

LEADS Inc.

Request for Proposal

For Head Start/Early Head Start Home-Based Services

For the period

*10/1/2024-9/30/2025*

Inquiries and proposals should be directed to:

Kristen Jones

Head Start/Early Head Start Director

LEADS Inc.

159 Wilson Street

Newark, Ohio 43055

740.345.0788

[kjones@leadscaa.org](mailto:kjones@leadscaa.org)

# Proposal Guidelines

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## **I. GENERAL INFORMATION**

### **A. Purpose**

This Request for Proposal (RFP) is to contract with a company to provide home visiting and related Early Childhood Services in Licking County Ohio to 48 infants, toddlers and their families. A minimum of one (90 minute) home visit per family per week, totaling no less than 46 visits per program year must be provided. A minimum of two (60 minute) socializations per month must be provided per program year. The Contractor will be required to meet all Early Head Start Standards and Regulations as they implement this program on behalf of LEADS Inc.

### **B. Who May Respond**

Eligible applicants are any public or private not for profit agencies, including community-based faith based organizations, or for profit companies who have experience in providing Early Head Start Services to children and Families in Licking County Ohio.

### **C. Instructions on Proposal Submission**

1. Closing Submission Date: Proposals must be submitted no later than 5:00 p.m. on 8/30/2024. **Late proposals will not be considered.**
2. Inquiries: Inquiries concerning this RFP should be directed to Kristen Jones at 740-345-0788 or [kjones@leadscaa.org](mailto:kjones@leadscaa.org).
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by LEADS.
4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Kristen Jones  
Head Start/Early Head Start Director  
LEADS  
159 Wilson Street  
Newark, Ohio 43055

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal for Head Start/Early Head Start Home-Based Services

5. Right to Reject: LEADS reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
6. Small and/or Minority-Owned Businesses: Efforts will be made by LEADS to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
7. Presentations: At the discretion of LEADS, Bidders submitting proposals may be requested to make oral presentations as part of the evaluation process. Presentations may be delivered in person or via teleconference. Reasonable advance notice will be provided to selected Bidders. Not all Bidders submitting a proposal will be asked to participate in oral presentations.
8. Notification of Award: It is expected that a decision about selection of the successful agency will be made within one week of the closing date for the receipt of proposals. All bidders to the RFP will be notified in writing of the results.
9. Term: Subject to the terms and conditions of this Agreement, the engagement between the selected agency and LEADS shall commence as of the October 1, 2024 and shall continue through September 30, 2025 or may be extended for additional one year extensions not to exceed three years ("Initial Term"), unless sooner terminated or extended pursuant to the terms of this Agreement.

## **II. SCOPE OF SERVICES**

### **A. Scope of Home Visiting Provider**

Early Head Start is a comprehensive, child development program which serves economically disadvantaged children from birth to age three, pregnant women and their families as well as children with disabilities. Head Start promotes child well-being and school readiness by enhancing the cognitive, physical, and social-emotional development of children through the provision of educational, health, nutritional, social, and other services to enrolled children ages 3-5 years and their families.

Funded by the Department of Health and Human Services, through the Office of Head Start, LEADS Head Start/Early Head Start is the grantee that provides Home-Based Head Start & Early Head Start services for the children and families of Licking County, Ohio.

The Head Start Program Performance Standards and Other Regulations (45 CFR 1301-1211), are hereby incorporated by reference. The Home Visiting provider shall operate in accordance with current Program Regulations (45 CFR 1301-1211).

### **B. Description of Services to be Provided**

- Conduct a minimum of forty-six (90 minute) home visits during the program year per enrolled child. Home visit duration will be extended to 120 minutes (2 hours) for two or more enrolled children in the same family/household.
- Provide related services in additional areas such as health, family engagement, family development, nutrition, disability and mental health services as appropriate.
- Provide a minimum of twenty-two (60 minute) socializations during the program year for children and parents in conjunction with Agency staff. Contracted home visiting staff, referred to as Home Educators, shall attend socializations.
- Participate in recruitment efforts in coordination with Agency staff, focusing on recruitment of low-income families and children with disabilities. Agrees to disseminate Head Start/Early Head Start information including parent newsletters, referral sources, and memorandums.
- Work in partnership with the Agency to improve and promote Parent, Family and Community Engagement (PFCE) and implement family engagement activities to support school readiness goals. PFCE in Early Head Start/Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children and ongoing learning and development for both parents and children.
- Assure that appropriate background checks, job descriptions and professional development plans are prepared for all staff and volunteers working directly with the Head Start/Early Head Start Program. Copies of all job descriptions must be maintained on site and available to the Agency. Modifications should be sent when applicable.
- Home Educator must have no less than an Associate's degree in Early Childhood Education or a related field.. Home Educators must have knowledge of and experience in the following areas:
  - a. Child development and early childhood education
  - b. The principles of child health, safety, and nutrition
  - c. Adult learning principles
  - d. Family dynamics
  - e. Communicating with and motivating people
  - f. Community resources and the skills to link families with appropriate agencies and services
- Home Educators participate in a minimum of (15) hours of training per year. Bidder will submit employment paperwork to verify staff compliance with HS/EHS Performance Standards, as related to staff qualifications and requirements.

