

REQUEST FOR PROPOSALS (RFP)

Contracted Head Start / Early Head Start Services

Issuing Organization

LEADS Head Start / Early Head Start Program

Purpose

LEADS is seeking a qualified contractor to provide comprehensive data management, compliance monitoring, professional development support, and grant preparation services to ensure full alignment with Head Start Program Performance Standards, Ohio Child Care Licensing Rules, Step Up to Quality, and related requirements.

I. Scope of Work

The selected contractor (hereafter referred to as “Contractor”) will provide the following services:

A. Program Outcomes

- Develop and deliver weekly, monthly, quarterly, and annual reports related to program outcomes and compliance
 - Track progress toward program outcome goals and share updates with leadership and stakeholders
 - Analyze program data, including child and family outcomes, CLASS scores, and enrollment data; provide actionable recommendations for improvement
 - Maintain staff-related reports including salary, turnover, and allocation by location
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B. Professional Development

- Assist managers with hiring and termination documentation, including status changes (position, location, compensation)
 - Prepare new staff onboarding documentation and support orientation processes related to licensing requirements
 - Track and monitor completion of required staff trainings
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C. Child Tracking System Administration

- Establish, monitor, and maintain child tracking databases for Head Start and Early Head Start
 - Coordinate system setup with component managers to ensure accurate compliance tracking
 - Provide training and ongoing support to staff on proper data entry and system use
 - Maintain staff records and documentation within the tracking system
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D. Grant Writing and Preparation

- Support management team in completion of annual Head Start/Early Head Start grant applications
 - Update budget justifications and required program plans
 - Review, format, and finalize grant submissions, including revisions as requested
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E. Child Care Licensing & Step Up to Quality Compliance

- Monitor and ensure compliance with Ohio Department of Job and Family Services (ODJFS) licensing requirements
 - Oversee annual updates to the Parent Handbook and Emergency Operations Plans
 - Collaborate with Center Administrators to ensure Step Up to Quality compliance
 - Monitor licensing dashboards for all centers
 - Assist staff with preparation of required documentation (e.g., enrollment forms, medical plans, medication forms)
 - Track and maintain licensing documentation for staff and enrolled children
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II. Deliverables

The Contractor will provide the following deliverables:

Monthly

- End-of-Month (EOM) Enrollment Report
- Key Performance Indicators (KPI) Report
- Budget Report
- Head Start Attendance Review
- Staff Requirements Review

Quarterly

- ROMA Reports
- Program Goal Updates
- Professional Development Status Updates

Annually

- Program Information Report (PIR) Submission
- Grant Documentation and Entry
- Child Tracking System Setup/Rollover/Closeout
- Learning System Setup
- End-of-Year Professional Development Summary
- Self-Assessment Report
- Emergency Operations Plan Updates
- Parent Handbook Updates

Ongoing / As Needed

- School Readiness Reports (three assessment periods annually)
- Staff documentation and reporting related to personnel changes
- Head Start/Early Head Start Operations Manual updates

III. Additional Requirements

The Contractor agrees that:

1. The parties are and shall remain independent at all times. Nothing in this Agreement shall be deemed to create any partnership, joint venture, or agency relationship between the parties, and neither party shall be considered an employee or agent of the other. The Contractor shall be solely responsible for its employees and contractors, including but not limited to the payment of wages, salaries, benefits, payroll taxes, workers' compensation coverage, unemployment insurance, and compliance with all applicable laws and regulations.
2. The Contractor and its employees or agents will maintain strict confidentiality of all participant, family, and staff information and sign required confidentiality and ethical behavior agreements.
3. The Contractor will respond to staff inquiries in a timely manner during regular working hours.
4. The Contractor will set and maintain its own schedule but is expected to participate in meetings and trainings, either virtually or on-site, as required.

5. The Contractor shall, at its own expense, furnish all labor, supervision, tools, equipment, materials, supplies, transportation, and any other items necessary to perform the services. The Contractor shall also be solely responsible for all costs and expenses incurred in connection with the performance of the services, including, but not limited to, travel, lodging, meals, insurance, licenses, and permits.
 6. The Contractor shall submit a monthly invoice with a detailed summary of services rendered within 30 days following the end of each service month.
 7. The Contractor shall maintain, at its own expense, professional liability insurance and commercial general liability insurance (including personal injury and property damage coverage), as well as any other insurance reasonably necessary to adequately protect itself, its officers, employees, agents, and contractors, and its real and personal property from claims, damages, and liabilities arising out of or related to the performance of this Agreement.
 8. The Contractor agrees that all deliverables, items, products, and intellectual property produced through this agreement will become the exclusive property of LEADS.
 9. The Contractor and any of Contractor's employees, agents, or subcontractors providing services under this Agreement shall be subject to criminal background checks, approval by the Ohio Department of Job and Family Services (ODJFS), and a fitness-for-duty medical examination, as required by applicable law or as deemed necessary by LEADS. Contractor shall ensure that all such requirements are satisfied prior to the provision of any services under this Agreement.
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IV. Proposal Requirements

Interested applicants must submit:

- Company overview and qualifications
 - Relevant experience with Head Start/Early Head Start programs
 - Description of approach to fulfilling the scope of work
 - Proposed timeline and availability
 - Fee structure and pricing
 - References
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V. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and expertise
- Demonstrated understanding of Head Start requirements
- Ability to meet deliverables and timelines
- Cost-effectiveness

- References and past performance
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VI. Contract Term

The anticipated contract term will be determined upon selection, with the option for renewal based on performance and program needs.

VII. Submission Information

Proposals should be submitted electronically to:

Kristen Jones

Head Start / Early Head Start Director

kjones@leadscaa.org

Submission Deadline: April 27, 2026

VIII. Reservation of Rights

LEADS reserves the right to accept or reject any or all proposals, request additional information, and select the proposal deemed to be in the best interest of the program.

This Request for Proposals does not commit LEADS to award contracts or to pay any cost incurred in the preparation of a proposal.