

Chatham County Partnership for Children GENERAL INFORMATION FOR SUBMISSION

Smart Start Request for Applications

CONTINUATION ACTIVITIES FY 2022–2023

Due: February 28, 2022 by 5:00 PM

Funding Time Frame: Applications for continuation of currently approved Smart Start activities must be submitted by **February 28, 2022**. Applications will be considered only for activities previously approved for Smart Start in Chatham County. Continuation applications should be for the period beginning July 1, 2022 and ending June 30, 2023. 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.

Types of Programs: Evidence-Based/Evidence Informed.

State funding for local partnerships shall be used for evidence-based or evidence-informed programs for children from birth to five years of age. The North Carolina Partnership for Children provides the following definitions for Evidence-Based and Evidence-Informed programs and practices:

- “Evidence-based programs or practices are those that have repeatedly and consistently demonstrated desirable outcomes through application of scientific research methods (replicated experimental, experimental, or quasi experimental.)”
- “An evidence-informed practice is one that is guided by child development theory, practitioner wisdom, qualitative studies and findings from basic research and has written guidelines, a strong logic model, and a history of demonstrating positive results. They may be rated “Promising” or “Emerging” by at least one source that rates evidence-based programs.”

Collaboration: The Partnership remains committed to developing and supporting collaborations that further an effective and efficient system of services for young children and their families. Duplication of services and/or supplantation of funds must be avoided. Each proposal must show how their activity elements will fit into the continuum of services in Chatham County.

Sustainability: The Partnership encourages projects to view Smart Start as only ONE source of support for the need being addressed. Each proposal should demonstrate how the project is also supported by other resources. Smart Start’s broad objective is to build capacity for local communities to meet the needs of their youngest children. Reporting of cash as well as in-kind resources is required on a quarterly basis. Proposals that show strong sustainability and capacity building are preferred.

Measurable Outcomes & Evaluation Plan: Smart Start activities are required to maintain and to report results quarterly. Measures must be both quantitative and qualitative. Additionally, each activity is required to submit a logic model which connects needs, target population, and program elements to short and long term outcomes. Technical assistance for evaluation planning is available by appointment with the Partnership staff.

Expertise: The Partnership seeks to maintain the highest levels of expertise and professionalism to serve Chatham County’s children. Each continuation request must include verification of education and expertise of current staff by submitting updated resumes for each position funded by the proposal. Staffing plans must also show how roles and responsibilities of each position contribute to projected outcomes.

Application Deadline: Applications must be received in the Partnership office no later than 5 PM on February 28, 2022. Applicants are asked to submit their proposal by email in MS Word and MS EXCEL, as well as a signed hard copy or certified digitally signed copy (example: DocuSign PDF). ***Faxed applications will not be accepted.***

Project Time Frame: Applications should include plans for services starting July 1, 2022 and should be designed to continue through June 30, 2023. 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. Bidders 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 2022-2023 year only. Planning 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.

Types of Proposals to be Considered: A separate application is required for each activity. All proposals must address the Smart Start Measures of Impact for child care activities as described in the child care goals and priorities list.

Technical Assistance: Applicants are required to attend the Technical Assistance Bidders Conference on January 21, 2022 from 10 am-11:30 am. An appointment for additional technical assistance may be requested. Applicants may request a time slot by calling the Early Childhood Programs Manager at 919-908-4318. Appointments will be available beginning January 24, 2022. The bid application forms are available for download on our website or via e-mail upon request to Sheen Klaus (sheen@chathamkids.org). The deadline for questions and technical assistance is 5:00 pm, February 28, 2022.

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 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.~~

Due to the COVID-19 Pandemic, originals will be accepted electronically, through email. Once received, Partnership staff will send the completed packet through DocuSign for signature. Completed applications should be turned in by February 28, 2022 and electronic signatures should be completed by March 4th, 2022.

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.
 - dP 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.

Checklist for Proposals 2022-23

Agency Name: _____

Activity Name: _____

Date turned in: _____ Time turned in: _____

Please check that the following documents are included in the bidding packet	√
1. Application Cover Page	
2. Submission signed & dated by authorized official	
3. Smart Start Activity Logic Model (only if requesting changes)	
4. Contract Activity Description	
5. Budget Narrative – Excel Worksheet	
6. Flash Drive or E-mail (electronic copy of all information)	

Application Reviewed by: _____ CCPC Staff Member Date _____

Service Provider Agency Name: _____ Submission Date: _____

**Smart Start
Continuation Bid
2022-2023**

Application Cover Page

Activity Title: _____

Name/Agency: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ Telephone: _____

