***Pamlico Partnership for Children***

**REQUEST FOR PROPOSALS for Smart Start Activities,**

**3-year request July 1, 2025, to June 30,2028**

**Title**: Request for Proposals:

* Community Play & Learn
* Pamlico Partnership Lending Library
* Partnership Playgroup
* Program Evaluation

**ISSUE DATE:** **March 19, 2025**

**ISSUING AGENCY:** Pamlico Partnership for Children, Inc. (PPFC)

 702A Main Street

 Bayboro, NC 28515

ATTN: Susan Bridgman, Executive Director

**RFP DATE DUE:** Sealed Proposals, subject to the conditions stated, will be received until **12:00 pm on April 30, 2025,** for furnishing services described herein.

DELIVER ALL PROPOSALS DIRECTLY TO PPFC AT THE ADDRESS AS SHOWN ABOVE.

Interested parties must submit **one original and four copies** of the proposal of the full activity proposal, budget, and budget narrative. *Emailed and Faxed copies will not be accepted****.***

Please direct all inquiries concerning this RFP to Susan Bridgman at 252-745-7850 or susan@pamlicopartnership.org

It is the Contractor's responsibility to assure that all information is accurate and has been received.

# INTRODUCTION

Pamlico Partnership for Children, Inc. (hereinafter referred to as the “Local Partnership”) is soliciting proposals to establish a contract through competitive bidding. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor (hereinafter referred to as the “Contractor”) to provide evidence based early childhood programs that will prepare children and their parents for success; enhance family supports, early literacy, and support childcare providers and their professional development.

***These services are described in greater detail below, and prospective Contractors may submit proposals for one or more of these service activities.***

## BACKGROUND

**Mission:**

Bridging the gap to brighter tomorrows for our children

**Vision:**

To connect all sectors of the community to create better lives for our children.

**The Operating Principles of Pamlico Partnership for Children:**

* To require that all activities funded by the Partnership follow the principles to support children and families.
* To provide maximum collaboration among local and regional agencies with roles in improving the lives of children, thus producing mutually enhanced efforts.
* To leverage Partnership dollars whenever possible with other financial resources for the maximum benefit of Pamlico County’s 0-5 age children.
* To ensure that thorough program specificity and accountability are provided by those programs funded through the Partnership.
* To eliminate barriers to service.

## FUNDING PRINCIPLES

When grant recipients or contracting agencies are being selected, preference will be given to those responding in the most effective ways to the greatest number of the goals and program standards.  Proposals will be reviewed and scored based on how closely the project description relates to goals, Community Early Childhood Profile (EC Profile) (Attachment II), and local needs.

Smart Start is a statewide initiative funded by the North Carolina General Assembly designed to provide funding for projects and programs that improve the quality of early childhood development for young children, 0-5 years old, and their families. Smart Start was designed to ensure that children arrive at school healthy and ready to succeed.  Therefore, emphasis is on developing or improving the quality, affordability and availability of child care, along with child health and family support initiatives that strengthen a child’s development and the family’s ability to nurture their child.  All grant applications therefore should support the mission and goals of PPFC art.  Grants are available to public and private nonprofit agencies, organizations, and corporations.

This is a multi-year proposal, this Proposal cycle will begin **July 1, 2025** and end **June 30, 2028**

* *This is a**multi-year bid for on-going services.*
* *Prospective Contractors must submit a cost proposal for* ***three fiscal years.***
* *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****.*

**NEEDS AND ACTIVITIES**

The identified needs that the Partnership desires to address and descriptions of the services for which the Partnership seeks proposals are listed below. The Community Early Childhood Profile (EC Profile) includes county level indicators for which the local partnerships are held accountable, formally known as Performance Based Incentive System. Descriptions of the criteria found on Attachment II.

**Contract Activity Descriptions**

Community Play and Learn Groups, Activity ID# 015

PSC:3318 PBISID:H10

The Community Play and Learn Groups will serve Pamlico County children 3-4 years old. Program elements will include teacher and child directed learning activities, literacy enriched play centers utilizing Creative Curriculum. Up to three FTE positions will be responsible for implementation, scheduling and delivery of services. Lead professional(s) must have Early Childhood Credentials, including a two-year Early Education degree, classroom assistants must have experience in the field of early care and education with children birth to age 5. Children will be assessed using Teaching Strategies GOLD. Referrals may be made for health screening and other early intervention services. Community Play and Learn sessions will be scheduled on a part-time, weekly basis throughout the year. Sessions will be held at various locations and may include special family events and community outings periodically during

