



## Partners for Children & Families, Inc. Request for Proposals

Partners for Children & Families is seeking innovative partners to collaborate with us in achieving the goal of helping children ages birth-five years of age enter school healthy and ready to succeed. Program funding will focus on fresh, evidence-based or evidence-informed programs that serve children from birth to age five, laying the foundation for lifelong learning and achievement.

RFA Release Date:	December 22, 2024
Bidder's Conference (if applicable):	January 27, 2025. Please RSVP by January 23, 2025
Deadline for Questions:	February 7, 2025
Submit Questions to:	Danielle Rose drose@pfcfmc.org
Deadline for Proposals:	February 14, 2025 at 4:00 pm
Submit to:	Danielle Rose
Electronic Submission:	info@pfcfmc.org
Mailed or Hand Delivered to:	7720 NC Hwy 22 Carthage, NC 28327

**Applications may be submitted electronically or in hard copy format no later than the time listed above. Late applications will not be accepted. Faxed applications will not be accepted.**

## **I. GENERAL INFORMATION**

### **Introduction**

At Partners for Children & Families, we know that a child's first five years have a profound impact on their future. As Moore County's primary charity supporting young children, we are committed to providing the essential skills and confidence necessary for a successful journey from kindergarten to career.

Partners for Children & Families (PfCF) is soliciting proposals to establish a contract through a competitive process. PfCF is seeking partners to join our local Smart Start Network that are committed to raising the quality of early childhood care and education, partnering with families and key stakeholders to build on local strengths, and improve the early childhood system through evidence-based and evidence-informed services. Program proposals provide data driven, collaborative, measurable and meaningful impact to early childhood system related services and supports.

PfCF is part of North Carolina's nationally recognized, statewide Smart Start network allocating funding towards evidence-based and evidence-informed supports in four funding priorities: Early Care & Education, Family Support, Literacy, and Child & Family Health.

### **Purpose of the Request**

Smart Solutions at [smartsolutionscatalog.com](https://smartsolutionscatalog.com) is a compiled list of proven programs and strategies to enhance early childhood experiences. Every entry in Smart Solutions includes key details on impact, implementation, and cost to help identify and propose the best solutions for Moore County's youngest members. We are seeking proposals for programs lasting up to 3 years, beginning July 1, 2025. Each proposal should include an annual budget. Proposals for programs lasting more than a year should be accompanied by multiple annual budgets. Continuation of funding past the first year will depend on a satisfactory evaluation of performance, the availability of funds, and review and approval of the proposed activities.

## **II. AVAILABLE FUNDING AND ELIGIBILITY REQUIREMENTS**

### **Award Term and Requirements**

Funding for this project is provided for a 3-year term and is contingent on funding availability and adherence to the requirements of the grant. The term of any resulting award is anticipated to be for 3 fiscal years, from 07/01/2025 until 06/30/2028.

The bidder must submit annual budgets ending June 30<sup>th</sup> with its proposal- Contracts for subsequent fiscal years in the multi-year bidding period will be executed only after a satisfactory evaluation of performance, availability of funds, and review and approval of proposed activities.

**Reporting:** All agencies selected for funding under this grant will be required to submit quarterly fiscal and program reports, as well as mid-year and year-end reports to Moore County Partners for Children & Families as outlined in the Direct Service Provider (DSP) manual (provided upon funding approval) by the designated due date. Monthly Financial Status Reports are also required by the designated due dates.

**Audit and Legislative Requests:** Each applicant must agree to provide any information requested and must also agree to participate in any audit or evaluation of Smart Start that is required by the NC General Assembly or other state officials or agencies.

**Match Support:** All agencies seeking Smart Start funding are required to provide at least a 19% cash or in-kind contribution. Agencies that are funded will be required to adequately document the required match with supporting documentation. Smart Start funds should not be regarded as a permanent or exclusive source of support.

Evidence-Based/Evidence-Informed Practice: The Partnership will fund activities that have been shown to demonstrate measurable results for young children and families. Smart Start services funding may only be used for evidence-based/evidence-informed activities as defined by the North Carolina Partnership for Children (NCPC). Evidence must fall into one of three categories established by NCPC: Promising, Established, Well-Established.