E-mail Address: _____ Fax Number: _____

Signature of Authorized Applicant: _____

Printed Name: _____

Title: _____

For all agencies or individuals: [Check one]

- | | |
|---|--|
| <input type="checkbox"/> Public Government Institution | <input type="checkbox"/> Private for profit agency |
| <input type="checkbox"/> 501 (c)(3) Non-profit with tax exempt status | <input type="checkbox"/> Private individual |
| <input type="checkbox"/> Applied for Non-profit status | <input type="checkbox"/> Other |
| <input type="checkbox"/> Sponsored by a 501 (c)(3) Organization | |

Service Provider Agency Name: _____ Submission Date: _____



Smart Start Activity Proposal

I. Activity Title: _____

Smart Start's Measures of Impact ID: _____ Purpose/Service Code: _____

II. Contract Activity Description (CAD) , 200 words maximum:

- ☐ We are not requesting changes to our CAD.
- ☐ We request the following revisions to our currently approved CAD, shown here with changes tracked

INSERT CURRENT APPROVED CAD HERE

III. Logic Model:

- ☐ We are not requesting changes to our Logic Model
- ☐ We request approval for minor revisions to our Logic Model as shown on the attached version with changes tracked.

NOTE: Changes to either the CAD or Logic Model MUST be reviewed by Partnership Staff PRIOR to submission, no later than 10 work days before the proposal due date.

Service Provider Agency Name: _____ Submission Date: _____

ATTACH ONLY IF REQUESTING CHANGES**Agency:****Activity Name:****PBIS ID:****PSC:**

<i>If this condition exists</i>	<i>For this Population</i>	<i>And we implement these strategies</i>	<i>This many times, for these individuals</i>	<i>We expect this short-term change</i>	<i>And we expect this outcome to impact the overall county</i>
Need Statement Why?	Target Population Who?	Program or Activity Elements What?	Outputs How Many?	Outcomes So What?	How does outcome impact Smart Start's Measures of Impact or other long term goal?

Staffing Plan

Job Title	FTE	Key Roles and Responsibilities	Minimum Education & Experience Requirements

Service Provider Agency Name: _____ **Submission Date:** _____

Equity Emphasis in Programming

The North Carolina Partnership for Children (Smart Start) has adopted the following equity statement:

North Carolina desires a system that is explicitly and measurably equitable and advances change that ensures children are not disadvantaged by race, ethnicity, and/or social class. An equity-drive approach, in systems building, programs, and services, acknowledges four levels of change: personal, interpersonal, institutional and structural. There are specific strategies and behaviors which are necessary at each level to move positive outcomes related to racial equity. Individuals and groups who are effective in relating to others not like themselves, actively include those typically excluded, share power, surface issues of racial inequality in interpersonal relationships, act to support positive change, and work to reduce interpersonal conflict. Birth-to-five entities apply a racial equity/economic justice lens to their policies, practices, regulations and work-culture to dismantle policies that perpetuate inequality and design/ develop policies and practices that advance opportunities, fairness, access to resources, and other factors for those most effected by racial inequality. Investments alone will not fix the issues at hand. Policies that support equitable outcomes prioritize the needs of children and families with a history of racial, economic, or geographic marginalization. In pursuit of structural change, Individuals and groups recognize that structural arrangements are interconnected and resist change; they develop approaches to advance equity that offer new or reconstituted structural arrangements; they build shared leadership and collective power that leads to change.

Chatham County Partnership for Children is exploring how we influence issues of equity and disparity. To that end, we request your response to the following questions which will help inform our approaches going forward.

1. Does your organization have a history of (Check all that apply):

- ☐ *Serving children ages 0-5 (or a subset of this age group)*
- ☐ *Serving children from low-income backgrounds*
- ☐ *Serving children who have disabilities*
- ☐ *Serving children who have limited English proficiency*
- ☐ *Serving children of color*

2. Tell us about this history.*

As you consider your response, please know that there are no "correct" answers. Every organization is different and we recognize that advancing equity is an ongoing process that can be challenging. We appreciate your honest reflections; your response will not qualify or disqualify your proposal.

3. Who benefits from your organization's programs and services? Who will benefit from this funding?*

Please include socio-economic status, race, ethnicity, gender, and physical or mental abilities. We are interested in knowing how your organization works with populations most likely to experience disparities in Chatham, including people of color, families headed by single women, LGBTQ+ community, and/or children experiencing developmental disabilities.

