

**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:	October 1, 2025
Bidder's Conference:	October 15, 2025 2:00 pm Join Zoom Meeting: https://us06web.zoom.us/j/88176713917?pwd=rUZvRGMZ02W9s1sbbNVzZE0yAXKj1a.1 Meeting ID: 881 7671 3917 Passcode: 874869
Deadline for Questions:	October 16, 2025
Submit Questions to:	Edward Chisolm, Executive Director
Deadline for Proposals:	November 5, 2025 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 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. Services that are provided using Smart Start dollars in this activity include: (1) Technical assistance: Technical assistance (in the form of coaching and modeling) provided to early childhood educators working in licensed and/or G.S. 110 child care facilities serving children birth to five years old. The Technical Assistance will be focused on improving the capacity of providers to identify and promote healthy and safe environments for children in child care settings. (2) Training for child care providers: Training for DCDEE credit hours provided on health and safety education related topics and coordination of CEU opportunities. The NC Child Care Health and Safety Assessment and Encounter Tool will be used to conduct classroom-based assessments to develop a quality improvement plan, informing technical assistance and training. Documentation is maintained for all technical assistance 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.

Child Care Quality and Resources

Child Care Resource and Referral (CCR&R) is aligned with the North Carolina CCR&R System and will participate with, and report data to, the designated CCR&R region. Services that are provided using Smart Start dollars in this activity include: (1) Technical assistance: Technical assistance in the form of coaching

and modeling provided to early childhood educators working in licensed and/or G.S. 110 child care facilities serving children birth to five years old. The Technical Assistance activity will be focused on improving Participating Facilities Star Levels; Participating Facilities Star Rating Education and Program Standards points; ITERS/ECERS/FCCERS scores; CLASS scores. (2) Training for child care providers: Training for DCDEE credit hours provided on child care related topics and coordination of CEU opportunities. (3) Consumer education: Information and/or education to families about quality child care.

The grant component, Quality in Action (QIA), will target eligible child care facilities in Lenoir and Greene counties in three areas: 1) Health and Safety, 2) All-Stars, and 3) Star Guard. Materials, based on needs identified in the pre assessment used for this activity, may be provided to eligible participants in accordance with locally approved policies & procedures.

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.

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.

Parents as Teachers - Lenoir

The Parents as Teachers (PAT) program will provide the following services in adherence to the Parents as Teachers National Center (PATNC) essential requirements: (1) personal visits; (2) group connections (3) developmental screenings and a health review that includes a record of hearing, vision and general health status; and (4) referrals to community resources. The PAT program will serve families with children ages birth to five years. Eighty percent (80%) of the target population will have at least one risk factor and identified as most appropriate for PAT services in the community. The program will address each of the essential requirements as documented on the programs affiliate plan, which is updated every five years. and be implemented to model fidelity as demonstrated by the program data reported on the annual Affiliate Performance Report (APR). 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.

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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.

NC Pre-K TANF/CCDF

Financial assistance will be paid on a direct per child basis for the purpose of enhancing the NC Pre-K rate for children enrolled in and being served through NC Pre-K and whose families are eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Does NOT include wrap-around care. Data will be reported as directed by DCDEE. Enhancements are available for NC Pre-K sites that are public school sites, private sites. Enhancements are not pro-rated for partial attendance months.

NC Pre-K Non-TANF/CCDF

Financial assistance will be paid on a direct per child basis for the purpose of enhancing the NC Pre-K rate for children enrolled in and being served through NC Pre-K and whose families are not eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Does NOT include wrap-around care. Data will be reported as directed by DCDEE. Enhancements are available for NC Pre-K sites that are public school sites, private sites. Enhancements are not pro-rated for partial attendance months.

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.

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 07/01/2026 until 06/30/2029.

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, 2023.

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 October 15, 2025 at 2:00 pm. All interested applicants are encouraged to participate. Current contractors for services reapplying need not attend this conference. Registration is available through the zoom link below:

<https://us06web.zoom.us/j/88176713917?pwd=rUZvRGMZ02W9s1sbbNVzZE0yAXKj1a.1>

Meeting ID: 881 7671 3917

Passcode: 874869

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 October 15, 2025. No questions will be responded to verbally except during the bidder's conference on October 15, 2025 and thru October 16, 2025. 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 11/05/2025.

- 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 with required signatures must be mailed or hand-delivered and received in the LGPFC office by 5:00 pm on the application due date of 11/05/2025.

Submit proposal applications by 11/05/2025 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.