- Designate one or more parent representatives, based on Agency policies and procedures, to participate in the LEADS Early Head Start/Head Start Policy Council and encourage parents to participate in Agency bi-monthly FUN and FUDGE events. As such, the Agency will provide ongoing training to parents in grant application process, budget review, personnel procedures, program evaluation and other areas as determined by the Agency and the local parent committee.
- Comply with the all LEADS polices for health and nutrition related requirements for all enrolled children.
- Home Educators will assist in the completion of hearing/vision/Brigance developmental/DECA social-emotional screenings within 45-days of enrollment and in accordance with the EPSDT schedule, height/weight measurements and other necessary health requirements of the program, including follow-up on health related issues that are identified.
- Assure Agency health staff has the necessary information and access to families to complete home visits with each newborn within two (2) weeks of birth.
- Assure Agency nutrition staff has the necessary information and access to families for nutrition services such as counseling, technical assistance, food service training, and nutrition education to children, parents and staff as LEADS Head Start/Early Head Start policies are provided to all families.
- Assure that each child has ongoing observation assessments and that assessment data is documented in the Desired Results Developmental Profile (DRDP) on-going assessment system. Assure that DRDP assessment reports are created and shared with families three (3) times per year, in accordance with scoring period due dates outlined by the Agency.
- Provide release time for staff to participate in scheduled meetings/trainings as required by the Agency.
- Participate in scheduled directors meetings, Health Services Advisory Committee (HSAC) meetings, Self-Assessment meetings, Community Assessment meetings, and other meetings required by the Agency.
- Assure that acquisition of the following are in compliance with Section 504 Barrier Free legislation:
  - a) acquired space      b) transportation
  - c) equipment, and      d) supplies

**C. Program Requirements**

Successful Offerors must have in place or have detailed plans for implementing:

1. A system for ongoing, internal program monitoring to ensure that Head Start Program Performance Standards are met in specified program areas;
2. Hiring practices that attract, recruit, and retain qualified staff who are culturally representative of the communities being served;
3. A system for ensuring ongoing professional development and educational opportunities for staff along with a system for providing reflective supervision once per month for sixty (60) minutes at minimum for home educators;
4. A system to ensure is used for up-to-date data collection, reporting, and communication related to all program areas and services and readily available LEADS Head Start/Early Head Start Program.
5. A system to ensure that programming is responsive to community and family needs and that children and families have access to a network of community partners and services;
6. Child development and education programming that promotes positive outcomes for young children and supports their school readiness, including children with disabilities and dual language learners through the use of Parents as Teachers (PAT) Curriculum: Prenatal to 36 months. Child development and education planning must take into account the *Head Start Early Learning Outcomes Framework* which builds on five essential domains (Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition and Perceptual, Motor and Physical Development) For more Framework
7. A system to engage and build relationships with families that support family well-being, nurture strong relationships between parents and their children, foster ongoing learning and development for both parents and children, and support transitions. For more information see the *Head Start Family, Parent and Community Engagement Framework* at the ECLKC website at <http://eclkc.ohs.acf.hhs.gov/hslc/sr/approach/pfcef>;
8. A system to ensure that enrolled children that have an identified disability (Individualized Family Service Plan) receive appropriate education and other services in the least restrictive environment;
9. Demonstrated fiscal capacity of the Offeror.

#### **D. Performance**

The Bidder is required to comply with all regulations, standards, licensing, and policies and procedures as identified by LEADS Head Start/Early Head Start Program.

#### **E. Delivery Schedule**

The Bidder will meet with representatives of LEADS Head Start/Early Head Start Program as necessary throughout the course of the contract period. Quarterly and other on-going meetings with the Home-Based Manager will be required of supervisory staff.

LEADS Head Start/Early Head Start uses Child Plus as their software system to analyze data and monitor compliance through monthly reports. The Bidder is required to utilize the Child Plus system to enter data from documents, observations and screenings as they are collected/performed during home visits each week. The data that is required to be entered into Child Plus includes: attendance, required health screenings, nutrition assessments/screenings, behavioral screenings, developmental screenings, IEP/IFSP's, conferences, family goals, needs assessments, Head Start Program Information Report (PIR) data and all pertinent case notes. The

Bidder will be provided training by LEADS Head Start/Early Head Start Program on the Child Plus data system and the requirements as specified in this RFP.

However, if the Bidder fails to make delivery of the reports or services within the time schedule specified herein, LEADS Head Start/Early Head Start Program may, by written notice of default to the Bidder, terminate the whole or any part of this contract.

