

**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  
School Readiness Leadership  
Team Consultant  
FY 2018-2019  
# 18-RFP-006**

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

**BID NUMBER # 18-RFP-006**

**BID TITLE: Head Start School Readiness Leadership Team 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) School Readiness Training Consultant for the 18/19 school year (November 2018 to October 2019) to provide professional assistance and guidance to School Readiness Team Members.

- Training consultant will provide assistance and guidance at the Head Start Centers in Cameron and Willacy Counties.
- Training consultant will provide assistance to the School Readiness Team the process of continuous quality improvement, leadership and coaching development, and developing protocols for supervision and teacher observations.
- Training Consultant will provide training to School Readiness Team on how to establish goals for improving school readiness across the five essential domains: language and literacy, cognition and general knowledge, approaches to learning, physical development and health, and social and emotional development.
- Training Consultant will assist and provide training on how to create and implement an action plan for achieving the established school readiness goals.
- Training Consultant will provide training to the School Readiness Team on assessing child progress on an ongoing basis and aggregate and analyze data throughout the year.
- Training Consultant will provide training to the School Readiness Team on how to examine data for patterns of progress for groups of children in order to revise, or develop and implement, plans for program improvement.

**School Readiness Training Consultant Qualifications:**

- Training experience with Head Start Programs.
- Master's degree required in Early Childhood; Doctoral Degree preferred.

- Demonstrated training and experiences in management, administration, facilitation, coordination of staff and programs.
- Experience in Proficiency with aggregated data analysis.
- Skills and abilities to write and speak effectively in both small and large group settings.
- Abilities and attributes to promote positive internal and external customer relations, including creating effective interpersonal relationships and projecting a professional image.

**Requirements:**

- Be able to provide training and assistance on weekends, evenings, or as agreed.
- Be able to meet 1 to 2 times at agreed times.

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

- Cover letter/Letter of Intent/Experience in Research Design
- 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, Texas 78583.

**Inquiries**

For further information, please contact Ruben Garcia, Procurement Officer at (956) 399-9944 ext. 113 or email at [ruben.garcia@ninosinc.org](mailto: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/Resume/Experience in Research Design 0 - 20
- 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 2018 to October 2019 0 - 10
- Consultant Rates and Fees 0 - 30

**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](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".

**RETU** 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

**RN BID TO:**

**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/Resume/Experience in Research Design\_\_\_0-20 points**

**Years of training experience with Head Start Programs.\_\_\_\_\_0-10 points**

**Year of previous training evaluations with NINOS, Inc.\_\_\_\_\_0-20 points**

**Familiarity with Head Start Regulations/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**

**0-30 points**

Training Day\_\_\_\_\_ Classroom observations\_\_\_\_\_

Teacher support materials\_\_\_\_\_ Travel\_\_\_\_\_

## **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.