

**NEIGHBORS IN NEED OF SERVICES, INC.  
HEAD START/EARLY HEAD START PROGRAM**



**Bid Packet for  
Early Head Start Infant/Toddler Teacher  
Mentor Training Consultant  
FY 2017/2018  
# 17-RFP-011**

**Neighbors In Need Of Services, Inc. Head Start/Early Head Start  
Invitation to Bid**

**BID NUMBER# 17-RFP-011**

**BID TITLE: Early Head Start Infant/Toddler Teacher Mentor Training  
Consultant**

**DATE DUE: September 13, 2017**

**DUE NO LATER THAN 4:00 P.M.**

Neighbors in Need of Services, Inc. (NINOS) Head Start/Early Head Start Program is a private non-profit organization. NINOS provides services to low income families for children from birth to five years of age. The agency is funded to serve 2914 children throughout the counties of Cameron and Willacy.

Notice is hereby given that NINOS, Inc. is currently seeking a bilingual (Spanish/English) infant/toddler training consultants for the remainder of the 17/18 school year (November 2017 to October 2018) to assist in the staff professional development training and technical assistance process to include:

- Training consultant is to provide monthly training as needed.
- Consultant is to conduct classroom observations to ensure compliance of federal and state regulations.
- All classroom observation reports will be submitted in writing.
- Additional staff training and consultant services will be on an as needed basis only.

**To be considered, all information listed below must be attached:**

- Cover letter/letter of intent
- Resume with verification of credentials
- Familiarity with Early Head Start Programs
- Philosophy of Infant/Toddler Education
- Current TB Test
- Dates of Availability
- Consultant fees

**Closing Submission Date and Public Opening**

Please submit the following information in a sealed envelope by 4:00 p.m. on September 13, 2017. Bid opening will be held on September 14, 2017 at 9:00 a.m. at the NINOS, Inc. Administrative Office located at 22887 State Hwy 345, Rio Hondo, TX 78583.

**Inquiries**

For further information, please contact Ruben Garcia, Procurement Officer, at (956) 399-9944 ext. 322 or email at ruben.garcia@ninosinc.org.

**Non-Discrimination and Equal Opportunity**

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or part with funds made available under this contract.

**Non-responsive Proposals**

**Proposals may be judged non-responsive and removed from further consideration if any of the following occur:**

- The proposal is not received timely in accordance with the requirement.
- The proposal does not follow the specified format.
- The proposal does not include documentation of accompanying credentials.

**Evaluation**

Evaluation of each proposal will be based on the following criteria:

<b>Factor</b>	<b>Point Range</b>
• A copy of credentials/Resume/CDA Infant-Toddler Experience	0 - 10
• Training experience with Head Start Programs	0 - 10
• Previous training evaluations with NINOS	0 - 20
• Familiarity with Head Start Regulations/Guidelines	0 - 10
• Availability of Dates from November 2017 to October 2018	0 - 10
• Consultant Rates and Fees	0 - 20
• CDA Assessment Training Experience	0 - 20

**MAXIMUM POINTS     100**

**Review Process**

NINOS reserves the right to reject any or all proposals submitted and contemplates award of the contract to the responsible bidder with the highest points.

**PLEASE NOTE: If selected, the consultant will be subject to a Criminal Record Check and fingerprinting at their own expense.**

**Neighbors In Need Of Services, Inc. Head Start/ Early Head Start  
Instructions**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response/submittal, all Addendums - if issued - should be reviewed and downloaded by entering the NINOS, Inc. web site at [www.ninosinc.org](http://www.ninosinc.org).

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

**RETURN BID TO:**

Delivered to the administration office by Delivery Services.

Attn: Lina Garza  
22887 State Highway 345  
Rio Hondo, TX 78583

Mailed using USPS.  
Attn: Lina Garza  
PO Box 189  
Rio Hondo, TX 78583

**You must sign below in ink failure to sign will disqualify the offer. All prices must be typewritten or written in ink.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_ e-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid.)

**Attachment "A"**

**Name** \_\_\_\_\_ **attach resume** **0-25 points**

**Years of Training Experience** \_\_\_\_\_ **0-10 points**

**Year of Previous Experience Training for NINOS, Inc** \_\_\_\_\_ **0-10 points**

**Describe any experience you have had with the following:** **0-10 points**

Head Start Performance Standards

Head Start Child Outcomes

ITERS

Para NINITOS Curriculum

**Availability of Dates from November 2017 to October 2018** **0-10 points**

November 2017 May 2018

December 2017 June 2018

January 2018 July 2018

February 2018 August 2018

March 2018 September 2018

April 2018 October 2018

**Consultant Rates and Fees** **0-30 points**

Training Fees:  
(Describe rate per hour and preparation time) Classroom observations: (2 hr minimum) to include follow-up observation rate: (per hour)

Teacher support materials Travel

**Philosophy of Infant/Toddler Ed. (use back of sheet)** **0-05 points**

## **Attachment "B"**

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.