4. How do your program leadership and staff reflect the population that your program will serve?

*Does your Executive Director or Program Director identify as a person of color?
Do over 50% of your program staff identify as a person of color (even if your ED is not)?
Do over 50% of your Board of Directors identify as people of color?*

Service Provider Agency Name: _____ **Submission Date:** _____

Agency Name:	Fiscal Year:
Activity Title:	Purpose/Service Code:

	BUDGET NARRATIVE (line item descriptions/details)	SMART START BUDGET	OTHER FUNDS (cash match)	OTHER RESOURCES (inkind match)	TOTAL BUDGET
11) Personnel					0.00
12) Contracted Professional Services					0.00
13) Total Personnel/Contracted Services		\$ -	\$ -	\$ -	\$ -
14) Office Supplies and Materials					0.00
15) Service Related Supplies					0.00
16) Total Supplies & Materials		\$ -	\$ -	\$ -	\$ -
17) Travel					0.00
18) Communications & Postage					0.00
19) Utilities					0.00
20) Printing and Binding					0.00
21) Repair and Maintenance					0.00
22) Meeting/Conference Expense		\$ -			0.00
23) Employee Training (no travel)					0.00
24) Advertising					0.00
25) In-State Board Meeting Expense					0.00
26) Total Non-Fixed Operating Expenses		\$ -	\$ -	\$ -	\$ -
27) Office Rent (Land, Buildings, etc.)					0.00
28) Furniture Rental					0.00
29) Equipment Rental (Phone, Computer, etc.)					0.00
30) Vehicle Rental					0.00
31) Dues and Subscriptions					0.00
32) Insurance & Bonding					0.00
33) Books / Library Reference Materials					0.00
34) Mortgage Principal, Interest and Bank Fees					0.00
35) Other Expenses					0.00
36) Total Fixed Charges & Other Expenses		\$ -	\$ -	\$ -	\$ -
37) Buildings & Improvements					
38) Leasehold Improvements					
39) Furniture/Non-computer Eqpt., \$500+ per item					0.00
40) Computer Equipment/Printers, \$500+ per item					0.00
41) Furniture/Eqpt., under \$500 per item					0.00
42) Total Property and Equipment Outlay		\$ -	\$ -	\$ -	\$ -
43) Purchase of Services					0
44) Contracts with Service Providers					0
45) Stipends/Scholarships/Bonuses					0
46) Cash Grants and Awards					0
47) Non-Cash Grants and Awards					0
48) Total Services/Contracts/Grants		\$ -	\$ -	\$ -	\$ -
50) Total Budgeted Expenditures		\$ -	\$ -	\$ -	\$ -

Service Provider Agency Name: _____ Submission Date: _____

Projected Line Item Budgets AND Narrative:

Please see Appendix A and B

- Include a line item budget and narrative that details projected expenses in a line item budget format. **Please use the required budget form on the next page.**
An MS EXCEL version of the budget spreadsheet is available upon request.
- Be sure to include specifics for each projected expense in the budget narrative column, *i.e.*, *Personnel: 2 FT CCHCs at \$50,000/year per position including benefits.*
- If this activity has multiple funding sources, show anticipated amounts of in-kind or cash matching funds in the budget narrative.
- See line item descriptions to know what to include on each line.
- Refer to the Smart Start Cost Principles [Appendix B] for costs that are not allowed

Service Provider Agency Name: _____ Submission Date: _____

Smart Start Budget Line Item Explanations

[Updated July 1, 2008]

#	Line Item	Definition	Examples
11	Personnel	Employee salaries/wages and fringe costs (full and part-time)	Payroll, FICA, retirement contributions, insurance costs attributed to employment (e.g., health insurance, dental insurance)
12	Contracted Professional Services	Services that are provided by independent contractors (i.e., non-employees)	Payroll processing, tax return prep, legal counsel, temporary agency services, consulting services, needs assessments
14	Office Supplies & Materials	Office supplies and materials	Office supplies, consumable computer supplies, janitorial supplies, database access fees, other administrative supplies
15	Service Related Supplies	Supplies used in the performance of a service activity; this line should not be used in LP Admin, nor should it be used for reward or incentive items given to program participants (such items should be reported in line 47)	Educational supplies: materials used during trainings IF consumed (like a workbook) or not given away, food used in teaching nutrition or cooking classes, lending library supplies including die cuts and lamination supplies; automotive supplies for owned vehicles
17	Travel	Costs associated with travel by <u>employees</u>	Meals, lodging, and transportation for employees at conferences, meetings, monitoring visits; NOT travel for participants (e.g., transporting preschoolers) usually reported on Line 43
18	Communications & Postage	All communications and postage costs	Telephone, cell phone, internet, fax, outbound postage and shipping fees
19	Utilities	All utilities costs	Electricity, municipal water, sewer, gas
20	Printing & Binding	Printing, binding, copying costs for internal-use items	Internal manuals, business cards, purchasing forms, stationery, etc.; NOT for service materials distributed externally which are reported on Line 24
21	Repair & Maintenance	Costs for minor repairs and routine maintenance	Janitorial services, landscaping services, computer repair technicians, locksmiths, plumbers, carpenters, pest control, etc. NOT to be used for repair costs of a CAPITAL nature as defined by Smart Start (e.g., roof replacement, HVAC replacement)

