

**COMMUNITY ACTION PARTNERSHIP OF MERCER COUNTY
(CAPMC)**

**EARLY EDUCATION SUB-RECIPEINT
REQUEST FOR PROPOSALS (RFP)**

Email Intent to Apply due: Sept. 1, 2023
ecerfp@capmercer.org

Questions due: Sept. 8, 2023
ecerfp@capmercer.org

RFP must be received no later than: October 27, 2023 by 4:00 pm

Deliver or Mail to: Community Action Partnership of Mercer County
75 S. Dock Street
Sharon, PA 16146

No faxed or emailed proposals will be accepted.

The federal funds are identified as follows:

Federal Award Identification Number (FAIN): 03CH012296
Project Period of Performance: 7/1/2024 – 6/30/2028.
Catalog of Federal Domestic Assistance Number (CFDA) is: 93.600
Program Title: Head Start
Agency: Department of Health and Human Services
Office: Administration for Children and Families

The state funds are identified as follows:

Head Start Supplemental Assistance Program: PAC# 141210015
Pre K Counts Program: PAC# 130210084

TABLE OF CONTENTS

SECTION 1: LEGAL NOTICE.....	3
1.1 Summary	
SECTION 2: RFP TIMELINE.....	6
SECTION 3: REQUEST FOR PROPOSALS INTRODUCTION.....	7-10
3.1 Solicitation	
3.2 Qualified Applicants	
3.3 Estimated Funding	
3.4 Questions about RFP	
3.5 Ex Part Communication	
3.6 Right to Amend or Cancel	
3.7 Restriction and Disclosure	
SECTION 4: PROGRAM DESCRIPTION.....	11-13
4.1 General	
4.2 Service Priorities	
4.3 Program Requirements	
4.4 Program Monitoring and Evaluation	
SECTION 5: REQUIRED PROPOSAL FORMAT	16-27
5.1 General Submittal Requirements	
5.2 Formatting Requirements	
5.3 Required Documents	
5.4 Proposal Outline and Content	
5.5 Proposal Checklist	
SECTION 6: EVALUATION PROCESS AND CONTRACT AWARD.....	28-31
6.1 Evaluation Process	
6.2 Compliance Review	
6.3 Fiscal Review	
6.4 RFP Committee Review	
6.5 Scoring Methodology	
6.6 Request for Reconsideration Process	
6.7 Contract Award and Negotiations	
6.8 Contract Terms and Litigation Warranty	
SECTION 7: CONTRACTING REQUIREMENTS.....	31-34
7.1 Contract Requirements	
7.2 Additional Requirements	
7.3 Type of Contract	
7.4 Discrimination and Confidentiality	
7.5 Monitoring, Reporting and Record Keeping	
SECTION 8: REQUIRED FORMS.....	35-40
8.1 FORM #1 :Letter of Intent	
8.2 FORM #2: Proposal Cover Statement	
8.3 FORM #3: Board of Directors	
8.4 FORM #4: Statement of Qualifications	

**Community Action Partnership of Mercer County (CAPMC)
EARLY EDUCATION SUB-RECIPIENT
REQUEST FOR PROPOSALS (RFP)**

SECTION 1: LEGAL NOTICE

The Community Action Partnership of Mercer County (CAPMC), announces the issuance of Request for Proposals (RFP), making available up to \$6,640,466 for qualified organizations to deliver Early Education comprehensive services as a sub-recipient overseeing the Head Start Program, the Early Head Start Program, the Head Start State Assistance Program and the Pre K Counts Program. The sub-recipient agency will serve 559 eligible children and their families in Mercer County, PA for the period of July 1, 2024, through June 30, 2028 and will assume employment of 124 current staff persons most of whom are subject to a bargaining unit agreement. Interested parties should email an "Intent to Apply" form (See Section 8 Form 1) to ecerfp@capmercerc.org by Sept. 1, 2023. Emails on the Intent to Apply will be used to distribute answers to questions regarding the RFP.

CAPMC's goal is to ensure continuing availability of quality early childhood education to low-income and other eligible families in the service area using existing facilities where possible. CAPMC intends to contract with an organization that demonstrates commitment and capacity to operate the four Early Education Programs that raises the quality of early care and education in the community and helps children start school ready to succeed. Head Start, Early Head Start and Head Start State Assistance Program are governed by Program Performance Standards that define the scope of services necessary to support children's development and school readiness. Performance Standards are found within 45 CFR Parts 1301-1305. (<https://eclkc.ohs.acf.hhs.gov/exploring-head-start-program-performance-standards>) and Pre K Counts are governed by https://s35729.pcdn.co/wp-content/uploads/2020/07/FINAL2020_PKCreq.guidance-.pdf

CAPMC anticipates a single agency will be awarded the contract under this RFP. CAPMC has the ability to award the successful Applicant(s) a 4 year contract with the possibility of another five (5) year contract renewal based upon satisfactory performance and available funding. Funding consists of federal funds that are passed through the Administration for Children and Families (ACF) as well as state funds passed through the Pennsylvania Dept. of Education.

Please read the entire packet carefully: No faxes or email proposals will be accepted

Proposals are to be submitted to:

Community Action Partnership of Mercer County (CAPMC)
75 S. Dock St. Sharon, PA 16146.

Intents to Apply are due by Sept. 1, 2023, ecerfp@capmercerc.org

RFP Questions are due by Sept. 8, 2023, ecerfp@capmercerc.org

Proposals are due by October 27, 2023, 4:00 pm (by mail or drop off)

For complete RFP details and submission requirements, a copy of the RFP is available on the <https://mchs-ehs.org> or by calling (724-342-6295)

1.1 Summary

The successful applicant will operate the program for four (4) years, beginning July 1, 2024 to June 30, 2028... We anticipate a single entity will be awarded the contract from this RFP for a total of \$6,640,466 in cash funds and \$1,058,675 in non-federal share or in-kind funds.

The successful entity will be designated as the Sub-recipient selected to oversee the operations of the 4 program and assure that all deliverables are met according to Administration for Children and Families regulations and Pennsylvania Department of Education-Office of Child Development and Early Learning (OCDEL). To include assuming the employment of 124 current employees most of whom are subject to a bargaining unit agreement., their salaries and fringe benefits which will be paid out of grant funds.

The successful entity will be known as the sub-recipient and Community Action will be known as the recipient. The successful applicant will become familiar with the Head Start Performance Standards and the Pre K Counts standards as they will act as the guiding principles in overseeing the programs. The sub-recipient will be responsible for but not limited to the following responsibilities.

- Provide administrative oversight of the four programs.
- Manage and operate the four programs assuring that all regulations, benchmarks and metrics are met, to include full enrollment of children, recruitment and retention of staff, ensuring cultural sensitivity and equity permeate the services provided.
- Assume the responsibility of employing 124 current employees most of whom are subject to a bargaining unit agreement to include Director, Assistant Director, HR Manager, IT Manager, Education Manager, Family & Community Engagement Manager, Disabilities-Mental Health Manager and Health & Nutrition Manager, Education Supervisors, Health-Nutrition Supervisor, Family Engagement Supervisor, Teachers, Assistant Teachers, Support Aides, Family Advocates, Maintenance Staff, Administrative Assistant, Secretary and Data Entry Specialist
- Provide training to staff to maintain quality classrooms and a quality program.
- Participate and engage with the recipient in writing and developing the subsequent grants and budgets.
- Provide invoices to the recipient to be paid weekly, seek approval for items over \$5000.
- Participate and report at the recipient's board meeting.
- Report cases of suspected child abuse and neglect to the recipient.

The Recipient-Community Action Partnership of Mercer County will oversee all financial transactions except for salaries & fringes which are the responsibility of the sub-recipient and will be invoiced to the recipient. As the recipient CAPMC will be responsible for but not limited to:

- Monitoring the subrecipient by reviewing files, invoices, meeting minutes and conducting on-sight reviews.
- Communication with the funding sources.

