

**Lenoir/Greene Partnership for Children, Inc.
Request for Applications**

The Local Partnership is responsible for ensuring that all children enter kindergarten healthy and prepared to succeed. These functions include services within the realms of child care, family support and health support.

RFA Release Date:	April 22, 2020
Bidder's Conference:	April 30, 2020 Conference Call Number (515)604-9540 Access Code:228696
Deadline for Questions:	April 30, 2020
Submit Questions to:	Edward Chisolm, Executive Director
Deadline for Proposals:	May 7, 2010 before 5PM
Submit to:	Attention: Edward Chisolm
Electronic Submission:	echisolm@lgpfc.org
Mailed or Hand Delivered to:	1465 Hwy 258 N., Kinston, NC 28504

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

I. GENERAL INFORMATION

Introduction

The Local Partnership is a private, not for profit 501(c)3 organization. According to North Carolina Session Law 2015-241§12B.9.(e), all local partnerships shall use competitive bidding practices in contracting for goods and services as outlined in the competitive bidding policies and procedures. The Local Partnership is responsible for ensuring that all children enter kindergarten healthy and prepared to succeed. These functions include services within the realms of child care, family support and health support. Consistent with State and Federal laws and regulations, the Local Partnership's activity serves to provide services to ensure all children enter kindergarten healthy and prepared for success.

The Lenoir/Greene Partnership for Children, Inc. (hereinafter referred to as the "Local Partnership") is soliciting applications to establish a contract through a competitive process. The purpose of this Request for Application (RFA) is to acquire the services of a qualified contractor (hereinafter referred to as the "Contractor") to provide a variety of prescribed early childhood services that contribute to the well-being and optimal development of young children and their families in Lenoir and Greene Counties. These services are described in greater detail below, and prospective contractors may submit applications for one or more of these service activities.

Purpose of the Request

The identified needs that the Partnership desires to address and descriptions of the services for which the Partnership seeks proposals are listed below.

Child Care Health Consultant

The Child Care Health Consultation model promotes healthy and safe environments for children in child care settings through targeted and comprehensive consultation, group training and general resource sharing. The CCHC follows the North Carolina CCHC Service Model for implementation of the activity by providing the following services to child care facilities, staff and others as needed. 1) Targeted consultation consisting of short technical assistance (onsite, telephone, email) focused on a specific issue or identified need. 2) Comprehensive consultation consisting of long term technical assistance that involves observation, on-going assessment, and the development of a quality improvement plan that may include multiple areas of identified need. 3) Group training and general resource sharing of up-to-date information on regulations and best practices for development, health and safety in areas such as nutrition and physical activity; inclusion of children with special health care needs and developmental disabilities; safe sleep practices and policies; injury prevention; and increased access to primary, preventive health care and health insurance. Documentation is maintained for all consultation and training. The Child Care Health Consultant (CCHC) is a Registered Nurse with a Degree in Nursing (ASN or BSN) or a health professional with a minimum of a Bachelor's Degree in health education or a health-related field. The health professional is or will become a qualified CCHC in North Carolina through the completion of the NC Child Care Health Consultant Training Course and receipt of a certificate of qualification. Smart Start funds may be used for health and safety related assessment, technical assistance/training, and/or age appropriate health and safety awareness materials.

Child Care Quality and Resources

The Child Care Quality and Resources (CCQR) activity will provide technical assistance (TA) to child care providers, professional development (training), a Resource Center with developmentally appropriate early childhood materials and depending on availability of funding, a grant component offered to address the quality of care provided in child care facilities. The grant component, Quality in Action (QIA), will target eligible child care facilities in Lenoir and Greene counties in five areas: 1) Outdoor Learning Environment, 2) Health and Safety, 3) All-Stars, 4) Star Guard, and 5) Ready, Set, Read. All CCQR QIA grant components will include on-site TA, pre- and post-ERS assessments, and materials related to needs identified based on ERS results relevant to the scope of each component and noted in the Classroom Improvement Plans (CIP) and Quality Improvement Plans (QIP). Funds will be included for materials in the Resource Center and meeting and event expenses. Partnership staff will implement CCQR.

