Chapter; and

(d) Covered Employer" means the City of Cambridge or a Beneficiary of Assistance, but does not include a Covered Building Services Employer.

(e) "Covered Employee" means:

- (1) a person employed by the City of Cambridge except for persons in those positions listed in Section 2.121.040(j) of this ordinance; and
- (2) a person, other than a Covered Building Service Employee, employed by a Covered Employer, or a person employed by an independent contractor doing business with a Covered Employer, who would directly expend any of his or her time on the activities funded by the contract or the activities for which the Beneficiary received the Assistance, except for persons in those positions listed in Section 2.121.040(j) of this ordinance.

(f) "Living Wage" has the meaning stated in Section 2.121.030.

(g) "Person" means one or more of the following or their agents, employees, servants, representatives, and legal representatives: individuals, corporations, partnerships, joint ventures, associations, labor organizations, educational institutions, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, trustees in bankruptcy, receivers, fiduciaries, and all other entities recognized at law by the Commonwealth of Massachusetts.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(h) “Service Contract” means a contract let to a contractor by the City of Cambridge for the furnishing of services, to or for the City, except contracts where services are incidental to the delivery of products, equipment or commodities. A contract for the purchase or lease of goods, products, equipment, supplies or other property is not a “service contract” for the purposes of this definition.

(i) “Service Subcontract” means a subcontract primarily for the furnishing of services, to or for a recipient of Assistance, except where services are incidental to the delivery of products, equipment or commodities. A contract for the purchase or lease of goods, products, equipment, supplies or other property is not a “service subcontract” for the purposes of this definition.

(j) “Covered Building Service Employee” means any person performing building service work for a Covered Building Service Employer, either directly or through a contract or subcontract.

(k) “Building Services” or “Building Service Work” means work performed in connection with the cleaning of buildings and security guard services.

(l) “Covered Building Service Contract” means a contract or subcontract to provide Building Services to the City of Cambridge or any of its departments or subdivisions.

(m) “Covered Building Service Contractor” or “Covered Building Service Employer” means an entity providing Building Services on a Covered Building Service Contract or subcontract with the City or any of its departments or subdivisions.

(n) “Standard Compensation” has the meaning stated in Section 2.121.040.

2.121.030 Living Wage.

(a) Applicability. Covered Employers shall pay no less than the Living Wage to their employees.

(b) Amount of wage. The Living Wage shall be calculated on an hourly basis and shall be no less than \$10.00, subject to adjustment as provided herein. The Living Wage shall be upwardly adjusted each year no later than March first in proportion to the increase at the immediately preceding December 31 over the year earlier level of the Annual Average Consumer Price Index for All Urban Consumers (CPI -U) Boston-Lawrence-Salem, MA - NH, as published by the Bureau of Labor Statistics, United States Department of Labor applied to \$10.00.

(c) No reduction in collective bargaining wage rates. Nothing in this Chapter shall be read to require or authorize any beneficiary to reduce wages set by a collective bargaining agreement.

(d) Cuts in non-wage benefits prohibited. No Beneficiary will fund wage increases required by this Chapter, or otherwise respond to the provisions of this Chapter, by reducing the health, insurance, pension, vacation, or other non-wage benefits of any of its employees.

2.121.040 Standard Compensation

(a) Applicability. Covered Building Services Employers shall pay no less than the Standard Compensation to Covered Building Service Employees.

(b) Standard Compensation shall include the standard hourly rate of pay for the relevant classification.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(c) Amount.

(i) The “Standard Hourly Rate of Pay” for Covered Building Service Employees other than for security guards shall be the greatest of the following:

(1) The Living Wage rate as defined in 2.121.030; or

(2) the prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 27H of chapter 149 of the General Laws of Massachusetts;

(ii) The “Standard Hourly Rate of Pay for security guards” shall be the greatest of the following:

(1) The Living Wage rate as defined in 2.121.030; or

(2) the prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 3 of chapter 195 of the Massachusetts Acts of 2014; or

(3) the hourly rate paid to workers in the relevant classification under a preceding Building Service Contract.

(iii) The Standard Hourly Rate of Pay for Covered Building Service Employees other than for security guards shall be annually adjusted to be no less than the greatest of the following:

(1) the previous hourly rate of pay increased by the annual percentage difference between the current Boston-Lawrence-Salem, MA - NH Consumer Price Index (CPI) for all items for All Urban Consumers and the same CPI for the same month of the previous year, or

(2) the current prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 27H of chapter 149 of the General Laws of Massachusetts.

(iv) The Standard Hourly Rate of Pay for security guards shall be annually adjusted to be no less than the greatest of the following:

(1) the previous hourly rate of pay increased by the annual percentage difference between the current Boston-Lawrence-Salem, MA - NH Consumer Price Index (CPI) for all items for All Urban Consumers and the same CPI for the same month of the previous year, or

(2) the current prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 3 of chapter 195 of the Massachusetts Acts of 2014.

(v) “Standard Benefits” for Covered Building Service Employees other than for security guards shall be an hourly supplement furnished by a Covered Building Service Employer to a Covered Building Service Employee in one of the following ways: (1) in the form of health and other benefits (not including paid leave) that cost the Covered Building Service Employer the entire required hourly supplemental amount; (2) by providing a portion of the required hourly supplement in the form of health and other benefits (not including paid leave) and the balance in cash; or (3) by providing the

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

entire supplement in cash. The required hourly supplemental rate shall be equal to the greatest of the following: (1) the monetary value of the health and other benefits (not including paid leave) provided under the prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 27H of chapter 149 of the General Laws of Massachusetts; or (2) twenty percent (20%) of the standard hourly rate of pay.