- Providing technical assistance to the sub-recipient.
- Providing funds for program operations, staff, materials, equipment, training, facilities, contracts, etc.
- Pay all invoices submitted by the sub-recipient.
- Provide financial reports to the sub-recipient.
- Provide reimbursement of staff salaries and fringes
- Engage the sub-recipient in the grant writing process and in the budgeting of the funds.
- Provide training and technical assistance funds for the purposes of improving program quality and helping prepare children to succeed in school, are described in Section 648 of the Head Start Act. <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>

SECTION 2: RFP TIMELINE

<u>Event</u>	<u>Date</u>
RFP Published & Announced	Aug. 5 th , Aug. 9 th , Aug. 12 th , Aug. 16 th
Submit Letter of Intent to Apply	Sept. 1, 2023
Questions about RFP due to CAPMC (e-mail)	Sept. 8 th , 2023
Deadline for RFP Submission to CAPMC	Friday, October 27st, 2023 4:00 pm
RFP Response Evaluation-Review	Oct 28 – Nov. 17, 2023
Reconsideration Period (5 Days)	Nov. 20 – Nov. 24, 2023
Contract(s) Negotiations / Development	Nov. 24– Dec. 13,, 2023
Policy Council Approval	December 5, 2023
CAPMC Board Approval	December 15, 2023
Final Award Letter Issued	December 18-22, 2023
Orientation and Technical Assistance	Jan. 3, 2024 – June 30, 2024
Contract Start – End Date	July 1, 2024 – June 30, 2028

All dates are subject to change as deemed in the best interest of the CAPMC.

Contact (RFP Process only): CAPMC
 Phone: (724) 342-6295
 Contact Email: ECE RFP@capmercer.org

***Submit questions about this RFP to: ECERFP@capmercer.org, by Sept. 8, 2023. Responses to questions will be emailed to anyone who submits a Letter of Intent.*

SECTION 3: REQUEST FOR PROPOSALS INTRODUCTION

3.1 Solicitation

The purpose of this Request for Proposals (RFP) is to identify and fund an organization that has interest in and the capacity to provide comprehensive early education programming to low-income children and families within Mercer County, Pennsylvania as a sub-recipient of Community Action Partnership of Mercer County.

Community Action Partnership of Mercer County is the largest Early Education provider in the county, offering services 493 children in 29 classrooms and 66 children served through the Early Head Start Home Base Program.

The ECE programs provide an opportunity to promote child and family development outcomes through the provision of high-quality, comprehensive early education services. The ECE programs promote school readiness by enhancing the social, cognitive, and emotional development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. Language, literacy, mathematics, and science are among the key domains that must be addressed through Head Start. Additionally, the program emphasizes family engagement because of the critical role that parents play in supporting their children's healthy development and school success.

CAPMC is soliciting proposals for a third-party contractor with the capacity to self-operate and provide childcare services in Mercer County, PA, preferably meeting the need for services. CAPMC currently has established relationships with the 12 school districts who provide classroom space, there are three locations in which we rent space for the classrooms. CAPMC's goal is to ensure continuing availability of quality early childhood education to low-income and other eligible families in the service area using existing facilities. In addition, through its Early Head Start program, we offer Home Base Education and Family Engagement Services to children ages 1-3 and Pregnant Women serving a population of 66.

Interested applicants should be able to demonstrate recent direct experience operating Community Care licensed childcare centers or programs in Pennsylvania experience operating Head Start and Early Head Start programs or similar early childhood education programs for infants through preschool, knowledgeable staff members qualified to sensitively serve the needs of a diverse client population.

3.2 Qualified Applicants

Qualified applicants are any local public or private school, local public or private non-profit agency, including community- based and faith-based organizations, or for-profit agency within a community of Mercer County, pursuant to the Head Start Act, 42 U.S.C. § 9836(a)(1). Individuals, foreign entities, and sole proprietorship organizations are not eligible. Eligible Applicants are agencies that on their own, or in formalized partnership with other organizations, have adequate controls and personnel to provide comprehensive Head Start, Early Head Start and Pre K Counts services as defined in Section 4. Qualified applicants must demonstrate:

- Adequate controls and personnel to provide the program services requested within this RFP.
- A capacity for collaboration and interagency coordination.
- Attest to their qualifications.

3.3 Estimated Funding

Community Action Partnership of Mercer County estimates the availability of funding to be:

▪ Head Start (313 slots)	\$3,820,018
▪ Head Start Training & Tech. Assistance	\$35,811
▪ Early Head Start (66 slots)	\$715,574
▪ Early Head Start Training & Tech. Assistance	\$14,063
▪ Head Start Supplemental Assistance Program (85 slots)	\$1,105,000
▪ Pre K Counts (95 slots)	<u>\$95,000</u>
Total Cash Budget	\$5,785,466
Total Non-Federal Match	<u>\$1,058,675</u>
Overall Budget	\$6,844,141

Community Action Partnership of Mercer County (CAPMC) anticipates maintaining federal funding levels in successive years and will apply for subsequent funding through the continuation grant application process due each April.

The initial contract period is from July 1, 2024, through June 30, 2025. Thereafter, contractor(s) will be engaged in the annual contract renewal process with contract terms aligning with the grant budget period of July through June. However, the subsequent effective date of the renewed contract and the funding amount is dependent upon the availability of funds at the time the agreement goes into effect and achievement of outcomes during the current contract period.

All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the following:

The Head Start Act: <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>

Head Start Performance Standards: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>

Head Start Fiscal Regulations: <https://eclkc.ohs.acf.hhs.gov/policy/fiscal-regulations>

Head Start Program Instructions: <https://eclkc.ohs.acf.hhs.gov/policy/pi>

Head Start Information Memorandum: <https://eclkc.ohs.acf.hhs.gov/policy/im>

Early Head Start: <https://eclkc.ohs.acf.hhs.gov/programs/article/early-head-start-programs>

45 CFR: Part 75—Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

45 CFR: Part 16 Grant Appeals Process

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-16>

45 CFR: Part 30 Claim Collection

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-16>

45 CFR:46 Protection of Human Subjects

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-46>

45 CFR: Part 80 Non-Discrimination, Title VI Civil Rights Act of 1964

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-80>

45 CFR Part 81: Practice & Procedures for Hearing under part 80

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-81>

45 CFR Part 94: Non-discrimination on Basis of Handicap

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-84>

45 CFR Part 87: Equal treatment for Faith Based Organizations

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-87>

2 CFR Part 170 FFATA Report Subaward and Executive Compensation

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-170>

2CFR Part 25.110 CCR and DUNS requirement

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/subpart-A/section-25.110>

Pennsylvania Pre K Counts Regulations & Guidelines

https://s35729.pcdn.co/wp-content/uploads/2020/07/FINAL2020_PKCreg.guidance-.pdf

Keystone STARS Program Performance Standards

<http://www.pakeys.org/wp-content/uploads/2017/12/Keystone-STARS-Performance-Standards-06.21.2017-v43.pdf>

Funding levels are dependent upon Federal Legislation and the approval of the County's application for funds.

3.4 Questions about RFP

Potential Applicants may pose questions about the RFP process or content by submitting questions by Sept. 8th 2023, via e-mail to ecerfp@capmercer.org. Responses to the questions will be emailed to all parties who have submitted an Intent to Apply.

3.5 Ex Parte Communication

CAPMC will enforce the prohibition on *ex-parte* communication during this RFP process. The *ex-parte* communication restricts RFP applicants from utilizing or contracting with current staff members and previous staff members of Farrell Area School District Head Start, Early Head Start, HSSAP and Pre K Counts programs or staff of CAPMC to write or assist in the writing of part or all of the response to this request for proposal. Utilization of members and former members will be cause for rejecting the applicants proposal.

