

**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  
Teacher-CLASS-Mentor  
Training Consultant  
FY 2018/2019  
#18-RFP-007**

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

**BID NUMBER# 18-RFP-007**

**BID TITLE: Head Start Teacher-CLASS-Mentor Training Consultant**

**DATE DUE: September 12, 2018                      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) child development consultant for the 17/18 school year (November 2017 to October 2018) to assist in the staff professional development training and technical assistance process to include:

- Conducting monthly classroom observations and provide teacher specific training and technical assistance of identified staff in Cameron and Willacy County.
- 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 Role of Teacher
- 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 at (956) 399-9944 ext 322 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 in 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 in accordance with the time requirement.
- The proposal does not follow the specified format.
- The proposal does not include documentation of 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/Certified CLASS observer	0 - 30
• Training experience with Head Start Programs	0 - 10
• Previous training evaluations with NINOS	0 - 10
• Familiarity with Head Start Regulations/Guidelines	0 - 10
• Availability of Dates from November 2018 to October 2019	0 - 10
• Consultant Rates and Fees	0 - 20
• CLASS reliable preferred	0 - 10

**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 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  
Bid 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"**

**Copy of credentials/resume/Certified CLASS observer\_\_\_\_\_ 0-30 points**

**Years of Training Experience with Head Start Programs\_\_\_\_\_ 0-10 points**

**Year of Previous training evaluations with NINOS, Inc.\_\_\_\_\_ 0-10 points**

**Familiarity with Head Start Regulations/Guidelines\_\_\_\_\_ 0-10 points**

**Head Start Performance Standards**

**Head Start Child Outcomes**

**Para NINOS Curriculum**

**Frog Street Curriculum**

**Scholastic Big Day Curriculum**

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

Teacher support materials and Travel

**CLASS Reliable Preferred 0-10 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.