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Caswell County Partnership for Children

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www.caswellchildren.org

www.facebook.com/CaswellPartnershipForChildren

Raising A Reader® Program Early Literacy Trainings Request for Proposals FY 2018-2019

Release Date: April 12, 2018

Deadline Date: Must be Received by 4pm on May 3, 2018

Award Notification: May 24, 2018

CCPFC Contact: Sandra Hudspeth, Executive Director
336-694-1538 / ccp4child@esinc.net

Submission Instructions: Mail: Caswell County Partnership for Children
PO Box 664
Yanceyville, NC 27379

OR

Email: ccp4child@esinc.net

Late proposals will not be accepted.

****Proposals will be received until 4:00 PM on May 3, 2018****

Raising A Reader® Program Early Literacy Trainings Request for Proposals FY 2018-2019

INTRODUCTION

The **Caswell County Partnership for Children** (hereinafter referred to as CCPFC) is soliciting proposals to establish a contract 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 the services outlined in the Scope of Work.

Proposals should cover the time period of July 1, 2018 – June 30, 2019. CCPFC may amend or terminate contracts in the event of noncompliance, changes in scope of work, or change in the availability of funds to CCPFC. **Smart Start funding is contingent on the approval of funding by the North Carolina General Assembly and the North Carolina Partnership for Children (NCPC).**

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. These functions include developing a collaborative strategy to meet the needs of children and families in Caswell County. This RFP addresses the Early Literacy focus area identified by the CCPFC Board of Directors and specifically supports the implementation of the Raising A Reader® program.

Raising A Reader® is an evidence based early literacy program designed to serve young children, from birth-Kindergarten, in environments where poverty, language barriers, limited formal education for parents, and other issues create challenges to regular book sharing. The program helps young children improve literacy development by providing rotating bags of 4 high quality books to children enrolled in early care and education programs and offering early literacy workshops for parents. These practices, taken together, are designed to improve reading readiness outcomes for young children.

Services provided through this contract will include the provision of two early literacy focused trainings for the Raising A Reader® Program Implementers.

Additional information regarding CCPFC can be located at www.caswellchildren.org.

Questions regarding the Request for Proposals should be directed to Sandra Hudspeth, Executive Director at 336-694-1538 or ccp4child@esinc.net.

SCOPE OF WORK

Provide two early literacy focused trainings for early educators responsible for implementing the Raising A Reader® program. The trainings should increase participants’ knowledge of early literacy by introducing new information and strategies and incorporating relevant research following the guidelines below:

1. Each training session should include content for 1.5 hours.
2. Training sessions should be held in early to mid-August 2018 (Session 1) and February 2019 (Session 2).
3. Training sessions should align with the North Carolina Foundations for Early Learning (NC FELD). Selected applicant will be required to complete the NC FELD alignment rubric upon acceptance of proposal and submit the rubric with supporting documentation.

PROPOSAL REQUIREMENTS

Proposals should include the following:

- Identify the individual(s) who will provide the services;
- Describe the individual(s)' qualifications including education, training and work experience providing the requested and/or similar services;
- Indicate availability for providing services during the time period of early to mid-August 2018 (Session 1) & February 2019 (Session 2);
- Provide detailed information on the cost to be charged for providing the services as described in this proposal;
- Provide the name, address, and telephone number of the person(s) with authority to bind the entity and answer questions or provide clarification concerning the applicant's proposal; and
- Attach the completed FY 2018-19 Early Literacy Training Sessions Form.

Proposals must be received by CCPFC by 4:00 p.m. on Thursday, May 3, 2018. Proposals should be mailed to CCPFC at the address listed above or emailed to ccp4child@esinc.net. 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 Contractor will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective Contractors.
2. Proposals will be received via mail or email from prospective Contractors.
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 Contractors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, prospective Contractors 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 Contractor.
5. Proposals will be evaluated according to criteria that may include completeness, content, experience with similar projects, ability of the Contractor and its staff, and cost. Refer to the Selection Process described above for the specific criteria to be used. Award of a contract to one prospective Contractor 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 Contractor to obtain information and documentation required for preparation of the 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

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.

- 7. CCPFC 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, CCPFC will prepare the contract, notify the selected Contractor, and request that the Contract be signed.
- 8. The Contract must be executed prior to the start of work and incurring any expenses.
- 9. If all proposals are rejected, prospective Contractors 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 Contractor 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 Contractors in preparing or submitting offers are the prospective Contractor's sole responsibility; CCPFC shall not reimburse any prospective Contractor 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 Contractors shall become the property of CCPFC when received.
- 6. **OFFEROR'S REPRESENTATIVE.** Each prospective Contractor 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 Contractor 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 award of the Contract.
- 8. **PROPRIETARY INFORMATION.** Trade secrets or similar proprietary data which the prospective Contractor 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.