



**ALAMANCE PARTNERSHIP FOR CHILDREN
REQUEST FOR PROPOSALS (RFP)
2012-2013**

TITLE: Alamance Partnership for Children Activity Proposals

ISSUE DATE: November 30, 2011

ISSUING AGENCY: Alamance Partnership for Children
2322 River Road
Burlington, NC 27217
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Sealed Proposals subject to the conditions made a part hereof will be received until **5 p.m., Friday, December 30, 2011** for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE Alamance Partnership for Children AT THE ADDRESS AS SHOWN ABOVE.

Interested parties must submit one copy of the proposal, along with an electronic copy of the Smart Start full activity proposal format, budget, and budget narrative. **Parties who are currently in contract with the Partnership will be informed of the documents required for submission.** Electronic copies can be submitted directly to ctheall@alamancechildren.org or on a compact disc.

Direct all inquiries concerning this RFP to **Carrie Theall, Program Director** at the telephone number as shown above.

It is the Contractor's responsibility to assure that all information has been reviewed.

INTRODUCTION

The **Alamance Partnership for Children** (hereinafter referred to as the “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 qualified contractors to address at least one area of the Partnership’s Program Delivery Goals:

- All birth-to-five children (0-5) have access to high quality learning experiences.
- All families with children (0-5) receive needed support and education.
- All families with children (0-5) engage in family and child literacy activities.
- All birth-to-five (0-5) children receive routine preventive / responsive health care.

BACKGROUND

The Partnership is a private, nonprofit agency (501 c 3) dedicated to the vision that all children arrive at formal education healthy, happy, and ready for success in school and life. These functions include the development of programs that emphasize community collaboration and assure the best possible transition to kindergarten for young children.

Consistent with State and Federal laws and regulations, the Partnership’s activities serve to support the Smart Start Performance Based Incentive System, including measurable outcomes in the following areas:

- Early Care and Education- including Quality of Placements, Staff Education, Teacher Compensation, Staff Benefits, and Staff Stability;
- Health; and
- Family Support.

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

CRITERIA FOR APPLICANT SELECTION

Applicants will be selected on the following criteria:

- Accuracy, completeness, content, and strength of proposal;
- Qualifications and experience in implementing direct services; and
- Applicant performance (applicable to current or previous Contractors)

TIMELINE

- November 30, 2011 - Release date of RFP
- December 30, 2011 - Proposals must be received at the Partnership office by 5:00 p.m.
- January 2012 – Partnership Committee Review Process
- January 2012 – Planning and Evaluation/Finance Committee Review
- February 2012 – Financial Committee Review
- March 2012- Annual plan recommendations for programming and funding will be reviewed by the Partnership Board for approval.
- March 2012 - Annual plan due to the North Carolina Partnership for Children*.
- April 2012 - Partnership notification to applicants regarding proposal approval.
- July 2012 – Notification of approved budgets. Initial contracts meeting
- July/August 2012 – Partnership will process FY 2012-2013 Contracts.

*Smart Start contracts are contingent upon receiving approval and subsequent funding from the North Carolina Partnership for children.

ACTIVITIES

The activities currently funded by the Partnership are as follows:

Program Evaluation

The Program Evaluation activity is a support mechanism to determine if funded activities help the Partnership meet Performance-Based Incentive System (PBIS) standards and also assists in the alignment of activities with PBIS.

Program Coordinator

This activity involves monitoring programs to ensure progress toward PBIS standards and to document adherence to the service contracts. The Program Coordinator ensures adherence to bidding practices, contract development/maintenance/compliance, collects and enters data into the Quarterly Reporting System, and provides training and ongoing technical assistance to in-house programs as well as to Direct Service Providers.

Professional Development Support

This activity assists the child care providers in Alamance County by providing a lending library of textbooks at Alamance Community College (ACC). A professional development coordinator serves all licensed facilities in Alamance County with the goal of increasing the overall education level of the teaching staff, thus helping the Partnership to meet PBIS standards in education. In addition, funds are used to increase the number of Early Childhood Education courses at ACC during the summer semesters.

Parents As Teachers

Parents as Teachers provides a comprehensive parenting program including a home visit component following the National PAT Curriculum for parents with children birth to five years.

Child Care Resource and Referral (CCR&R)

The Partnership provides child care resource and referral services through the CCR&R program. This activity includes technical assistance for child care facilities; training for child care providers, parents, and the community in general; and a resource lending library.

Partners in Literacy

The Partners in Literacy activity provides a variety of pre-literacy programs for the children and families, including the *Dolly Parton Imagination Library*, *Reach Out and Read*, and *Motheread*. These programs support each other in the delivery of pre-literacy services by sharing curricula and cross referring participants to each program.