(vii) “Standard Benefits for security guards” shall be an hourly supplement furnished by a Covered Building Service Employer to a Covered Building Service Employee in one of the following ways: (1) in the form of health and other benefits (not including paid leave) that cost the Covered Building Service Employer the entire required hourly supplemental amount; (2) by providing a portion of the required hourly supplement in the form of health and other benefits (not including paid leave) and the balance in cash; or (3) by providing the entire supplement in cash. The required hourly supplemental rate shall be equal to the greatest of the following: the monetary value of the health and other benefits (not including paid leave) provided under the prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 3 of chapter 195 of the Massachusetts Acts of 2014; or (2) twenty percent (20%) of the standard hourly rate of pay.

(viii) For the purposes of this section, “benefits” shall not include workers compensation or other legally mandated insurance, nor shall it include the value of any benefit for which the Covered Building Service Employee is eligible, but for which no payment is actually made by a Covered Building Service Employer to the Covered Building Service Employee or to any other party on the Covered Building Service Employee’s behalf, because the Covered Building Service Employee either does not actually utilize or does not elect to receive the benefit for any reason

(ix) Standard benefits for Covered Building Service Employees other than for security guards shall be adjusted annually to be no less that equal to the value of the greatest of the following: (1) the value of the previous standard benefits increased by the annual percentage difference between the current Boston-Lawrence-Salem, MA - NH Consumer Price Index (CPI) for all items for All Urban Consumers and the same CPI for the same month of the previous year, or (2) the current monetary value of the health and other benefits (not including paid leave) provided under the prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 27H of chapter 149 of the General Laws of Massachusetts.

(x) Standard benefits for security guards shall be adjusted annually to be no less that equal to the value of the greatest of the following: (1) the value of the previous standard benefits increased by the annual percentage difference between the current Boston-Lawrence-Salem, MA - NH Consumer Price Index (CPI) for all items for All Urban Consumers and the same CPI for the same month of the previous year, or (2) the current monetary value of the health and other benefits (not including paid leave) provided under the prescribed rate of wages as determined by the director of the department of labor standards pursuant to section 3 of chapter 195 of the Massachusetts Acts of 2014.

2.121.050 Waivers and Exceptions.

(a) Waivers. A Covered Employer may request that the City Manager grant a partial or whole waiver to the requirements of this Chapter. There shall be no waivers or exceptions made with respect to the Standard Compensation for Covered Building Service Employees.

(b) General Waivers. Waivers may be granted where application of this Chapter to a particular form of Assistance is found by the City Solicitor to violate a specific state or federal statutory, regulatory or constitutional provision or provisions, and the City Manager approves the waiver on that basis.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(c) Hardship Waivers for certain not- for-profit employers. An employer, who has a contract with the City of Cambridge which is not subject to the provisions of G.L. c. 30B, may apply to the City Manager for a specific waiver where payment of the Living Wage by a not-for-profit Covered Employer would cause a substantial hardship to the Covered Employer.

(d) Chapter 30B contract waivers. Prior to issuing an invitation for bids for a procurement contract subject to the provisions of G.L. c. 30B, any Applicable Department may apply to the City Manager for a waiver of the application of the Living Wage to the contract where payment of the Living Wage by a Covered Employer would make it inordinately expensive for the City to contract for the services or would result in a significant loss of services, because the contracted work cannot be segregated from the other work of the Covered Employer.

(e) General Waiver Request Contents. All General Waiver requests shall include the following:

- (1) The nature of the Assistance to which this Chapter applies;
- (2) The specific or official name of the Assistance and Assistance program, the statutory or regulatory authority for the granting of the Assistance, and a copy of that authority;
- (3) The conflicting statutory, regulatory, or constitutional provision or provisions that makes compliance with this Chapter unlawful, and a copy of each such provision; and
- (4) A factual explication and legal analysis of how compliance with this Chapter would violate the cited provision or provisions, and the legal consequences that would attach if the violation were to occur.

(f) Hardship Waiver Request Contents. All Hardship Waiver requests shall include the following:

- (1) The nature of the Assistance to which this Chapter applies;
- (2) A detailed explanation of why payment of the Living Wage would cause a substantial hardship to the Covered Employer; and
- (3) A statement of proposed wages below the Living Wage.

(g) Chapter 30B Contract Waiver Request Contents. A Chapter 30B contract waiver request shall include the following:

- (1) The nature of the Assistance to which this Chapter applies;
- (2) A detailed explanation of why the contracted work cannot be segregated from the other work of the bidding Covered Employers thereby making the cost of the contract with the payment of the Living Wage inordinately expensive or would result in a significant loss of services;

(h) Community Advisory Board review and recommendation regarding waiver requests. The Community Advisory Board, as described in Section 2.121.070 of this ordinance, shall consider waiver requests along with their supporting documentation and analysis, and may hold a public hearing to consider the views of the public before making a recommendation to the City Manager

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

regarding the waiver request. For a hardship waiver, the Community Advisory Board shall offer an opportunity to be heard to employees of the Covered Employer. After reviewing the recommendation of the Community Advisory Board, the City Manager may approve and grant or deny all or part of a request. The City Manager may in his or her discretion grant a temporary hardship waiver pending the hearing before the Community Advisory Board. For Chapter 30B contract waivers, the Community Advisory Board shall make its recommendation to the City Manager no more than thirty days after it is notified of the request for a Chapter 30B contract waiver.

(i) Terms of exceptions. If an employer is subject to this Chapter as a result of its receipt of more than one kind of Assistance covered by this Chapter, and if the City Manager grants a waiver with respect to one form of Assistance, the City Manager need not find that this Chapter is inapplicable to the employer with respect to another form of Assistance received by the employer.

