

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 Education Training & Technical
Assistance Consultant
FY 2019/2020
#19-RFP-005**

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

BID NUMBER# 19-RFP-005

BID TITLE: Head Start Education Training & Technical Assistance Consultant

DATE DUE: September 11, 2019 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 19/20 school year (November 2019 to October 2020) 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 11, 2019. Bid opening will be held on September 12, 2019 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 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, be denied the benefits of, 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 will be removed from further consideration if any of the following occur:

- The proposal 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:

Factor	Point Range
• A copy of credentials/Resume/Pre-School-Head Start Experience	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 2019 to October 2020	0 - 10
• Consultant Rates and Fees	0 - 30

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 e

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 - review and download by entering the NINOS, Inc. website 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/Resume/Pre-School Head Start Experience	0-30 points
Training Experience with Head Start Programs.	0-10 points
Previous training evaluations with NINOS, Inc.	0-10 points
Familiarity with Head Start Regulations/Guidelines	0-10 points
Head Start Performance Standards	
Early Learning Head Start Outcomes Framework	
Para NINOS Curriculum	
Frog Street Curriculum	
Big Day Scholastic Curriculum	

Availability of Dates from November 2019 to October 2020	0-10 points
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November 2019	May 2020
December 2019	June 2020
January 2020	July 2020
February 2020	August 2020
March 2020	September 2020
April 2020	October 2020

Consultant Rates and Fees	0-30 points
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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

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, and 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.