

**REGIONAL CONSOLIDATED SERVICES**  
**HEAD START PROGRAM**  
**REQUEST FOR PROPOSALS**  
**COMMUNITY NEEDS ASSESSMENT**

## Request for Proposals (RFP) Cover Page

<b>RFP/Solicitation Issue Date: Wednesday, July 3, 2019</b>		
<b>RFP/Solicitation Closing Date: <span style="background-color: yellow;">Friday, August 2, 2019</span></b>	<b>RFP/Solicitation Closing Time: <span style="background-color: yellow;">12:00 PM ( EST)</span></b>	
<b>Issued By: Regional Consolidated Services Head Start</b>		
<b>Address: 221 S. Fayetteville Street, Asheboro, NC 27203</b>		
<b>Mailing Address: PO Box 1883, Asheboro, NC 27204-1183</b>		
<b>Telephone Number: 336-629-5141</b>		
Regional Consolidated Services is a non-profit agency in Asheboro, North Carolina founded in 1979 and is exempt from any state or federal tax.		
Responses must be received on or before <span style="background-color: yellow;">Friday, August 2, 2019</span> , by 12:00 PM (EST.) in the Administrative Office, Regional Consolidated Services Head Start, 221 S. Fayetteville Street, North Carolina, 27203.		
<p><b>Hard Copy Responses:</b> please submit one (1) original and three (3) copies in a <b>sealed</b> envelope to Patti Horan, Head Start Director, Regional Consolidated Services, 221 S. Fayetteville Street, Asheboro, North Carolina, 27203, referencing “Community Needs Assessment - RFP”; <b>OR</b></p> <p><b>Electronic Responses:</b> email submission to <a href="mailto:phoran@regionalcs.org">phoran@regionalcs.org</a> or <a href="mailto:ebowman@regionalcs.org">ebowman@regionalcs.org</a> referencing “Community Needs Assessment - RFP” is acceptable and is the highly desirable method of submission. If using a Gmail account please contact the Data and Systems Coordinator Elizabeth Bowman at <a href="mailto:ebowman@regionalcs.org">ebowman@regionalcs.org</a> with the email address used to release it from security filters.</p>		
For questions/information, please email Patti Horan, Head Start Director at <a href="mailto:phoran@regionalcs.org">phoran@regionalcs.org</a> or <a href="mailto:ebowman@regionalcs.org">ebowman@regionalcs.org</a> referencing “Community Needs Assessment RFP” in the subject line. Questions/information must be emailed no later than <b>Friday, July 26, 2019</b> . If using a Gmail account please contact the Data and Systems Coordinator Elizabeth Bowman at <a href="mailto:ebowman@regionalcs.org">ebowman@regionalcs.org</a> with the email address used to release it from security filters. All questions received by this date will be answered via email and posted on the RCS Head Start website.		
Regional Consolidated Services reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.		
Any objection to the above conditions must be clearly indicated in the offers.		
Small or minority-owned businesses are encouraged to respond to this solicitation.		
<b>Acknowledgement:</b> In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.		
<b>VENDOR IDENTIFICATION</b>		
COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
TELEPHONE:	EXT:	FAX:
EMAIL:	COMPANY WEBSITE:	

## Table of Contents

I. PURPOSE.....	4
II. CONTRACT PERIOD .....	4
III. REGIONAL CONSOLIDATED SERVICES (RCS) HEAD START BACKGROUND .....	4
IV. SCOPE OF SERVICES .....	4
V. EVALUATION CRITERIA .....	6
VI. AWARD OF CONTRACT.....	7
VII. SOLICITATION REQUIREMENTS.....	7
A. General Requirements.....	7
B. Proposal Format .....	8
VIII. GENERAL TERMS AND CONDITIONS .....	9
APPENDIX A. CONFIDENTIALITY AND LIABILITY AGREEMENTS .....	13
APPENDIX B. NEW VENDOR INFORMATION FORM .....	14

## **I. PURPOSE**

Regional Consolidated Services (RCS) Head Start seeks proposals from qualified proposers to provide professional writing services to produce the 2019 RCS Head Start Community Needs Assessment (CNA). The purpose of this RFP is to convey the requirements to select the most capable proposer offering the most competitive price.

## **II. CONTRACT PERIOD**

The term of any contract resulting from this RFP shall start on or about August 19, 2019 (or from the date the contract is executed) and shall expire on December 31, 2019, unless terminated earlier consistent with the terms of the contract. Production of the assessment to be completed/submitted by November 1, 2019.

