



**Caswell County Partnership for Children  
Request for Proposals  
Technical Assistance Services (Consultation & Coaching Services)  
for Early Care and Education Programs**

The Caswell County Partnership for Children is accepting proposals from qualified applicants to provide Technical Assistance services to early care and education programs in Caswell County to improve program environments and teacher/child interactions.

Request for Proposals (RFP) Release Date:	Monday, September 16, 2019
Deadline for Questions:	4 pm on Monday, September 30, 2019
Submit Questions to:	Sandra Hudspeth, Executive Director @ ccp4child@esinc.net
Deadline for Proposals:	4 pm on Thursday, October 10, 2019
Submit Proposals to:	Bridget Bernal, Administrative/Program Coordinator
Electronic Submission:	ccpfcfinance@esinc.net
Mailed or Hand Delivered to:	PO Box 664, Yanceyville, NC 27379  OR  1084 NC Highway 86N, Yanceyville, NC

**Proposals may be submitted electronically or in hard copy format no later than the time listed above. Late proposals will not be accepted. Faxed proposals will not be accepted.**

**Caswell County Partnership for Children**

PO Box 664, Yanceyville, NC 27379 - 336-694-1538 - fax: 336-694-7666

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



## I. GENERAL INFORMATION

### Introduction

Caswell County Partnership for Children (CCPFC) is a not-for-profit agency established to ensure that children under six years of age benefit from, and have access to, high quality early childhood education and development services. CCPFC is responsible for developing a collaborative strategy to meet the needs of children and families in Caswell County. CCPFC provides programs that promote healthy development, early literacy and learning, as well as enhance access to high quality child care. CCPFC administers North Carolina's Smart Start and Pre-K programs, as well as several other grant-funded programs. CCPFC is a primary resource for parents and children to discover essential activities and programs and is also a resource for child care providers.

***Mission: 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.***

Consistent with State laws and regulations, CCPFC funds programs to improve the quality, affordability, and availability of child care as well as family literacy and program support efforts to address the needs of children birth to age five and their caregivers.

The Caswell County Partnership for Children (hereinafter referred to as the "Local Partnership") is soliciting proposals to establish a contract through a competitive process. The purpose of this Request for Proposal (RFP) is to acquire the services of a qualified contractor (hereinafter referred to as the "Contractor") to provide Technical Assistance services to early care and education programs in Caswell County to improve program environments and teacher/child interactions.

### Purpose of the Request

The Caswell County Partnership for Children is accepting proposals from qualified Contractors to provide Technical Assistance services to early care and education programs in Caswell County. Technical assistance will incorporate consultation and coaching to engage in a process where the experience of an expert is used to help child care professionals address a specific topic or issue and/or enhance the teachers' classroom skills and behaviors. The process will include observing child care professionals' practices, completing assessments, and providing specific feedback and guidance in support of goals or improvements. The coaching will also incorporate the steps and benchmarks necessary to achieve specific professional goals.

Projected outcomes will include the following:

Improved early care & education program environments (for early care and education programs being assessed using the Environment Rating Scales®)

Improved teacher/child interactions (for early care and education programs being assessed using the Classroom Assessment Scoring System® (CLASS®))

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

### **Award Term and Requirements**

Funding for this project will be provided for up to six months and is contingent on funding availability and adherence to the requirements of the grant. The term of any resulting award is anticipated to be for three to six months, with all services to be completed no later than May 31, 2020.

The prospective Contractor must submit a budget with its proposal.

### **Eligibility**

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

The prospective Contractor must be certified at a Level 11 (or higher) on the Early Educator Certification Scale and have the Technical Assistance Endorsement.

More information on the Early Educator Certification Scale can be found at [http://ncicdp.org/documents/EEC\\_ECE\\_Scale.pdf](http://ncicdp.org/documents/EEC_ECE_Scale.pdf).

More information on the Technical Assistance Endorsement can be found at <http://ncicdp.org/certification-licensure/endorsements/>.

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.

### **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. The Local Partnership 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 the Executive Director who will review, score and rank the proposals. Please refer to the Evaluation Criteria described in Section III. Scope of Work for the scoring criteria. The Executive Director 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 Executive Director is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Contractor. Award notices will be provided by October 31, 2019.

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.

### III. SCOPE OF WORK

#### Proposal

Requested services include the following:

1. Provide on-site consultation and teacher coaching using the CLASS® assessment tool to three preschool classrooms in a Head Start child care program. This program currently has a five star rated license. The goal for this program is to continue providing high quality care.
2. Provide on-site consultation and teacher coaching using the Environment Rating Scale® assessment tool to up to three classrooms, including two preschool classrooms and one school age classroom, in a private child care program. This program currently has a four star rated license. The goal for this program is to maintain at least a four star rated license as part of the license reassessment.

#### Scope of Work:

- 1) Provide technical assistance services as outlined above to Caswell County early care and education programs through consultation, coaching, training, mentoring and advising, which primarily includes on-site consultation and may include telephone and electronic communication.
- 2) Provide services using evidence based strategies.
- 3) Complete pre/post assessments using appropriate tools.
- 4) Work with the early care and education program director to develop and implement a Quality Improvement Plan based on the assessment and individual needs of the program.
- 5) Complete reports and submit documentation as required for services provided, to include at a minimum, data on early care and education programs served, the dates and a brief description of services provided, a copy of the pre and post assessments, quality improvement plans, and any other relevant or requested data.