(j) Exceptions. The following positions will be excepted from the requirement of the payment of the Living Wage upon certification in an affidavit in a form approved by the Applicable Department and signed by a principal officer of the Covered Employer that the positions are as follows:

- (1) youth hired pursuant to a city, state, or federally funded program which employs youth as defined by city, state, or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part-time program;
- (2) work-study or cooperative educational programs;
- (3) trainees who are given a stipend or wage as part of a job training program that provides the trainees with additional services, which may include, but are not limited to, room and board, case management, or job readiness services.
- (4) persons working in a recognized supported employment program that provides workers with additional services, which may include, but are not limited to, room and board, case management, counseling, or job coaching;
- (5) positions where housing is provided by the employer;
- (6) employees who are exempt from federal or state minimum wage requirements; and
- (7) individuals employed by the City of Cambridge where the employment of such individuals is intended primarily to provide a benefit or subsidy to such individuals, although the City is compensating them for work performed.

2.121.060 Notification Requirements.

All Applicable Departments shall provide in writing an explanation of the requirements of this ordinance in all requests for bids for service contracts and to all persons applying for Assistance as defined by this ordinance. All persons who have signed a service contract with the City of Cambridge or a contract for Assistance shall forward a copy of such requirements to any person submitting a bid for a subcontract on the Assistance contract.

All Covered Building Service Contracts and all solicitations for Building Services issued by the City of Cambridge or any of its departments or subdivisions, shall contain a provision indicating the number of hours or work required and stating the Standard Compensation for the relevant

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

classification that is applicable to the Covered Building Service Employees and shall contain a stipulation that the Covered building Service employees shall be paid not less than the Standard Compensation for the relevant classifications.

All requests for proposals or other solicitations and all specifications for Building Service Work, shall include specific reference to this chapter, shall state the required number of hours, and shall require prospective building service contractors to submit pricing on a standard worksheet furnished by the City that specifies the components of hourly pricing for the duration of the contract.

2.121.070 Duties of Covered Employers.

(a) Notification Requirements.

Covered employers and Covered Building Service Employers shall provide each Covered employee with a fact sheet about this ordinance and shall post a notice about the ordinance in a conspicuous location visible to all employees. The fact sheet and poster shall be provided to the Covered Employer by the Applicable Department and shall include:

- (1) notice of the Living Wage amount and notice of the Standard Compensation amount;
- (2) a summary of the provisions of this ordinance;
- (3) a description of the enforcement provisions of the ordinance;
- (4) the name, address, and phone number of a person designated by the Applicable Department to whom complaints of noncompliance with this ordinance should be directed.

(b) Contract for Assistance. At the time of signing a contract for assistance with the City of Cambridge or with a Beneficiary, or a Covered Building Service Contract, the contract must include the following:

- (1) the name of the program or project under which the contract or subcontract is being awarded;
- (2) a local contact name, address, and phone number for the Beneficiary;
- (3) a written commitment by the Beneficiary to pay all Covered Employees not less than the Living Wage or Standard Wage if applicable, as subject to adjustment under this ordinance and to comply with the provisions of this ordinance;
- (4) a list of Covered Employees and Covered Building Service Employees under the contract with the employees' job titles;
- (5) a list of all subcontracts either awarded or that will be awarded to Beneficiaries with funds from the Assistance. Upon signing any subcontracts, the Covered Employer shall forward a copy of the subcontract to the Applicable Department.

(c) Maintenance of payroll records. Each Covered Employer shall maintain payrolls for all Covered Employees and basic records relating thereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the job title and classification, the number of hours worked each day, the gross wages, deductions made, actual wages paid, and copies of social security wage and withholding reports, and evidence of payment thereof and such other data as may be required by the Applicable Department from time to time.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(d) Applicable Department duties. The Applicable Department shall cause investigations to be made as may be necessary to determine whether there has been compliance with this Ordinance. The Applicable Department shall report the findings of all such investigations to the Community Advisory Board.

(e) Covered Employer to cooperate. The Covered Employer shall submit payroll records on request to the Applicable Department. The Covered Employer shall permit City representatives to observe work being performed upon the work site, to interview employees and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

(f) City Assistance Reports. Each Applicable Department shall file a City Assistance Report with the City Manager and the Community Advisory Board by July 31 of each year. The report shall include, for each Assistance package or contract approved during the preceding fiscal year:

- (1) the name of the Applicable Department (awarding agency), the name of the specific program under which the Assistance was awarded, and the origin of funds for Assistance;
- (2) a description of the purpose or project for which the Assistance was awarded;
- (3) the name, address, and phone number of a local contact person for the Covered Employer;
- (4) the total cost to the City of Assistance provided to each Beneficiary, including both face-value of Assistance, as well as revenue not collected as a result of the Assistance.

(g) Payroll reporting. Every six (6) months, a Covered Building Service Employer, shall file with the City a complete certified payroll showing the Covered Building Service Employer's payroll records for each Covered Building Service Employee. Upon request, the Covered Building Service Employer shall produce for inspection and copying the payroll records for any or all applicable Covered Building Service Employees for the prior three (3) year period.

(h) Transitional Employment Period. The City shall give advance notice to a Covered Building Service Contractor and any collective bargaining representative of the Covered Building Service Contractor that a Covered Building Service Contract will be terminated, and the City shall also provide the name, address, and telephone number of the successor Covered Building Service Contractor or contractors where known. The terminated Covered Building Service Contractor shall, within five (5) days after receipt of such notice, provide to the successor Covered Building Service Contractor, the name, address, date of hire, and employment occupation classification of each employee employed at the site or sites covered by the building service contract at the time of receiving said notice. If a successor Covered Building Service Contractor has not been identified by the City by the end of the five (5) day pay period, the terminated Covered Building Service Contractor shall provide the information to the City, at the same time that the terminated contractor shall provide each affected employee with notice of his/her right to obtain employment with the successor Covered Building Service Contractor.