Partnership Lending Library, Activity ID# 016

PSC:3115 PBISID:PLA40

The Pamlico Partnership Lending Library (PPLL) serves to improve the quality of early care and education. Early childhood educators will have access to the PPLL. Families may also access PPLL to support young children's learning and development. The PPLL will provide child development resources and materials, such as, but not limited to; books, manipulatives, musical resources, reference materials, educational themed kits and more. Patrons will have access to a workroom that may include items such as laminator, die cut machine, comb binder, Cricut, bulletin board supplies and other creative early learning supports. Lending Library items may be checked out; partnership staff may deliver materials to participating sites. No membership fees will be accessed however, nominal fees may be charged for services such as laminating or copying. Professional development and trainings may be provided for early childcare educators in accordance with DCDEE requirement and early childhood best practices. The PPLL will employ a part-time (.50 FTE) Coordinator and may enlist volunteers to assist coverage. Smart Start funds may be used to purchase food/refreshments for trainings, educational materials, training incentives and contracted services.

Partnership Play Group, Activity ID# 020

PSC:5505 PBISID:FS20

The Partnership Playgroup will provide gatherings of caregivers and young children, birth to age three, that offer activities to promote children's development through play, and adult social support. At least two groups will be offered for 90 minutes per session, on a weekly basis for approximately 10 months, with an opportunity for groups to meet during the 2 months of summer. Groups will be held in a high-quality learning environment, both indoors and outdoors. Facilitator(s) will use the Kaleidoscope Play & Learn model to provide hands on fun, culturally and developmentally appropriate play activities for children. Through facilitator guidance, modeling, conversation, and peer learning, caregivers will learn how they may support children's learning and healthy development. Smart Start funds may be used to provide food, educational materials, incentives, and contracted services.

## **Program Evaluation, Activity ID# 009**

PSC:5603 PBISID:PS10

The Program Evaluation activity will measure and report the progress of programs and activities funded by Pamlico Partnership for Children (PPFC)/Smart Start. The activity will monitor program outcomes, outputs, service delivery and contract compliance. A partnership staff or contracted evaluator will coordinate site visits to the funded programs, provide technical assistance as needed, and collect and submit quarterly reporting information to North Carolina Partnership for Children. An annual program evaluation report will be provided to the PPFC Board of Directors and community partners to inform of the value of early experiences to future learning and success.

# 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. If the contractor is a new applicant, they should provide the name, address, and telephone number for a reference for each project in the last fiveyears.

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.

# REQUEST FOR PROPOSALS TIMELINE, 2025

* March 15, 2025: Request for Applications advertised
* April 28: Request for Proposals Due at partnership by 12:00PM
* May 2: Partnership Executive Director reviews applications to ensure applications are complete
* May 2-7: Applicants may receive calls for clarification
* May 22: Board of Directors review recommendations and approve providers.
* May 31: Approved Direct Service Providers receive pre-contracting information.
* June: Receive approval from NC Partnership for Children (NCPC) \*\* Budgets will be officially determined when the state’s budget is ratified and the PPFC receives its budget from NCPC.

\*\* Provider contracts are contingent on receiving local partnership contract from the North Carolina Partnership for Children.

# 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.

* **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.

* **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.

* **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.

Application Sections and Attachments:

P. 8 Section 1: Application Agreement

P. 9 Section 2: 2019-2022 Smart Start Information Sheet

P. 10 Section 3: Authorization to Sign Financial Status Reports

P. 11 Section 4: Conflict of Interest Policy

P. 12 Section 5: Application Detail

P.15 Application Checklist

p. 16-17 Attachment I: Smart Start Format Budget and Budget Narrative

P. 18 Attachment II: Performance Based Incentive System Criteria Section 1: APPLICATION AGREEMENT

The Applicant understands and agrees to the following terms.  These terms will become part of the contract if applicant is approved for funding.