3.6 Right to Amend or Cancel

CAPMC reserves the right to delay, amend, or cancel all or any part of this RFP at any time without prior notice. CAPMC also reserves the right to modify the RFP process and timeline as is deemed necessary. This RFP does not commit CAPMC to accept any proposal, nor is CAPMC responsible for any costs incurred by Applicants in the preparation of responses to this RFP.

CAPMC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal and to award contracts in whole or in part as is deemed to be in the best interest of CAPMC.

3.7 Restriction and Disclosure

Any information deemed confidential or proprietary by the Applicant must be clearly marked and identified by the Applicant as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and may be exempt from disclosure until the evaluation and selection process has been completed. Applicants should be aware that CAPMC is not required by law to make its records available for public inspection and copying.

SECTION 4: PROGRAM DESCRIPTION

4.1 General

The Head Start program is administered by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services (HHS). ACF funds Community Action Partnership of Mercer County to operate a Head Start program and the Early Head Start Program. In addition, the Pennsylvania Dept. of Education Office of Child Development and Early Learning (OCDEL) funds the Head Start Supplemental Assistance Program and the Pre K Counts Program. These programs raise the quality of early care and education in the community and helps children start school ready to succeed. School readiness requires that children are cognitively, physically, socially and emotionally prepared to continue to make progress as they enter Kindergarten. Effective Head Start programs help children develop in each of these areas. As a Head Start, Early Head Start and Pre K Counts grantee, CAPMC seeks to select a sub-recipient agency that is able to utilize the best evidence-based early education practices in their programs to support high-caliber classroom instruction and effective family engagement and health promotion.

Head Start is designed to increase the number of low-income children receiving high-quality, comprehensive early education services that help facilitate healthy development, including physical and social/emotional development, and prepare them for school success. The Pre K Counts program acts as a safety net for working families needing comprehensive pre-k education services. It is critical that Head Start, Early Head Start and Pre K Counts grants do not supplant existing services and funding. Thus, an entity receiving this grant must: 1) expand the number of children it is serving relative to the number it would serve in the absence of the grant, and/or 2) improve the services provided to children it would serve in the absence of the grant

4.2 Service Priorities

CAPMC is seeking applicants and soliciting proposals for a sub-recipient to deliver services to eligible children and families in Mercer County. Head Start serves children when they are at least three years old by the date used to determine eligibility for public school in the community where the Head Start program is located. Programs serve families who have incomes below the 100% federal poverty line or are eligible for public assistance. In addition, homeless children and children in foster care are categorically eligible for Head Start. Children are selected for enrollment based on age and income eligibility and relative level of need with regard to other criteria which are identified within each community.

The law permits up to 10 percent of enrolled Head Start children to be from families that do not meet these low-income criteria. A new provision in the Head Start Act, as discussed in Section 645(a)(1)(B), allows grantees that can ensure that all eligible children including homeless children are served, to enroll up to 35 percent of its participants from families with incomes greater than or equal to 100 but less than 130 percent of the poverty line.

Additionally, Head Start and Early Head Start programs must assure that at least 10 percent

of the total number of children enrolled by the Head Start agency are children with disabilities unless a waiver is granted. The Pre K Counts serves children ages 3-4 with a focus on 4 year olds and families whose income is at or below 300% of the federal poverty line.

Federal and State Head Start, Early Head Start and Pre K Counts funds must be used to serve eligible children as described above. Grantees may elect to also serve additional children who are not income eligible for Head Start, but whose participation is supported through other funding sources including Pre K Counts. Such program designs may be beneficial in promoting socioeconomic diversity within classrooms, which may contribute to improved child outcomes..

Services to eligible participants within the Head Start and Early Head Start Programs are inclusive of the following service areas:

- (1) Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)
- (2) Education
- (3) Health
- (4) Nutrition
- (5) Mental Health
- (6) Disabilities
- (7) Parent Engagement

All costs must be allocated to appropriate funding sources in compliance with Federal requirements The successful entity will be expected to work closely with CAPMC Staff in order to deliver services identified under this RFP.

4.3 Program Requirements

The Sub-recipient will enroll no fewer than 398 children, ages three to five years and whose families meet the Head Start financial eligibility requirements (Part 1302.12 – Determining Eligibility), in its Program. In addition, the sub-recipient will enroll no fewer than 66 children, ages 0-2.11 years of age and who families also meet the financial eligibility requirements (Part 1302.12-Determining Eligibility).

In addition, the subrecipient will enroll no less than 95 children ages three and four and whose families meet the PDE Pre K Counts financial eligibility requirements at or below 300% of the federal poverty level. Age and income are the two primary eligibility requirements that all children must meet in order to be considered for enrollment in Pennsylvania Pre-K Counts. Eligible 3 and 4 year olds who reside in a low income household and are at risk of educational failure because of limited English proficiency, poverty, community factors, academic difficulties, or economic disadvantage may be enrolled in the program.

Operation of the Program shall include, but not be limited to, the following:

- (1) Head Start Full-Day, Center-based. The full-day program must operate for no less than 5.5 hours each day, 5 days per week for no less than 249 classroom days (45 CFR Part 1302.21: Center-based option).
- (2) Pre K Counts Full Day, Center based: The full day program must operate for no less than 5.5 hours each day, 5 days per week for no less than 180 days of instruction.
- (3) Early Head Start: Home Base Services, weekly home visits lasting 1.5 hours each with 2 socialization period a month.

- **Program Enrollment and Attendance (Part 1302.15 Enrollment; Part 1302.16 Attendance)**

The Sub-recipient will be expected to maintain full enrollment of all funded slots. If a Head Start slot becomes available in the Program, Sub-recipient shall fill it within thirty (30) days (Part 1302.15 (c)). The Sub-recipient will maintain a waiting list of Head Start eligible children for each classroom and will continue active recruitment until the waiting list reaches ten percent (10%) of total enrollment (Part 1302.14(c)). At least ten percent (10%) of Sub-recipient's total enrollment must be reserved for and filled by children with disabilities (Part 1302.14(b)).

The Sub-recipient is required to maintain a monthly Average Daily Attendance of eighty-five percent (85%) of center-based children for which funding is received. When the ADA for any month falls below 85%, Sub-recipient must include supportive documentation for the cause for decline in enrollment in Delegate Agency's monthly program report, accompanied by a plan for corrective action (Part 1302.16(c)).

- **Facilities**

The Sub-recipient will operate the Program in facilities and using equipment that comply with all requirements of Part 1302.21(d)(1) and 1302.47(b) (1-8). The sub-recipient will ensure that its facilities maintain a current license from the State of Pennsylvania Child Care Licensing (1302.47(b)(1)(i)) and provide CAPMC with copies of licenses for any new centers and updates or changes for all other centers.

- **Child and Adult Care Food Program**

Sub-recipient will comply with all requirements of 45 CFR 1302.44.3 et. seq. related to participation in the Child and Adult Care Food Program (CACFP). Sub-recipient will participate in CACFP as provided under the National School Lunch Act as amended and administered by the State Department of Education, Nutrition and Food Distribution Division (Part 1302.44(a)(2)(iii-iv)); Submit a CACFP application to the appropriate state agency on an annual basis to ensure continuing eligibility to participate in CACFP (Part 1302.44(b)); and Upon receipt of approval to participate in CACFP services by the appropriate state agency, submit claims

for reimbursement of allowable costs within the period required to ensure continuing eligibility (Part 1302.44(b)); and add each newly licensed Head Start site to the CACFP within one (1) month of the effective date of the license of the site.