To complete the proposal, provide a comprehensive narrative response to the questions in the following sections. Prospective Contractors may submit proposals to provide services to one or both of the child care programs identified in the Proposal Section above.

#### **Capacity for Addressing the Needs and Implementing the Strategy**

- Provide examples of experience implementing related services and the outcomes of those services. It should be noted that past performance on any services may be taken into consideration in the evaluation of your proposal.
- Describe your agency/organization's personnel, professional knowledge of, and experience in working with the target population, especially for those personnel who will provide direct services.
- Identify the individual(s) who will provide the direct services. Describe the individual(s)' qualifications including education, training and work experience providing the requested and/or similar services.
- Submit a copy of the Early Educator Certification and the Technical Assistance Endorsement for any individual that will be providing direct services.
- Provide the name, title, phone number and email address for three references that have received similar services from your agency/organization.

**Program Description**

- Describe how you will deliver the proposed services.
- What evidence do you have to demonstrate that the program is evidence based/evidence informed?
- If there is a need to adapt an evidence-based approach, explain the adaptations and provide the justification for why they are being proposed.
- Describe any anticipated barriers to implementation and your plans to overcome those barriers.

**Implementation Plan**

- Provide a proposed timeline for implementation of your services.
- Include a brief narrative describing the steps necessary to operationalize the proposed services, including any required components for model fidelity or to meet program requirements.

**Budget and Budget Narrative**

Submit a budget and budget narrative as part of this application. Provide a detailed description for salaries and any other expenses included in the budget.

**Evaluation Criteria**

The Executive Director will evaluate proposals based on the following criteria:

**Capacity for Implementing the Services (25 points)**

- Capacity of Contractor (including prior history of administering similar services)
- Personnel planned
- Infrastructure of Contractor

**Program Description (25 points)**

- Clarity of proposed services
- Identification of approach
- Provision of evidence for approach proposed
- Acknowledgement of barriers and ideas to reduce

**Implementation Plan (25 points)**

- Details of critical steps needed to implement
- Detailed and realistic timeline

**Budget and Narrative (25 points)**

- Line item budget and budget narrative are detailed, accurate and are in alignment with the proposed service.
- Calculations are provided and demonstrate how costs were determined (e.g., cost allocation formulas).
- Travel related costs are justified and calculated using the State of North Carolina travel rate limitations for mileage, per diem and lodging, if applicable.

## Reporting and Deliverables

If awarded funding, the following reporting is required:

Requirement	Due Date
Financial reporting (Invoice)	Monthly, no later than the 10 <sup>th</sup> of the month
Progress reporting (Submitted with Invoice)	Monthly, no later than the 10 <sup>th</sup> of the month
Data and/or evaluation reporting	Quarterly, no later than the 10 <sup>th</sup> of the month
Additional deliverables (e.g., pre/post assessments, quality improvement plans)	Quarterly, no later than the 10 <sup>th</sup> of the month

## IV. SUBMISSION INSTRUCTIONS

### Proposal Format

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

- Cover Letter, including information or a statement regarding 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.
- Narrative Response to Scope of Work
- Budget and Budget Narrative
- Most Recent Audit Report and/or Financial Statements
- 501[c][3] Determination Letter Received from the Internal Revenue Service (if a nonprofit entity)

### Basic Format:

- The proposal should be typed, on 8 ½" x 11" white paper.
- Page limit of the narrative is 4 and total page limit with attachments is 12.
- Electronic submissions should be sent as attachments in pdf format.

### Technical Assistance

- If you need assistance during the proposal preparation process, you may contact Sandra Hudspeth, Executive Director at 336-694-1538 or ccp4child@esinc.net.
- A Frequently Asked Questions (FAQ) List will be posted and maintained during the RFP period. The document will be located at [www.caswellchildren.org](http://www.caswellchildren.org).
- All questions must be submitted in writing by the deadline listed for questions, and responses will be posted in writing on the FAQ List. The FAQ List will be updated periodically, and a final version will be posted on October 1, 2019. It is strongly recommended that Contractors review the FAQ List regularly prior to submission of the final application.

## **Proposal Deadline**

All proposals must be received by 4:00 pm on October 10, 2019.

- Late proposals will not be accepted.
- 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 must be mailed or hand-delivered and received in the Caswell County Partnership for Children office by 4:00 pm on the application due date of October 10, 2019.

Submit proposals by 4pm on October 10, 2019 to:  
Bridget Bernal, Administrative/Program Coordinator  
Caswell County Partnership for Children  
PO Box 664  
1084 NC Highway 86N  
Yanceyville, NC 27379  
336-694-1538  
[ccpfcfinance@esinc.net](mailto:ccpfcfinance@esinc.net)

## **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:

- 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.
- 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.
- If all proposals are rejected, prospective Contractors will be notified promptly by the Local Partnership.