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## Caswell County Partnership for Children

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[www.caswellchildren.org](http://www.caswellchildren.org)

[www.facebook.com/CaswellPartnershipForChildren](https://www.facebook.com/CaswellPartnershipForChildren)

### Professional Development Services for Child Care Providers Request for Proposals FY 2018-2019

Release Date: June 8, 2018

Deadline Date: Must be Received by 4pm on July 9, 2018

Award Notification: July 20, 2018

CCPFC Contact: Bridget Bernal, Administrative/Program Coordinator  
336-694-1538 / [ccpfcfinance@esinc.net](mailto:ccpfcfinance@esinc.net)

Submission Instructions: Mail: Caswell County Partnership for Children  
PO Box 664  
Yanceyville, NC 27379  
Or Email: [ccpfcfinance@esinc.net](mailto:ccpfcfinance@esinc.net)

Late proposals will not be accepted.

**\*\*Proposals will be received until 4:00 PM on July 9, 2018\*\***

# Professional Development Services for Child Care Providers Request for Proposals FY 2018-2019

## INTRODUCTION

The **Caswell County Partnership for Children** (hereinafter referred to as CCPFC) is accepting proposals from qualified applicants for professional development services through competitive negotiations. The purpose of this Request for Proposals is to acquire the services outlined in the Proposal Specifications of qualified applicants (hereinafter referred to as the "Vendor"). Services will be provided to child care teachers in Caswell County, NC.

## BACKGROUND

**The Caswell County Partnership for Children 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.

Proposals should cover the time period of July 1, 2018 – June 30, 2019.

Additional information regarding CCPFC can be located at [www.caswellchildren.org](http://www.caswellchildren.org).

Questions regarding the Request for Proposals should be directed to Bridget Bernal, Administrative/Program Coordinator at 336-694-1538 or [ccpfcfinance@esinc.net](mailto:ccpfcfinance@esinc.net).

## PROPOSAL SPECIFICATIONS

**Professional Development Types:** Two types of proposals are being requested.

1. Training Session (1.5 to 2 hours)
2. Continuing Education Unit Session (5 hour/0.5 CEUs)

Provide a cost proposal addressing the requirements below.

## PROPOSAL REQUIREMENTS

Proposals should include the following:

1. Vendor name, contact person and title, address, phone number, fax number, email address, and name and title of individual who is authorized to legally bind the vendor, if applicable.
2. Detailed cost proposal for professional development services that addresses/includes the following information:
  1. 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.
  2. 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.
  3. Address the needs of child care providers in both child care center and family child care home settings.

4. Respond to the needs of child care providers at all levels, from entry-level assistants to administrators.
5. Provide information geared towards child care providers who work with children ages 0-5 years.

Note: By providing a proposal you are confirming that you are aware of all of the above mentioned items and that you agree to provide the documentation and services as required.

*Applicants selected to provide services will be expected to achieve the following outcomes: 90% of workshop participants will show an increase in knowledge about the topics presented as measured by a CCPFC approved tool and 90% of workshop participants surveyed will show an increase in confidence in the topic area presented based on surveys.*

6. Describe the services to be provided.
  - 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.
7. Identify the individual(s) who will provide the services.
8. Describe the individual(s)' qualifications including education, training and work experience providing the requested and/or similar services. 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. Provide information on presentation techniques to be used, such as if the trainer uses active learning techniques, if the training techniques were developed with principles for adult learning in mind, and if the training techniques are based on current knowledge and research.
9. Include documentation that shows you have been trained by an appropriate agency.
10. Provide information that supports that the training content is current and evidence based.
11. Describe at least three specific learning objectives that reflect what the participant will achieve by completing session, which CCPFC will use to develop a pre/post evaluation. Provide a pre/post evaluation if available.
12. 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.
13. Describe instructional methods used in training.
14. If selected, provide specific training content (such as PowerPoint slides, handouts, activity materials, etc.) to Caswell County Partnership for Children prior to any training dates, in a format and by a date determined by CCPFC.
15. Provide timeline for providing services. Indicate availability for when services can be provided (i.e. during the day, evenings, etc.).
16. Provide detailed information on the cost to be charged for providing the services as described in this proposal, to include mileage reimbursement amount if applicable and the cost for any materials.
17. Provide other information you would like to share regarding room setup, materials needed, audio/visual needs, internet access, etc.