Community Education

The Community Outreach and Education activity will support and strengthen the early childhood system in Lenoir and Greene Counties through public education, community engagement, communications and general outreach. This will be done by building strong relationships and interconnections with and among community organizations serving, providing service referrals to, or supporting children birth to five and their families and by promoting public awareness of early childhood issues and services. Assigned Partnership staff will facilitate public awareness and engagement strategies by providing a strong community presence, implementing targeted marketing, public awareness and outreach initiatives, providing technical assistance to service providers as needed to help them market their Partnership funded services, and advocating on behalf of the Partnership to a diverse audience base. Smart Start funds will be used to support related activities and includes staffing for Safe Kids Eastern Carolina.

Dedication & Education Bonus

Dedication and Education Bonus will be designed to reduce turnover and increase education in the early childhood field by offering a bonus based on education to participating child care professionals. The bonus amount may increase as the participant meets additional educational benchmarks. Participants will be chosen through an application process; eligibility criteria will be verified before bonuses are provided. Bonuses will be provided semi-annually (as funding allows) to qualified applicants who have attained designated levels of education and who have been employed in the same facility a minimum of six months. Partnership staff will administer the program.

Dual Subsidy: Services Support

This activity will provide services to support the implementation of child care subsidy including program administration; family outreach and application; eligibility determination; payment processing; annual recertification; and reporting etc.

NC Pre-K Coordination and Support

This activity will provide enhanced program coordination to implement quality improvement/assurance activities for NC Pre-K classrooms in Lenoir and Greene Counties, which may include on-site TA, training, and/or coaching as well as additional support services to assure access to high quality NC Pre-K as appropriate. The training that may be included will be for teachers and/or administrators as needed and may be delivered one-on-one or in groups. In addition, this activity may cover meeting/conference expenses for group trainings and/or Committee meetings.

Parents as Teachers - Greene

The Parents as Teachers (PAT) program will provide: (1) personal visits, based on recommended dosage for each family's number of risk factors; (2) 12 group connections per program year; (3) annual developmental screenings and a health review that includes a record of hearing, vision and general health status; and (4) referrals to community resources provided to families as needed. The PAT program will serve a target population with at least one risk factor and identified as most appropriate for PAT services in the community. The parent educator will have a Bachelor's degree in a human service related field and experience relevant to serving the target population. Parent educators will be PAT trained and certified, and will implement the program with model fidelity. The program will submit an annual report to PAT and participate in the Quality Endorsement and Improvement process as required by PAT National Center (PATNC). Smart Start funds may also be used to support incentives for eligible participants.

Parents as Teachers - Lenoir

The Parents as Teachers (PAT) program will provide: (1) personal visits, based on recommended dosage for each family's number of risk factors; (2) 12 group connections per program year; (3) annual developmental screenings and a health review that includes a record of hearing, vision and general health status; and (4) referrals to community resources provided to families as needed. The PAT program will serve a target population with at least one risk factor and identified as most appropriate for PAT services in the community. The parent educator will have a Bachelor's degree in a human service related field and experience relevant to serving the target population. Parent educators will be PAT trained and certified, and will implement the program with model fidelity. The program will submit an annual report to PAT and participate in the Quality Endorsement and Improvement process as required by PAT National Center (PATNC). Smart Start funds may also be used to support incentives for eligible participants.

Positive Parenting Program (Triple P)

The Positive Parenting Program (Triple P) will support the prevention of social, emotional and behavioral problems in childhood, the prevention of child maltreatment, and the strengthening of parenting and parental confidence. This program will have a multi-level framework so information and professional support can be tailored to the needs of individual families who have differing needs regarding the type, intensity and mode of assistance provided. The levels of intervention supported through this activity will include: Level 1 to offer a media-based parent information campaign for all parents interested in information about parenting and promoting their child's development, Level 2 to provide information and advice for parents with specific concerns regarding common child development or minor behavior issues, Level 3 to provide consultations or active skills training for parents with specific concerns about discrete child behavior problem. Staff will complete the Triple P Provider Certification Training process. The program will be implemented with fidelity to the model.