- **In-Kind Contribution**

The Sub-recipient is responsible for providing at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions, parent volunteers, donated space and janitorial services, the sub-recipient may utilize the State HSSAP grant to help meet a portion of the required match funds.

4.4 Program Monitoring and Evaluation

CAPMC will actively monitor implementation and delivery of services provided by the sub-recipient awarded the contract through this RFP. At a minimum, for program monitoring and evaluation, the sub-recipient will be expected to:

- Perform all services without material deviation from an agreed-upon service plan.
- Maintain adequate records of service provision to document compliance with service plan and complete any forms supplied by CAPMC.
- Submit program reports to CAPMC on the topics listed as follows:
 - (1) Local Policy Council Schedule of Meetings, agenda(s), and minutes (Part 1301.3(a)).
 - (2) Local Governing Board Schedule of Meetings, agenda(s), and minutes (Part 1301.2(a)).
 - (3) Progress Reports that specify how Sub-recipient is correcting non-compliance areas or areas needing to be addressed within Corrective Action Notices or monitoring reports are due upon request by CAPMC (Part 1302.102(b)).
 - (4) Parent Involvement/In-kind Report (Part 1301.4), including but not limited to attendance and enrollment figures.
 - (5) Head Start Children Attendance Report (Part 1302.16(a))
 - (6) Health Services Report (Part 1302.42).
 - (7) Disabilities Report (Part 1302.60).

- (8) Personnel Report, including number and kind of vacancies (Part 1302.91).
 - (9) Training Reports (Part 1302.92).
 - (10) Quarterly Sub-recipient internal ongoing monitoring roll-ups with any corrective actions (1302.102(b)).
- Submit to CAPMC invoices to the CAPMC CFO on a weekly basis.
 - Prepare vouchers for payment.
 - Manage the budgets for each program.
 - Request approvals for expenditures single item expenditure \$5000 and over.
 - Track Inkind Services and donations and submit to the CFO on a monthly basis.
- Complete and submit mid-year and year-end reports of services provided in accordance with State and Federal guidelines, including the Head Start Program Information Report (PIR), and other information as requested from EHSD.
 - Cooperate with the collection of other fiscal/administrative/service data as requested by CAPMC, which may require active collaboration and cooperation with other agencies providing similar services.
 - Utilize a web-based database and data reporting tools (minimum Excel format), to input service activities and other program related tasks and deliverables.
 - Adhere to program monitoring by agency and County will include a collaborative review of client eligibility and progress, as well as a review of documentation reflecting progress toward meeting services and outcome objectives.
 - Adhere to fiscal monitoring may include review of agency budget, cost allocation plan and procedures, audited financial statements, fiscal policy manual, supporting documentation for selected invoices, and any other related fiscal data that County may request.
 - Ensure all known instances of child abuse or neglect are reported to a child protective agency and to the CAPMC CEO. This responsibility shall include:
 - (1) A requirement that all employees, consultants, or agents performing services under this contract who are required to report child abuse or neglect, sign a statement that he or she knows of the reporting requirements and will comply with them.
 - (2) Establishing procedures to ensure reporting even when employees, consultants or agents who are not required to report child abuse gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.

Upon contract award, CAPMC will:

- Provide information to the Sub-recipient concerning additional Federal or County requirements not provided herein; and
- Provide technical assistance to the Sub-recipient, as requested, to help meet project goals.

SECTION 5: REQUIRED PROPOSAL FORMAT

The applicant requirements in this section are mandatory. The proposal must clearly demonstrate the Applicant's ability to provide the requested services. The RFP provides information regarding the format in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Applicant's responsibilities, and the documents that must be included. Failure to comply with the required proposal format may deem a proposal as nonresponsive. CAPMC reserves the right to waive any nonmaterial variation.

5.1 General Submittal Requirements

Electronic Submission – There will be NO electronic submission of proposals accepted.

Proposals are due in our offices 75 S. Dock Street, Sharon, PA 16146 on Friday, October 27, 2023, on or before 4:00 pm

Any proposal received after the deadline will be rejected.

Proposals and required attachments must be submitted as specified and must be signed by officials authorized to bind the applicant to the provisions of the RFP.

Programmatic responses must be clear and in the order in which they appear on the Proposal Checklist. Proposals must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification.

Proposals received are considered the property of CAPMC and will not be returned.

All costs of proposal preparation shall be borne by the applicant. CAPMC shall not be liable for any pre-contractual expenses incurred by applicants in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

5.2 Formatting Requirements

Submissions in response to this RFP must be in the form of a proposal package containing the complete proposal and all required supporting information and documents. CAPMC does not support electronic submission of proposals as referenced in Section 5.1.

All narrative materials are to be single-spaced on 8 1/2" X 11" paper, single-sided print with no less than 1" margins on each side of paper and using no less than 12-point font.

Proposals should be without expensive artwork, unusual printing, or other materials not requested or essential to the utility and clarity of the proposal. Information on evaluation criteria and weight factors are included in this RFP packet.

All pages should be numbered consecutively with each section identified by an appropriate number.

5.3 Required Documents

Required forms as reflected in Section 8 and included in this RFP, must be completed fully and incorporated into the submitted proposal package.

All information and forms included in the proposal package must be presented in the order outlined in the Proposal Submission Checklist (see Section 5.5) and numbered sequentially.

5.4 Proposal Outline and Content

Assemble and arrange each proposal in the order reflected on the Proposal Submission Checklist and address the required content/questions. The order in which items are presented is important, as proposal reviewers will follow this order in looking for specific areas to evaluate. Refer to proposal evaluation criteria to assure adherence and responsiveness to scoring requirements.

1. Letter of Intent to Apply (Form #1) to be submitted by Sept. 1st, 2023

2. Proposal Cover Statement and Board Members (Form #2 and Form #3)

This must be the first page of the proposal. The Proposal Cover Statement with original signatures of the applicant's Board of Directors' President and Executive Director must be attached to the proposal and must precede the narrative. A listing of Board Members.

3. Table of Contents – Proposal Checklist

The Proposal Checklist may serve as the Table of Contents with the addition of proposal page numbers. The Proposal Checklist is included as Section 5.5 of this RFP. The

Proposal Checklist identifies all narratives and forms that must be submitted with the proposal. *This sequence must be followed in assembling the completed proposal.*

4. Program Narrative

- Agency Overview & Experience. Describe briefly and concisely:
 - State the agency's mission and its overall service philosophy.
 - Agency's primary program components and services, and years in operation.
 - Agency's resources, experience, and capabilities as they relate to the scope of services described in this RFP.
 - Target population(s) served: number of clients, demographic and geographic information, and types of services provided.
 - Community outreach efforts and networking relationships.
 - Staffing pattern (size, composition, education level).
 - Primary sources of financial support.
 - Agency's current or past experience in providing the proposed services identified within this RFP, including length of time the agency has been providing these services. Indicate staff experience with methodologies to be used. Note any other relevant aspects of the agency's service history that demonstrate capacity to provide the proposed services.
 - Proposals must include a plan that addresses the service deliverables identified in this RFP.
 - Proposals must include descriptions of the services to be provided along with the identified population and service location(s).
 - Proposals must include an estimate of how many children and families will be served by the agency.
 - Proposals must define the specific outcomes that will be achieved.
 - Proposals must address any barriers to service accessibility and a plan to remove those barriers.
 - Applicant must demonstrate a capacity for collaboration and interagency coordination.
 - Applicant must have a viable plan for ongoing financial support of the local support services programs that demonstrates decreased reliance on state

- funds.
- Applicant must describe how they will develop and/or maintain the necessary community support.
 - Applicant must outline outcome improvement goals for the program.