**F. Price**

Include information indicating how the price for home visiting services was determined. This information should include the total number of children the Bidder proposes to serve. There are 48 children available to be served with this bid. The Bidder should indicate the estimated number of hours by staff level/position and appropriate billing rate. Any out-of-pocket expenses should also be indicated. Additional consideration will be given to Bidder whose pricing includes the ability to provide local match or a discount for these services being provided to an Early Head Start program.

**G. Payment**

Services provided by the Bidder will be invoiced to LEADS Head Start/Early Head Start by the 5<sup>th</sup> of the following month. Payment will be made within 30 days of determination by LEADS Head Start/Early Head Start that the total work effort reported has been satisfactorily completed. Should LEADS Head Start/Early Head Start reject a report, LEADS Head Start/Early Head Start's authorized representative will notify the Bidder in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Bidder submits the final invoice for payment.

**H. Confidentiality**

The Bidder agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to LEADS Head Start/Early Head Start, the Bidder agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Bidder's possession, to these employees on the Bidder's staff who must have the information on a "need-to-know" basis. The Bidder agrees to immediately notify, in writing, LEADS Head Start/Early Head Start authorized representative in the event the Bidder determines or has reason to suspect a breach of this requirement.

**III. BIDDER'S QUALIFICATIONS**

The Bidder, in its proposal, shall, as a minimum, include the following:

**A. Organization, Size, and Structure**

The Bidder should describe its organization, relevant populations served and scope of services provided. Bidder should include financial data to show stability, identify any pending lawsuits or adverse findings and include any recent negative articles or publicity in the last three years.

**B. Prior Home Visiting Experience**



The Bidder should describe its prior home visiting experience including the names, addresses, contact persons, and telephone numbers of prior organizations describing scope of home visiting services as well as duration of service provided. Bidder should also address their adequacy of space and equipment to provide socialization services for up to 48 children.

**C. Staff Qualifications**

The Bidder should describe the experience and qualifications of all staff to be assigned to oversee and/or provide home visiting and related services. All home-visiting staff must have no less than an Associate degree or equivalent and meet the requirements listed in II.B.7. Copies of transcripts/qualifications for all staff must be included with offer if staff is currently in place. If staff is not in place, please provide a copy of the job description and posting that will be used to recruit qualified staff. In addition, LEADS Head Start/Early Head Start is interested in a Bidder’s ability to serve special populations (i.e. ability to serve families’ whose primary language is something other than English, other special characteristics). Please describe this ability in this section.

**D. Understanding of Work to be Performed**

The Bidder should describe its understanding of work to be performed, including compliance with Head Start Act and Performance Standards, monitoring procedures, estimated hours, and other pertinent information listed in description of services to be provided and program requirements above.

**E. Certifications**

The Bidder must sign and include as an attachment to its proposal the Certifications enclosed with this RFP including minority owned, small business’ and women owned business designations

**IV. PROPOSAL EVALUATION**

**A. Submission of Proposals**

All proposals shall include two copies of the Bidder’s qualifications, two copies of the pricing information, and two copies of the signed Certifications. These documents will become part of the contract.

- 1. Prior Head Start/Early Head Start Experience
  - A. Prior implementation of Head Start/Early Head Start Programs 0-15
  - B. Prior Knowledge of Head Start/Early Head Start Standards 0-10
  
- 2. Organizations Capabilities
  - A. Financial Stability of Organization 0-9
  - B. Pending Lawsuits 0-9
  - C. Recent Negative Articles or Evaluation 0-5
  
- 3. Qualifications of Staff Assigned to Perform Duties under this contract
  - A. List of Employees Educational Training 0-20

AA, BA in Early Child Development or related field	
B. Employees Related Experience	0-20
4. Minority Owned/Small Business/Women's Business Enterprise	0-2
5. Adequacy of Facilities for office space and socializations for Number of children proposed	0-10

Possible 100 Points

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not include all required information.
3. The proposal does not follow the specified format.
4. The proposal does not include the Certifications.
5. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Head Start Act or Performance Standards.

**C. Review Process**

LEADS Head Start/Early Head Start may, at its discretion, request presentations by or meetings with any or all Bidders, to clarify or negotiate modifications to the Bidders' proposals. However, LEADS Head Start/Early Head Start reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose.

LEADS Head Start/Early Head Start also reserves the right to reject the bid of a bidder who previously failed to perform properly, or complete on time, contracts of a similar nature, or the bid of a bidder whose investigation shows is not in a position to perform the contract.

An award could be made to more than one responsive and responsible bidder based not only on their overall cost including ability to provide local match funding, but on completeness of proposals that most closely conform to the specifications in this RFP.

Bidders that do not satisfactorily meet the above criteria may be rejected as nonresponsive and not be considered for award.

## **V. CERTIFICATIONS**

On behalf of the Bidder:

- The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Bidder.
- The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Bidder prior to an award to any other Bidder or potential Bidder.
- The individual signing certifies that there has been no attempt by the Bidder to discourage any potential Bidder from submitting a proposal.
- The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
(Name of Bidder's Agency)

\_\_\_\_\_  
(Signature of Bidder's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)