



Alexander County Partnership for Children REQUEST FOR PROPOSALS

**TITLE: Two Year Bid for Smart Start Services
Dolly Parton's Imagination Library
For fiscal years 17-18 thru 18-19**

ISSUE DATE: September 22, 2017

ISSUING AGENCY: Alexander County Partnership for Children
PO Box 1661
Taylorsville, NC 28681
(828) 632-3799

Sealed Proposals subject to the conditions made a part hereof will be received until **4:00 p.m., October 12, 2017** for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE **Alexander County Partnership for Children to the attention of Paula Cline, Executive Director** AT THE ADDRESS AS SHOWN ABOVE.

Interested parties must submit **an original and 5 hard copies of the proposal**, along with electronic copies of the Alexander County Partnership for Children Full Activity Description format which includes a contract activity description, logic model, budget, and budget narrative. The Full Activity Description Format is activity specific. Prospective bidders must contact **Karen P. Campbell, Contracted Program Coordinator** at 704-213-0796, seeds4change.karen@gmail.com to request a copy of the appropriate format for use during bid submission prior to October

Direct all inquiries concerning this RFP to **Karen P. Campbell, Contracted Program Coordinator** at 704-213-0796, seeds4change.karen@gmail.com .

Contractual relationships for this RFP are limited only to governmental agencies or businesses, such as corporations, limited liability companies, partnerships, etc.

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

INTRODUCTION

The **Alexander County Partnership for Children** (hereinafter referred to as the “Local Partnership”) is soliciting proposals to establish contracts through competitive negotiations. The purpose of this Request for Proposals (RFP) is to acquire the services of qualified contractors (hereinafter referred to as the “Contractor”) for the following services:

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

Providing services to support and educate parents of young children:

Draft Dolly Parton’s Imagination Library PSC: 5526

The Dolly Parton’s Imagination Library activity will promote emergent literacy skills through a partnership with Dollywood Foundation. Through this activity, age-appropriate books will be mailed to registered children birth up to age five (0-5) monthly. Families will be recruited in target zip codes. Children are eligible to receive books regardless of family income. The books will be ordered using the Dollywood Foundation Book Ordering System (BOS) database. Families will be encouraged to participate in surveys designed to evaluate the program’s impact on participating children. Books that are returned as non-deliverable can be redistributed to locations in the community such as waiting rooms at Social Services and Public Health, local child care programs, and other locations where families can receive information about early childhood services.

Alexander County Partnership for Children activities must address the needs of families with children ages Prenatal thru 5 years of age.

BACKGROUND

The Local Partnership is responsible for developing or assisting in the development of, evidence informed or evidence based services that foster growth, encourage learning, and provide resources and support to child care professionals & families of children, ages 0-5 in Alexander County. These functions include enhancing available health services to support the growth and development of young children, services to support early learning environments and activities to support and educate parents. Consistent with State and Federal laws and regulations where applicable, the Local Partnership’s activities work toward ensuring that all children enter school healthy and ready to succeed.

The initial contract will begin **in late Fall of 2017** and end **June 30, 2018** and dependent upon satisfactory service delivery and availability of funds designated for the activity may be renewed for one additional one year term.

Multi-year Bids for On-Going Services: For on-going services, prospective Contractors must submit a cost proposal for **2 consecutive years beginning with fiscal year 2017-18 and ending with fiscal year 2018-19**. The Contractor must submit an annual budget ending June 30th for each fiscal year of the proposal period. Contract(s) for subsequent fiscal years will be executed only after confirmation of satisfactory performance by the Contractor and of the availability of funds for this purpose.

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. Contractor should provide the name, address, and telephone number of a reference for each project in the last five years.

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 preproposal conference is set as needed. (See cover sheet of this RFP for details.)
3. Proposals in **one original; 5 copies; and an electronic copy** of the Alexander County Partnership for Children Activity Description Format, Budget and Budget Narrative will be received from prospective Contractors. The original and 5 copies will be submitted in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals 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 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.
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. **If selected**, the Local Partnership will contact the selected Contractor to obtain information and documentation required for preparation of the contract which may 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.

- 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

Proposal using the ACPC Full Activity Description Format which will include

Brief Activity Description

Background and Experience (if applicable)

Project Staffing and Organization

Logic Model

Budget and Narrative for 3 years

The ACPC Full Activity Description Format is activity specific. Prospective bidders must contact **Karen P. Campbell, Contracted Program Coordinator** at 704-213-0796, seeds4change.karen@gmail.com to request a copy of the appropriate format for use during bid submission.

1. Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the prospective Contractor.

2. Proposal

The prospective Contractor must submit a separate Proposal for each activity for which it wishes to provide services. The Alexander County Partnership for Children Full Activity Description format must be used. The Full Activity Description Format is activity specific. Prospective bidders must contact **Karen P. Campbell, Contracted Program Coordinator** at 704-213-0796, seeds4change.karen@gmail.com to request a copy of the appropriate format for use during bid submission.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

- 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.
- 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.
- 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.
- 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.
- 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.