* Demonstrate a history of quality improvement experience and knowledge of quality early childhood issues and a history and continued willingness to work collaboratively with local agencies and organizations;
* Demonstrate the ability to manage and administer Smart Start funds;
* Promote the activity as being funded by Smart Start and the Partnership and include the following tag line on any promotions, materials or equipment purchased with Smart Start funds: This program is funded by Pamlico Partnership for Children.
* Include measurable outcomes for the evaluation of results;
* Follow confidentiality procedures for those served;
* Attend any required meetings as arranged by PPFC.
* Be available for scheduled and nonscheduled monitoring visits by PPFC, the North Carolina Partnership for Children, and/or the Office of the State Auditor;
* Address the needs of children and families not currently being reached, or in ways not now being offered, and increase the numbers being served;
* Submit copies of all materials or products developed in the activity to PPFC to be distributed as deemed appropriate;
* Comply with fiscal and programmatic reporting requirements and submit required reports and information in a timely manner;
* Maintain adequate dishonesty bond, worker’s compensation, and commercial liability insurance coverage;
* Maximize the use of in-kind (volunteers, goods, services, facilities) and cash contributions, maintain and supply written documentation of cash and in-kind contributions, and quantify and report to the Local Partnership on a quarterly basis these contributions and any other direct or indirect funding the Local Partnership funds have leveraged;
* Focus on children ages 0-5, assure that Smart Start dollars are going solely to children ages 0-5 and their families, and assure that any individuals hired solely with Smart Start funds will focus only on children ages 0-5 and their families;
* Recognize that all purchases made with Smart Start dollars are owned by PPFC and must be given back to the Partnership if the agency loses its funding from the PPFC or if the program ceases to function;
* Use asset tags to inventory all equipment, furniture and materials purchased with Smart Start dollars;
* Revert funds if not spent by the end of the fiscal year unless required to do so prior to that date;
* Recognize that if money is not being spent in a reasonable, appropriate or timely manner, or if required terms and outcomes are not met, funds may be terminated at any time during the contract year.
* Record all income that is generated as a result of your Smart Start grant (Program Income) and provide documentation that verifies that it has been used to support your Smart Start funded activity.
* Comply with the provisions of Title II of the Child Abuse Prevention Treatment Act and all applicable federal and state laws, regulations and policies.

The Applicant certifies that it will comply with the aforementioned requirements.

Printed Name of Authorized Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 2:

Smart Start Information Sheet

|  |  |
| --- | --- |
| **Activity Title:** |  |

|  |
| --- |
| **Organization/Agency Information** |
| Name: |  |
| Address: |  |

|  |  |  |
| --- | --- | --- |
| **Type of Organization** |  | Private, non-profit 501c3 |
|  |  | Public |  | For Profit |

|  |  |
| --- | --- |
| **Federal Tax ID Number** |  |

|  |
| --- |
| **Person who will receive payment** |
| Name: |  |
| Title: |  |
| Address: (if different than above address) |  | E-mail: |
| Phone: | Fax: |

|  |
| --- |
| **Person who will administer Activity/program contract** |
| Name: |  |
| Address: (if different than above address) |  |
| Phone: | Fax: | E-mail: |
| Signature: |  | Date: |
| Title: |  |

|  |
| --- |
| **Person Authorized to sign FSR (Financial Status Report)** (if different from person authorized to sign contract) |
| Name: |  |
| Title: |  |
| Address: |  |
| Phone: | Fax: | E-mail: |
|  | **Authorization Attached** |

|  |
| --- |
| **Person Authorized to sign contract** |
| Name: |  |
| Address: (if different than above address) |  |
| Phone: | Fax: | E-mail: |
| Signature: |  | Date: |
| Title: |  |

# Section 3:

Authorization to Sign Financial Status Reports

|  |  |
| --- | --- |
| **Activity Title:** |  |

|  |
| --- |
| **Organization/Agency Information** |
| Name: |  |
| Address: |  |

To Whom It May Concern,

I**, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** hereby authorize **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to sign all Financial Status Reports.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Person Authorized to sign FSR (Financial Status Report)** |
| Name: |  |
| Title: |  |
| Address:  |  |
| Phone:  |  |

# Section 4: Certification of Compliance –

Conflict of Interest Policy

In accordance with G. S. 143-6.1 and related legislation, we, the undersigned entity, have adopted the following policy regarding conflicts of interest:

The undersigned entity is aware that in the process of fund allocation by its management, employees, members of the board of directors or other governing body, instances may arise which have the appearance of a conflict of interest or appearance of impropriety.

In order to avoid conflicts of interest or the appearance of impropriety, should instances arise where a conflict may be perceived, any individual who may benefit, directly or indirectly, from the entity’s disbursement of funds shall abstain from participating in any decisions or deliberation by the entity regarding the disbursement of funds.

The undersigned entity recognizes the possibility that it may be the recipient of funds, which are allocated consistent with the purposes and goals of its programs.  If such allocations are made, the undersigned entity will strive to ensure that funds are expended in such a manner that no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner consistent with the Early Childhood Initiative.

The undersigned entity shall not employ any person having such interest during the performance of this Agreement.  The undersigned entity shall notify NCPC in writing of any instances that might have the appearance of conflict of interest.