Community Outreach and Education

The Service Promotion and Outreach activity is supported with Smart Start funds and will address community education, general outreach, advocacy, media relations, and the coordination of special events and volunteers. The Service Promotion and Outreach Specialist may also work to identify potential community resources through intensive outreach and partnering with educational, business, faith, civic, social and health organizations.

Incredible Years

The Incredible Years: BASIC Parent Training Program – Early Childhood is a research-based program that is effective in reducing children's aggression and behavior problems and increasing social competence at home and at school. It is designed to promote positive parenting strategies and to assist parents in managing children's behavior. This is accomplished through helping parents learn positive reinforcement, limit setting, non-physical discipline alternatives and problem solving strategies.

Family Support Network

Smart Start funds support a Parent Liaison (.5 FTE) to work with families of children from birth to five years who have special needs as well as part time administrative support. The Parent Liaison assists families in locating resources in the community and information on their child's diagnosis. Staff recruit local parents willing to be trained as support parents, conduct a support parent training (with assistance from supervisors) and make parent-to-parent matches when requested.

Lifespan Dual Subsidy

Smart Start funds partially support the cost of care for at least five children at Life Span Circle School. Eligible children must be between six weeks and two years of age, have an Individualized Family Service Plan (IFSP) in place and the family must be eligible to receive Department of Social Services (DSS) Childcare Subsidy. Alamance County DSS determines eligibility.

ADDITIONAL ACTIVITIES

The Partnership will also accept and review proposals for activities **not** currently in contract. Proposed activities should address an identified community need as it relates to families and children age birth to five in at least one of the following areas:

- Early Child Care
- Pre-literacy
- Health
- Family Support.

The 2011 legislation passed by the NC General Assembly reads:

SECTION 10.5.(k) The North Carolina Partnership for Children, Inc., and its Board shall establish policies that focus the North Carolina Partnership for Children, Inc.'s mission on improving child care quality in North Carolina for children from birth to five years of age. North Carolina Partnership for Children, Inc.-funded activities shall include assisting child care facilities with (i) improving quality; including helping one- and two-star rated facilities increase their star ratings, and (ii) implementing pre-kindergarten programs. State funding for local partnerships shall also be used for **evidence-based or evidence-informed** programs for children from birth to five years of age that do the following:

- (1) Increase children's literacy.
- (2) Increase the parents' ability to raise healthy, successful children.
- (3) Improve children's health.
- (4) Assist four- and five-star rated facilities in improving and maintaining quality.

Therefore, all proposed activities must show supporting documentation in relation to being either evidenced-based or evidence informed. Please see the following documents for further guidance - *FAQ's for Evidence-Based Practices, Definitions for Evidence-Based/Evidenced-Informed Practices, and Checklist for Evidence-Based Practices.*

QUALIFICATIONS

Contractors must have demonstrated competency in performing services defined in the 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 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 new Contractor will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective Contractors.

2. Proposals in one original and an electronic copy of the Smart Start Activity Full Proposal Format, Budget and Budget Narrative will be received from prospective Contractors in a sealed envelope or package. Electronic versions may be sent via email. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. Prospective Contractors may submit proposals for one or more of the activities.
4. **All proposals must be received by the Partnership no later than the date and time specified on the cover sheet of this RFP.**
5. At their option, the Partnership's evaluators 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 evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Contractor.
6. 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 Partnership.
7. **Once a proposal has been approved at the local and state levels**, the 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 and fax numbers; and mailing address, including street address and zip code, of the contract administrator.
 - b. Name; title; telephone and 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:
 - 1) Workers' compensation;
 - 2) General business liability;
 - 3) Fidelity bonding (e.g., employee crime or dishonesty);
 - 4) Professional liability;
 - 5) 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 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
If a nonprofit entity, a copy of the Internal Revenue Code § 501(c)3 determination letter received from the IRS.
8. The 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.**

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 promptly by the Partnership.

PROPOSAL REQUIREMENTS

The response to this RFP from all new contractors shall consist of the following sections:

- Cover Letter
- Background and Experience of Contractor
- Project Organization
- Technical Proposal (using the *Smart Start Full Activity Proposal* format)
- Evidence-Based or Evidence-Informed documentation
- Cost Proposal (using the Smart Start activity budget format)

1. Cover Letter

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

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.

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. Project Organization

This section must include the proposed staffing, deployment 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.

4. 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 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 is available upon request.**

5. 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 Narrative* must be used.

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 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 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 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.