

**OAKLAND LIVINGSTON HUMAN SERVICE AGENCY**

**REQUEST FOR PROPOSAL**

**FOR EARLY HEAD START**

**HOME VISITING SERVICES**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Susan Harding

Director for Early Childhood Services

Oakland Livingston Human Service Agency

P.O. Box 430598

Pontiac, MI 48343-0598

248-209-2790

# **PROPOSAL GUIDELINES**

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## I. GENERAL INFORMATION

### A. Purpose

This Request for Proposal (RFP) is to contract for an entity to provide home visiting and related early childhood services to a maximum of 108 infants, toddlers and their families to operate a minimum of 5 days per week, for a minimum of forty-eight (48) weeks of home visiting services per year, as part of the Early Head Start Program on behalf of the Oakland Livingston Human Service Agency (Agency) in the area of Oakland County, Michigan within the service boundaries of the Contractor, or such other boundaries as may be authorized by the Agency.

### B. Who May Respond

Eligible applicants are any public or private non-profit agencies, including community-based and faith-based organizations, or for-profit agencies in the service area that can provide Early Head Start home visiting services to children and families residing in Oakland County, Michigan.

### C. Instructions on Proposal Submission

#### 1. Closing Submission Date

Proposals must be submitted **no later than 4:00 p.m. on Friday, August 5, 2016.**

#### 2. Inquiries

Inquiries concerning this RFP should be directed to Susan Harding, Director for Early Childhood Services, at 248-209-2790 or e-mail to SusanH@olhsa.org.

All questions received related to this proposal will be answered and sent to all parties expressing interest in the proposal. All questions must be submitted by July 31, 2016 to receive a response.

#### 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 Oakland Livingston Human Service Agency.

#### 4. Instructions to Prospective Contractors

Your proposal should be addressed as follows:

Susan Harding, Director for Early Childhood Services  
Oakland Livingston Human Service Agency  
P.O. Box 430598  
Pontiac, MI 48343-0598

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 - Confidential  
4:00 p.m. on August 5, 2016  
For Early Head Start Home Visiting Services

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to insure that the proposal is received by Oakland Livingston Human Service Agency by the date and time specified above.

Late proposals will not be considered.

5. Right to Reject

Oakland Livingston Human Service Agency reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by Oakland Livingston Human Service Agency 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. Notification of Award

It is expected that a decision selecting the successful home visiting provider will be made within two weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful service provider/s, all Offerors submitting proposals in response to this Request for Proposal will be notified in writing of whether or not they have been selected.

Due to the structure of the current Early Head Start grant award, the initial contract is expected to be a 16 month contract (September 1, 2016 through December 31, 2017). Selected provider/s will be eligible for automatic annual renewals through June 30, 2021.

D. Options

At the discretion of Oakland Livingston Human Service Agency, selected provider/s will be eligible for automatic annual renewals through June 30, 2021.

The cost for the option periods will be agreed upon by Oakland Livingston Human Service Agency and the Offeror.

## **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. Funded by the Department of Health and Human Services, through the Office of Head Start, Oakland Livingston Human Services Agency is a grantee of the Early Head Start Program to serve the children and families of Oakland County, MI. 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 and their families.

The Head Start Program and 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

1. Conduct a minimum of forty-eight (48) weeks of home visiting services per year, providing a minimum of forty-eight (48) weekly, ninety (90) minute home visits during the program year.
2. Provide related services in additional areas such as health, family engagement, staff and family development, nutrition, disability and mental health services as appropriate.

3. Provide a minimum of two (2) monthly, ninety (90) minute socializations for children and parents in conjunction with Agency staff. Contractor staff shall attend socializations.
4. Participate in recruitment efforts in coordination with Agency staff, focusing on recruitment of low income families and children with disabilities.
5. 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.
6. Assure that appropriate background checks, job descriptions and professional development plans are prepared for all staff and volunteers working directly with the 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.
7. Assure all home-visiting staff must have no less than a high-school diploma or equivalent. Home visitors must meet 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

Copies of all transcripts/qualifications must be maintained on site and available to the Agency.

8. Designate one or more parent representatives, based on Agency policies and procedures, to participate in the OLHSA Early Head Start/Head Start Policy Council and encourage parents to participate in Agency monthly Parent Meetings. 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.
9. Assure compliance with the all OLHSA polices for health and nutrition related requirements for all enrolled children.
10. Assure Contractor staff will assist in the completion of hearing/vision exams, height/weight measurements and other necessary health requirements of the program, including follow-up on health related issues that are identified. Contractor staff should also plan to provide additional assistance to families when transportation is a barrier and they are unable to attend medical appointments.
11. 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.
12. 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 OLHSA Head Start/Early Head Start policies are provided to all families.

