



**Request for Proposals FY2021-2022 (April 1 – June 30, 2022)
and FY2022-2023 (July 1, 2022 – June 30, 2023)**

The Guilford County Partnership for Children, Inc. (GCPC) is seeking qualified organizations that offer evidence based or informed, early childhood services and support for children (ages prenatal to five) and their caretakers.

RFA Release Date:	Feb. 3, 2022
Submit Questions to:	Susan Brady, Program Director susanb@guilfordchildren.org
Deadline to submit questions:	Wed., Feb. 9, 2022, at 12:00 pm
Deadline for Proposals:	Thursday, Feb. 10, 2022, at 12:00 p.m.
Electronic Submission to:	Attention: Susan Brady susanb@guilfordchildren.org
Grant Award notices:	Friday, March 11, 2022

Applications should be submitted in electronic format no later than 12:00 p.m. on Feb. 10, 2022. Late applications will not be accepted. Faxed applications will not be accepted.

I. GENERAL INFORMATION

Introduction

The Guilford County Partnership for Children is the local non-profit organization that administers Smart Start funds in Guilford County. We collaborate with existing programs and support the creation of new ones to measurably strengthen families and improve the lives of children.

Purpose of the Request

The NC General Assembly passed a budget for 2021-2023 that included additional recurring funds for Smart Start. As a result, Guilford County Partnership for Children is seeking proposals from programs that are interested in providing services that support the quality and availability of early childhood services that address the needs of children from pre-natal to age five, their families and/or caregivers in the **priority areas** of:

- **Early Care and Education – Quality and Workforce Stability:** Increasing the quality of infant/toddler early care and education through training, recruiting and competitive compensation in an effort to retain high quality early child care educators
- **Family Support:** Family-focused programs that improve parenting and promote involvement through home visiting programs with demonstrated ability to help new parents and parents-to-be by providing education, information, and resources.

- **Health and Wellness:** Efforts to promote physical health including but not limited to outdoor learning environments and related training.

II. AVAILABLE FUNDING AND ELIGIBILITY REQUIREMENTS

Award Term and Requirements

1. Award terms may be short term for the period of April 1 – June 30, 2022 and/or the period of July 1, 2022 – June 30, 2023 with the potential to reoccur.
2. The bidder must submit annual budgets for either or both periods
3. Funds may not be used for goods or activities that are currently funded by other government sources to ensure no supplantation of funds.
4. GCPC will not contract with any applicant that fails to provide all required information and documentation.
5. If all proposals are rejected, applicants will be notified promptly by GCPC.

Eligibility

Eligible applicants include non-profit, government agencies, community-based organizations and institutions of higher education with experience in delivering services to children, their families and child care professionals.

All proposals must impact children from birth through age five. Programs directed at children older than five years old cannot be considered, by legislative mandate.

Only Evidence-Based/Evidence Informed Programming will be accepted.

Eligible applicant's programs must be in Guilford County.

The applicant must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the applicant or any of its officers, directors, employees, agents or subcontractors of which they have knowledge. GCPC reserves the right to reject a proposal based on this information.

Selection Process

Complete applications from eligible applicants will be forwarded to the grant review committee (PP&A) who will review, score, and rank the applications. Scoring criteria will be made available upon request. Applications that are **incomplete, late, or submitted by non-eligible applicants will not be reviewed by the grant review committee. Nothing may be added to any application after it has been submitted, including a signed certification page.**

The grant review committee (PP&A) will formulate recommendations to the full Board. Award notices will be provided after a called meeting of the Guilford County Partnership for Children Board, no later than March 11, 2022.

III. SUBMISSION INSTRUCTIONS

Application Format

Applications (proposals) must be completed in the Proposal Application document and the RFA Attachment – Detailed and Narrative Budget. **Incomplete** applications will not be reviewed or scored.

During the review and selection process you may be asked to submit additional documentation and information.

Basic format:

- The RFP Application should be completed in the Proposal Application document and printed on 8 ½ x 11-inch white paper. Font sizes of responses should not be changed.
- Respond to each criterion in the order listed in the Application Narrative.
- Page limit of the Application Narrative section, not including first 2 pages of application and budget attachments, is 5 pages. Reviewers will not consider material past the page limit in the printed report.
- The RFP Attachment (Detailed and Narrative Budget) should be completed in, and submitted as, an Excel workbook.

Application Deadline

ALL APPLICATIONS MUST BE RECEIVED BY 12:00 P.M. ON FEB. 10, 2022

- One (1) electronic submission of the Application, Attachment (and if applicable, new applicant documents) should be sent to susanb@guilfordchildren.org and must be received on or before the due date/time.
- One (1) signed original should be submitted via mail or placed in the GCPC drop box within one week of electronic submission. To use the GCPC drop box you must enter the building between the hours of 8:30 a.m. and 5:00 p.m. ET, Monday through Friday.

**Guilford County Partnership for Children
500 W. Friendly Avenue
Greensboro, NC 27401**

Questions and Answers

A Frequently Asked Questions (FAQ) list will be posted and maintained on our website at <http://www.guilfordchildren.org/> during the RFA period. All questions must be submitted in writing (email preferred to susanb@guilfordchildren.org). Responses will be provided immediately via email and updated daily on the website with a final list posted on March 9, 2022, by 10:00 a.m.

It is strongly recommended that applicants review the FAQ List regularly prior to submission of the final application.

Additional Information

If your application/proposal is approved for funding the applicant must agree to and provide the following:

1. Work collaboratively with GCPC and across agency lines in a community context.
2. Regularly disclose that the activity receives funding from Smart Start and GCPC.
3. Be available for monitoring visits and meetings held by GCPC.
4. Comply with fiscal, program and evaluation reporting requirements and deadlines. Agree to evaluation of data collection to capture information around racial equity.
5. Revert funds not spent by the end of the fiscal year, unless requested to do so prior to that date.

6. Understand that funds must be spent according to Smart Start Cost Principles [\[Click here for Cost Principles\]](#)
7. If contract terms are not met, funds may be discontinued and any unspent funds returned to GCPC.
8. Comply with NCGS 143C-6.2 reporting requirements
https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143C/GS_143C-6-23.html
9. Participate in any audit/evaluation of the Partnership that is required by the NC General Assembly or any other State officials/agencies.
10. Maintain the necessary fidelity bond and commercial liability insurance coverage required.
11. Return items purchased with Smart Start funds should the entity no longer perform the services for which the assets were purchased.
12. Provide the following information for the contract administrator--name; title; telephone and fax numbers; and mailing address, including street address and zip code.
13. If a nonprofit entity, provide a copy of the Internal Revenue Code § 501(c)3 determination letter received from the IRS.
14. Provide No Overdue Taxes Certification.
15. Provide Board of Directors list (if a 501(c)3).
16. Provide a copy of the Board Approved Bylaws (if a 501(c)3).
17. Provide proof of insurance which may include, but not be limited to, the following:
 - o Workers' compensation;
 - o General business liability;
 - o Professional liability;
 - o Fidelity bonding (e.g., employee crime or dishonesty);
 - o Automobile (owned, hired or non-owned).
18. Completed Internal Revenue Service (IRS) Form W-9.
19. Most recent audit report and/or financial statements.
20. The contract between GCPC and the applicant must be executed prior to the start of work and incurring any expenses.

To be eligible to apply for this funding, applicants must demonstrate sound organizational and fiscal capacity. Funds should be used for activities, experiences, or other resources that have a beneficial impact on children and follow Smart Start legislative mandates and Cost Principles. [\[Click here for Cost Principles\]](#)