

GUILFORD COUNTY PARTNERSHIP FOR CHILDREN
REQUEST FOR PROPOSALS

TITLE: Catering Services, Human Resources Services, Information Technology Services, Outreach Services, Printing Services, Program Evaluation Services, Staffing Services

ISSUE DATE: April 8, 2019

ISSUING AGENCY: Guilford County Partnership for Children
500 W. Friendly Ave., Suite 100
Greensboro, North Carolina 27401
Phone: (336) 274-5437
Fax: (336) 274-5447

Sealed Proposals subject to the conditions made a part hereof will be received until **5:00 pm EST, April 29, 2019** for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE **Guilford County Partnership for Children** AT THE ADDRESS SHOWN ABOVE.

ADVERTISEMENT SUMMARY
Request for Service Proposals

The Guilford County Partnership for Children is requesting proposals for the following professional contracted services and materials for fiscal year 2019-2020: Catering Services, Human Resource Services, Information Technology Services, Outreach Services, Printing Services, Program Evaluation Services, Website Services and Staffing Services. Deadline for applications is April 29, 2019. Please obtain a Cover Letter form from the Partnership and submit it with a detailed description of services to: GCPC, Attn Patra Gorham, 500 W. Friendly Ave., Suite 100, Greensboro, NC 27401

INTRODUCTION

The Guilford County Partnership for Children (hereinafter referred to as the “Local Partnership”) is soliciting proposals to establish a contract through competitive negotiations. 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 catering services, human resource services, information technology services, outreach services, printing services, program evaluation services, staffing services.

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

BACKGROUND

The Local Partnership is responsible for ensuring that all Guilford County children will enter school healthy, safe and ready to succeed. These functions include the development of programs that emphasize community collaboration and assure the best possible transition to kindergarten for young children.

Consistent with State and Federal laws and regulations, the Local Partnership’s activity serves to support the Smart Start Performance Based Incentive System, including measurable outcomes in the following areas:

- Family Support
- Health
- Early Care and Education

This Contract will begin on or after July 1, 2019 and end June 30, 2020.

The Local Partnership is soliciting applications for the following services:

1. Catering Services
2. Human Resource Services
3. Information Technology Services
4. Outreach Services
5. Printing Services
6. Program Evaluation Services
7. Staffing Services

CONTRACTED SERVICES DESCRIPTION

1. **Catering Services** - The Partnership routinely provides meals and snacks for the Local Partnership’s Board and committee meetings, service and grant activities for which food purchases have a documented legitimate business purpose and are needed to accomplish the purpose of the activity. Catering services should

include the ability to deliver and set up meals and snacks at the Local Partnership's office, as well as other venues as needed.

2. **Human Resource Services** - The Local Partnership is seeking general human resources support, payroll and benefits administration. The Human Resource Consultant will assist the Local Partnership in ensuring that it is and remains in compliance with state, federal and OSHA laws, recruitment and termination processes, employee handbook development and continual review, job description development, payroll processing, office workplace safety compliance, and employee benefit options.
3. **Information Technology Services** – Contracted Information Technology Services will provide the Partnership with technological support including the following: trouble shooting and problem solving all relevant technical issues that occur within the Local Partnership, maintenance of the computer network system, implementation and management of server-based application, maintenance of lap top computers, and general oversight of all Partnership technical needs. The contracted duties will also include an ongoing assessment of the Local Partnership's technology capabilities to ensure efficiency and appropriate documentation and information security management.
4. **Outreach Services** - The Outreach Consultant(s) will coordinate the Local Partnership's efforts that will provide the Local Partnership with a strong community presence for early child care and education.
5. **Printing Services** - The Partnership routinely needs the printing of forms for internal and external use. Printing services include, but are not limited to:
 - Newsletters
 - Business Cards
 - Brochures
 - Letterhead
 - Envelopes
6. **Program Evaluation Services** - The Program Evaluation activity is a support mechanism to determine if the Local Partnership's funded activities help the Local Partnership meet Performance-Based Incentive Systems (PBIS) standards and works to assist in alignment of activities with PBIS. The Evaluation Consultant(s) will review annual county data as needed to monitor progress toward PBIS standards, review program quarterly reports to monitor progress toward the accomplishment of outcomes and will discuss program progress with Direct Service Providers as needed to ensure results. In addition, progress will be measured regarding meeting long-term strategic goals. The Evaluation Consultant(s) will act as a liaison for the Grants Committee and will assist the Committee in understanding its role in the Local Partnership evaluation and PBIS presentations, information sharing and quarterly reviews with the Committee.