In addition, all trainings that have not been developed to meet state requirements must be aligned with North Carolina Foundations for Early Learning and Development (NCFELD). Trainings such as ITS SIDS would not need to be aligned. For more information on alignment you may visit <http://childcarerrnc.org/s.php?subpage=NCFELDTTrainingAlignment>. Unless you work for an agency that reviews the alignment for you, then you would need to align your training content to NCFELD. If your proposal is approved, you will be required to provide the following information 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? Please note that if you are a Regional Training Specialist, or hold a similar position, who offers trainings that have been developed to meet state requirements, then we will still collect the information regarding the NCFELD alignment, for documentation purposes.

**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 (need three different trainings on this topic)	-ECERS-R Environmental Rating Scale

CCPFC will collect registrations and notify trainer by email prior to the training date regarding the number of registrations received. Please note that if a minimum number of registrations is not received, then the training may be cancelled, following CCPFC’s training procedures. CCPFC will work with selected applicants to determine date/location.

Proposals must be received by CCPFC by 4:00 p.m. on Monday, July 9, 2018. Proposals should be mailed or emailed to CCPFC at the addresses listed above. Late proposals will not be accepted.

**SELECTION PROCESS**

Proposals will be evaluated by CCPFC based on the above requirements, the applicant’s capacity to deliver services, and the cost effectiveness of the services provided.

**THE PROCUREMENT PROCESS**

The following is a general description of the process by which a prospective applicant will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective applicants.
2. Proposals will be received via mail or email from prospective applicants.
3. All proposals must be received by CCPFC no later than the date and time specified in this RFP.
4. At its option, CCPFC may request oral presentations or discussion with any or all prospective Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, prospective applicants are cautioned that CCPFC is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective applicant.
5. Proposals will be evaluated according to criteria that may include completeness, content, experience, and cost. Refer to the Selection Process described above for the specific criteria to be used. Award of a contract to one prospective applicant does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to CCPFC.
6. CCPFC will contact the selected applicant to obtain information and documentation required for preparation of a contract to include the following:

- a. Verification that the entity has received official notification of tax-exempt status for non-profit entities.
  - b. Verification that the entity has received official corporate status and that the registered agent and all addresses on the North Carolina Secretary of State website are current for non-profit entities and private, for-profit corporate entities.
  - c. Verification of the entity's federal tax identification or social security number and legal name.
  - d. Name and title of person(s) authorized to sign the contract and formal authorization for this individual(s) to enter into contract binding the entity.
  - e. Name; title; telephone and fax numbers; mailing address, including street address and zip code; and email address of the contract administrator.
  - f. Proof of insurance that may include, but not be limited to, the following:
    1. Workers' compensation;
    2. General liability;
    3. Professional liability;
    4. Automobile (owned, hired or non-owned); and
    5. Fidelity bonding / employee theft coverage
7. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of the contract. CCPFC will not contract with any prospective Contractor that is unable to furnish proof of required insurance coverage.
  8. CCPFC will not select any prospective Vendor or enter into a Contract with any vendor that fails to provide **all** required information and documentation.
  9. The Vendor must be officially selected or a Contract must be executed prior to CCPFC incurring any expenses.
  10. If all proposals are rejected, prospective applicants will be notified by CCPFC.

#### **GENERAL INFORMATION ON SUBMITTING PROPOSALS**

1. **TERMS AND CONDITIONS.** All proposals are subject to the terms and conditions outlined herein. The prospective Vendor specifically agrees to the conditions set forth by submitting the proposal.
2. **ORAL EXPLANATIONS.** CCPFC shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.
3. **REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. **COST FOR PROPOSAL PREPARATION.** Any costs incurred by prospective Vendors in preparing or submitting offers are the prospective Vendor's sole responsibility; CCPFC shall not reimburse any prospective Vendor for any costs incurred prior to award.
5. **RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Vendors shall become the property of CCPFC when received.
6. **OFFEROR'S REPRESENTATIVE.** Each prospective Vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the entity and answer questions or provide clarification concerning the entity's proposal.
7. **SUBCONTRACTING.** In the event the prospective Vendor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon approval of the Proposal.

8. **PROPRIETARY INFORMATION.** Trade secrets or similar proprietary data which the prospective Vendor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.2 if identified as follows: each page shall be identified in bold face at the top and bottom as “Confidential.” Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.