

October 22, 2018

**REQUEST FOR INFORMAL BIDS TO COMPLY WITH SMALL PURCHASE PROCEDURES:**

**Child Care Associates is seeking qualified individuals or organizations to provide specialized services to develop a Comprehensive Community Strengths & Needs Assessment.**

**Organization Overview:** Child Care Associates (CCA) is the largest child development nonprofit in North Texas serving over 545,000 vulnerable young children since 1968. CCA was formed out of a felt need in the community to offer leadership to the growing early childhood space in Tarrant County. CCA operates 23 Head Start (HS) child development centers serving over 360 infants and toddlers and 1883 preschoolers. CCA has received authorization from the Office of Head Start to provide home-based services to 40 Early Head Start (EHS) children. Child Care Management Services (CCMS), funded through the Texas Workforce Commission is CCA's largest program, annually providing childcare services to 10,000+ children, assisting parents with childcare costs and improving the quality of childcare programs and teachers.

**Scope of Work:** Services will tentatively begin November 19, 2018 and conclude February 28, 2019. Services needed are a comprehensive service supporting the development of an in-depth community assessment that helps CCA guide future infrastructure planning and program design to meet the needs of Tarrant County children and families eligible for Head Start and Early Head Start (center-based and home-based).

The Comprehensive Community Needs Assessment shall include: content and copy-editing services, a collection and interpretation of county demographic data from multiple sources, and the production of a well-organized design and finished document in addition to the following:

Reference **45 CFR Chapter XXIII, Subpart A section § 1302.11** of the *Head Start Program Performance Standards*.

- A Demographic overview and analysis
- Results of survey and data collection
- An analysis of community needs and strengths
- Formatted tables and charts illustrating major points
- Section with project findings and recommendations
- Conclusion
- End notes
- Professionally designed ready for print final report in digital format (PDF)
- PowerPoint summary report for Board of Directors and Head Start Policy Council presentation

The final document shall include the following:

1. An Executive Summary.
2. Client, staff and community input on the impact of poverty, the needs within the community, and recommendations for further addressing those needs.
3. An in-depth explanation on the impact of poverty and its effect on the residents of Tarrant County.
4. An analysis of data that describes community strengths, needs, and resources.
5. The number of eligible infants, toddlers, preschool age children, and expectant mothers.
6. The geographic location, race, ethnicity, and languages spoken.



7. Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6) (A));
8. Children in foster care.
9. Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies.
10. The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being.
11. Typical work, school, and training schedules of parents with eligible children.
12. Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served.
13. Resources that are available in the community to address the needs of eligible children and their families.
14. Strengths of the community.
15. Number of publicly-funded pre-kindergarten program, to include:
  - a. How the pre-kindergarten programs available in the community meets the need of the parents and children served by the program.
  - b. A description of the pre-kindergarten programs available in the community, the number of service days and hours, fees charged for private pay (if applicable), and other resources such as transportation and after school care.

**Timeline/Due Dates:**

<b>1.</b>	<b>Bid Selection</b>	<b>November 19, 2018</b>
<b>2.</b>	<b>Initial meetings with key CCA staff and awardee personnel</b>	<b>November 26<sup>th</sup> –December 7<sup>th</sup></b>
<b>3.</b>	<b>Initial draft document submitted for review to CCA</b>	<b>January 28, 2019</b>
<b>4.</b>	<b>Final draft document submitted for review to CCA</b>	<b>February 28, 2019</b>

**Qualifications:**

- 5-10 years of Head Start experience;
- Experienced in producing comprehensive strengths & needs assessments for similar organizations;
- 5-10 years of data and research experience;
- Experience consulting with large non-profits and/or organizations of \$10m+.

**Required in your bid:**

- Provide an overall summary of skills, experience, availability, and why you want to work with CCA.
- Provide resumes of any key personnel that will be assigned to the project.
- Provide examples of past projects or portfolios, preferably of similar size and scope.
- Provide a detailed budget that aligns with services and tentative timelines for services to be delivered.

**Selection Criteria:**

- Technical Ability - Skill, experience, qualifications and capability to provide services requested within the tentative timelines.
- Demonstrated Performance– Demonstrated ability to provide services requested.
- Ability to meet tentative timeline.
- Reasonableness of Cost.



Bids must be received by Friday, November 16, 2018 end of business day by 5:00 PM CST.

**The bid as well as any questions must be addressed to [rfp@childcareassociates.org](mailto:rfp@childcareassociates.org)**

CCA anticipates notification to bidders by week of, November 19, 2018.