Preschool to Support Literacy

Financial assistance will be paid on a direct per child basis for subsidy for families eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis. Prioritization is given to parents/guardians who are enrolled in high school, GED, Adult High School Diploma, Adult Basic

Education (ABE), English as a Second Language (ESL), job skills course(s), or post-secondary education at the time of application

Preschool to Support Literacy, Non-TANF/CCDF

Financial assistance will be paid on a direct per child basis for subsidy for families who are not eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis.]]Prioritization is given to parents/guardians who are enrolled in high school, GED, Adult High School Diploma, Adult Basic Education (ABE), English as a Second Language (ESL), job skills course(s), or post-secondary education at the time of application.

Quality Child Care to Support Literacy

Financial assistance will be paid on a direct per child basis for subsidy for families eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis. Prioritization is given to parents/guardians who are enrolled in high school, GED, Adult High School Diploma, Adult Basic Education (ABE), English as a Second Language (ESL), job skills course(s), or post-secondary education at the time of application.

Quality Child Care to Support Literacy, Non-TANF/CCDF

Financial assistance will be paid on a direct per child basis for subsidy for families who are not eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis. Prioritization is given to parents/guardians who are enrolled in high school, GED, Adult High School Diploma, Adult Basic Education (ABE), English as a Second Language (ESL), job skills course(s), or post-secondary education at the time of application.

Reach Out and Read

This activity will collaborate with medical care practices to provide pre-literacy opportunities for children and their parents. The participating trained medical care providers will voluntarily incorporate Reach Out and Read (ROR), an evidence-based model, into young children's regular pediatric checkups or well-child visits. The medical care providers will implement ROR in their practices according to the National ROR guidelines. During each of the routine visits, children will receive a new, culturally- and developmentally-appropriate book to take home and read with their parents. The medical care providers will discuss the importance of reading, model reading a book aloud to the child, and encourage parent-child interactions as part of pre-literacy and language development. The program begins at the child's 6-month checkup and continues through age 5, with a special emphasis on children growing up in low-income communities. Medical practices will participate in the parent survey period and submit parent surveys to ROR Carolinas. This activity will provide a Project Coordinator to support the medical practice with book ordering, data collection, literacy rich waiting room development, and overall program coordination.

Three-School Program (TANF)

Financial assistance will be paid on a direct per child basis for subsidy for families eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis.

Three-School Program, Non-TANF/CCDF

Financial assistance will be paid on a direct per child basis for subsidy for families who are not eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis.

II. AVAILABLE FUNDING AND ELIGIBILITY REQUIREMENTS

Award Term and Requirements

Funding for this project is provided for a 3-year term 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 3 fiscal years, from 07/01/2020 until 06/30/2023.

The bidder must submit annual budgets ending June 30th with its proposal. (If a multi-year grant) Contracts for subsequent fiscal years in the multi-year bidding period will be executed only after a satisfactory evaluation of performance, availability of funds, and review and approval of proposed activities.

Describe added parameters for funding. These may include the following:

- Smart Start cost principles – Appendix I

Eligibility

The Contractor must have demonstrated competency in performing services defined in the Purpose of the Request Section of this RFA. 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. Contractor should provide the name, address, and telephone number for a reference for each project in the last two years.

The contractor shall describe recruiting methodology (for staff and participants to be served), if not currently implementing the activity for which they are applying.

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. The Local Partnership reserves the right to reject a proposal based on this information.

Selection Process

All applications received by the required deadline will be reviewed to ensure all necessary attachments and documentation are complete and included. Applications that are **incomplete, late, or submitted by non-eligible applicants will not be reviewed by the grant review committee. Nothing may be added to**

any application after it has been submitted, including a signed certification page. Complete applications from eligible applicants will then be forwarded to the Executive Committee who will review, score and rank the applications. Please refer to the evaluation criteria scoring. Award notices will be provided by June 30, 2020.

III. SCOPE OF WORK

Application/Proposal

To complete the application, provide a comprehensive narrative response to the questions in the following sections:

Capacity for Addressing the Needs and Implementing the Strategy

- Provide examples of experience implementing related programs and the outcomes of those programs. It should be noted that past performance on any grants 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 work directly with the grant activities.
- Identify how qualified personnel will be recruited and supervised.
- Identify how community need was assessed and how the application addresses the identified need. Include how you engaged the community in determining the need.
- Explain how resources in the community will or have been leveraged to support this work.

