

**Caswell County Partnership for Children  
Request for Proposals  
Child Care Provider Professional Development Services**

The Caswell County Partnership for Children is soliciting proposals for professional development services through competitive negotiations.

RFA Release Date:	March 7, 2019
Deadline for Questions:	April 4, 2019
Submit Questions to:	Bridget Bernal Email: <a href="mailto:ccpfcfinance@esinc.net">ccpfcfinance@esinc.net</a>
Response to Questions:	Will be posted on <a href="http://www.caswellchildren.org">www.caswellchildren.org</a> by April 11, 2019
Deadline for Proposals:	Must be received by April 23, 2019 by 4 PM
Submit to:  1084 NC Hwy 86 N PO Box 664 Yanceyville, NC 27379 (Mailed or delivered in person)	Bridget Bernal Caswell County Partnership for Children
Electronic Submission:	Bridget Bernal <a href="mailto:ccpfcfinance@esinc.net">ccpfcfinance@esinc.net</a>
Award Notification:	May 28, 2019

**Proposals may be submitted electronically or in hard copy format. Faxed applications will not be accepted. Applications will be accepted on a rolling basis up until the deadline date above, to be reviewed monthly while this document remains unchanged and posted to the Caswell County Partnership for Children website. Any updated versions of this document released in the future will replace this version.**

## **I. GENERAL INFORMATION**

### **Introduction**

The Caswell County Partnership for Children (hereinafter referred to as CCPFC) is soliciting proposals from qualified applicants to provide professional development services through competitive negotiations. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified Contractor (hereinafter referred to as the Contractor”) to provide professional development opportunities to child care providers in Caswell County, NC.

CCPFC unites the community to provide families with resources and services to enable all children to reach their fullest potential. CCPFC is a non-profit organization serving children, youth, and families in Caswell County. CCPFC improves the quality of life for children and families by supporting initiatives addressing early education, family support, health and youth development. CCPFC administers North Carolina’s Smart Start and Pre-K programs, as well as several other grant funded programs, and serves as a Raising a Reader affiliate. Additional information regarding CCPFC can be located at [www.caswellchildren.org](http://www.caswellchildren.org).

Proposals should cover the time period of July 1, 2019-June 30, 2020. Smart Start funding is contingent on the approval of funding by the North Carolina General Assembly and the North Carolina Partnership for Children (NCPC).

### **Purpose of the Request**

Two types of professional development proposals are being solicited for the purpose of providing professional development opportunities for child care providers in Caswell County:

- 1. Training Session (1.5 to 2 hours)**
- 2. Continuing Education Unit Session (5 hour or 0.5 CEU’s)**

## **II. AVAILABLE FUNDING AND ELIGIBILITY REQUIREMENTS**

### **Award Term and Requirements**

Funding for this project is provided for a one year term and is contingent on funding availability and adherence to the requirements of the contract. The term of any resulting award is anticipated to be for one fiscal year, from 7/1/2019 until 6/30/2020.

### **Eligibility**

#### **PROPOSAL REQUIREMENTS**

A Detailed cost proposal for professional development services should address/include the following information:

- Provide NC Division of Child Development and Early Education (DCDEE) approved professional development opportunities (resulting in either Continuing Education Units (CEUs) or In-service training hours) for child care professionals to expand their knowledge of early childhood development, best practices in child care, and the latest issues facing the early childhood community. Please note that our agency is not able to serve as sponsor for

CEU credits. The applicant would need to have a system in place for providing those credits, if applicable.

- Provide child care staff the knowledge and skills they need to best serve children and families. The opportunities should be designed to deliver a very specific body of knowledge or to teach a specific skill.
- Address the needs of child care providers in both child care center and family child care home settings.
- Respond to the needs of child care providers at all levels, from entry-level assistants to administrators.
- Provide information geared towards child care providers who work with children ages 0-5 years.

**Responses to the RFP must include:**

1. Cover letter – The proposal must include a cover letter signed by the individual authorized to legally bind the Contractor. The cover letter must also contain a statement that the person signing the proposal is a legal representative of the Contractor and is authorized to bind the contract.
2. Background and experience of the Contractor – Information and examples of work that show the experience and skills of the applicant.
3. Project staffing – This section must include the proposed staffing to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Include documentation that shows you have been trained by an appropriate agency, if applicable. Applicants must demonstrate the ability to provide effective services as demonstrated by current services provided and/or by the documentation of adequate planning and/or staff qualifications/expertise.
4. Technical approach – The proposal should describe when the training will occur (day of week, during the day, evenings, etc.). Provide information that supports that the training content is current and evidence based. Provide information on presentation techniques to be used and if the techniques are based on current knowledge and research. State if Contractor has completed coursework or training related to adult learning principles.
5. References – Two references of clients including name and contact information and the nature of the project.
6. Cost – Total not-to-exceed cost, representing the maximum of all work to be performed must be clearly indicated. Provide specific mileage reimbursement amount if applicable and cost for any materials if applicable.
7. Describe the services to be provided. Identify which DCDEE in-service training topic is addressed: 1.Planning a safe, healthy learning environment 2.Children’s physical & intellectual development 3.Children’s social & emotional development 4.Productive relationships with families 5.Program management 6.Professionalism 7.Observing & recording children’s behavior 8.Child growth and development 9.Inclusion of children with special needs.