**Civil Rights Act**

We the undersigned entity agree that we have implemented all necessary policies and procedures to ensure compliance and prevent discrimination in accordance with Title VI and VII of the Civil Rights Act of 1964 and all requirements imposed by Federal rules and guidelines pursuant to these Titles for both personnel employed and clients served.

**Americans with Disabilities Act**

We the undersigned entity agree that we have implemented all necessary policies and procedures to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and all requirements imposed by Federal rules and guidelines issued pursuant to these Titles for both personnel employed and clients served.

Name of Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 5:

APPLICATION DETAIL

Please quantify information to the extent possible by attaching your response to the following.  **Response to Parts I, II, and III should not exceed five pages in total.**

## Cover Letter

Each activity proposal must include a cover letter, signed and dated by an individual authorized to legally bind the prospective Contractor. If said individual is not the corporate president, submit evidence showing the individual’s authority to bind the prospective Contractor. The cover letter must contain a statement that the person signing the proposal is a legal representative of the prospective contractor and is authorized to bind the prospective contract.

## Part I: The Project/Activity and the Organization:

1. How does the proposed activity address the Partnership’s mission and goals? (see page 2 Background) How does the activity fit into your organization's vision, mission and goals?
2. What is your approach to accomplishing the tasks outlined in the Contract Activity Description? (See Contract Activity Descriptions page 4)
3. What experience does your organization have with this type of activity? Provide references and contact information if you are new to the PPFC/Smart Start RFP process.
4. Who will be involved in the implementation/supervision of the activity? What is the staffing and organization of personnel and their qualifications? Their time commitment assigned to this project?
5. Where will the activity take place?
6. What is the time schedule for activities?
7. How would your organization sustain the activity if Smart Start funding were not available?
8. How will you inform the public about this activity?
9. How will you choose those who are able to receive your services? How will you address the at-risk population with this project?
10. How will you involve families in this activity?

## Part II: Evaluation

1. How will your project address the Performance Based Incentive System criteria (Attachment II, page 18)?
2. Describe the evaluation process you plan to implement and show how you will use these results to improve the project.
3. State your expected measurable outcomes and anticipated impact for the following Fiscal Years:
	* FY 2025-26
	* FY 2026-27
	* FY 2027-28

**Example outcomes:**

By June 30, 2026, 75% of the childcare providers will access the Lending Library to further enhance early childhood learning in the childcare setting.

By June 30, 2026, 18% of children 3-5 years of age in participating centers/homes that received vision screenings with abnormal findings will receive follow up treatment/service as indicated by the screening.

1. What measurable changes will occur for children and families because of this project?
2. State the expected outputs of this project for following Fiscal Years:
	* FY 2025-26
	* FY 2026-27
	* FY 2027-28

**Example outputs** (and format):

|  |  |  |  |
| --- | --- | --- | --- |
| **List one output per line** | **What documents will be used to measure output?** | **Who will be responsible for documentation?** | **Where will documentation be filed?** |
| 30 children will be enrolled | Individual Service Record | Parent Educator | Parent Educator’s Office |
| 30 families will be served | Individual Service Record | Parent Educator | Parent Educator’s Office |
| 20 families will be referred to community resources | Referral log, Contact notes | Parent Educator | Parent Educator’s Office |

## Part III:  Financial Information:

Please list the amount of Smart Start funds requested and the amount and sources of other funding to be applied to this project for **the full 3 years**. All Smart Start Project contractors are responsible for maximizing the use of in-kind (volunteers, goods, services, facilities) and cash contributions. All annual budgets included must end by June 30th for each fiscal year of the multiyear proposal period.

|  |  |
| --- | --- |
| Smart Start Funds Requested:    | $   |
| Other Funds contributed towards your Smart Start project (amount and sources):  | $ |
| Total Project Cost (Smart Start request plus all other funding sources, including in-kind): | $ |