Program Description

- Describe the proposed program.
- 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 how the program approach aligns and builds on the early childhood system in North Carolina.
- Identify and describe the target population to be served
 - Population demographics
 - Target service numbers
 - How the population will be identified, recruited, and retained in the program.
- Describe the initial and ongoing professional development opportunities that will be provided to existing and/or new staff, including the content & how it will be provided.
- Describe any anticipated barriers to implementation and your plans to overcome those barriers.

Implementation Plan

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

- Describe the evaluation plan for assessing program effectiveness.

Budget and Budget Narrative

Submit a budget and budget narrative as part of this application. Budget templates will be provided.

Evaluation Criteria

The review committee will evaluate applications based on the following criteria:

Capacity for Addressing the Needs and Implementing the Strategy

- Capacity of applicant (including prior history of administering state or federal grants)
- Personnel planned
- Infrastructure of applicant
- Prior training or demonstrated ability to do the work
- How need for funds was assessed, why program meets needs, etc.

Program Description

- Clarity of proposed ideas
- Identification of approach
- Provision of evidence for approach proposed

Implementation Plan

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

Budget and Narrative

- Line item budget and budget narrative are detailed, accurate and are in alignment with the proposed strategy and Smart Start Cost Principles.
- Calculations are provided and demonstrate how costs were determined (e.g., cost allocation formulas).
- Budget reflects generally accepted accounting principles and is consistent with policies, regulations, and procedures that uniformly apply to all costs charged and expended by the agency/organization – across all funding sources.
- Travel related costs are justified and calculated using the State of North Carolina travel rate limitations for mileage, per diem and lodging. For state rates, visit: <http://www.ncdhhs.gov/control/travel/travpol.pdf>

Reporting and Deliverables

If awarded funding, the following reporting is required for all contractors:

Requirement	Due Date
Financial reporting	Monthly during each contract year
Progress reporting	As required by specific program
Data and/or evaluation reporting	Quarterly

IV. SUBMISSION INSTRUCTIONS

Application/Proposal Format

Applications (proposals) must include the following components to be considered complete and responsive for funding. Incomplete applications (proposals) will not be reviewed or scored:

- Cover Letter
- Narrative Response to Scope of Work
- Budget and Budget Narrative
- Most Recent audited financial statement
- 501[c][3] determination letter (if applicable)

Basic Format:

- The proposal should be typed, on 8 ½" x 11" white paper.
- Electronic submissions should be sent as attachments in pdf format.
- In addition, hard copies should be submitted and should include 1 original and 1 copies

Technical Assistance

- A special bidders' conference call will be held on April 30, 2020 at 1:00 pm. All interested applicants are encouraged to participate. Current contractors for services reapplying need not attend this conference. Registration is available through www.lgpfc.org Conference Call Number (515)604-9540 Access Code:228696A
- Frequently Asked Questions (FAQ) List will be posted and maintained during the RFA period. The document will be located www.lgpfc.org
- Before or after the bidders' conference, 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 April 30, 2020. No questions will be responded to verbally except during the bidder's conference on April 30, 2020. It is strongly

recommended that applicants review the FAQ List regularly prior to submission of the final application.

Application Deadline

All applications must be received by 5:00 pm on 05/07/2020.

- Late and/or incomplete proposals will not be accepted.
- Signed, emailed or scanned electronic copies sent to the named person on the application cover sheet are acceptable. Faxed copies are not accepted.
- For applicants without scanning capability, an original and 1 copies with required signatures must be mailed or hand-delivered and received in the NCPC office by 5:00 pm on the application due date of May 7, 2020

Submit proposal applications by 05/07/2020 to:

Edward Chisolm
Lenoir/Greene Partnership for Children, Inc.
1465 Hwy 258 N., Kinston, NC 28504
(252)939-1200
Echisolm@lgpfc.org

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 and fax numbers; and mailing address, including street address and zip code, of the contract administrator.
- If a nonprofit entity, a copy of the Internal Revenue Code § 501(c)3 determination letter received from the IRS.
- No Overdue Taxes Certification.
- 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.
- Most recent audit report and/or financial statements.
- 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.