



## Caswell County Partnership For Children Three Year Request For Proposals - Smart Start Activities Guidelines

The Caswell County Partnership for Children (CCPFC) is accepting proposals from qualified applicants to provide services that improve the early care and education system, provide access to early engagement, literacy, and family support initiatives and provide program support to address the needs of children birth to age five and their families and/or caregivers.

Request for Proposals (RFP) Release Date:	Monday, November 4, 2019
Location of RFP:	<a href="http://www.caswellchildren.org/rfp/">http://www.caswellchildren.org/rfp/</a>
Submit Questions to:	Sandra Hudspeth, Executive Director at <a href="mailto:ccp4child@esinc.net">ccp4child@esinc.net</a>
Deadline for Questions:	Questions regarding the specifications in this RFP will be received until December 5, 2019 at 4 pm via email to <a href="mailto:ccp4child@esinc.net">ccp4child@esinc.net</a>
Deadline for Proposals:	All proposals must be received by 4 pm, December 19, 2019
Submit Proposals to:	Sandra Hudspeth, Executive Director
Mailed or Hand Delivered to:	PO Box 664, Yanceyville, NC 27379  OR  1084 NC Highway 86N, Yanceyville, NC

# Smart Start Activity Proposal Guidelines

## I. GENERAL INFORMATION

### Mission and Purpose of the Request

The mission of the Caswell County Partnership for Children is to unite the community to provide families with resources and services to enable all children to reach their fullest potential.

The Caswell County Partnership for Children funds services to improve the early care and education system, provide access to early engagement, literacy, and family support initiatives and provide program support to address the needs of children birth to age five and their families and/or caregivers.

The Caswell County Partnership for Children (hereinafter referred to as CCPFC) is soliciting proposals to establish contracts through a competitive process. The purpose of this Request for Proposals (RFP) is to acquire the services of qualified contractors (hereinafter referred to as the "Contractor").

## II. AVAILABLE FUNDING, REQUIREMENTS AND NEEDS

### Available Smart Start Funding and Requirements

Funding for this RFP is provided for a three-year term and is contingent on funding availability and adherence to the requirements of the contract. The prospective Contractor must submit a cost proposal that includes an annual budget ending June 30<sup>th</sup> for each fiscal year of the proposal period. **Smart Start funding is contingent on the approval of funding by the North Carolina General Assembly and the North Carolina Partnership for Children (NCPC).** The actual amount of funding available for each fiscal year will not be determined until the North Carolina General Assembly approves the state budget each year.

Full proposals should cover the time period of July 1, 2020 – June 30, 2023. The first year Contract will begin **July 1, 2020** and end **June 30, 2021**. Funding is approved on an annual basis, per fiscal year (July 1 – June 30). Contract(s) for subsequent fiscal years will be executed **only after confirmation of satisfactory performance by the Contractor & of the availability of funds for this purpose.** Additional information may be required prior to execution of FYs 2021-22 & 2022-23 contracts. **Evaluation plans, including output & outcome projections, will also be re-negotiated each year.** 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.

Proposed services must 1) be **evidence-based and/or evidence-informed** and 2) address **an identified community need as it relates to children age birth to five, and their families and/or caregivers.**

Prospective Contractors must provide a 19 percent cash and/or in-kind match. The match must be aligned with the 2018 Smart Start Cost Principles to be considered. More information and guidance on the program match requirements can be found in the Supplemental Materials and in the Scope of Work Section, Cost Proposal and Budgets.

### Identified Community Needs and Types of Funding Opportunities

Prospective Contractors must address **an identified community need as it relates to children age birth to five and their families and/or caregivers** in at least **one area of interest.** On the RFP application, at least one of the focus areas listed below must be selected:

#### Early Care and Education:

- Families have access to high quality child care, including
  - access to high quality infant/toddler care
  - access to high quality family child care homes
  - access to family, friend, and neighbor care

- Families can afford quality child care
- Child care providers receive adequate compensation
- Child care providers have access to trainings, can afford college courses, and complete college degrees

**Early Engagement:**

- Families and caregivers have access to services that address children’s mental health & social/emotional needs
- Families and Child Care Providers have access to services that build resilience in addressing Adverse Childhood Experiences and promote Trauma-informed policies and practices

**Literacy:** Children have access to literacy based programs proven to increase reading skills

**Family Support and Engagement:** Parents and caregivers have access to parenting skills and support, including parents of home schooled students

**Program Support:** Program support is available to ensure accountability and measure impact of funded programs

**Request for Proposals Forms and Supplemental Materials**

Prospective Contractors must use the CCPFC Request for Proposal Application and Budget Forms. The application, budget forms and supplemental materials can be downloaded from CCPFC’s website at <http://www.caswellchildren.org/rfp/> or can be emailed to prospective Contractors upon request.

