

Chatham County Partnership for Children
GENERAL INFORMATION FOR SUBMISSION

Smart Start Request for Applications
CONTINUATION ACTIVITIES FY 2019–2020
Due: January 31, 2019 by 5:00 PM

Funding Time Frame: Applications for continuation of currently approved Smart Start activities must be submitted by **January 31, 2019**. Applications will be considered only for activities previously approved for 2- or 3- year bids for Smart Start in Chatham County. Continuation applications should be for the period beginning July 1, 2019 and ending June 30, 2020. Funding is approved on an annual basis, per state fiscal year, and will be renewed ONLY after satisfactory evaluation of performance and availability of funds.

Measurable Outcomes & Evaluation Plan: Smart Start activities are required to maintain and to report program impact using at least one of the Smart Start common outcomes. Outcome measures must align with the evidence based program model and be selected from the Smart Start Outcomes Measurement Tools Resource Guide. *Each continuing activity must review the current Measurement Tool Guide and make adjustments to their logic model and evaluation plan as needed.* Technical assistance for evaluation planning is available by appointment with the Partnership's Executive Director.

Application Deadline: Applications must be received in the Partnership office no later than 5 PM on January 31, 2019. Applicants are asked to submit their proposal on CD or flash drive in MS Word and MS EXCEL, as well as a signed hard copy. *Faxed applications will not be accepted.*

Project Time Frame: Applications should include plans for services starting July 1, 2019 and should be designed to continue through June 30, 2020. Funding is contingent upon annual approval by the NC Partnership for Children and the availability of funds from the NC Legislature for the Smart Start Program.

Application Requirements: Applicants are required to submit a proposal on the forms provided. Applicants may contact the Smart Start Executive Director for advice and guidance on their proposal.

Budget Requirements and Format: A line item budget is required. Funding awards will be for the 2019-2020 year only. Line item budgets, including budget narratives, must be submitted using the guidelines and form provided. Smart Start Cost Principles must be followed for all costs included in the proposed budgets.

Technical Assistance: Applicants are required to attend the Technical Assistance Bidders Conference on January 10, 2019 from 1:30-3:00 PM. An appointment for additional technical assistance may be requested. Applicants may request a time slot by email to genevieve@chathamkids.org or by calling the Partnership Executive Director at 919-542-7449, ext. 124. Appointments will be available beginning January 11, 2019. Applicants can request a time slot by calling the Partnership Office at 919-542-7449 ext. 124. The bid application forms are available for download on our website or via e-mail upon request to Genevieve Megginson (genevieve@chathamkids.org). The deadline for questions and technical assistance is 5:00 pm, January 31, 2019

Smart Start Request for Bids

Additional Information

Terms and Conditions:

All proposals are subject to the terms and conditions outlined herein. The prospective Bidder/Contractor specifically agrees to the conditions set forth by signature to the proposal/application.

Oral Explanations:

The Chatham County Partnership for Children shall not be bound by oral explanations or instructions given at any time during the application/bidding process or after award.

Reference to other data:

Only information which is received in response to this RFP/RFB will be evaluated; reference to information previously submitted shall not be evaluated. If previously funded, prior program performance will be reviewed and used to evaluate Bidder/Contractor qualifications.

Cost for Proposal Preparation:

Any costs incurred by prospective Bidders/Contractors in preparing or submitting offers are the prospective Bidder/Contractor's sole responsibility; CCPC shall not reimburse any prospective Bidder/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/RFB, and all other reports, charts, displays, schedule, exhibits, and other documentation submitted by the prospective Bidders/Contractors shall become the property of CCPC when received.

Offeror's Representation:

Each prospective Bidder/Contractor shall submit with its proposal/application 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/application.

Subcontracting:

In the event the prospective Bidder/Contractor desires to subcontract any part of the contracted services, the proposal/application must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor as indicated on the pre-contracting information/contracting guidelines included with this RFP/RFB. Only the subcontractors specified in the proposal/application shall be considered approved upon award of the contract.

Proprietary Information:

Trade secrets or similar proprietary data which the prospective Bidder/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/application 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.

Smart Start Request for Applications

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) or Request for Bids (RFB) is issued to prospective Contractors.
 2. A pre proposal conference and/or deadline for technical assistance is set. (See the general information sheet of the RFP or RFB for details)
 3. A proposal in one original and an electronic copy of the required format with the budget and all attachments 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. Unsigned proposals will not be considered.
 4. **All proposals must be received by the Local Partnership no later than the date and time specified on the cover sheet of the RFP/RFB.**
 5. At their option, the Local Partnership's evaluators may request oral presentation 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 completeness, content, and experience with similar projects, ability of the Bidder and its staff, and cost. In the case of continuation proposals for previously funded activities and previously approved multi-year bids, project success and progress toward measurable outcomes will also be considered in evaluation of the proposal. Award of a contract to one Bidder does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to CCPC.
 7. **Once selected, the proposal must be reviewed and approved by the NC Partnership for Children (NCPC). Additional information may be required upon review by NCPC.**
 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 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 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©3 determination letter received from the IRS.
 - g. Additional information may be required as prescribed by state law, NCPC/Smart Start policies and procedures, or at the sole discretion of the Partnership staff and Board.
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 Smart Start Contract that the selected Contractor will be required to sign is available upon request and after the approved template is released by NCPC.**
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.