

INSTRUCTIONS FOR PROPOSALS

One copy of proposals may be submitted electronically or in hard copy. The proposal package consists of the following:

1. Cover letter that is signed and dated by an individual authorized to legally bind the applicant's organization
2. The application form signed and dated
3. A proposal narrative:
 - Describe how the tasks outlined in the Scope of Services section will be accomplished. How will you meet program objectives?
 - What experience do you or your organization have with this type of activity? What can you or your organization bring to this project that others cannot?
 - Who will be involved in the supervision and implementation of this activity?
 - Who will handle the financial aspects of the project?
4. A budget proposal for each year requested in the scope of services.
5. Resume of parties who will work on the proposal
6. References
7. Any additional materials that support the application

Completed proposals are due by 5:00 pm, May 24, 2019 and may be emailed to cypdare@darekids.org or mailed or delivered to:

**Children & Youth Partnership for Dare County
534 Ananias Dare Street
Manteo, NC 27954**

Late applications will not be accepted. Electronic submissions should be sent in pdf format. The contract will be awarded to the organization, group, or individual submitting the best responsible application complying with the requirements of the Request for Proposal (RFP), provided the application is reasonable and is in the best interest of the Partnership to accept. The applicant selected will be notified at the earliest practical date. The decision regarding the acceptability of any application shall remain entirely with the Children & Youth Partnership for Dare County. The criteria for making this judgment will include but not be limited to demonstrated capacity and general responsiveness to the RFP. For further information or assistance, please call (252) 441-0614.

Attached:
Proposal Specifications



Proposal Application

Project Title: _____

Name of Organization: _____

Street Address/Post Office Box: _____

City: _____

County: _____ State/Zip: _____

Contact Person: Name & Title: _____

Address: _____

Telephone: _____

Fax: _____ Email: _____

Federal Tax Identification Number or Social Security Number: _____

Type of Organization:

| | | | |
|-----------------------|-------|---------------|-------|
| Private | _____ | For profit | _____ |
| Non-profit | _____ | Public Agency | _____ |
| 501(c) 3 | _____ | | |
| Other, please specify | _____ | | |

Project Beginning Date: _____ Project Ending Date: _____

Total Budget: _____

| | | |
|-----------------------|-------|------|
| Authorizing Signature | Title | Date |
|-----------------------|-------|------|

Child Care Resource and Referral Scope of Services and Specifications

Children and Youth Partnership for Dare County (CYP) is seeking proposals for a Child Care Resource and Referral (CCR&R) program to be funded through Smart Start in Dare County, July 1, 2019 – June 30, 2022. This program will provide core CCR&R Services to parents and families, early care & education programs, and the community and will help CYP meet minimum Early Childhood Profile Indicators and Performance Standards evaluated by the North Carolina Partnership for Children.

The following Core Services will be provided:

Core Parent Services

- Provide referral counseling for families seeking child care using the WorkLife Systems Inc. database; services available Monday – Friday, 8:30 AM – 5 PM (A working knowledge of WorkLife Systems, Inc. is required)
- Offer parent education and information to include the importance of quality early care & education, how to identify quality child care, and the NC Star Rated License
- Conduct follow-up surveys to families calling for child care referrals
- Compile and evaluate data on child care supply and demand

Core Child Care Provider Services

- Plan, coordinate and implement on-going professional development and training opportunities, approved by the NC Division of Child Development and Early Education, for early childhood professionals available at locations and times convenient for child care community and submit events bi-annually to the regional CCR&R training calendar
- Assist child care programs and early educators with creating professional development plans and enrolling in college credit bearing coursework to further their educational goals, including assisting with T.E.A.C.H. Scholarship and WAGE\$ or AWARD\$ Salary Supplement applications
- Recruit and provide technical assistance and training to new child care centers and family child care homes
- Provide general technical assistance, phone and on-site, to existing child care programs
- Inform and connect the ECE community to resources that include, but are not limited to, other Smart Start activities, DCDEE Child Care Licensing, the WAGE\$ Project, AWARD\$, T.E.A.C.H., professional development opportunities, Child Care Subsidy, and available grants.
- Plan, facilitate and provide ongoing support for licensed early care and education program administrators through bi-annual directors' meetings.
- Update and maintain WorkLife Systems, Inc. database (A working knowledge of WorkLife Systems is required)
- Contribute to quarterly partnership newsletters
- Promote, maintain and distribute resource materials
- Advocate at the local, state, and national levels for increased education and wages and improved benefits and working conditions for child care professionals

Core Community Services

- Provide information on child care supply and demand
- Convene a Child Care Challenges Task Force to address current issues related to the supply and demand of quality child care in the community
- Participate in, and help plan as needed, community outreach events, such as KidsFest, Soundside FunFair, ArtRageous, local and regional conferences focused on early childhood, Week of the Young Child, Provider Appreciation
- Advocate at the local, state, and national levels for quality child care, early childhood issues, and family issues

Other

- Participate with regional Child Care Resource & Referral as determined by the NC Division of Child Development and Early Education.

Outputs

- 55 families seeking early care & education options will receive referrals & will be educated about the NC rated license system and quality indicators.
- CCR&R staff will assist early care & education programs and teachers with completing professional development needs and educational goals.
- Potential child care centers and family child care homes will receive start-up assistance to achieve licensure, upon request.
- 2-4 directors' meetings will be facilitated during each fiscal year.
- 10-20 on-going professional development workshops will be offered by or through CCR&R
- Quarterly reports will be submitted to CYP and CCR&R region
- Update data in WorkLife Systems and provide analysis of supply and demand of quality child care, as needed.
- 7 events, agencies, organizations or businesses within the community will receive outreach materials.