Request for Proposals Forms and Supplemental Materials include:

- ✓ **CCPFC Smart Start Request for Proposals Application**
- ✓ **CCPFC Smart Start Request for Proposals Budget Forms, including line item definitions**
- ✓ **CCPFC Need Assessment Report, 2019**
- ✓ **CCPFC Program Report, FYs 2014-15 - 2017-18**
- ✓ **CCPFC Smart Start Final Activity Report, FY 2016-17**
- ✓ **CCPFC Community Early Childhood Profile Report, FY 2017-18**
- ✓ **Sample Program Summary Descriptions**
- ✓ **The Smart Start Resource Guide of Evidence-Based & Evidence-Informed Programs & Practices, May 2015**
- ✓ **The Smart Start Outcomes Measurement Tool Resource Guide, July 2019**
- ✓ **Smart Start Cost Principles, 2018**

**Eligibility**

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

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. CCPFC reserves the right to reject a proposal based on this information.

**Technical Assistance**

All prospective Contractors are encouraged to attend a BIDDER’S CONFERENCE scheduled for **Monday, November 18, 2019 at 12:00 p.m.** at the Caswell County Partnership for Children office: 1084 NC Highway 86 N, Yanceyville, NC 27379.

A Frequently Asked Questions (FAQ) List will be posted and maintained during the RFP period. The document will be located at <http://www.caswellchildren.org/rfp/>. All questions must be submitted in writing to Sandra Hudspeth, Executive Director at [ccp4child@esinc.net](mailto:ccp4child@esinc.net) by 4 pm on December 5, 2019. The FAQ List will be updated periodically, and a final version will be posted on December 12, 2019. It is strongly recommended that prospective Contractors review the FAQ List regularly prior to submission of the final application.

For technical assistance or questions during the proposal preparation process, contact Sandra Hudspeth, Executive Director at 336-694-1538 or [ccp4child@esinc.net](mailto:ccp4child@esinc.net).

### III. SCOPE OF WORK

#### Proposal

Activities are requested that address **an identified community need as it relates to children age birth to five and their families and/or caregivers** in at least **one area of interest listed below**:

##### Early Care and Education:

- Families have access to high quality child care, including
  - access to high quality infant/toddler care
  - access to high quality family child care homes
  - access to family, friend, and neighbor care
- Families can afford quality child care
- Child care providers receive adequate compensation
- Child care providers have access to trainings, can afford college courses, and complete college degrees

##### Early Engagement:

- Families and caregivers have access to services that address children’s mental health & social/emotional needs
- Families and Child Care Providers have access to services that build resilience in addressing Adverse Childhood Experiences and promote Trauma-informed policies and practices

**Literacy:** Children have access to literacy based programs proven to increase reading skills

**Family Support and Engagement:** Parents and caregivers have access to parenting skills and support, including parents of home schooled students

**Program Support:** Program support is available to ensure accountability and measure impact of funded programs

To complete the proposal, the prospective Contractor should provide a comprehensive response to the questions included in the RFP Application. Prospective Contractors may submit proposals to provide services for one or more of the areas of interest identified above. A completed proposal must be submitted for each proposed service.

The RFP Application includes the following sections:

- I. RFP Cover Page & Agreement
- II. Application
  - A. Organizational Capacity for Implementing the Strategy (Qualifications & Experience)  
*This section is limited to no more than three (3) pages.*
  - B. Program Description and Implementation Plan  
*This section is limited to no more than eight (8) pages.*
    - Section 1. Program Summary
    - Section 2. Logic Model  
*Template provided in the RFP Application*
    - Section 3. Program Description and Implementation Plan
      - a. Program strategies  
For Evidence Based/Evidence Informed Programs, refer to [\*The Smart Start Resource\*](#)

Guide of Evidence-Based and Evidence-Informed Programs and Practices

- b. Program Schedule
- c. Performance Measures and Evaluation Plan  
CCPFC will fund programs that can demonstrate measurable results for young children and families. Prospective Contractors will be expected to work with CCPFC staff and/or contracted evaluator to monitor and track required outputs and outcomes throughout the contract period to determine program effectiveness.  
Refer to the Smart Start Outcomes Measurement Tool Resource Guide.

