

CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY INSTRUCTIONS FOR PROPOSALS

One original and one copy should be submitted. The proposal package consists of the following:

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

Completed proposals are due by 5:00 pm, May 23, 2022, and should be mailed or delivered to:

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

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

Attached:
Proposal Specifications

Child Care Resource and Referral Scope of Services and Specifications

Children and Youth Partnership for Dare County (CYP) is seeking proposals for a Child Care Resource and Referral (CCR&R) program to be funded through Smart Start in Dare County, July 1, 2022 – June 30, 2025. This program will provide core CCR&R Services to parents and families, early care & education programs, and the community and will help CYP meet minimum Early Childhood Profile Indicators and Performance Standards evaluated by the North Carolina Partnership for Children.

The following Core Services will be provided:

Core Parent Services

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

Core Child Care Provider Services

- Plan, coordinate and implement on-going professional development and training opportunities, approved by the NC Division of Child Development and Early Education, for early childhood professionals available at locations and times convenient for child care community and submit events bi-annually to the regional CCR&R training calendar
- Recruit and provide technical assistance and training to new child care centers and family child care homes
- Provide general technical assistance, phone and on-site, to existing child care programs
- Plan, facilitate and provide ongoing support for licensed early care and education program administrators through directors' and family child care home operator meetings.
- Update and maintain WorkLife Systems, Inc. database (A working knowledge of WorkLife Systems is required)
- Contribute to quarterly partnership newsletters
- Promote, maintain and distribute resource materials
- Advocate at the local, state, and national levels for increased wages and improved benefits and working conditions for child care professionals

Core Community Services

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

Other

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

Outputs

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

Outcomes

- By June 30 of each fiscal year of the grant, 80% of parents who receive both a referral and respond to a follow-up survey will report that their understanding of quality early learning and the star-rated system was increased as a result of the referral process.
- As of June 30 of each fiscal year, 50% of early childhood professionals will access on-going training, professional development support services or complete at least 1 course at a regionally accredited community college or university
- Bi-annual training calendars will be coordinated and submitted to the regional lead agency
- Quarterly reports will be submitted to the lead CCR&R agency for region 1

Success of the program will be determined by:

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

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

Projects will be awarded in June 2022. The initial contract period will be July 1, 2022 through June 30, 2025. Separate annual budgets for FY 2022-23, 2023-24, and 2024-25 should be submitted as a part of the proposal. The contract may be renewed each year through 2022 contingent on availability of funds, a satisfactory evaluation of performance, and mutual agreement of both parties to enter subsequent contracts.



Children & Youth Partnership

FOR DARE COUNTY

Ensuring that our children, youth, families, and community all thrive.

Proposal Application

Project Title: _____

Name of Organization: _____

Street Address/Post Office Box: _____

City: _____

County: _____ State/Zip: _____

Contact Person: Name & Title: _____

Address: _____

Telephone: _____

Fax: _____ Email: _____

Federal Tax Identification Number or Social Security Number: _____

Type of Organization:

Private

Non-profit

501(c) 3

Other, please specify _____

For profit

Public Agency

Project Beginning Date: _____ Project Ending Date: _____

Budget (FY2021/22): _____

Budget (FY2022/23): _____

Budget (FY2023/24): _____

Total Budget: _____

Authorizing Signature

Title

Date