The Evaluation Consultant will assist the Grants Committee in monitoring the effectiveness, use, implementation and progress of programs and in linking evaluation of programs and the allocation of resources to maximize achievement of PBIS standards. The Evaluation Consultant will work with the Local Partnership's staff to link program monitoring and reporting to ongoing Local Partnership evaluation.

7. **Staffing Services** - On occasion the Local Partnership has a need to fill a position within the organization on a temporary or permanent basis. The Staffing Service will advertise the position, receive applicants' information, screen applicants, recommend potential qualified candidates, assist in the interview process, verify candidates' qualifications, and screen candidates' background.

CRITERIA FOR APPLICANT SELECTION

The Contractor must have demonstrated competency in performing services defined in the Contracted Services Description 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 for a reference for each project in the last 7 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.

Please Note: Smart Start contracts are contingent upon receiving approval and subsequent funding from the North Carolina Partnership for Children.

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) issued to prospective Contractors.
2. A deadline for written proposals to be received by is set.
3. Proposals in one original will be received from prospective Contractors in a sealed envelope or package. The 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, materials and/or service, program, materials and/or services 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. 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 of 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.
 - 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
- Background and Experience of Contractor
- Audited Financial Statements
- Project Staffing and Organization
- Technical Proposal
- Cost Proposal

1. Cover Letter

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

2. Background and Experience of Prospective Contractor

This section shall include background information on the organization and should give details of experience with similar projects. A list of 3 references (including contact persons, addresses and telephone numbers) for which similar work has been performed shall also be included.

3. Financial Statements

This section shall include the prospective Contractor's most recent audited financial statements. If audited financial statements are not available, similar evidence and explanation of financial stability must be provided.

4. Project Organization

This section must include the proposed staffing, deployment and organization of personnel to be assigned to this project.

The prospective Contractor shall provide information as to the qualifications and experience of all executive, managerial, and professional personnel to be assigned to this project. Include a management and manpower summary that clearly specifies the number, type and time commitment of individual personnel who will be assigned to this project.

5. Technical Proposal

The prospective Contractor must submit a separate Technical Proposal for each activity for which it wishes to provide services. The prospective Contractor shall include its approach to accomplishing the tasks outlined in the Contracted Services Description

section of this RFP, a description of each task and deliverable, and the schedule for accomplishing this (if applicable).

6. Cost Proposal

The prospective Contractor must submit a separate Cost Proposal and Narrative for each activity for which its desires to submit a proposal.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.

**GUILFORD COUNTY PARTNERSHIP FOR CHILDREN
2019-2020 REQUEST FOR PROPOSAL
COVER LETTER**

DATE:	
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NAME OF INDIVIDUAL OR COMPANY:	
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CONTRACTED SERVICE REQUEST TYPE:

- | | |
|--|--|
| <input type="checkbox"/> Catering Services | <input type="checkbox"/> Human Resource Services |
| <input type="checkbox"/> Information Technology Services | <input type="checkbox"/> Outreach Services |
| <input type="checkbox"/> Printing Services | <input type="checkbox"/> Program Evaluation Services |
| <input type="checkbox"/> Staffing Services | <input type="checkbox"/> Website Services |

SOCIAL SECURITY OR TAX ID #:	
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Street Address

City, State Zip

Telephone #

Fax #

Email

I represent by signing below that I am a legal representative of the prospective Contractor and is authorized to bind the prospective Contract.

Printed Name

Printed Title

Signature

Date