## **III. REGIONAL CONSOLIDATED SERVICES (RCS) HEAD START BACKGROUND**

Regional Consolidated Services (RCS) began serving 20 Head Start children at East Side Head Start, located at Asheboro Day Care on Brewer Street, in 1990. In 1994, RCS expanded to serve 60 additional children in three classrooms located at Franklinville, Ramseur, and Trinity Elementary Schools. In 1995, RCS expanded again to serve 34 additional children in two classrooms located at the Early Childhood Development Center (ECDC) in North Asheboro. The ECDC is part of the Asheboro City School System. In 1998, RCS Head Start expanded into Alamance and Caswell Counties. In 2010, RCS Head Start was granted expansion slots to serve an additional 60 children in Alamance and Randolph counties. In 2013, the effects of sequestration led to the closing of one Randolph County site. In 2014, sequestration effects were reinstated and Randolph County received the 20 slots back so we have a total of 485 children and their families that we can serve in Alamance, Caswell and Randolph Counties. RCS Head Start has earned 5-Star rated licenses at all centers within the three county program. In addition, several centers are also accredited by the National Association for the Education of Young Children (NAEYC). In May 2005, RCS Head Start was recognized by the National Head Start Association as an Outstanding Grantee.

## **IV. SCOPE OF SERVICES**

The qualified proposer will be responsible for the coordination, research, and writing of a fully completed and comprehensive Community Needs Assessment with a focus on data gathering and analysis. It is expected that the proposer shall have access to resources through which to gather and manipulate data like GIS (Geographic Information System) and any other technology to assist in obtaining relevant, up-to-date data at the census tract and block, zip code, Ward, neighborhood cluster, and any other geographic level deemed appropriate in addition to the following:

1. Write and perform data analyses that is easily understood by multiple audiences including lay audiences.
2. Collect quantitative, demographic data from multiple, relevant sources, citing in APA format.
3. Through coordination with and provided by RCS Head Start, retrieve quantitative and qualitative data resulting from surveys, client feedback, and focus groups, and incorporate those data into the CNA.
4. Convey in-depth critical analyses of research findings and data that demonstrate the impact of poverty and its effect on residents, especially families, in the Districts of Alamance, Caswell and Randolph Counties within North Carolina.
5. Provide collection of relevant research and data relative to:
  - a. An analysis of information collected directly from low income individuals to assess needs and resources;

- b. Collection of information from key sectors of the community to assess needs and resources. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions;
  - c. Collection of current data specific to poverty and its prevalence related to gender, age and race/ethnicity;
  - d. Collection and analysis of both qualitative and quantitative data for the Districts of Alamance, Caswell and Randolph Counties within North Carolina at various levels; and
  - e. Description of key findings on the causes and conditions of poverty and the needs of Districts of Alamance, Caswell and Randolph Counties within North Carolina residents.
6. Provide collection of relevant research and data relative to Early Head Start and Head Start, disaggregated by ages 0-2 and 3-4 year old children with a focus on the following:
- a. The demographic make-up of Early Head Start and Head Start eligible children and families, including estimated number, geographic location, and racial and ethnic composition;
  - b. Other child development and child care programs that are serving Early Head Start and Head Start eligible children, including publicly funded and local preschool programs, and the approximate number of Early Head Start and Head Start eligible children served by each;
  - c. Estimated number of children with disabilities (ages 0-2 and 3-4), including types of disabilities and relevant services and resources provided to these children by community agencies;
  - d. Data regarding the education, health, nutrition and social service needs of Early Head Start and Head Start eligible children and their families;
  - e. The education, health, nutrition and social service needs of Early Head Start and Head Start eligible children and their families as defined by families of Early Head Start and Head Start eligible children and by institutions in the community that serve young children;
  - f. Resources in the community that could be used to address the needs of Early Head Start and Head Start eligible children and their families, including assessments of their availability and accessibility;
  - g. In addition to the above, to the extent possible, provide the following:
    - i. Poverty analysis in Alamance, Caswell and Randolph Counties within North Carolina at various geographical levels;
    - ii. Basic needs trends (i.e. food, nutrition, housing, food, child care, health costs, transportation);
    - iii. Population trends;
    - iv. Location of low-income children 0-2 and 3-4 years;
    - v. Location of low-income seniors 60+;
    - vi. Migrant trends;
    - vii. Birth and death trends;
    - viii. Health (including pre-natal care, health insurance, immunizations, oral health, etc.)
    - ix. Nutrition trends (including overweight and underweight children, nutrition education offerings and free/reduced lunch counts, etc.);
    - x. Aging trends;
    - xi. Household composition;
    - xii. Education attainment (including school rankings, school dropout, etc.);
    - xiii. Supply and Demand of child development and child care programs;
    - xiv. Children ages 0-2 and 3-4 with disabilities;
    - xv. Type of disabilities;
    - xvi. Service providers for children with disabilities;
    - xvii. Foster care trends;
    - xviii. Social services (i.e. Supplemental Nutrition Assistance Program (SNAP); Temporary Assistance to Needy Families (TANF) and Women, Infant and Children Food and Nutrition Services (WIC);
    - xix. Race/ethnicity;
    - xx. Languages spoken;
    - xxi. Income trends/asset development;
    - xxii. Labor force/employment/unemployment trends/job opportunities;

