

DATE: 02/28/2019

Request for Bid: Child Care Associates (CCA) is seeking services from qualified individuals and/or entities that can provide CCA staff with personality and/or skills inventory assessments to assist CCA in assessing current staff and finding new hires whose character traits are best suited for a specific position. Assessment results and services should include reporting that offers insight into individual strengths, values and areas of opportunity.

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) 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 intended to assist CCA in determining if current staff and/or potential staff is a good fit for the company culture, role/team, and to determine communication styles. Services to include, but not limited to:

- Conduct pre-employment personality assessments with general and/or customized feedback sessions, reports and analysis.
- Conduct personality assessments on current staff, as needed with remote option.
- Assist in developing the CCA staff through team reports, workshops and or individualized sessions that can further strengthen team performance.
- Assist CCA's Human Resources department and/or management with candidate selections through assessments designed for executive level, mid-level and entry-level.
- Support CCA in identifying new, current and existing employee competencies for organizational and/or role fit.

Term: Anticipated to begin March 2019 and extend for a 12-month period, with one (1) optional renewal period. Initial and renewal terms may not exceed a total of 24 months.

Qualifications:

- Minimum of 5 years of experience in Human Capital Management with an assessment team.
- Significant expertise in organizational theory, behavior, leadership coaching, and high performance.

Required in your bid:

- A summary of your ability to provide services for an organization of scale (500+ employees).
- An estimated number of hours per session and cost per hour.

- Experience level of the Assessors, to include a list of certifications and qualifications.
- Evidence-basis for personality and/or skills inventory tools.
- Two (2) references for same or similar services provided within the past 24 months.
- Identify the test/tools/assessments to be utilized and estimated length of time to complete the assessment.
- Profile of services offered and costs for packages, and/or per hour sessions.
- A summary of the level of clients served within the last 12 months, including success ratings.

Selection Criteria:

- Technical Ability – 40%
- Demonstrated Performance – 40%
- Reasonable Cost – 20%

CCA reserves the right to negotiate price and terms with any and all bidders, to accept or reject all or any part of an offer, waive minor technicalities, to request Best and Final Offers (BAFO) from all or any bidders, and make an award(s) that represents the best value to CCA. The final price and terms will be determined during the BAFO negotiations.

Submission: Bids must be received by **March 15, 2019 at 5:00 p.m.** The bid as well as any questions may be addressed to Julieta Rhea at Julieta.rhea@childcareassociates.org.