Respond to the following:

(1) Demonstration of Need for Child Development and Health Services, Location, Population, and Service Delivery Options- Max. 15 Points

- a. Identifies the geographic location the applicant proposes to serve. The application defines the area(s) of greatest need and shows how it will direct Head Start resources to these areas.
- b. Provides evidence of presence in the community proposed to be served. (For example, being a provider of services in the community, or indicating support from community agencies, service provider organizations, community agencies serving low-income families, or other relevant sectors.)
- c. Demonstrates community engagement. The applicant discusses its plans or the process for involvement of service providers, public or private entities, and other members of the community in determining the need for services in the geographic locations proposed by the applicant. The applicant must include evidence of plans to collaborate with public or private entities providing early childhood education and development programs, and services for young children in the proposed service area in order to improve the efficiency of service delivery, increase access to needed services, and prevent duplication. Demonstration of community engagement may include memoranda of understanding that provide commitments of exchange of services, resource support, referrals, or other agreements.
- d. Provides a detailed description of the plan to meet the need for child development services for Head Start eligible children and families (including the estimated number of eligible children by geographic location, and the estimated number of children needing full-day and full-year care); the needs of children with disabilities including procedures to identify such children; the needs of dual language learners; as well as the needs of homeless children and children in foster care and their transportation needs. Includes data regarding the education, health, nutrition, social, childcare, and other service needs of the proposed children and families.
- e. Justifies the program option or options as most appropriate for the communities in which the applicant proposes to provide services (e.g., part, or full-day center-based, home-based, family childcare or combination option, including the number of children to be served by each option). The application specifies how the proposed number of hours per day, days per week, weeks per year, and home visits meets

the needs of families, including the role of childcare partners. Applicants proposing the home-based option include the proposed number of home visits and socializations. The applicant's proposed program option(s) support(s) the needs of children and families as described in response to the evaluation criteria listed above. If the identified need in the community includes working families, the applicant describes how its proposed program option will meet this need either through direct services and/or referrals to other services in the community.

(2) Achieving Early Learning and Development Outcomes to Promote School Readiness for Children- Max. 30 Points

- a. The application provides a plan to implement a high-quality, comprehensive program for the population the applicant proposes to serve, using a curriculum that:
 - i. Is based on scientifically valid research;
 - ii. Is developmentally appropriate;
 - iii. Promotes the school readiness of participating children in each of the following domains: language and literacy development, cognition and general knowledge, approaches toward learning, physical well-being and motor development, and social and emotional development;
 - iv. Is aligned with the Head Start Child Development and Early Learning Framework and, as appropriate, State early learning standards; and
- b. The application specifies the name of the curriculum or curricula, the process for selecting the curriculum, why the curriculum was chosen over specific other options, and how the curriculum is tied to outcomes for children. The applicant discusses what tools it will use to support domains that the selected curriculum does not support.
- c. The application describes the process for establishing school readiness goals, including the plans to address the domains of:
 - i. Language and literacy development,
 - ii. Cognition and general knowledge,
 - iii. Approaches toward learning,
 - iv. Physical wellbeing and motor development, and
 - v. Social and emotional development.
- d. The application describes how the applicant will meet the needs of children with disabilities, including procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist the children in making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development.
- e. The application describes how the applicant will meet the unique needs of the targeted population, including children in the child welfare system, dual language learners, and homeless children. The application describes the procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist these children in making meaningful progress in attaining age-appropriate knowledge,

- skills, abilities, and development.
- f. The application describes how the applicant will meet the health, mental health, nutritional, and oral health needs of children. The application describes the system for health screening and services that will ensure children are accurately referred for necessary follow-up evaluation and treatment within timeframes specified by Head Start regulations. Screening and services for identified needs should include, at a minimum, health, sensory, developmental, and oral health, and may be provided directly or through community partner providers.
 - g. The application describes a plan for implementing a system of regular observation of professional development, teacher-child interaction, feedback, and improvement of classroom practices. The application includes the name of instruments to be utilized.
 - h. The application describes a plan to use child assessment data to individualize the instruction and learning for each child, and as necessary refer for additional evaluation and intervention, and to aggregate and analyze child-level assessment data at least three times per year (except for programs operating less than 90 days, which will be required to do so at least twice within their operating program period) and use that analysis in combination with other program data to determine grantees' progress toward meeting its goals, to inform parents and the community of results, and to direct continuous improvement related to curriculum, instruction, professional development, program design, and other program decisions.
 - i. The application describes a plan to coordinate with public and private entities that are willing to commit resources to assist the applicant in providing high-quality child health and developmental services, and program management services. Such partnerships must include a plan to coordinate the proposed Head Start program with other childcare and preschool programs, State pre-Kindergarten programs, programs under Part C and Section 619 of the Individuals with Disabilities Education Act, with the educational programs that children to be served will enter upon leaving Head Start.
 - j. The application provides a plan to facilitate the meaningful engagement of parents (including fathers, grandparents, and kinship caregivers, as appropriate) in activities (at home and, if practicable, at the location of the Head Start program) designed to help them become full partners in the education of their children. Such engagement includes participation in the conduct of the program, leadership opportunities, support for the parent-child relationship, opportunities for employment, and other paths to improved financial wellbeing and continuity as children move to kindergarten and beyond. The application identifies and addresses barriers to parent participation, such as lack of transportation access or need for childcare.
 - k. The application explains the plan to implement the Head Start Parent Family and Community Engagement Framework and to offer family literacy and parenting skills training using evidence-based curricula and

approaches directly or through referral to local entities, public and school libraries, and entities carrying out family support programs. The application includes a plan to offer (either directly or through referrals) other support for families struggling with mental health challenges, domestic violence, homelessness, or substance abuse, including information on the effect of drug exposure on infants and fetal alcohol syndrome.

(3) Past Performance- Max. 15 Points

- a. Demonstrates how the applicant's history and experience, based on past performance providing high-quality early education or other related programs, supports its ability to effectively and efficiently administer a project of the size, complexity, and scope of their proposed program. Reviewers will evaluate evidence of experience, including:
 - i. Quality Rating and Improvement System (QRIS) rating,
 - ii. Record of high performance in the early primary grades by children formerly enrolled in the program,
 - iii. Evidence from use of teacher-child interaction rating system,
 - iv. Evidence of successful staff development system leading to highly qualified staff, and
 - v. Evidence of high level of success improving family self-sufficiency.
- b. Applicants that serve or have served as delegate agencies to Head Start and Early Head Start grantees that met or exceeded the performance standards and measures must provide documentation of their past performance.
- c. Demonstrates how the professional experience of the applicant's proposed management team (executive director, program director, managers), based on past performance providing comprehensive, high-quality early care and education, documents an ability to effectively and efficiently administer a project of this size, complexity, and scope within the service area.
- d. The application explains how the applicant's past performance and experience will inform its administration of the Head Start program it will operate and will help ensure a high-quality Head Start program. To the degree that the applicant is currently operating a program that differs from the Head Start program being proposed - such as differences in the target population, the set of services provided, the structure of the program (the hours, days, or weeks of operation), the mechanisms for quality assurance and improvement, the early learning standards to be used, and the performance measurement system - the applicant identifies these differences and explains how it will successfully adapt to the differences between its current program and the proposed program.

(4) Staffing and Supporting a Strong Early Learning Workforce- Max. 15 Points

The sub-recipient will be employing the current 124 staff that support the work of the Head Start, Early Head Start and Pre K Counts programs.

The sub-recipient will describe its efforts to recruit and retain qualified staff to meet the objectives of the programs.

