

RICHMOND COUNTY  
*Partnership for Children*

Request For Proposals

TITLE: Bilingual Medical Home Coordinator  
Child Care Health Consultant  
Child Care Resource & Referral  
Child Care Star Enhancement  
Child Care Subsidy  
Child Care Subsidy Administration  
Community Awareness  
NC Pre-K  
Professional Development  
Quality Enhancement  
Sandhills Children's Center

ISSUE DATE: October 29, 2011

ISSUING AGENCY: Richmond County Partnership for Children (RCPC)  
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Sealed proposals subject to the conditions made a part hereof will be received until 4:00 p.m., Wednesday, December 14, 2011 for furnishing services described herein.

Send all proposals directly to the Partnership at 315 S. Lawrence Street, PO Box 1944, Rockingham, NC 28380. Proposals must include an original, four (4) copies, and an electronic copy.

Direct all inquiries concerning this RFP to Mamie LeGrand at (910) 997-3773 ext. 25.

NOTE: All prospective contractors are required to attend a Bidder's TA (technical assistance) Workshop on Wednesday, November 9, 2011 from 9:00 – 12:00 noon at the Partnership for Children's office. A summary of all questions and answers will be posted on the Partnership's website, located at [www.richmondsmartstart.org](http://www.richmondsmartstart.org).

It is the contractor's responsibility to ensure that all information has been reviewed.

## INTRODUCTION

The Richmond County Partnership for Children (hereinafter referred to as the “Local Partnership”) 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 ensure that all of Richmond County’s young children enter kindergarten healthy and ready to succeed in becoming an avid learner. Proposals will be accepted in the areas of family support, health, and early care and education.

These services are described in greater detail below, and prospective Contractors may submit proposals for one or more of these service activities.

## BACKGROUND

The Local Partnership, a non-profit organization governed by volunteer board of directors, is designed to create a higher quality of life for the enrichment of children birth to age 5. Our emphasis is to ensure that each child enters school healthy and ready to succeed in becoming an avid learner. These functions include: family support, health, and early care and education. The activity(ies) are: Bilingual Medical Home Coordinator; Child Care Health Consultant; Child Care Resource & Referral; Child Care Star Enhancement; Child Care Subsidy; Child Care Subsidy Administration; Community Awareness; NC Pre-K; Professional Development; Quality Enhancement; Reach Out and Read; and Sandhills Children’s Center. Consistent with state laws and regulations, the Local Partnership’s activities serve to assure that all children enter kindergarten healthy and ready to succeed.

This contract will begin July 1, 2012 and end June 30, 2013.

## NEEDS AND ACTIVITIES

The identified needs that the Partnership desires to address and descriptions of the services for which the Partnership seeks proposals are as follows:

### Bilingual Medical Home Coordinator

The goal of this activity is to expound on the significance of having a medical home and well child visits to parents of newborns. Contact may also be made on a limited basis with parents of children who are older than newborns but not yet in kindergarten.

### Child Care Health Consultant

This activity will target all licensed child-care facilities in Richmond County (who provide care for over 1,600 children) to ensure good health among the birth to age 5 population. This activity will address health issues in child-care settings including communicable and contagious diseases, development, special needs children (including those with chronic diseases), immunizations, and routine well child check-ups. This activity will also address health and safety policies, record reviews and trainings on health and safety issues for child care providers.

### Child Care Resource & Referral (CCR&R)

This activity will educate and provide up-to-date information to families and businesses regarding childcare facilities, costs, availability, star ratings, licensing, etc. for referral purposes. Maintenance of a database of child care facilities, technical assistance for child care facilities including use of environment rating scales and the Division of Child Development and Early Education approved trainings for child care providers will be included.

### Child Care Star Enhancement

This activity will provide technical assistance and financial resources to maintain and improve the quality of childcare facilities in Richmond County. This activity will provide incentives which will allow these (4 and 5 star) facilities to invest in improving the quality and maintaining their star rating. This activity will include the administration of a grant program to child care programs that meet established eligibility criteria and monitoring of the incentive program.

### Child Care Subsidy

This activity will provide funding to address the childcare needs among the economically-challenged families in Richmond County. In an effort to address said needs, this activity will provide funding assistance to help defray the childcare costs for low-income TANF (Temporary Assistance for Needy Families) eligible or CCDF (Child Care Development Fund) eligible families. In doing so, this activity will reduce the number of economically-disadvantaged families on the waiting lists to receive childcare services.

### Child CareSubsidy Administration

### Community Awareness

This activity will increase public awareness and the enrollment of services provided by the Partnership via media (brochures, newsletters, press releases, PSAs) and the development of an annual report which will be distributed to the community. This activity will work with the CCR&R staff, when needed to coordinate Partnership community events.

### NC Pre-K

Financial assistance will be paid on a direct per child basis for the purchase of care and enhancements in NC Prekindergarten (NCPK) sites for Temporary Assistance for Needy Families (TANF) or Child Care Development Fund (CCDF) eligible families.

### Professional Development

The goal of this activity is to increase the number of children receiving care in childcare facilities that have at least 4 points on the star rated license in lead teacher education. Strategies will include professional development plans, working with the community college to determine needed courses, advising child care providers, and administration of a grant program to reward childcare providers for the successful completion of college level courses.