Service Provider Agency Name: _____ Submission Date: _____

#	Line Item	Definition	Examples
22	Meeting & Conference Expense	Expenses related to meetings and conferences hosted/ organized/presented by the LP or DSP for program participants (also includes LP costs associated with hosting board/committee meetings)	Food, facility rental, speaker fees, supplies (specifically for the meeting or conference being presented); NOT to be used for expenses incurred by employees attending meetings/conferences held by outside parties (see Lines 23 & 17)
23	Employee Training (no travel)	Costs for training for employees	Tuition, registration, training materials; NOT for travel expenses (mileage, food, hotel, etc.) incurred for training (see Line 17); includes Smart Start Conference fees for employees
24	Advertising & Outreach	Cost of advertising for staff as well as advertising and publicizing services to the community	Classified ads for competitive bidding or to solicit job applicants; ads to publicize fund- raising events or program services; brochures & fliers publicizing services/events; community resource directories
25	Board Member Expense	Reimbursements to, or payments on behalf of, LP board members conducting LP board business	Board members' individual costs for meals, lodging, transportation, and/or per diems related to board meetings, board retreats, & training; NOT for LP costs for hosting board meetings (see Line 22)
27	Office Rent	Office space rental expenses	Regular rental of space to conduct an activity or provide office space for funded personnel
28	Furniture Rental	Furniture rental expenses	Rental of office desks, chairs, conference tables
29	Equipment Rental	Costs of equipment rental	Rental or lease of copiers, phones, computers, faxes, etc.
30	Vehicle Rental	Costs incurred with vehicle rental	Vehicle rental, gasoline and insurance for rented vehicles
31	Dues, Subscriptions & Fees	Costs for subscriptions for publications, professional organization membership dues, corporate fees	Subscriptions to childcare-related magazines; memberships in NAEYC, NCAEYC, NACCRRRA; LP's charitable solicitation license
32	Insurance & Bonding	Costs for insurance	General liability, D&O, fidelity bonding, professional liability, special events coverage, etc.; NOT workers' comp insurance which is reported on Line 11
33	Book/Library Reference Materials	Costs of reference materials for internal use by employees	Books about nonprofit management, employment law, fund accounting, board development and operations, etc.
34	Mortgage Interest and Bank Fees	Bank-related charges	Monthly fees associated with bank accounts and mortgage principal and interest payments

Service Provider Agency Name: _____ Submission Date: _____

#	Line Item	Definition	Examples
35	Other Expenses	Other expenses not classified elsewhere	MUST BE ACCOMPANIED BY A DETAILED EXPLANATION. For example, overhead percentage with a list of specific costs allocated to the overhead/admin cost center.
39	Furniture and Non- Computer Equipment, \$500+ per item	Costs of furniture and non-computer equipment that equals or exceeds \$500 per item	Desks, conference tables (\$500 or more)
40	Computer Equipment, including Printers, \$500+ per item	Costs of data processing equipment that equals or exceeds \$500 per item	Desktop computers, laptops, printers (\$500 or more)
41	Furniture & Equipment, Under	Costs of equipment that is less than \$500 per item	Chairs, tables, fax machines, printers (less than \$500)
43	Purchase of Services	Payments to providers/vendors for routine services	Purchase of subsidy or other services usually paid for on a per unit basis such as cost per mile, per vision screening, per trip, per child
44	Contracts with Services Providers	Contracts further subcontracted to another contractor	CANNOT BE USED UNLESS AN APPROVAL FROM NCPC ACCOUNTING & CONTRACTING MANAGER IS OBTAINED
45	Stipends/Scholarships	Costs of stipends and scholarships provided to outside organizations and/or individuals	Cash incentives to participants who attend trainings, intended to cover participants' costs to attend (such as travel, child care, etc.)
46	Cash Grants & Awards	Cash grants to outside organizations and /or individuals	Quality maintenance payments, tuition reimbursement, etc.
47	Non-Cash Grants & Awards	Non-cash awards to organizations and/or individuals; payments to a third party on behalf of a grantee	Grants of quality enhancement materials to child care centers, payments to a health insurer for health coverage on behalf of child care providers, Welcome Baby packets, sets of books distributed through a literacy activity, training-related materials not consumed during the training and given to participants to keep