Outcomes

- By June 30 of each fiscal year of the grant, 80% of parents who receive both a referral and respond to a follow-up survey will report that their understanding of quality early learning and the star-rated system was increased as a result of the referral process.
- By June 30 of each fiscal year, the percentage of children enrolled in centers with 7 lead teacher education points will be at 50% or higher
- By June 30 of each fiscal year, the percentage of children enrolled in centers with 7 or more administrator education points will be at 60% or higher
- As of June 30 of each fiscal year, 50% of early childhood professionals will access on-going training, professional development support services or complete at least 1 course at a regionally accredited community college or university
- Bi-annual training calendars will be coordinated and submitted to the regional lead agency
- Quarterly updates on childcare supply and demand will be provided

Success of the program will be determined by:

- The ability to provide core CCR&R services
- The ability to accomplish the above outcomes and NCPC standards

Proposals should address the method to achieve the goals and objectives identified in this request for proposal and provide timelines for accomplishing them. An explanation of how the program will be staffed should be included, as well as the organization's/individual's level of preparedness to implement the program.

Projects will be awarded in June 2019. The initial contract period will be July 1, 2019 through June 30, 2022. Separate annual budgets for FY 2019-20, 2020-21, and 2021-22 should be submitted as a part of the proposal. The contract may be renewed each year through 2022 contingent on availability of funds, a satisfactory evaluation of performance, and mutual agreement of both parties to enter into subsequent contracts.

Quality Early Learning Scope of Services and Specifications

Children and Youth Partnership for Dare County (CYP) is seeking proposals for a Quality Early Learning Enhancement/Improvement program to be funded through Smart Start in Dare County for the period of July 1, 2019 – June 30, 2022. This program will provide services to early care & education programs and the community and will help CYP meet minimum Early Childhood Profile Indicators and Performance Standards evaluated by the North Carolina Partnership for Children.

An Early Childhood Specialist will provide on-site technical assistance, coaching and consultation to help 1-5 star facilities, temporary licensed, and GS-110s attain a higher-star rating or program points, maintain a current star rating, or improve upon a certain area of quality of programs licensed through the Division of Child Development and Early Education. The technical assistance may include the use of pre/post research-based assessments (such as ERS, TPOT, TS Gold, CLASS, POEMS, PAS/BAS or trial tools in development such as EQuIPs). Assistance may include the development of action plans based on assessment results, mentoring and coaching related to action plans and/or individual program needs/goals, or working individually with directors and/or teachers to improve practice. Group workshops or other training, such as in-person or online professional learning communities and training for CEUS, may also be offered. If funding is available, financial awards, materials or equipment grants, and other improvements may be delivered and coordinated, to attain a higher star rating, NAEYC accreditation, or higher scores on post assessments. Program staff will also work in collaboration with other Children & Youth Partnership programs and participate in partnership-wide outreach and public awareness events.

Outputs

- Technical assistance services will be provided to all Temporary, GS-110 and 1- 3 star rated programs that request services to increase their star rating.
- 4-and 5-star programs eligible for renewal of their rated license will receive assistance maintaining their star rating.
- Potential child care centers and family child care homes will receive assistance to achieve licensure, upon request.
- Licensed early learning programs will receive assistance with enhancing their infant & toddler care.
- Early childhood educators participating in the Quality Early Learning program will participate in a PLC or training to work toward increasing or maintaining their quality goals.

Outcomes

- 85% of 1, 2, and 3-star child care facilities that receive technical assistance and apply for a higher star rating, will receive at least a one star level increase in their star rating by January 31st following the fiscal year.
- By the end of the fiscal year, 85% of all programs engaged in TA for ERS goals will implement one or more strategies to improve quality of care and education in the classroom or home.
- 60% of the 4-and 5-star child care facilities that receive technical assistance for ERS and apply to maintain their 4-5 star rating, will maintain or increase their star level by January 31 following the fiscal year.
- By the end of the FY, participating infant & toddler educators will report 85% of TA recipients who responded to a survey/evaluation reported feeling confident in their ability to *apply the knowledge and skills gained through technical assistance*.
- By the the end of the FY, 85% of TA recipients that respond to a survey/evaluation will report that they feel their interactions with the children have improved through TA/coaching.
- By June 30th of each fiscal year, the average star rating for all children in licensed care will exceed the current average of 4.40.
- By June 30th of each fiscal year, the percentage of subsidized children in 4-and 5-star licensed care will be 90% or higher.

Success of the program will be determined by:

- The ability to provide Quality Early Learning services
- The ability to accomplish the above outcomes and NCPC standards

Proposals should address the method to achieve the goals and objectives identified in this request for proposal and provide timelines for accomplishing them. An explanation of how the program will be staffed should be included, as well as the organization's/individual's level of preparedness to implement the program.

Projects will be awarded in June 2019. The initial contract period will be July 1, 2019 through June 30, 2022. Separate annual budgets for FY 2019-20, 2020-21, and 2021-22 should be submitted as a part of the proposal. The contract may be renewed each year through 2022 contingent on availability of funds, a satisfactory evaluation of performance, and mutual agreement of both parties to enter into subsequent contracts.