- a. Describes what share of classroom teachers are expected to have a bachelor's degree in early childhood education or a related field. Demonstrates how all employees in center-based programs meet the requirements of the Head Start Act for staff qualifications set in Section 648A:
 - i. For classroom teachers - associate degree in early childhood education; (ii) an associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or (iii) a baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.
 - ii. For assistant teachers - by September 30, 2013, have at least a Child Development Associate (CDA) credential; be enrolled in a program leading to an associate or baccalaureate degree; or be enrolled in a CDA credential program to be completed within 2 years.
- b. The proposal describes the plan to maintain child-to-teacher, home visitor, or family childcare provider ratios, and family service worker caseloads that comply with regulations, reflect best practices and are tied to high-quality service delivery in the event of staff absences or vacancies.
- c. The application describes the plan to provide opportunities for qualified parents and other community residents to seek employment and how these opportunities will be designed to improve the quality of the proposed program. The applicant explains how it will provide career development opportunities for professional, paraprofessional, and other staff and how those opportunities will improve the quality of the proposed program.
- d. The application describes a clear plan to evaluate job applicants, including existing grantee staff, to determine which applicants are most capable of contributing to the implementation of a high-quality comprehensive program, including research-based curriculum aligned with the Head Start Child Development and Early Learning Framework and State early learning standards. The application describes how these staff evaluations will be used in the hiring process.

- e. The application describes an ongoing strategy for professional development, peer support, supervision, ongoing observations, coaching and mentoring, and evaluation of staff and program managers, oriented to improving the skills, knowledge, effectiveness, and career opportunities of all employees. The application describes the process for how it will manage underperforming staff. The applicant also describes how it has used these strategies in the past, their past successes and challenges, and any modifications it would make in the context of implementing the Head Start program it is proposing.

(5) Organizational Capacity and Governance Maximum Points- Max. 15

- a. The application provides a plan identifying the capacity of the applicant's senior executive managers and governing board to: (1) exercise effective oversight of program operations and accountability for Federal funds; (2) include the Policy Council in the planning and decision-making process; (3) assure representation of the diverse community served; (4) set and monitor overall agency priorities and operational systems; and (5) conduct community assessment, annual self-assessments, ongoing monitoring and outcome-based evaluations.
- b. The applicant explains how its organizational oversight meets the program governance requirements established in Section 642(c) of the Head Start Act. The applicant provides information about how its current governance structure would change (if at all) to meet the Head Start Program Performance Standards.
- c. Demonstrates the existence of management systems for program planning, internal and external communication, recordkeeping, issuance of internal and external reports and program self-assessment and monitoring.
- d. Demonstrates the applicant's ability to provide effective financial management in operating a Head Start program, based on experience.
- e. The applicant describes plans to meet or exceed State and local requirements concerning licensing for facilities, and to be accessible by State and local authorities for purposes of monitoring and ensuring compliance, unless State or local laws prohibit such access. Where facilities are not available, the application provides a plan to acquire facilities in accordance with the requirements provided for the purchase, construction, and major renovation of facilities described in 45 CFR Part 1309.
- f. Demonstrates the ability to provide timely and efficient implementation of all program components and services, including planning during the transition period, the availability of classroom space and facilities that meets applicable State and local licensing standards, the ability to provide necessary transportation and the ability to recruit eligible children and families. The application includes an implementation timetable that expressly states when children will begin receiving Head Start services.
- g. The applicant provides plans to coordinate with other state programs

and participates in state systems of early childhood development, including the Quality Rating and Improvement System (QRIS) or the state equivalent. If applicant participates in QRIS, includes rating. If applicable, the applicant explains why it does not participate if there is a QRIS in its geographic area.

- i. The applicant will describe how it will oversee, evaluate and assure that all objectives and metric are being met.
- j. The applicant Indicates how proposed programs will address issues of cultural diversity. Describe strategies and processes you will use to assure that services are culturally sensitive and relevant to families of diverse backgrounds, including delivery of services in the family's primary language.

(6) Budget and Budget Justification- Max. 10 Points

- a. The applicant will only need to submit an Administrative Line Item indicating their financial quote to administer, manage and operate the four programs. And explain the rationale for their quote.
- b. The applicant will be responsible for securing non-federal share and would need to explain how they will secure the non-federal match of the total project cost and what sources they will utilize.

In subsequent years the applicant will participate in the development of the budget, budget revisions and have input to assure that all required services are provided in a cost effective manner..

5. Fiscal Management Narrative (1 page, include **Form #4)**

Provide a brief description of the applicant's accounting system and internal controls. Include the following as appropriate:

- Attach Statement of Qualifications (Form #4)
- Overall system (accrual, double entry, automated or manual)
- Timekeeping system
- Inventory system
- Payroll system
- Cost allocation plan and methodology
- Ledger system for receivables, payables, expenses, disbursements, petty cash

Explain how the agency's fiscal system is administered and by whom. Include responsibilities of Board of Directors, Executive Director, and fiscal staff in fiscal management. Describe experience and qualifications of fiscal staff.

Describe fiscal procedures and policies or attach a manual of fiscal procedures and policies in the "**Fiscal Attachments**" section referenced in the Proposal Checklist.

6. Program Budget and Budget Narrative

The existing program currently has in place administrative staff which include the Director, Assistant Director, Human Resource Manager, IT Manager, Secretary and Executive Administrative Assistant and Fiscal Specialist, these positions are considered administration and salaries and fringes are allocated to each grant.

The applicant will provide a one-year quote to administer, manage and operate the Head Start, Early Head Start, Head Start Supplemental Assistance Program and the Pre K Counts Program.

This quote will entail overall administration and management of the programs including the cost of payroll services. Please include a rationale for your quote.

7. Attachments

See Proposal Checklist in Section 5.5 for complete list of Attachments.

8. Fiscal Attachments

See Proposal Checklist in Section 5.5 for complete list of Fiscal Attachments.

5.5 Proposal Checklist

All items listed below shall be completed and included in submittal package at time of submission to County as per the RFP. This list is intended to assist responding organizations. It is the sole responsibility of each responding organization to ensure that their proposal conforms to the requirements of the RFP. Forms are provided in Section 8.

Proposals must be submitted in the following order with documents as described (unless otherwise noted).

- 1. Proposal Cover Statement** (Form #2 and Form #3 Board of Directors).
- 2. Table of Contents**
- 3. Program Narrative**
- 4. Fiscal Management Narrative** (include Form #4).
- 5. Program Budget and Budget Narrative** (include Form #4, Program Budget).
- 6. Attachments**
 - Organizational Chart**
 - Statement of Qualifications** (Form #2 with original signatures must accompany original proposal), completed and signed by Agency Executive Director and President of Agency Board of Directors.
 - Job Descriptions and/or Resumes** of Executive Director and key program and fiscal staff.
- 7. Fiscal Attachments**
 - 1 copy of applicant's IRS 501(c)(3) determination letter** attached to original proposal copy (if agency is a non-profit organization).
 - 1 copy of applicant's manual of fiscal procedures and policies**, if available, attached to original proposal copy (reference Section 5.4).
 - 1 copy of applicant's most recent audit** including any applicable corrective action plans. A review or compilation of the financial statements prepared by a CPA may be submitted in lieu of an audit/audited financial statements if the latter are not available. A copy of the latest filed tax return must be submitted if a review or compilation is not available. Applicants who currently do not have audited financial statements must provide a certified letter stating that a financial statement audit will be performed during the period of performance should the applicant be awarded the contract.
 - 1 copy of current Agency Budget** with revenues and expenses indicated.

SECTION 6: EVALUATION PROCESS AND CONTRACT AWARD

6.1 Evaluation Process

All submitted proposals meeting the submission deadline will be stored in a locked cabinet and will not be opened until the next business day after the submission deadline date. Proposals are the property of CAPMC and will not be returned.

6.2 Compliance Review

Compliance Review is a **Pass/Fail** evaluation.

The CEO will open the submitted proposals one day after the submission deadline date and will review proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. Proposals that do not follow the Required Proposal Format found in Section 5 will be determined nonresponsive and will not be considered for contract award/funding.