A successor Covered Building Service Contractor or subcontractor where applicable shall retain for a 90-day transitional employment period all employees who were employed by the terminated Covered Building Service Contractor and its subcontractors at the building(s) covered by the terminated contract. This requirement shall not apply in the event the City chooses to employ building service employees directly.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

If at any time the successor Covered Building Service Contractor determines that fewer employees are required to perform the new service contract than had been performing such services under the terminated contract, the successor Covered Building Service Contractor shall retain the employees by seniority within job classification. Except for such layoffs, during the 90-day transition period, the successor Covered Building Service Contractor shall not discharge without cause an employee. During the 90-day transition period, the successor Covered Building Service Contractor shall maintain a preferential hiring list of those employees not retained from which the successor contractor or its subcontractors shall hire additional employees.

2.121.080 Community Advisory Board.

(a) Purpose. The purpose of the Community Advisory Board shall be to review the effectiveness of this Ordinance at creating and retaining Living Wage jobs, to make recommendations to the City Manager regarding the granting of Waivers to Covered Employers, to review the implementation and enforcement of this ordinance, and to make recommendations from time to time in connection therewith.

(b) Composition. The Community Advisory Board shall be composed of nine members and shall include representatives of laborunions, community organizations and the business community. All members will be appointed by the City Manager. Members of the Board shall serve a three-year term. Whenever a vacancy shall occur the City Manager shall appoint a replacement within thirty days of said vacancy.

(c) Meetings. The Community Advisory Board shall meet quarterly and in special session as required. All meetings of the Board shall be open to the public and will allow for public testimony on the uses of the City Assistance generally, and on specific instances of Assistance or proposed Assistance as received or sought by individual enterprises.

(d) Conflict of Interest. No member of the Community Advisory Board shall participate in any proceeding concerning a Beneficiary, a Covered Employer or a Covered Employee, or applicant for waiver or exemption, if the member or any member of his or her immediate family has a direct or indirect financial interest in the outcome of said proceeding.

2.121.090 Enforcement.

(a) Enforcement powers. In order to enforce this Chapter, the Applicable Department may, with the approval and assistance of the City Solicitor, issue subpoenas, compel the attendance and testimony of witnesses and production of books, papers, records, and documents relating to payroll records necessary for hearing, investigations, and proceedings. In case of failure to comply with a subpoena, the City may apply to a court of appropriate jurisdiction for an order requiring the attendance and testimony of witnesses and the productions of books, papers, records, and documents. Said court, in the case of a refusal to comply with any such subpoena, after notice to the person subpoenaed, and upon finding that the attendance or testimony of such witnesses or the production of such books, papers, records, and documents, as the case may be, is relevant or necessary for such hearings, investigation, or proceedings, may issue an order requiring the attendance or testimony of such witnesses or the production of such documents and any violation of the court's order may be punishable by the court as contempt thereof.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(b) Complaint procedures. An employee who believes that he or she is a Covered Employee or an applicant for a position to be filled by a Covered Employee who believes that his or her employer is not complying with requirements of this Chapter applicable to the employer may file a complaint with the Applicable Department or with the Community Advisory Board. Complaints of alleged violations may also be filed by concerned citizens or by the City Council. Complaints of alleged violations may be made at any time, but in no event more than three years after the last date of alleged violation, and shall be investigated promptly by the Applicable Department. Statements written or oral, made by an employee, shall be treated as confidential and shall not be disclosed to the Covered Employer without the consent of the employee.

(c) Investigations and hearings. The Applicable Department shall investigate the complaint, and may, in conjunction with the City Solicitor, and in accordance with the powers herein granted, require the production by the employer of such evidence as required to determine compliance. Prior to ordering any penalty the applicable Department shall give notice to the employer and conduct a hearing. If at any time during these proceedings, the employer voluntarily makes restitution of the wages not paid to the employee making the complaint and to any similarly situated employees, by paying all back wages owed plus interest at the average prior year Massachusetts passbook savings bank rate, or otherwise remedies the violation alleged if the violation involves matters other than wages, then the Applicable Department shall thereafter dismiss the complaint against the employer.

(d) Remedies. In the event that the Applicable Department, after notice and hearing, determines that any Covered Employer has failed to pay the Living Wage rate or has otherwise violated the provisions of this Chapter, the Applicable Department may order any or all of the following penalties and relief:

- (1) Fines up to the amount of \$300 for each Covered Employee for each day that the Covered Employer is in violation of this Ordinance, except if the violation was not knowing and willful, then the total fine shall not exceed the amount of back wages plus interest owed;
- (2) Suspension of ongoing contract and subcontract payments;
- (3) Ineligibility for future City Assistance for up to three years beginning when all penalties and restitution have been paid in full. In addition, all Covered Employers having any principal officers who were principal officers of a barred beneficiary shall be ineligible under this section; and
- (4) Any other action deemed appropriate and within the discretion and authority of the city. Remedies in this section shall also apply to the party or parties aiding and abetting in any violation of this chapter.

(e) Private right of action. Any Covered Employee, or any person who was formerly employed by a Beneficiary, may bring an action to enforce the provisions of this Chapter to recover back pay and benefits, attorneys fees and costs, by filing suit against a Beneficiary in any court of competent jurisdiction.

(f) Remedies herein non-exclusive. No remedy set forth in this Chapter is intended to be exclusive or a prerequisite for asserting a claim for relief to enforce the right granted under this Chapter in a court of law. This Chapter shall not be construed to limit an employee's right to bring a common law cause of action for wrongful termination.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(g) Retaliation and discrimination barred. A Covered Employer shall not discharge, reduce the compensation or otherwise retaliate against any employee for making a complaint to the City, otherwise asserting his or her rights under this Chapter, participating in any of its proceedings or using any civil remedies to enforce his or her rights under the Chapter. The City shall investigate allegations of retaliation or discrimination and shall, if found to be true, after notice and a hearing, order appropriate relief as set out in paragraphs (c) and (d) herein.