C. Cost Proposal & Budgets

*Use the CCPFC RFP Budget Forms*

Refer to the Line Item Definitions and the Smart Start Cost Principles for further guidance in completing the budgets.

A 19% program match is required for all Smart Start Programs. For example, if the prospective Contractor requests \$10,000 in Smart Start funds, the prospective Contractor must provide at least \$1,900 in the form of cash and/or in-kind contributions.

The proposed Program Match should be included on the Three Year Summary and in detail on the Budget Summary Narrative forms. The Program Match can include cash and/or in-kind contributions. All contributions must meet auditing requirements and align with the Smart Start Cost Principles. *State funds cannot be used as match. Program match requirements for FY 2021-22 and FY 2022-23 are subject to change based on State Legislature adjustments.*

Cash contributions may include:

- **Foundation grants**
- **Local Government grants**
- **Federal grants** (*Only federal funds that flow from the federal to the local level and do NOT go through a state agency may be counted as a contribution.*)
- **Profit on the sale of goods** (*Ex: You purchase a t-shirt for \$7 and sell it for \$10. The \$3 profit counts towards the match since it represents the profit. However; if the t-shirt were donated by someone, the \$7 original charge would count towards the match.*)
- **Program Income** (*Admission or Registration Fees*)
- **Parent Fees**
- **Private Donations** (*corporations, individuals, etc.*)

In-kind (goods and services) contributions may include:

- **Office or Classroom Space** (*square footage of space determined x average rate per square foot*)
- **Food**
- **Meeting Space**
- **Discounts** (*Discounts need to be above and beyond the normal discount offered to other agencies and need to be labeled specific to the Smart Start program.*)
- **Used Clothing and Toys** (*Use Goodwill Valuation Guide, for example, available here: [www.goodwill.org/wp-content/uploads/2010/12/Donation\\_Valuation\\_Guide.pdf](http://www.goodwill.org/wp-content/uploads/2010/12/Donation_Valuation_Guide.pdf) to verify amounts.*)
- **Books**
- **Copying/Printing Costs**
- **Computers/Equipment**
- **Supplies**
- **Professional Staff Support** (*Current salary x number of hours - note: actual payroll information will be required*)
- **Non-Professional Volunteer Service**

## Selection Process

All proposals received by the required deadline in the stated format will be reviewed to ensure all necessary attachments and documentation are complete and included. Proposals that are late or submitted by non-eligible Contractors will not be reviewed. CCPFC reserves the right to follow-up on any proposal received to assist the Prospective Contractor with providing a complete proposal. Complete proposals from eligible Contractors will then be forwarded to CCPFC's Evaluation Committee who will review, score and rank the proposals. Please refer to the Evaluation Criteria below for the scoring criteria. The Evaluation Committee 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 the Evaluation Committee is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Contractor. The Evaluation Committee will make recommendations for funding to the CCPFC Board of Directors. All decisions made by the CCPFC Board of Directors are final.

Award notices will be provided by May 31, 2020.

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.

## Evaluation Criteria

The overall quality of the proposal and its proposed services, coupled with past and current performance if applicable, as well as the prospective Contractor's capacity to deliver services are critical factors the Evaluation Committee uses to inform funding recommendations. The table below describes the criteria to be used by the Evaluation Committee:

Criteria	Points
<b>A. Organizational Capacity (Qualifications &amp; Experience)</b> <ul style="list-style-type: none"> <li>• Capacity of Contractor (including prior history of administering similar services)</li> <li>• Personnel planned</li> <li>• Infrastructure of Contractor</li> </ul>	<b>30</b>
<b>B. Program Description &amp; Implementation Plan</b> <ul style="list-style-type: none"> <li>• Clarity of proposed services</li> <li>• Identification of need</li> <li>• Identification of approach</li> <li>• Provision of evidence for approach proposed</li> <li>• Details of critical steps needed to implement</li> <li>• Acknowledgement of barriers and ideas to reduce</li> <li>• Detailed and realistic timeline</li> <li>• Evaluation Plan for assessing impact</li> </ul>	<b>40</b>
<b>C. Cost Proposal</b> <ul style="list-style-type: none"> <li>• Line item budget and budget narrative are detailed, accurate and are in alignment with the proposed service</li> <li>• Calculations are provided and demonstrate how costs were determined (e.g., cost allocation formulas)</li> <li>• Travel related costs are justified and calculated using the State of North Carolina travel rate limitations for mileage, per diem and lodging, if applicable</li> </ul>	<b>30</b>