8. Provide the training title, brief description of the training, length of training and what type of credit will be provided to the child care teachers. State whether or not there is a minimum number of participants required to hold the training.
9. Describe at least three specific learning objectives that reflect what the participant will achieve by completing the session. Provide a pre/post evaluation if available.
10. State if Contractor has liability insurance coverage.
11. The prospective Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the prospective Contractor or any of its officers, directors, employees, agents or subContractors of which the Contractor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information.

**North Carolina Foundations for Early Learning and Development (NCFELD):**

In addition, all trainings that focus on teacher practice must be aligned with NCFELD. For more information on alignment Contractor may visit <http://childcarerrnc.org/s.php?subpage=NCFELDT rainingAlignment>. If Contractor’s proposal is approved, Contractor will be required to provide the following information (which is also contained within the alignment rubric located at the above link) by a date determined by CCPFC:

- What NCFELD domains, sub-domains, goals, and developmental indicators are addressed in the learning training?
- Identify learning objectives, course content, domains, sub-domains, goals, and/or developmental indicators that are reflected in the training content.
- How are NCFELD domains, sub-domains, goals, indicators, and strategies incorporated into the training?
- Considering how course content is presented and the talking points that you will use, are aspects of the NCFELD incorporated into learning objectives, talking points, examples, and/or training activities?

**Topic areas:** Specific topic areas and/or trainings that the child care providers have an interest in include, but are not limited to:

-NC Foundations for Early Learning and Development	-Creative Movement
-Early Literacy	-ECERS-R Environmental Rating Scale
-Creative Curriculum	

CCPFC will work with selected Contractor to determine date/location of training. CCPFC will collect registrations and notify Contractor by email prior to the training date regarding the number of registrations received. If a minimum number of registrations is not received, then the training may be cancelled, following CCPFC’s training procedures. Policies and procedures can be found at [www.caswellchildren.org](http://www.caswellchildren.org)

Proposals will be received from organizations and individuals with experience in delivering services to children and families.

## **Selection Process**

Proposals received on a rolling basis up until the deadline will be reviewed monthly for completeness.

All proposals received by the required deadline will be reviewed to ensure all necessary attachments and documentation are complete and included. Award notices will be provided by May 28, 2019. All proposals are subject to the terms and conditions outlined herein. The prospective Contractor specifically agrees to the conditions set forth by signature to the proposal. Proposals will be evaluated by CCPFC based on the requirements within this document, the Contractor's capacity to deliver services, the cost effectiveness of the services provided, and ability to comply with the Caswell County Partnership for Children's fiscal policies and procedures.

## **III. SUBMISSION INSTRUCTIONS**

### **Proposal Format**

Proposals must include the following components to be considered complete and responsive for funding. Incomplete proposals will not be reviewed or scored:

- Cover Letter
- Response to bulleted and numbered items in Section II Proposal Requirements.

### **Additional Requirements Upon Selection**

Upon selection, the Local Partnership will contact the Contractor to obtain information and documentation required for preparation of the contract to include the following:

- Completed Internal Revenue Service (IRS) Form W-9.
- Pre-contracting form required by CCPFC
- NCFELD information
- Training content (such as PowerPoint slides, handouts, activity materials, etc.)

Other:

- The Local Partnership will not contract with any prospective Contractor that fails to provide all required information and documentation. After all required information and documentation has been submitted, the Local Partnership will prepare the contract, notify the selected Contractor and submit the contract for signature. A template of the Contract that the selected Contractor will be required to sign is available upon request. The Contract must be executed prior to the start of work and incurring any expenses.
- By providing a proposal Contractor confirms that he/she is aware of all of the Proposal Requirements and Selection Process and agrees to provide the documentation and services as required.

### **Proposal Deadline**

All proposals must be received by 4 PM on April 23, 2019.

- Late and/or incomplete proposals will not be accepted.

- Signed, emailed or scanned electronic copies sent to the named person on the proposal cover sheet are acceptable. Faxed copies are not accepted.
- For prospective contractors without scanning capability, an original with required signatures must be mailed or hand-delivered and received by CCPFC office by 4 PM on the application due date of April 23, 2019.
- If all proposals are rejected, prospective contractors will be notified promptly by CCPFC.

Submit proposals to:

Bridget Bernal  
Caswell County Partnership for Children  
1084 NC Hwy 86 N  
PO Box 664  
336-694-1538  
ccpfcfinance@esinc.net