- xxiii. Veterans data;
  - xxiv. Housing data: rental vs. ownership/affordable housing availability;
  - xxv. Transportation; and
  - xxvi. Data on Homelessness.
7. The proposer will be responsible for the content layout, design, and research integrity of all sources of data and will include at least the following content areas, among others to be determined by proposer:
    - a. Comparisons to similar communities including, but not limited to, targeted populations and current customers;
    - b. Needs by demographics (age, gender, race, etc.) under subject areas including, but not limited to, the following: poverty, education, employment, health (maternal, smoking, drug and alcohol use and abuse, etc.), food security, transportation, and childcare accessibility;
    - c. Strengths and Assets including family resiliency, case management/bundled service providers and referral agencies, and RCS Head Start service linkages/partnerships;
    - d. Barriers including service accessibility (hours of operation), psychological barriers, and other barriers identified throughout the research process;
    - e. Priorities for Consideration including a listing of the top priorities identified by qualitative and quantitative data;
    - f. Recommendations and possible solutions;
  8. Proposer's responsibilities and duties:
    - a. Attend all meetings either face-to-face, or by telephone, or other electronic means with designated RCS Head Start staff as necessary in a timely manner;
    - b. Be available during standard business hours and beyond those hours to ensure timely production of CNA;
    - c. Prepare documented requests for additional information or data, assigning tasks to RCS Head Start staff as necessary;
    - d. Provide weekly updates on the progress of the development of the CNA;
    - e. Conduct research using methods and materials that ensure accurate, up-to-date, and ethical use of sources;
    - f. Write and submit multiple drafts from which to produce a final version of the CNA;
    - g. Review, edit and recommend enhancements of all written sections including sections authored by others;
    - h. Maintain the security of any and all information obtained from and related to RCS Head Start and the CNA, not sharing it with anyone, except with whom express written permission has been granted by the RCS Head Start Director;
    - i. Convey to RCS Head Start any and all documentation related to production of CNA with the understanding that RCS Head Start is the sole owner of the CNA;
    - j. Presentation of findings and review by management and RCS Executive Director for final approval.

## **V. EVALUATION CRITERIA**

- A. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
- B. RCS Head Start reserves the right to: (a) waive variances or reject any or all proposals, and (b) request clarifications from any or all proposers. Further, RCS Head Start reserves the right to reject any or all

proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of RCS Head Start.

- C. Proposals shall be rejected if they: (a) are received after closing date and time, (b) contain alterations not initialed by an authorized official, (c) are not meeting specifications, (d) are not meeting the general terms and conditions.
- D. Proposals will be evaluated on the basis of following criteria:
  - 1. **Background and Experience (25%)**: the extent to which the proposer and proposer’s staff, if applicable, have the requisite experience of performing research-based projects with an emphasis on data analysis of similar scope and size.
  - 2. **Project Plan and Writing Sample (35%)**: the extent to which the proposer is able to demonstrate the ability to produce an effective work plan to complete the task, convey the vision of a layout of the needs assessment, and provide a writing sample that shows a mastery of data analysis and research efficacy.
  - 3. **Financial Proposal (40%)**: the extent to which the proposer is able to produce a cost-effective budget to complete the task at hand.
- E. RCS Head Start reserves the right to interview any potential contractor prior to making an award.

**VI. AWARD OF CONTRACT**

If an award is made as a result of this RFP, it shall be awarded to the highest-ranked proposer which is considered responsive and responsible and which is the most advantageous one to RCS Head Start with respect to the technical and pricing factors combined together. In the event a contract cannot be negotiated with the top ranking proposer, RCS Head Start may enter into negotiations with the second highest ranked proposer and/or may decide to call for new proposals.