## IV. SUBMISSION INSTRUCTIONS

### Proposal Format

When submitting the complete Proposal, submit one (1) original and ten (10) copies of the proposal, and one (1) electronic copy of the Proposal. The electronic copy can be emailed to [ccp4child@esinc.net](mailto:ccp4child@esinc.net) or saved on a flash drive and submitted with the copies. The electronic copies must not be locked for editing purposes and submission to the North Carolina Partnership for Children for review and approval as applicable.

The response to this RFP shall consist of the following sections, using the CCPFC format and in the order indicated, and in accordance with required page limits, if applicable.

Proposals must include the following components to be considered complete and responsive for funding.

- Cover Page and Signed Agreement (*See Section I in RFP Application*)
- Application (*See Section II in RFP Application*)
- Cost Proposal (*See Section III and RFP Budget Forms*)
- Federal Taxpayer Identification Number or Social Security Number
- Most Recent Audit Report and/or Financial Statements

### Proposal Deadline

All proposals must be received by 4:00 pm on December 19, 2019.

- Late proposals will not be accepted.
- Emailed and faxed copies are not accepted.

Submit proposals to:

Sandra Hudspeth, Executive Director  
Caswell County Partnership for Children  
PO Box 664  
1084 NC Highway 86N  
Yanceyville, NC 27379

### Additional Requirements Upon Selection

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

- Name; title; telephone number; email address; and mailing address, including street address and zip code, of the contract administrator.
- Board of Directors list (if a 501(c)3).
- Bylaws (if a 501(c)3).
- Proof of insurance that may include, but not be limited to, the following:
  - Workers' compensation;
  - General business liability;
  - Professional liability;
  - Fidelity bonding (e.g., employee crime or dishonesty);
  - Automobile (owned, hired or non-owned).
- Completed Internal Revenue Service (IRS) Form W-9.
- 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 submit the contract for signature. A template of the Contract that the selected Contractor will be required to sign is available upon request.

## 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. A pre-proposal conference is set. (*Refer to Technical Assistance Section of this RFP for details.*)
3. Proposals in one (1) original; ten (10) copies; and an electronic copy will be received from prospective Contractors. **Each original shall be signed** and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. Prospective Contractors may submit proposals for one or more of the activities. A completed proposal must be submitted for each proposed activity.
5. All proposals must be received by CCPFC no later than the date and time specified on the cover sheet of this RFP.
6. At their option, CCPFC's Evaluation Committee 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 the CCPFC Evaluation Committee is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Contractor.
7. Proposals will be evaluated according to criteria that may include the need for the program, program content and evaluation, completeness, content, experience with similar projects, ability of the Contractor and its staff, cost, and financial stability of the prospective Contractor. Refer to the Evaluation Criteria Section of this RFP 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.
8. CCPFC will contact the selected Contractor to obtain information and documentation required for preparation of the contract to include the information outlined in the Additional Requirements Upon Selection Section.
9. The Contract must be executed prior to the start of work and incurring any expenses.
10. If all proposals are rejected, prospective Contractors will be notified by CCPFC.
11. It is the Prospective Contractor's responsibility to ensure that all information has been reviewed.

## 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 signature to the proposal or RFP. Offerors are cautioned that this is a Request for Proposals, not a request to contract. CCPFC reserves the right to reject any or all proposals, to waive technicalities, and to be the sole judge of suitability of the services for its intended use and specifically reserves the right to make awards on the basis of what is determined by CCPFC to be in its best interest.
2. **ORAL EXPLANATIONS.** CCPFC shall not be bound by oral explanations or instructions given at any time during the competitive 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 by CCPFC.

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 firm and answer questions or provide clarification concerning the firm'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 01 NCAC 05B.1501 and G.S. 132-1.3 if identified as follows: each page shall be identified in boldface at the top and bottom as "Confidential." Any section of the proposal that is to remain confidential shall also be so marked in boldface 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 shall be as governed by North Carolina law.