- **Well Established** – Programs and practices that have strong evidence of their effectiveness across five or more studies with experimental or quasi-experimental designs. At least one study must be conducted by an independent researcher not affiliated with the program designer or original research group. May have a systematic review or meta-analysis with experimental or quasi-experimental designs.
  - Key Features
    - At least 5 studies with experimental or quasi-experimental designs assessing the same program or approach to the practice.
    - At least one study conducted by an independent researcher or affiliated with the program designer or original research group.
- **Established** – Programs and practices that had at least three studies using an experimental or quasi-experimental design that found evidence of their effectiveness.
  - Key Features
    - At least 3 studies with experimental or quasi-experimental designs studying the same program or approach to the practice.
- **Promising** – Evidence-informed programs and practices that had at least one study that compared the effectiveness of the intervention for people who participated in the program and those who did not participate. The level of evidence suggests the intervention would qualify as evidence-informed as long as a strong logic model and written guidelines exist.
  - Key Features
    - At least one study with comparison group.

### **Eligibility**

Smart Start funds may only be used to support services for young children, birth through age 5, and their families who reside in Moore County. Smart Start funds are available to local, community-based nonprofit organizations and governmental agencies. All awards are contingent upon Smart Start funding made available by the NC General Assembly and contracted through the North Carolina Partnership for Children.

Proposals will be received from organizations and individuals with experience in delivering services to children and families.

The prospective Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the prospective Contractor or any of its officers, directors, employees, agents or subcontractors of which the contractor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information.

## **Selection Process**

All applications received by the required deadline will be reviewed to ensure all necessary attachments and documentation are complete and included. Applications that are **incomplete, late, or submitted by non-eligible applicants will not be reviewed by the grant review committee. Nothing may be added to any application after it has been submitted, including a signed certification page.** Complete applications from eligible applicants will then be forwarded to the grant review committee who will review, score and rank the applications. Award notices will be provided by May 31, 2025.

## **III. SCOPE OF WORK**

### **Application/Proposal**

To complete the application, provide a comprehensive narrative response to the questions in the following sections:

#### **Capacity for Addressing the Needs and Implementing the Strategy**

- Provide examples of experience implementing related programs and the outcomes of those programs. It should be noted that past performance on any grants may be taken into consideration in the evaluation of your proposal.
- Describe your agency/organization's personnel, professional knowledge of, and experience in working with the target population, especially for those personnel who will work directly with the grant activities.
- Identify how qualified personnel will be recruited and supervised.
- Identify how community need was assessed and how the application addresses the identified need. Include how you engaged the community in determining the need.
- Explain how resources in the community will or have been leveraged to support this work.
- Describe plans for ensuring personnel will be linguistically and culturally competent to work with the target population.

#### **Program Description**

- Describe the proposed program.
- What evidence do you have to demonstrate that the program is evidence based/evidence informed?
- If there is a need to adapt an evidence-based approach, explain the adaptations and provide the justification for why they are being proposed.
- Describe how the program approach aligns and builds on the early childhood system in North Carolina.
- Identify and describe the target population to be served
  - Population demographics
  - Target service numbers
  - How the population will be identified, recruited, and retained in the program.
- Describe the initial and ongoing professional development opportunities that will be provided to existing and/or new staff, including the content & how it will be provided.
- Describe any anticipated barriers to implementation and your plans to overcome those barriers.
- List the anticipated collaboration partners and how each of these collaborations is important to the successful promotion of the Smart Start network and implementation of the program.

### **Implementation Plan**

- Provide a proposed timeline for implementation of your program.
- Include a brief narrative describing the steps necessary to operationalize the proposed program, including any required components for model fidelity or to meet program requirements.
- Describe the evaluation plan for assessing program effectiveness.
- Describe how you will document ongoing community collaboration and plans for sustainability upon conclusion of grant funding.

### **Budget and Budget Narrative**

Submit a budget and budget narrative as part of this application.