Minor irregularities in submissions may be waived. All proposals deemed responsive will be referred to CAPMC fiscal staff.

6.3 Fiscal Review

Proposals that pass the Compliance Review, as referenced in 6.2 above, will be submitted for review by CAPMC CFO. Proposals must receive a fiscal review evaluation score of at least **70%** of the total available 100 points, if not; it will be eliminated from further review.

Proposals that do not provide the required audit or financial statements as outlined in Section 5, Required Proposal Format, will be determined nonresponsive and will not be considered for funding.

Points will be awarded based on the agency's demonstration of:

- Agency solvency;
- Adequate agency accounting systems and internal controls;
- Ability to administer financial system(s); and
- Compliance with budget specifications.

CAPMC CFO will review the required audit or audited financial statement included with each proposal. The audit or audited financial statement must be the most recent and

complete available. The proposal with financial statements will be forwarded to the CAPMC CFO for review and evaluation.

CAPMC reserves the right to reject any proposal submitted.

6.4 RFP Committee Review

RFP Proposals that successfully complete the Compliance Review (referenced in 6.2 above) and the Fiscal Review (referenced in 6.3 above) will be submitted for RFP Review Committee. The RFP Review Committee will review all proposals then evaluate and score all service and budget elements per the Scoring Methodology/Rating Sheet and service delivery requirements included in this RFP.

RFP Review Committee may make on-site visits and use other information available before making final recommendations.

The RFP Review Committee may be comprised of CAPMC Administrative Staff, Board Members, Community Based organization and parents.

6.5 Scoring Methodology

Program elements will be weighted as follows with a maximum score of 100 points using the following criteria guidelines. **Proposals that do not attain an average of 70 points from the RFP Review Committee are unlikely to be eligible for further consideration for funding.**

RFP Scoring Methodology/Rating Sheet	Available Points
Demonstration of Need for Child Development and Health Services, Location, Population, and Service Delivery Options	15
Achieving Early Learning and Development Outcomes to Promote School Readiness for Children	30
Past Performance	15
Staffing and Supporting a Strong Early Learning Workforce	15
Organization Capacity and Governance	15
Budget and Budget Justification	10
Total available points	100

6.6 Request for reconsideration

Each applicant submitting a proposal to this RFP shall have an opportunity to request reconsideration of the funding decision of CAPMC.

All applicants will receive a written and emailed notice from CAPMC informing them of the funding decisions. If an applicant wishes reconsideration of the selection or award

decision, the applicant must submit a written request to CAPMC CEO, **75 S. Dock Street Sharon, PA 16146** or electronically ecerfp@capmercer.org 4:00 pm on the 12th day of November 2023. after notification.

All written letters of reconsideration must state the following:

- The issue(s) to be reconsidered
- How the alleged issue detrimentally effects the reconsideration; and
- The rectification sought by the applicant

A reconsideration will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined by the RFP was violated in some manner; and/or

A reconsideration would not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

6.7 Contract Award and Negotiations

The successful applicant will be expected to promptly enter into contract negotiation with CAPMC. This may result in mutually agreed upon changes in plans or activities identified in the proposal. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.

Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. CAPMC is not liable for any cost incurred by the contractor prior to the effective date of any contract.

Selected applicant will be solely responsible for all services offered in their RFP proposal.

CAPMC will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.

Contracts from this RFP will be for a four-year period (July 1, 2024 to June 30, 2028) with satisfactory performance as a condition of any future contract renewal, depending upon funding availability. All awards are subject to funding availability. State and federal funding levels are uncertain and subject to change.

6.8 Contract Terms and Litigation Warranty

CAPMC will negotiate contract agreements with the successful Applicant. The project period is will be July 1, 2024 and end June 30, 2028, which includes four budget periods all beginning on July 1 and ending June 30th of each subsequent year.

Applicants, by submitting a proposal, warrant that they are not currently involved in

litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the Applicants on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to CAPMC in the proposal. Disclosure will not automatically disqualify the Applicants; however, CAPMC reserves the right to evaluate proposal(s) based on facts surrounding such litigation or arbitration.

These will be reviewed and decided upon at the discretion of CAPMC.

SECTION 7: CONTRACTING REQUIREMENTS

7.1 Contract Requirements

Upon acceptance of a proposal and award of a contract by the CAPMC Board of Directors, the successful applicant will enter into a standard contract that specifies:

Parties to the Contract

Effective Dates

Legal Type

Signatories to the Contract

Service Specifications and Provisions for Reporting, Monitoring, and Evaluation

Fiscal Provisions Method of payment to the sub-recipient Either a fee-for-services contract or a cost reimbursement contract may be negotiated with the applicant at CAPMC's option.

Program budget segregated into personnel and operating costs, indirect costs and revenue (if any) to allow determination of reasonableness and feasibility of line-item allocation.

Provisions for audit

Special Conditions, as required. Sub-recipients may have to satisfy additional insurance requirements prior to contract effective date. No contractor will be reimbursed for service until insurance requirements are met.

7.2 Additional Requirements

As applicable, Sub-recipients must submit the required audit.

All equipment requests will be evaluated for their necessity and reasonableness in carrying out the program. All equipment requests must explain in detail how the equipment will be used in the performance of services.

Cost reports shall be fully supported by accounting documentation. Salary and benefit costs allocated to this program shall be supported by detailed time sheets. Sub-recipients must maintain adequate payroll documentation (detailed time sheets sometimes called "functional time sheets") to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program.

7.3 Type of Contract

Contracts will include a cost reimbursement basis with monthly billing required. Applicant is required to provide detailed salary and fringe information for reimbursement.

Expenditure invoices will be submitted within 5 days of receipt to CAPMC for payment.

7.4 Discrimination and Confidentiality

Discrimination: A sub-recipient awarded funds under this RFP shall not discriminate against any employee or applicant for employment because of race, sex, gender, age, religion, creed, national origin, ancestry, color, ethnic group identification, gender identity, gender expression, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition (including pregnancy, childbirth, breastfeeding, or related medical conditions), or genetic information. This includes, but is not limited to the following: employment, upgrading or promotion, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or form of compensation, and selection for training, including apprenticeship. The sub-recipient shall not, in connection with the employment, advancement, or discharge of employees, discriminate against them because of their age, except upon the basis of a bona fide occupational requirement or retirement plan, or statutory regulation.

Confidentiality: Sub-recipient shall use any client information provided by CAPMC or by the client, only for the purpose of administering the program. The improper use or disclosure of confidential case information for any other purpose is a misdemeanor under Pennsylvania 4PA Code 255. Sub-recipient shall inform all of their employees of the requirements concerning Confidentiality in the handling of client information. CAPMC may take further steps to ensure Sub-recipient's awareness of these provision and will require employees of the sub-recipient to sign acknowledgment of their understanding of said statute and its provisions.

Any Sub-recipient awarded funds under this RFP must maintain all information gathered

pertaining to program clients in a secure environment in order to ensure the client's right to confidentiality. The sub-recipient will not release such information to any third party who is not directly responsible for management of the client's services, without the prior written consent of the client.

7.5 Monitoring, Reporting and Record Keeping

Monitoring: County, state, or federal staff may conduct routine monitoring of all programs. Representatives of CAPMC, the PA Dept. of Education, Department of Health and Human Services or contractors of these units of government, and others who have a direct concern in administration of this funding may visit the contractor selected for this program at any time. All agency records must be available for inspection. All areas of the project will be subject to examination, which may include, but not be limited to, inspection of clients' case files, attendance records, and financial and bookkeeping records. Clients may be interviewed to verify eligibility, ensure required procedures are being followed, and to ensure provision of adequate services as prescribed by contract. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies collaborating with the contractor to ensure provision of agreed-upon services. In the event that contract requirements are not met, termination of contract may be considered after all other corrective action fails to improve grantee's compliance with contract requirements or performance goals. CAPMC will conduct financial monitoring reviews of all subrecipients.