2.121.100 Severability.

In the event any provision of this ordinance shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

2.121.110 Effective Date.

This law shall be effective sixty (60) after final passage.

In City Council December 21, 2015.
Passed to be ordained by a yea and nay vote:-
Yeas 9; Nays 0; Absent 0; Present 0.
Attest:- Donna P. Lopez, City Clerk.

A true copy;

ATTEST:-

Donna P. Lopez
City Clerk

The Living Wage Ordinance (2.121) provides, at 1.121.030(b) that the wage shall be upwardly adjusted each year no later than March 1st in proportion to the increase in the Annual Average Consumer Price Index for the prior calendar year for All Urban Consumers (CPI-U) in the Boston area, as published by the federal Bureau of Labor Statistics.

For calendar year 1999, the CPI-U increased by 2.5%. Therefore the new living wage, as of March 1, 2000 is \$10.25.

For calendar year 2000, the CPI-U increased by 4.3%. Therefore the new living wage, as of March 1, 2001 is \$10.68.

For calendar year 2001, the CPI-U increased by 4.3%. Therefore the new living wage, as of March 1, 2002 is \$11.11.

For calendar year 2002, the CPI-U increased by 2.6%. Therefore the new living wage, as of March 1, 2003 is \$11.37.

The City Council has voted to amend the section of the Living Wage Ordinance (1.121.030 (b) that provides the method for calculating cost of living increases each year. As a result of this change, the living wage as of March 30, 2003 is \$11.44.

For calendar year 2003, the CPI-U increased by 3.76%. Therefore the new living wage, as of March 1, 2004 is \$11.87.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

For calendar year 2004, the CPI-U increased by 2.7%. Therefore the new living wage, as of March 1, 2005 is \$12.19.

For calendar year 2005, the CPI-U increased by 3.3%. Therefore the new living wage, as of March 1, 2006 is \$12.59.

For calendar year 2006 the CPI-U increased by 3.1 %. Therefore the new living wage, as of March 1, 2007 is \$12.98.

For calendar year 2007 the CPI-U increased by 1.9 %. Therefore the new living wage, as of March 1, 2008 is \$13.23.

For calendar year 2008 the CPI-U increased by 3.5 %. Therefore the new living wage, as of March 1, 2009 is \$13.69.

For calendar year 2009 the CPI-U decreased by .67 %. Therefore the new living wage, as of March 1, 2010 will remain at \$13.69.

For calendar year 2010 the CPI-U increased by 1.57%. Therefore the new living wage, as of March 1, 2011 is \$13.90.

For calendar year 2011 the CPI-U increased by 2.71%. Therefore the new living wage, as of March 1, 2012 is \$14.28.

For calendar year 2012 the CPI-U increased by 1.58%. Therefore the new living wage, as of March 1, 2013 is \$14.51.

For calendar year 2013 the CPI-U increased by 1.37%. Therefore the new living wage, as of March 1, 2014 is \$14.71.

For calendar year 2014 the CPI-U increased by 1.61%. Therefore the new living wage, as of March 1, 2015 is \$14.95.

For calendar year 2015 the CPI-U increased by .06%. Therefore the living wage, as of March 1, 2016 is \$15.04.

For calendar year 2016 the CPI-U increased by 1.47%. Therefore the new living wage, as of March 1, 2017 is \$15.26.

For calendar year 2017 the CPI-U increased by 2.51%. Therefore the new living wage, as of March 1, 2018 is \$15.64.

For calendar year 2018 the CPI-U increased by 3.29%. Therefore the new living wage, as of March 1, 2019 is \$16.15.

For calendar year 2019 the CPI-U increased by 1.91%. Therefore the new living wage, as of March 1, 2020 is \$16.46.

For calendar year 2020 the CPI-U increased by 1.13%. Therefore the new living wage, as of March 1, 2021 is \$16.65.

For calendar year 2021 the CPI-U increased by 3.26%. Therefore the new living wage, as of March 1, 2022 is \$17.19.

For calendar year 2022 the CPI-U increased by 7.10%. Therefore, the new living wage as of March 1, 2023 is \$18.41.

NAME OF BIDDER: _____

ORDINANCE #2022-15 - FINAL PUBLICATION

CITY OF CAMBRIDGE

In the Year Two Thousand and Twenty-Two

AN ORDINANCE

In amendment to the Ordinance
entitled "Cambridge Municipal Code."

Be it ordained by the City Council of the City of Cambridge that the Municipal Code of the City of Cambridge, Chapter 2.112.080, entitled "Truck Safety Ordinance" be amended by substitution to read as follows:

2.112.080 Truck Safety Ordinance.

2.112.081 Short title.

Sections 2.112.081 to 2.112.089 may be cited as the "Truck Safety Ordinance" of the City of Cambridge.

(Ord. No. 2020-20,11-2-2020)

2.112.082 Declaration of findings and policy-Scope.

The City Council hereby finds that the provisions of these sections are intended to promote the public purpose of effectively protecting Vulnerable Road Users, as defined in Section 2.112.083 below, against the risks associated with sharing the road with Large Vehicles, as defined in Section 2.112.083 below. These sections seek to minimize the potential for injury to Vulnerable Road Users, specifically relating to falling under the sides of or being caught under the wheels of Large Vehicles.