### **Evaluation Criteria**

The review committee will evaluate applications based on the following criteria:

#### **Capacity for Addressing the Needs and Implementing the Strategy**

- Capacity of applicant (including prior history of administering state or federal grants)
- Personnel planned
- Infrastructure of applicant
- Prior training or demonstrated ability to do the work
- How need for funds was assessed, why program meets needs, etc.
- How resources in the community have been or will be leveraged to support application

#### **Program Description**

- Clarity of proposed ideas
- Identification of approach
- Provision of evidence for approach proposed
- Community collaboration activities

#### **Implementation Plan**

- Details of critical steps needed to implement
- Detailed and realistic timeline
- Acknowledgement of barriers and ideas to reduce
- Plans for sustaining program or activities beyond grant funding

#### **Budget and Narrative**

- Line item budget and budget narrative are detailed, accurate and are in alignment with the proposed strategy and Smart Start Cost Principles.
- Calculations are provided and demonstrate how costs were determined (e.g., cost allocation formulas).
- Budget reflects generally accepted accounting principles and is consistent with policies, regulations, and procedures that uniformly apply to all costs charged and expended by the agency/organization – across all funding sources.
- Travel related costs are justified and calculated using the State of North Carolina travel rate limitations for mileage, per diem and lodging. For state rates, visit:  
<http://www.ncdhhs.gov/control/travel/travpol.pdf>

## Reporting and Deliverables

If awarded funding, the following reporting is required for all contractors:

Requirement	Due Date
Financial reporting	10/1/25, 1/1/26, 4/1/26, 6/30/26, *same dates for further year funding
Progress reporting	10/1/25, 1/1/26, 4/1/26, 6/30/26 *same dates for further year funding
Data and/or evaluation reporting	As requested
Additional deliverables (e.g., community action plans and how often)	As requested

## IV. SUBMISSION INSTRUCTIONS

### Application/Proposal Format

Applications (proposals) must include the following components to be considered complete and responsive for funding. Incomplete applications (proposals) will not be reviewed or scored:

- Cover Letter
- Narrative Response to Scope of Work
- Budget and Budget Narrative
- Most Recent audited financial statement
- 501[c][3] determination letter (if applicable)

### Basic Format:

- The proposal should be typed, on 8 ½" x 11" white paper.
- Electronic submissions should be sent as attachments in pdf format.

### Application Deadline

All applications must be received by 4:00 pm on February 14, 2025.

- Late and/or incomplete proposals will not be accepted.
- Signed, emailed or scanned electronic copies sent to the named person on the application cover sheet are acceptable.
- For applicants without scanning capability, an original with required signatures must be mailed or hand-delivered and received in the NCPC office by 4:00 pm on the application due date of February 14, 2025.

Submit proposal applications to:

Danielle Rose  
Partners for Children & Families  
7720 NC Hwy 22 Carthage, NC 28327  
910-949-4045  
info@pfcfmc.org

### **Additional Requirements Upon Selection**

Upon selection, the Local Partnership will contact the Contractor to obtain information and documentation required for preparation of the contract to include the following:

- Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the contract administrator.
- If a nonprofit entity, a copy of the Internal Revenue Code § 501(c)3 determination letter received from the IRS.
- No Overdue Taxes Certification.
- Board of Directors list (if a 501(c)3).
- Bylaws (if a 501(c)3).
- Proof of insurance that may include, but not be limited to, the following:
  - Workers' compensation;
  - General business liability;
  - Professional liability;
  - Fidelity bonding (e.g., employee crime or dishonesty);
  - Automobile (owned, hired or non-owned).
- Completed Internal Revenue Service (IRS) Form W-9.
- Most recent audit report and/or financial statements.
- The Local Partnership will not contract with any prospective Contractor that fails to provide all required information and documentation. After all required information and documentation has been submitted, the Local Partnership will prepare the contract, notify the selected Contractor and submit the contract for signature. A template of the Contract that the selected Contractor will be required to sign is available upon request.
- The Contract must be executed prior to the start of work and incurring any expenses.
- If all proposals are rejected, prospective Contractors will be notified promptly by the Local Partnership.