

NEIGHBORS IN NEED OF SERVICES, INC. (NINOS)
HEAD START / EARLY HEAD START PROGRAM

“Creating a brighter future for our children and la familia”



**Bid Packet for
Head Start Preschool
Child Development Associates (CDA)
Parent Staff Training Consultant
FY 2018/2019
18-RFP-005**

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

BID NUMBER # 18-RFP-005

**BID TITLE: Head Start Preschool Child Development Associates (CDA)
Parent/Staff Training Consultant
Consultant**

DATE DUE: September 12, 2018

DUE NO LATER THAN 4:00 P.M.

Neighbors in Need of Services, Inc. (NINOS, Inc.) Head Start/Early Head Start Program is a private non-profit organization. NINOS, Inc. 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) Child Development Associate Training Consultant for 18/19 school year (November 2018 to October 2019) to assist in the staff and parents in Child Development Associate(CDA) Professional Development Training and Technical Assistance process to include:

- The training consultant is to serve as a CDA Trainer/Advisor to staff and parents for assessments and renewals at Head Start Centers in Cameron and Willacy Counties.
- CDA Trainer will conduct classroom observations of CDA Candidates to ensure compliance of the thirteen functional areas at designated center sites.
- CDA Trainer will compile and review CDA Candidates applications and portfolios.
- CDA Trainer will be responsible for all handouts, copies, and materials.
- 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
- Philosophy of Educators' Professional Development
- 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 12, 2018. Bid opening will be held on September 13, 2018 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. 113 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:

Factor Point Range

- | | |
|--|--------|
| • A copy of credentials/CDA Experience | 0 - 10 |
| • Training experience with Head Start Programs | 0 - 10 |
| • Previous training evaluations with NINOS | 0 - 20 |
| • Familiarity with HS Regulations and Guidelines | 0 - 10 |
| • Availability of Dates from November 2018 to October 2019 | 0 - 10 |
| • Consultant Rates and Fees | 0 - 20 |
| • CDA Assessment Training Experience | 0 - 20 |

MAXIMUM POINTS 100

Review Process

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

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"

Copy of credentials/CDA experience_____attach resume) 0-10 points

Years of Training Experience_____ 0-10 points

Year of Previous training evaluations with NINOS, Inc.____ 0-20 points

Familiarity with HS Regulations and Guidelines_____ 0-10 points

Availability of Dates from November 2018 to October 2019_ 0-10 points

November 2018_____

May 2019_____

December 2018_____

June 2019_____

January 2019_____

July 2019_____

February 2019_____

August 2019_____

March 2019_____

September 2019_____

April 2019_____

October 2019_____

Consultant Rates and Fees_____ 0-20 points

Training Day_____ Classroom observations_____

Teacher support materials_____ Travel_____

CDA Assessment Training Experience_____ 0-20 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.