**VII. SOLICITATION REQUIREMENTS**

Written proposals should follow the instructions provided under General Requirements and include the information in the format outlined below under Proposal Format.

**A. General Requirements**

- 1. In order to be considered for selection, proposers must submit a complete proposal in response to this RFP. In case of hard copies, one (1) original and three (3) copies of each proposal must be submitted to RCS Head Start in a sealed envelope or package. The envelope must be clearly labeled with proposer’s name and the solicitation “Community Needs Assessment – RFP.
- 2. Email submission of electronic copy to phoran@regionalcslcs.org is acceptable and is the highly desirable method of submission. Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them “1 of X”, “2 of X” and so forth

(where X = the total number of emails). If using a Gmail account please contact the Data and Systems Coordinator Elizabeth Bowman at [ebowman@regionalscs.org](mailto:ebowman@regionalscs.org) with the email address used to release it from security filters.

3. No other distribution of the proposals shall be made by the proposer.
4. A proposer may submit no more than one (1) proposal in response to this RFP.
5. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information may be rejected by RCS Head Start.
6. Proposals should be prepared simply and as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
7. All responses are to be submitted on standard 8.5" X 11" paper size and in 11 point font minimum type and clearly readable. Proposers shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 90 days from the proposal opening date.
8. In case of hard copy, each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
9. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to RCS Head Start.
10. Proposers are required to acknowledge receipt of any Amendment by submitting a signed copy of each Amendment issued by RCS Head Start with reference to this RFP. Signed copies must be submitted as part of the signed proposal submission.
11. All pages of the proposal should be numbered.

## **B. Proposal Format**

The proposal shall be submitted in two parts i.e. (1) Technical Proposal, and (2) Financial Proposal, as detailed below:

1. **Technical Proposal**: The technical proposal, not exceeding 20 pages, shall be comprised mainly of the narrative section of the proposal including the **Background & Experience** and the **Project Plan & Writing Sample**, per following details:
  - a. **Background and Experience**
    - i. Brief explanation of research projects of similar size and scope that demonstrate proposer's ability to conduct complex data analyses, retrieve up-to-date data from reliable and relevant sources with a focus on communities, assessments, and families. Be sure to include the dates or periods of those research products. If applicable, note any familiarity or experience with conducting CSBG and/or Head Start needs assessments.
    - ii. Brief explanation of history, mission/vision of proposer's enterprise including any areas of expertise (i.e., health, education, social services, etc.).
    - iii. Provide Certificate of Insurance with minimum limits of liability for commercial general liability, auto, worker's compensation, employer's liability, property and the proposer's W-9 (this does not count toward the 20-page technical proposal total).
    - iv. Listing of any honors, recognitions, or certifications (including training certifications).



- v. Listing of names, titles, skill level and project responsibilities of staff and/or consultants who will be working on this project. Please attach all resumes of principal staff or consultants who will be working on this project (resumes as attachments do not count toward the 20-page technical proposal total).
- vi. Listing of at least three references who can corroborate experience, including email addresses and telephone numbers.

b. Project Plan and Writing Sample

- i. **Work Plan:** The work plan should include, but not limited to, steps in the process of producing the CNA, responsible parties, due dates, expected outcomes, and content areas, among other information the proposer deems appropriate. The work plan layout should also demonstrate the proposer's ability to display complex information in a readable and visually amenable format. The plan should convey how the end product, the CNA, will be produced within a 90-day period.
- ii. **Layout and Design:** Describe the layout of the assessment including descriptive details of visual content (charts, graphs, graphics, etc.), projected table of contents (including Section IV.7 of the Scope of Services), and brief explanation of the type of content to be included in the narrative sections. Include tools/technology that are planned to be used to produce visual representations.
- iii. **Writing Sample:** include a writing sample that demonstrates proposer's ability to produce and present data, verbally analyze those data, and effectively use cited sources to support research findings. Writing samples can be redacted to protect the anonymity of owners, if using originally written sources owned by others. The writing sample shall be no longer than five pages in length and counts toward the total 20 pages of the technical proposal.

- 2. **Financial Proposal:** Include a project budget, including a budget narrative that details each line item expense. The budget (financial proposal) does not count toward the 20-page technical proposal. Unallowable expenses include food, entertainment and equipment.