### Quality Enhancement

This activity's goal is to increase the star licensure of child care providers by providing technical assistance, workshops, and trainings to address identified needs of providers. Strategies will include development of Quality Improvement plans based on Environment Rating scales and administration of quality enhancement grants and facility staff education grants.

### Sandhills Children's Center

This activity will provide dual subsidy public Pre-K financial assistance that will be paid on a direct per child basis to public schools or 4 or 5 star-rated facilities for purchase of care and enhancements for non-NC Prekindergarten Program (NCPK) care for Temporary Assistance for Needy Families (TANF) eligible or Child Care Development Fund (CCDF) eligible families. The Contractor will report data into the state-level Smart Start Reporting System on a monthly basis.

## QUALIFICATIONS

The Contractor must have demonstrated competency in performing services defined in the Needs and Activities Section of this RFP. Specifically, the Contractor must demonstrate a successful history of providing similar services. The Contractor should describe all project experience in North Carolina or other states with similar program operations.

The Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents or subcontractors of which the vendor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information.

## 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 Bidder's TA Workshop is set. (See cover sheet of this RFP for details.)
  - 3) Proposals in one original; four (4) copies; and one electronic copy will be received from prospective Contractors in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Proposals without signatures will not be considered.
  - 4) Prospective Contractors may submit proposals for one or more of the activities.
  - 5) All proposals must be received by the Local Partnership no later than the date and time specified on the cover sheet of this RFP.
  - 6) At their option, the Local Partnership's evaluator 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 evaluator 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. 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 the Local Partnership.
  - 8) The Local Partnership will contact the selected Contractor to obtain information and documentation required for preparation of the contract to include the following:
    - a) Name; title; telephone, fax numbers; and mailing address, including street address and zip code, of the contract administrator.
    - b) Name; title; telephone, fax numbers; and mailing address, including street address and zip code, of the person(s) authorized to sign financial status reports.
    - c) Copy of Conflict of Interest policy.
    - d) Proof of insurance that may include, but not be limited to, the following:
      - i) Workers' compensation;
      - ii) General business liability;
      - iii) Fidelity bonding (e.g., employee crime or dishonesty);
      - iv) Professional liability;
      - v) Automobile (owned, hired or non-owned).
- Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of the contract. The Local Partnership will not contract with any prospective Contractor that is unable to furnish proof of required insurance coverage.
- e) Completed Internal Revenue Service (IRS) *Form W-9*.

or

- f) If a nonprofit entity, a copy of the Internal Revenue Code 501(c)3 determination letter received from the IRS.
- 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 request that the Contract be signed. A template of the Contract that the selected Contractor will be required to sign is available upon request.
- 10) The Contract must be executed prior to the start of work and incurring any expenses.
- 11) If all proposals are rejected, prospective Contractors will be notified promptly by the Local Partnership.

## PROPOSAL REQUIREMENTS

The response to this RFP shall consist of the following sections:

- Cover Letter
- Background and Experience of Contractor
- Audited Financial Statements
- Project Staffing and Organization
- Technical Proposal (using the Smart Start full activity proposal format)
- Cost Proposal (using the Smart Start format)

### 1. Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the prospective Contract. If said individual is not the corporate president, submit evidence showing the individual's authority to bind the prospective Contract.

The cover letter must contain a statement that the person signing the proposal is a legal representative of the prospective Contractor and is authorized to bind the prospective Contract.

### 2. Background and Experience of Prospective Contractor.

This section shall include background information on the organization and should give details of experience with similar projects. A list of three (3) references (including contact persons, addresses and telephone numbers) for which similar work has been performed shall be included.

Submit verification of the prospective Contractor's Federal Taxpayer Identification Number (TIN) or Social Security Number, preferably a copy of the IRS letter assigning the federal tax identification number or a letter signed by an official on agency letterhead indicating the federal tax identification number and the prospective Contractor's legal name; or, Social Security Card.

### 3. Financial Statements

This section shall include the prospective Contractor's most recent audited financial statements. If audited financial statements are not available, similar evidence of financial stability must be provided.

### 4. Project Organization

This section must include the proposed staffing, employment and organization of personnel to be assigned to this project.

The prospective Contractor shall provide information as to the qualifications and experience of all executive, managerial, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Include a management/manpower summary that clearly specifies the number, type and time commitment of individual personnel who will be assigned to this project.

### 5. Technical Proposal

The prospective Contractor must submit a separate Technical Proposal for each activity for which it wishes to provide services. The Smart Start full activity proposal format ([Smart Start Activity Format](#)) must be used, which includes the prospective Contractor's approach to accomplishing the tasks outlined in the Needs and Activities Work Section of this RFP, a description of each task and deliverable, and the schedule for accomplishing this. This format can be downloaded from the web or is available at the Partnership's office.

## 6. Cost Proposal

The prospective Contractor must submit a separate Cost Proposal Budget and Budget Narrative for each activity for which it desires to submit a proposal.

The Cost Proposal must include a Budget and Budget Narrative for each activity for which it wishes to provide services. The Smart Start Format for the Budget and Budget narrative must be used. This format can be downloaded from the web or is available at the Partnership's office.

## 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.
2. **ORAL EXPLANATIONS.** The Local Partnership 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; the Local Partnership 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 the Local Partnership 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 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 N.C.G.S. 132-1.3 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.