13. Assure that each child has a developmental screening, Ages and Stages Questionnaire (ASQ), completed within 45 days after child enters program and appropriate referrals are made, based on results of assessment.
14. Assure that each child has a social/emotional screening, Devereux Early Childhood Assessment (DECA), completed within 45 days after child enters program and appropriate referrals are made, based on results of assessments.
15. Assure that each child has ongoing observation assessment and that assessment reports, Child Observation Records (COR), are created and shared with families four (4) times per year, in accordance with scoring period due dates outlined by the Agency.
16. Provide release time for staff to participate in scheduled meetings/trainings as required by the Agency.
17. Participate in scheduled directors meetings, Health Services Advisory Committee (HSAC) meetings, and other meetings required by the Agency.
18. 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 visitors;
4. A system to ensure Facspro is used for up-to-date data collection, reporting, and communication related to all program areas and services and readily available to Oakland Livingston Human Service Agency;
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 Growing Great Kids Curriculum: Prenatal to 36 months. Please see their website for more information: <http://www.greatkidsinc.org>. Socialization programming should use Parents Interacting with Infants (PIWI) approach. Child development and education planning must take into account the *Head Start Early Learning Outcomes Framework* and the *Michigan Early Childhood Standards of Quality for Infant and Toddler Programs* which build on five essential domains (Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition and Perceptual, Motor and Physical Development) For more Framework

information see: the Early Childhood Learning and Knowledge Center (ECLKC) at <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/ehsnrc/school-readiness>. For more information on the Michigan Standards of Quality see : Michigan Department of Education at [https://www.michigan.gov/documents/mde/ECSQ\\_IT\\_approved\\_422341\\_7.pdf](https://www.michigan.gov/documents/mde/ECSQ_IT_approved_422341_7.pdf);

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 Offeror is required to comply with all regulations, standards, licensing, and policies and procedures as identified by OLHSA.

#### E. Delivery Schedule

The Offeror will meet with representatives of Oakland Livingston Human Service Agency as necessary throughout the course of the contract period. Monthly meetings with the Associate Director for Early Head Start will be required of supervisory staff.

Oakland Livingston Human Service Agency uses Facspro, as their software system to analyze data and monitor compliance through monthly reports. The Offeror is required to utilize the Facspro 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 onto Facspro 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 Offeror will be provided training by Oakland Livingston Human Service Agency on the Facspro data system and the requirements as specified in this RFP.

However, if the Offeror fails to make delivery of the reports or services within the time schedule specified herein, Oakland Livingston Human Service Agency may, by written notice of default to the Offeror, 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 Offeror proposes to serve. There are 108 children available to be served with this bid. An Offeror must serve a minimum of 36 children. The Offeror 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 Offerors whose pricing includes ability to provide local match which could be in the form of a discount for these services being provided to an Early Head Start program.

#### G. Payment

Services provided by the Offeror will be invoiced to Oakland Livingston Human Service Agency by the second Monday of the month. Payment will be made within 14 days of determination by Oakland Livingston Human Service Agency that the total work effort reported has been satisfactorily completed. Should Oakland Livingston Human Service Agency reject a report, Oakland Livingston Human Service Agency's authorized representative will notify the Offeror 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 Offeror submits the final invoice for payment.

#### H. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Oakland Livingston Human Service Agency, the Offeror 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 Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, Oakland Livingston Human Service Agency's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

### **III. OFFEROR'S QUALIFICATIONS**

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

#### A. Organization, Size, and Structure

The Offeror should describe its organization, relevant populations served and scope of services provided.

#### B. Prior Home Visiting Experience

The Offeror 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.

#### C. Staff Qualifications

The Offeror 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 a high-school diploma 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, Oakland Livingston Human Service Agency is interested in an Offeror'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 Offeror 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 Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

### **IV. PROPOSAL EVALUATION**

#### A. Submission of Proposals

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



## 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

Oakland Livingston Human Service Agency may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, Oakland Livingston Human Service Agency 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 Offeror can propose.

Oakland Livingston Human Service Agency 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.

Each bidder will be evaluated on the following factors:

1. Financial capability to perform a contract of the scope required.
2. Adequacy of facilities for office space and socializations for number of children proposed.
3. Previous experience of the bidder in performing services similar in nature and scope.
4. Preference may be given to bidders who demonstrate ability to serve special populations.
5. Other factors such as comprehensiveness of services, and fiscal stability.

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 Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. 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 Offeror.
- C. 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.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

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

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