## **VIII. GENERAL TERMS AND CONDITIONS**

- 1. **Additions and/or Deletions of Goods or Services:** RCS Head Start reserves the right to add and/or delete goods or services to any contract entered into with the proposer. Should a requirement be deleted, payment to the proposer will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the proposer and RCS Head Start.
- 2. **Termination of Contract:** The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the proposer of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the proposer.
- 3. **Licenses:** By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner proposer's fulfillment of the contract.
- 4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of RCS Head Start for the purpose of

obtaining this or any other agreement, purchase order or contract from RCS Head Start and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.

5. **Non-Collusion/Fraud:** By submitting a proposal, proposer warrants and certifies that neither proposer nor its employees or associates has contacted any unauthorized RCS Head Start employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, proposer's proposal shall be immediately rejected. Any contract awarded prior to the RCS Head Start's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the RCS Head Start as a result of proposer's collusion.
6. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by RCS Head Start which may result in ineligibility for further RCS Head Start contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** RCS Head Start shall have the right to audit all invoices submitted by the proposer. The organization shall have the right to audit all relevant data upon which the proposer's fees are based.
8. **Informal Communications:** From the date of receipt of this RFP by each proposer until a binding contractual agreement exists with the selected proposer and all other proposers have been notified, or when RCS Head Start rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at RCS Head Start with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected proposer, and all other proposers have been notified, or when RCS Head Start rejects all proposals, all communications between RCS Head Start and the proposers will be formal emails.
10. **Proposal Preparation Cost:** Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
11. **Small and Minority-Owned Enterprises:** Pursuant to Federal Acquisition Regulations and RCS Head Start's procurement policy, RCS Head Start may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. **Federal, State and Local Taxes:** RCS Head Start is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the proposer to apply, they shall

be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.

13. **Payments Terms:** In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the proposer under the contract may be retained by RCS Head Start as necessary to satisfy any outstanding claim which RCS Head Start may have against the proposer. At any time or times before final payment and three year thereafter, RCS Head Start may have the proposers' invoices or vouchers and statement of cost audited.
14. **Indemnification:** Proposer shall indemnify, protect, defend and hold harmless RCS Head Start, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by proposer for services rendered under the contract and as may be allowed under applicable law. Monies due or to become due to the proposer under the contract may be retained by RCS Head Start as necessary to satisfy any outstanding claim which RCS Head Start may have against the proposer.
15. **Insurance:** Proposer shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Proposer shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in North Carolina and shall be kept in force for 90 days after the last payment under the contract.
  - Workers' Compensation Insurance providing statutory limits for North Carolina.
  - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
  - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The proposer shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. **RFP Amendment:** In the event that it becomes necessary to revise this RFP, in whole or in part, an Amendment will be posted on the RCS Head Start website. Amendment(s) to this RFP may be issued at any time prior to its closing date and time. Proposers are required to acknowledge receipt of any Amendment by submitting a signed copy of each Amendment issued. Signed copies must be submitted as part of the signed proposal submission.
17. **Completed Proposals:** A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. **Withdrawal of Proposals:** At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and deadline for submission. After the deadline for submitting proposals, no proposer will be permitted to withdraw the proposal unless the award is delayed for a period exceeding 60 days.
19. **Receipt and Opening of Proposals:** Proposers are responsible to assure their proposal is delivered to RCS Head Start by the scheduled date and time. Only those proposals which are received in a timely fashion as set forth in this RFP will receive consideration in the initial evaluation period. Proposals received after the date and hour designated will not be considered in the initial evaluation period; late

proposals will be dated, marked as received late, and placed unopened in the proposal file. In the event that no satisfactory proposals are received in the scheduled date and time, RCS Head Start may then open and evaluate all late proposals. Proposers must pay particular attention to insure the proposal is properly addressed. **RCS Head Start is not responsible if the proposal does not reach the destination specified by the appointed date and time.**

20. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Confidential or Proprietary Information: If a proposer believes that parts of an offer are confidential, then the proposer must so specify. The proposer must stamp or watermark in bold letters the term CONFIDENTIAL on that part of the offer which the proposer believes to be confidential. The proposer must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proposer believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. All offers and parts of offers, which are not marked as confidential, will be automatically considered public information after the contract is awarded. The successful proposal will be considered public information even though parts are marked confidential.
22. Contract Administration: RCS Head Start shall be responsible for administration of the contract for compliance with the interpretation of scope, schedule, and budget. Contact information will be provided upon award of the Contract.
23. Substantive Proposals: The proposer shall certify (a) that his/her proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) that he/she has not directly or indirectly induced or solicited any other proposer to put in a false or sham offer; and (c) that he/she has not solicited or induced any other person, firm, or corporation from proposing.
24. Governing Law: Any contract between RCS Head Start and the successful candidate responding to this RFP shall be governed by and enforced in accordance with the laws of North Carolina, without regard for the Conflicts of Laws provisions. The place of performance and the transaction of business under such contract shall be deemed to be in North Carolina and the exclusive venue and place of jurisdiction with respect to all matters pertaining to such contract shall be the local and federal courts within the North Carolina.
25. By submitting a proposal, the proposer represents that:
  - The proposer has read and understands the RFP and submits the proposal in accordance therewith.
  - The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
  - The proposer has all required licenses and insurance.
26. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

**Appendix A**

**CONFIDENTIALITY AGREEMENT**

I understand that any information learned about any staff or participant or their spouse, family, or the Agency, is to be kept confidential and is not to be discussed outside this facility at any time.

I also understand that discussion of any information gathered during interaction with staff, children or families of the program is not permitted unless specifically directed by the program director or the executive director of Regional Consolidated Services.

I understand that at no time should I or any other employee of the same vendor attempt to access, look at, review, log/record/retain/save/copy, redirect or in any other way access the content of traffic on the network. If, at any time, the I or any other employee of the same vendor become aware that unauthorized access is taking place or has taken place, it is required to take immediate steps to stop current and/or future unauthorized access and immediately notify the Data & Systems Coordinator and Executive Director of Regional Consolidated Services.

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

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



**LIABILITY AGREEMENT**

I acknowledge that I have the primary responsibility. I hereby agree to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Claims Representative/Telephone Number

\_\_\_\_\_  
Policy Number      Expiration Date

**Appendix B**

**NEW VENDOR INFORMATION FORM**

ID # ASSIGNED \_\_\_\_\_

**SECTION I. BUSINESS INFORMATION**

The sections of the form are to be completed by the person requesting to do business with the new vendor. Please complete within the form, as the space will expand as more information is added.

Program Director should review Section A through C verify that the appropriate documentation is attached and approve by signing and dating the form, only when all information is complete and accurate.

**A. Vendor Information**

Company Name:		
Street Address:		
Mailing Address:		
City/State:	Zip:	County:
Owner / Person responsible for the business:		Title:
Phone:	Ext:	Fax:
Contact Person's Name:	E-Mail Address:	Company Web-site:
Description of Business Product(s) or Service(s):		
Years in business:	Employer's Federal ID #: - (or the Number used to report the business to the government)	
Legal Structure of Business	<input type="checkbox"/> Corporation (indicate the name used to formally register your corporation with the state you are registered with to do business) _____ State: _____ <input type="checkbox"/> Sole Proprietor (please complete a W-9 and enclosed a Schedule C form from the most recent tax filing) <input type="checkbox"/> Partnership (please complete a W-9 and enclose a K1 form ) <b><i>Please note that if you are a Sole Proprietor or Partnership using an "Assumed Name or a Doing Business As (DBA) that is not registered with the State you will need to provide documentation that you have an assumed name certificate on file with the Register of Deeds in the county where the business is being conducted. These documents must be attached.</i></b> <input type="checkbox"/> Non-Profit <input type="checkbox"/> IRS Designation <input type="checkbox"/> Other	

B. Is the company a subsidiary of another company or affiliated with a parent company? Yes No  
 If "Yes", please provide the following information about the corporate office/parent company, if different from above, or indicate "SAME".

Parent Company Name:		
Street Address:		
Mailing Address:		
City/State:	Zip:	County:
Authorized Representative: <small>(Person who is listed as the responsible party for tax filings, etc.)</small>		Title:
Phone:	Ext:	Fax:
E-Mail Address:	Company Web-site:	

**DO NOT FILL OUT - RCS USE ONLY**

C. Business Status Checklist

Is the company current on all state taxes? Yes No  
 Is the company current on all federal taxes? Yes No  
 Is the company current on all county, city and local taxes? Yes No  
 Have you checked to see if the company is listed on the debarment list? Yes No  
 Have you checked the Secretary of State website to see if the company is registered? Yes No

Reason for request to set up the new vendor: \_\_\_\_\_

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

\_\_\_\_\_  
 Staffer requesting the new vendor set-up Date

\_\_\_\_\_  
 Program Director Date Finance Representative Date