(Ord. No. 2020-20, 11-2-2020)

2.112.083 Definitions.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

The following words shall for the purposes of these sections, unless the context clearly requires otherwise, have the following meanings:

- A. "City" shall mean the City of Cambridge.
- B. "City Solicitor" shall mean the city solicitor for the City of Cambridge.
- C. "City Vendor" shall mean any individual, firm, business, consultant, contractor, or supplier of goods and/or services to the City of Cambridge, or any subcontractors, employees or agents thereof.
- D. "Contract" shall mean any contract executed between the City and a City Vendor for \$10,000 or more for goods, services, design or construction.
- E. "Centralized Purchase" shall mean a statewide contract to purchase through the Commonwealth of Massachusetts, a Commonwealth of Massachusetts department supply or service contract, a collective purchase, a purchase through a General Services Administration procured supply schedule, or a cooperative purchase.
- F. "DPW Commissioner" shall mean the Commissioner of the Department of Public Works or his or her designee.
- G. "Large Vehicle" shall mean any Class 3 or above motor vehicle, trailer, semi-trailer or semi-trailer unit, with a gross vehicle weight rating (GVWR) exceeding 10,000 pounds and are able to travel at speeds more than 15 miles per hour, when travelling within the City of Cambridge to supply the goods, services, design or construction that are the subject of a contract with the City.
- H. "Purchasing Agent" shall mean the purchasing agent for the City of Cambridge.
- I. "Third-Party Freight Brokerage Contractor" shall mean a brokerage contractor that is used by City Vendors to supply Large Vehicles to City Vendors to transport goods and services to the City of Cambridge.
- J. "TPT Director" shall mean the Director of the Traffic, Parking & Transportation Department or his or her designee.
- K. "Vulnerable Road User" shall mean (a) a pedestrian, including but not limited to those persons actually engaged in work upon a way, or in work upon utility facilities along a way, or engaged in the provision of emergency services within the way, or (b) a person operating a bicycle, handcycle, tricycle, skateboard, roller skates, in-line skates, moped, other non-motorized or electric personal mobility or recreational device other than an automobile or motorcycle, wheelchair, personal assistive mobility device, horse-drawn carriage, motorized bicycle, motorized scooter, farm tractor, agricultural trailer, or similar vehicle designed primarily for farm use, or other

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

motorized vehicle which has a maximum speed of less than 20 miles per hour, or (c) a person riding an animal.

(Ord. No. 2020-20, 11-2-2020)

2.112.084 Applicability.

- A. These sections shall apply to every Large Vehicle used by a City Vendor while under a City Contract, except as provided in Section B below.
- B. The provisions of these sections shall not apply to:
 - 1. A motor vehicle which has a maximum speed not exceeding fifteen (15) mph;
 - 2. A fire apparatus;
 - 3. An emergency medical vehicle;
 - 4. A vehicle which is being driven or towed to a place whereby previous arrangement has been scheduled to install any safety requirements for large vehicles such that it complies with these sections;
 - 5. Vehicles used by City Vendors solely for the purpose of snow clearance or removal;
 - 6. Vehicles used by City Vendors solely for the purpose of street sweeping;
 - 7. Vehicles used by City Vendors solely for the purpose of street paving.

(Ord. No. 2020-20, 11-9-2020)

2.112.085 Requirements for large vehicles.

- A. All Large Vehicles subject to the provisions of these sections shall be equipped with convex mirrors, cross- over mirrors, decals, and side under-ride guards affixed to the sides of Large Vehicles in a manner consistent with these sections.
- B. The DPW Commissioner and the TPT Director shall have the authority to promulgate regulations to accomplish any of the provisions of these sections, including but not limited to required specifications for convex mirrors, cross-over mirrors, decals, and side under-ride guards affixed to the sides of Large Vehicles.
- C. As future technical innovations to improve safety for Vulnerable Road Users become available, the DPW Commissioner and the TPT Director may research and test such technical innovations, and update any rules and regulations promulgated hereunder consistent with such research and tests.

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(Ord. No. 2020-20, 11-9-2020)

2.112.086 Enforcement.

Any violation of any provision of these sections by a City Vendor shall constitute a breach of the subject contract the City Vendor has with the City and will be considered a default under such contract with the City, and shall subject the City Vendor to any and all penalties contained in such contract. Any violations of these sections shall be reported to the Purchasing Agent and the City Solicitor.

(Ord. No. 2020-20, 11-9-2020)

2.112.087 Waiver.

- A. If the Purchasing Agent believes that extenuating circumstances exist which would prevent any City Vendor(s) from complying with the provisions of these sections, the Purchasing Agent, upon the recommendation of both the DPW Commissioner and the TPT Director, may approve a waiver of some or all of the requirements of these sections prior to issuing a procurement solicitation for any procurement contract or for any contract not requiring competition. If the Purchasing Agent is unable to secure any responsible and responsive bid in response to a procurement solicitation for a contract for goods, services, design, or construction or for any procurement contract not requiring competition, then the Purchasing Agent may issue a waiver of some or all of the requirements of these sections upon the recommendation of the DPW Commissioner and the TPT Director.
- B. If the DPW Commissioner and the TPT Director believe that extenuating circumstances exist which would prevent a City Vendor from complying with the provisions of these sections for a specific delivery or operation, the DPW Commissioner and TPT Director may approve a limited waiver of the requirements of these sections for the specific delivery or operation not to exceed one month.
- C. If the DPW Commissioner and the TPT Director believe that extenuating circumstances exist as a result of a contract executed with a City Vendor where goods, services, design or construction are procured through a Centralized Purchase, or requires a Third-Party Freight Brokerage contractor, the DPW Commissioner and TPT Director may recommend and the Purchasing Agent may approve a waiver of some or all of the requirements of these sections.
- D. Waivers will be issued in a form and manner consistent with the provisions of these sections and the rules and regulations promulgated hereunder.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

- E. On an annual basis, the City Manager shall provide a report to the City Council that includes: the number of waivers issued, the number of responsive contracts executed without a waiver, and the total number of contracts executed during the previous fiscal year, as well as any trends (positive or negative) and any other relevant information regarding the effectiveness of this Ordinance in increasing the safety of trucks operated in Cambridge.