1. Please include a budget and budget narrative for the following Fiscal Years (page 16/17):
	* FY 2025-26
	* FY 2026-27
	* FY 2027-28
2. **Budget Description**:
	* Describe in detail the project budget by including a Budget Narrative that shows a justification for funds requested, and cash and in-kind contributions to the activity.
	* In the Narrative, please describe in detail the resources you plan to bring to this project and how funds will be leveraged including current funding sources and in-kind contributions.
	* Be sure to include information about any other funding sources that will be acquired.
	* Remember:  the use of in-kind (volunteers, goods, services, facilities) and cash contributions must be maximized for all Smart Start Projects.
	* Cash and in-kind contributions must meet auditing requirements.
	* State funds cannot be used as an In-Kind Match.
	* Please provide a timeline for when cash and/or in-kind contributions will be received and expended for project.)
3. **Cost Allocation**:
	* If administration or indirect costs (including salaries) are included, or if salary is divided among funding sources, attach a Cost Allocation Plan to specifically describe what is included and/or how it is calculated.
	* If salaries are included, specifically describe how the employee's time will be spent, demonstrating total use to Smart Start activities if total salary is paid through Smart Start or the appropriate percentage depending on leveraged salary funding.  For example, if you use a portion of time of an administrative employee, how will you document the number of hours spent on Smart Start activities?
4. **Financial Statements**: Include the most recent audited financial statements. If unavailable, provide similar evidence of financial stability.

## Part IV: Additional Information Required

Please provide the following information (if applicable) with your application.

1. **Names, addresses, phone numbers of the Board of Directors**
2. **For non-profit; copy of 501(c)(3) documentation**
3. **Secretary of State certificate of incorporation**
4. **Entity’s federal tax identification or social security number and legal name** (i.e., IRS Form W-9).
5. **Proof of Insurance**: The Direct Services Provider must secure and provide evidence of insurance coverage as follows:
	1. **Fidelity Bonding** coverage that covers the staff of the Direct Services Provider and any subcontractors involved in the handling of North Carolina Partnership for Children funds in an amount of at least 50% of the total grant funds provided by the Local Partnership.
	2. **Workers’ Compensation**.
	3. **Commercial General Liability**.
	4. As applicable:
		1. Professional liability
		2. Special events
		3. Automobile
		4. (List other)

REQUEST FOR PROPOSALS CHECKLIST

* Cover Letter
* Signed Application Agreement
* Completed Smart Start Information Sheet
* Authorization to Sign FSR
* Signed Certification of Compliance - Conflict of Interest Policy
* Application Attachments to Include:
	+ Application Detail Narrative
	+ Budget Form and Narrative
	+ Budget Spreadsheet
	+ Cash and/or In-kind Contribution Details
	+ Cost Allocation Plan, if applicable
	+ Names, addresses, phone numbers of the Board of Directors
	+ For non-profit; copy of 501 (C) (3) verification
	+ Most recent audit or financial statement
	+ Secretary of State certificate of incorporation
	+ Entity’s federal tax identification or social security number and legal name (i.e., IRS Form W-9).
	+ Proof of Insurance

 Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Signature Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

 \_\_\_

Date

**Attachment I: Smart Start Budget Narrative**

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**\*\* This is an Excel spread sheet that can be copied and pasted into a new workbook.**

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**Attachment II: Community Early Childhood Profile (EC Profile): Criteria and Definitions**

The Community Early Childhood Profile (EC Profile) includes county level indicators for which the local partnerships are held accountable.

|  |  |
| --- | --- |
| **Indicator** | **Description** |
| **PLA40** | 1. Quality of early care and education for children enrolled in regulated early care and education programs – Child Placements – Average star rating for children enrolled in 1-5 star care
2. Quality of early care and education for children enrolled in regulated early care and education programs – Child Placements – Percent of children in 4 & 5 star care
 |
| **PLA50** | 1. Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs – Subsidized Placements - Average star rating for children enrolled in 1-5 star care
2. Quality of early care and education for children receiving subsidy or other assistance enrolled in regulated early care and education programs – Subsidized Placements - Percent of children in 4 & 5 star care
 |
| **EDU10** | Lead Teacher Education - Percent of children enrolled in 1-5 star rated child care centers that have 7 lead teacher education points |
| **EDU20** | Administrator Education - Percent of children enrolled in 1-5 star rated child care centers that have at least 7 administrator education points  |
| **FS20** | 1. Percent of parents/guardians who report reading to their children at least 4-6 days a week
2. Percent of parents who report reading to their children daily
 |
| **FS30** | Percent of children age 0-5 with an investigated report of child abuse/neglect |
| **H10** | 1. Early intervention/special education services– Percent of children 0-2 years who receive early intervention or special education services.
2. Early intervention/special education services – Percent of children 3-5 years who receive early intervention or special education services.
 |
| **H20** | Use of primary health care - Percent of children enrolled in Medicaid who receive a well-child exam. |
| **H60** | Percent of children who are at a healthy weight  |
| **KEA10** | The NCPC Board will develop an indicator related to the Kindergarten Entrance Assessment once those data are available for review.  |