Reporting: Sub-recipient shall be responsible for submitting accurate management information reports and forms on time and in the manner prescribed by the CAPMC and will coordinate with the CAPMC designated staff. Sub-recipient will ensure that fiscal claims are submitted in entirety and the manner prescribed by the CAPMC Fiscal Officer. Sub-recipient shall receive reimbursement for costs by submitting monthly cost statements together with a request for payment by the tenth day of the following month.

Sub-recipient will be required to provide the following reports:

- Fiscal Reports including monthly expenditure reports developed by CAPMC, including a line-item cost report based on actual expenditures.
- Monthly Status Reports (MSR) as developed in conjunction with CAPMC are required. At a minimum, applicant will be required to submit the following information:
 - Clients/Families referred and enrolled
 - Services provided to each Client/Family, including location, date, number of hours
 - Clients/Families who completed the program
 - Clients/Families who did not complete the program
- Bi-annual and Annual Narrative Summary.
- Financial and performance closeout reports at the end of the contract to reconcile statistical and financial information.

Sub-recipient will give CAPMC full access to any and all data-bases pertaining to the management, operation and implementation of Head Start, Early Head Start, Head Start Supplemental Assistance Program and Pre K Counts goals and objectives.

Record Keeping: Sub-recipient will be expected to maintain complete up-to-date and accurate records and management controls as well as complete any required State data collection forms as supplied by CAPMC. Sub-recipient is to maintain adequate records of service provision to document compliance with service plan and information on the performance outcomes stated in this RFP.

Sub-recipient will be expected to maintain complete fiscal and accounting records, including, but not limited to, backup documentation to the contract budget, and demonstration of acceptable accounting methods to disburse costs.

Disputes

Any and all disputes will be put in writing in a timely manner (within 10 days of occurrence) to the CEO and will be documented and reported to the CAPMC Board of Directors.

SECTION 8: REQUIRED FORMS

All forms must be completed and attached to submitted proposals

<u>Form #</u>	<u>Form Title</u>
#1	Letter of Intent
#2	Proposal Cover Statement
#3	Board of Directors
#4	Statement of Qualifications

FORM #1: Letter of Intent

Community Action Partnership of Mercer County (CAPMC) through funding awarded by the Dept. of Health & Human Services Administration for Children and Families (ACF) and the Pennsylvania Department of Education, Office of Child Development and Early Learning (OCDEL) is releasing a competitive Request for Proposal (RFP) for project period July 1, 2024 – June 30, 2028. CAPMC encourages all eligible providers to apply by submitting a proposal to operate and manage the Head Start, Early Head Start, Head Start Supplemental Assistance Program and the Pre K Counts Program in Mercer County, PA serving a population of 559 income eligible children ages 0-4 with a staff of 124.

All potential applicants must complete the Letter of Intent Form below, initial next to each statement and sign at the bottom. Letter of Intent Form are to be emailed to ecerfp@capmercer.org by Thursday, August 31, 2023.

Letter of Intent Form

On behalf of _____ we intend to apply for
Legal Name of Entity

to CAPMC to manage and operate the Head Start, Early Head Start, Head Start Supplemental Assistance Program and Pre K Counts to serve 559 eligible children ages 0-4 in Mercer County PA.

We are a: School District Faith Based Organization Private For Profit Organization
 For Profit Preschool Non-Profit Organization Other _____

_____ We understand that if selected to be the subrecipient we are to solely operate the program and cannot partner with another organization or sub-contract any or all of the program to another entity.

_____ We understand that CAPMC as the recipient will manage the finances of the program and will pay all invoices, including paying our organization for salary and fringes associated with the employees of the programs and an administrative fee to manage and operate the program.

_____ We understand that the 124 employees will be our employees and not the employees of CAPMC.

_____ We understand that if awarded this contract we are required to follow all federal and state regulations in relation to operating and managing the program.

Print Name of Entity _____

Contact Person _____

Address _____

Phone Contact _____

Email Contact _____

Signature _____

FORM #2: Proposal Cover Sheet

PROPOSAL COVER SHEET	
APPLICANT ORGANIZATION NAME	
ADDRESS	Applicant Phone
	Applicant Fax
	Web Address
CONTACT PERSON	Contact Phone
	Contact E-mail
	Contact Fax
EMPLOYER ID NUMBER: _____	
NUMBER OF CURRENT EMPLOYEES: _____	
PRIOR YEAR NET OPERATING BUDGET: _____	
TYPE OF ORGANIZATION: <input type="checkbox"/> School District <input type="checkbox"/> Faith Based Organization <input type="checkbox"/> Private For Profit Organization <input type="checkbox"/> For Profit Preschool <input type="checkbox"/> Other Non-Profit Organization <input type="checkbox"/> Other _____	
PROGRAM TITLE and SERVICE CATEGORY <div style="text-align: center;">Head Start, Early Head Start, State Head Start and Pre K Counts</div>	
<p>CAPMC is requesting a quote to Manage and Operate the Head Start, Early Head Start, HSSAP and Pre K Counts Programs. These programs are staffed with 124 employees, and a budget to support the salaries, fringes, all cost categories and to support the goals and objectives of the programs. CAPMC will collaborate with the Applicant on the allocation of funds for Salaries, Fringes, Supplies, Contracts and Other Expense Categories for each program year.</p> <p>Write in below the amount the Applicant is requesting to Administer, Manage, Operate and Monitor the four Programs, for the first year, the fees for the subsequent years are negotiable.</p> <p style="text-align: right;">Requested Amount \$ _____</p>	
AUTHORIZATION <i>We submit the attached response to the ECE Request for Proposal and all attachments and declare that: If this Response is accepted by the CAPMC Board of Directors, we will enter into a standard contract with CAPMC to provide all work specified herein at the costs, which I have proposed, or in accordance with modifications required by CAPMC. Funds obtained through this contract will not be used to supplant or augment funding for other programs operated by the applicant/contractor unless stipulated within the proposal and accepted by the CAPMC</i>	
AUTHORIZED REPRESENTATIVES: (two signatures required)	
Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

FORM #4: Statement of Qualifications

1. Check the type of organization you represent:
 School District Faith Based Non Profit For Profit
2. List any licenses or certifications held by the agency, with expiration dates.
3. a) Who administers the agency's fiscal system?
Name: _____
Phone: _____
Title: _____
Work Schedule: _____
b) What CPA firm prepares the agency's annual audit?
Name: _____
Phone: _____
Address _____
4. Is the agency debarred from any federal or state program? Yes_____ No_____
5. Number of years' applicant operated under the present business name. List related prior business names, if any and timeframe for each.
6. Number of years' applicant has provided the services described in this proposal or related services.
7. Has applicant failed or refused to complete any contract? Yes No___
_ If yes, briefly explain.
8. Is there any past, present, or pending litigation in connection with contracts for services involving the applicant or any principal officer of the agency? Yes No___

If yes, briefly explain.
9. Does applicant have a controlling interest in any other firm(s)? Yes _____ No _____
10. Does applicant have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP? Yes ___ No _____
If yes, specify below.
11. Supply names, addresses and phone numbers of two references, one each in the areas of financial/administrative management and social service delivery to substantiate experience.

FORM #4, Continued

Applicant attests, under penalty of perjury, that all information provided herein is complete and accurate. Applicant agrees to provide to CAPMC other information the CAPMC may request as necessary for an accurate determination of applicant's qualifications to perform proposed services.

Signature

Date

Printed Name and Title (Executive Director)

Signature

Date

Printed Name and Title (Board President)

Note: When more than one agency will collaborate in providing services(s), each agency involved must complete this form.