(Ord. No. 2020-20 , 11-9-2020)

2.112.088 Conformity with existing state and federal law and severability.

These sections shall be implemented in conformity with all applicable provisions of federal, state and local laws, and the provisions of these sections are severable; if any provision, or portion thereof, should be held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

(Ord. No. 2020-20, 11-9-2020)

2.112.089 Effective date.

These amendments shall be effective upon enactment.

(Ord. No. 2020-20, 11-9-2020)

In City Council June 6, 2022.

Ordained as amended by a yea and nay vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- Paula M. Crane, Interim City Clerk

A true copy;

ATTEST:-



Paula M. Crane
Interim City Clerk

**City of Cambridge
Truck Safety Ordinance Regulations**

The City of Cambridge Commissioner for Public Works (the “DPW Commissioner”) and the City of Cambridge Director of Traffic, Parking and Transportation (the “TPT Director”) hereby adopt the following Truck Safety Ordinance Regulations pursuant to the Truck Safety Ordinance, Chapter 2.112, Section 2.112.080 of the Cambridge Municipal Code (“Truck Safety Ordinance” or “Ordinance”). The provisions of the Truck Safety Ordinance, including but not limited to the definitions contained in the Ordinance, shall apply to these regulations. Additionally, for purposes of these Regulations a “Side Under-Ride Guard” shall mean a piece of equipment that is installed on a Large Vehicle between the front and rear wheels to help prevent injuries to Vulnerable Road Users, and particularly to protect against the risk of falling under the side of the vehicle and being caught under the wheels of the vehicle.

1. All Large Vehicles subject to the provisions of the Truck Safety Ordinance shall be equipped with convex mirrors, cross-over mirrors, decals, and Side Under-Ride Guards affixed to the sides of Large Vehicles in a manner consistent with the specifications detailed in Section 2 below.
2. The following technical specifications shall be met in order for equipment to meet the provisions of the Truck Safety Ordinance for Side Under-Ride Guards, convex mirrors, convex cross-over mirrors, and safety decals.

2.1 Side Under-Ride Guards

(a) Equipping Large Vehicles with Side Under-Ride Guards

Large Vehicles must be constructed or equipped in such a way as to offer, throughout their length, effective protection to Vulnerable Road Users against the risk of falling under the side of the vehicle and being caught under the wheels of the vehicle. This requirement may be considered satisfied:

- 1) if the Large Vehicle is equipped with Side Under-Ride Guards in accordance with the requirements of Section 2.1(b) and depicted in diagram (1) below, or if
- 2) the Large Vehicle is designed and/or equipped such that by virtue of its shape and characteristics, its component parts can be incorporated and/or regarded as a replacement for the Side Under-Ride Guards, but the component parts’ combined functions must satisfy the requirements set out in Section 2.1(b) and diagram (1) below.

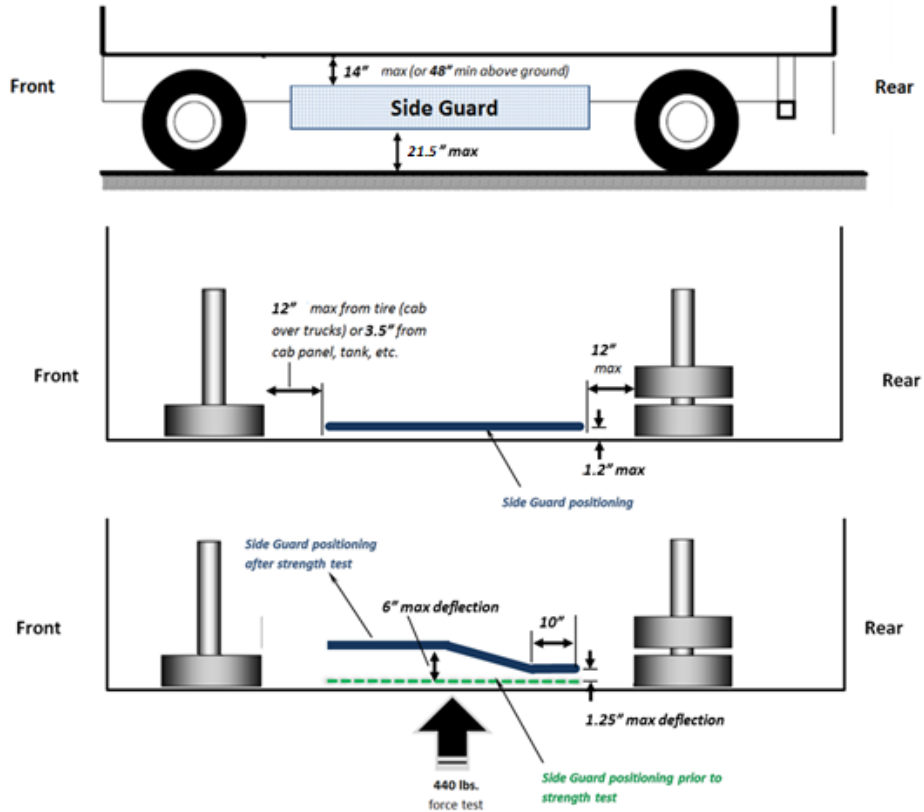
**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

(b) Technical Specifications

Side Under-Ride Guards may use horizontal rails or a continuous flat surface that meets the following requirements:

- 1) The lower edge of Side Under-Ride Guards shall at no point be more than twenty-one and one-half (21.5") inches above the ground. It is preferred that the lower edge be no more than thirteen and eight tenths (13.8") inches above the ground.
- 2) The upper edge of Side Under-Ride Guards shall be no more than fourteen (14") inches below the structure of the vehicle as shown in the top schematic in diagram (1), which on a vertical plane must be tangential to the outer surface of the tires, as shown in the middle schematic in diagram (1).
- 3) The rear and forward edges of Side Under-Ride Guards shall not be more than twelve (12") inches from the tire on the wheel immediately adjacent to the Side Under-Ride Guards, as shown in the middle schematic in diagram (1).
- 4) Every Side Under-Ride Guard shall be essentially rigid and securely mounted and shall not be subject to loosening due to vibration in normal use of the vehicle. Side Under-Ride Guards shall be capable of withstanding a force of 440 pounds applied perpendicularly to any part of its surface by the center of a ram the circular face of which is not more than eight and one half (8.5") inches in diameter.
- 5) No part of a Side Under-Ride Guard shall be subject to deflection by more than six (6") inches by the ram referenced above, as shown in the bottom schematic in diagram (1), and
- 6) No part of a Side Under-Ride Guard which is less than ten (10") inches from its rear edge shall be subject to deflection by more than one and one quarter (1.25") inches from the ram referenced above, as shown in the bottom schematic in diagram (1).

DIAGRAM (1)



2.2 Convex Mirrors

Large Vehicles must be equipped with convex mirrors to enable the operator of the Large Vehicle to see all points on an imaginary horizontal line which is three (3') feet above the road, starting from five (5') feet directly behind the placement of the convex mirror, and which view extends rearward beyond the full length of such large vehicle on both the left and right sides of the Large Vehicle.

2.3 Cross-Over Mirrors

Large Vehicles must be equipped with a convex cross-over mirror on the front of the vehicle to enable the operator of the Large Vehicle to see any person or object at least three (3') feet tall passing in front of the vehicle.

2.4 Safety Decals

Large Vehicles must be equipped with a minimum of two (2) safety decals on the rear of the Large Vehicle, two (2) safety decals on the left side of the Large Vehicle, and two (2) safety decals on the right side of the Large

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Vehicle, that warn Vulnerable Road Users of blind spots, with the following requirements:

- (a) Decals must be "safety yellow" in color.
- (b) Decals must include language or images warning of the blind spot locations on the vehicle.
- (c) Decals on the sides of Large Vehicle must be placed on or within one (1') foot of the Side Under-Ride Guards.

3. Compliance

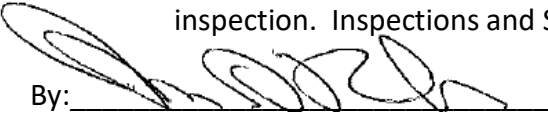
3.1 All Large Vehicles subject to the Ordinance and these Regulations shall comply with these Regulations and the City of Boston Code of Ordinances, Chapter 4, Section 4-8, and shall have all convex mirrors, cross-over mirrors, Side Under-Ride Guards, and decals inspected and approved by the City of Boston Inspectional Services Department. Upon successful completion of the inspection and approval by the City of Boston, all Large Vehicles shall be affixed with the City of Boston Inspectional Services Department's compliance certification sticker ("Sticker").

3.2 A fee to cover the costs associated with the City of Boston's inspection and Sticker shall be determined by the City of Boston Commissioner of the Inspectional Services Department and paid by the applicant / owner of the Large Vehicle.

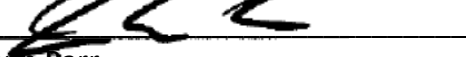
3.3 Certification and receipt of the City of Boston Sticker must occur prior to any delivery of supplies, services, design and /or construction within the City of Cambridge by any Large Vehicle subject to the requirements of the Ordinance and these Regulations.

3.4 Any Large Vehicle that already has a current City of Boston Sticker does not need to submit to further inspection by the City of Boston Inspectional Services Department until two years has passed since its original certification, unless the convex mirrors, cross-over mirrors, Side Under-Ride Guards, or decals have been damaged, worn, removed, replaced or modified in any way since the last inspection.

3.5 Large Vehicles must display their Sticker, which shall denote the year of inspection. Inspections and Stickers must be updated biennially.

By: 
Owen O'Riordan
Commissioner of Public Works

Date: July 1st 2021

By: 
Joseph Barr
Director of Traffic, Parking and Transportation

Date: July 1, 2021

NAME OF BIDDER: _____

**City of Cambridge
Articles of Agreement**

**Commodity:
File Number:**

This agreement is made and entered into this _____, by and between the **City of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and _____, existing under the laws of the State of _____ ("the Contractor").

**Address:
Telephone, Fax, E-mail:**

Article I. Definition. "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

Article II. Duration. The Contractor shall commence the performance of this contract for the period beginning on _____ and ending on _____.

Article III. Terms. The Contractor agrees to provide the services all in accordance with the bid documents of (bid opening date) or (proposal if appropriate).

Contract Value: \$

Article IV. Payment. The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice department to which it provided the service, not the Purchasing Department.**

Article V. Termination. The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

Article VI. Damages. From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

NAME OF BIDDER: _____

**FILE NO. 11053 Preschool Programming for the City of Cambridge;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 13, 2023.**

Article VII. Conflict. In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

Article VIII. Governing laws and ordinances. This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof. Vendor agrees that it shall comply with the Truck Safety Ordinance, contained in Section 2.112.080, et seq., of the Cambridge Municipal Code, and all associated rules and regulations promulgated thereunder, if this contract is for an amount equal to or in excess of \$10,000 per year.

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of 0% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

Article X. Equal Opportunity. the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, gender identity, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

Article XI. Assignability. the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

Article XII. Electronic Signatures. This Contract and any amendments thereto may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which, together, shall be deemed to be one and the same agreement or document. A signed copy of this Contract or any amendment thereto transmitted by facsimile, email or other means of electronic transmission, shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such amendment for all purposes.

In witness whereof, the parties have hereto and to three other identical instruments set their hands the day and year first above written.

The City:

The Contractor:

City Manager

Signature and Title

Purchasing Agent

Approved as to Form:

City Solicitor

NAME OF BIDDER: _____