



REQUEST FOR PROPOSALS

TITLE: Fiscal & Administrative Support Services Contractor for Fiscal Year 2018-2019

ISSUE DATE: March 25, 2019

ISSUING AGENCY: Smart Start Rowan
1329 S. Jake Alexander Boulevard
Salisbury, NC 28146
704-630-9085 phone
704-630-3379 fax

Sealed Proposals subject to the conditions made a part hereof will be received until **5:00 p.m., April 5, 2019** for furnishing services described herein.

SEND ALL PROPOSALS TO: Smart Start Rowan at the address as shown above.

Interested parties must submit an original and one copy of all proposal requirements as enumerated on p. 4.

Direct all inquiries concerning this RFP to Amy Brown at the telephone number as shown above.

NOTE: Questions concerning the specifications in this Request for Proposals will be received until **March 29, 2019 at 5:00 p.m.** You may request a summary of all questions and answers by emailing Amy Brown at abrown@smartstartrowan.org.

It is the Contractor's responsibility to assure that all information has been reviewed and is accurate prior to submitting.

www.rowan-smartstart.org

INTRODUCTION

Smart Start Rowan (hereinafter referred to as the “Local Partnership” or “SSR”) is soliciting proposals to establish a contract through competitive negotiations. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor(s) (hereinafter referred to as the “Contractor”) to perform Fiscal and Administrative Support Services for the Local Partnership.

BACKGROUND

The Local Partnership is responsible for developing programs that bring the Rowan County community together to ensure that every child grows up in a healthy, safe, supportive and nurturing environment. These functions include but are not limited to: assistance with fiscal, contractual, and administrative items, such as: activity budgeting, data entry of fiscal and contractual information, fiscal monitoring of service providers, and technical assistance to Local Partnership staff and service providers.

NEEDS AND ACTIVITIES

Scope of Work: Fiscal and Administrative Support Services

- Assist with Local Partnership activity budgeting and data entry of budget/contractual information
- Assist with fiscal monitoring of Local Partnership’s Direct Service Providers, to help ensure compliance and fiscal integrity of Smart Start investments
- Advise Local Partnership staff and Board on fiscal compliance and monitoring issues, as well as provide technical assistance to Direct Service Providers
- Provide consultation to Local Partnership staff and Board about fiscal, contractual, and administrative matters, on an as-needed basis.

The identified needs that the Partnership desires to address and descriptions of the services for which the Partnership seeks proposals are as follows:

Proposal(s) encompassing Fiscal and Administrative Support Services as identified in Scope of Work outlined above.

QUALIFICATIONS

The contractor must have a BA Degree, expertise in the field, and a basic understanding of early childhood programming. Experience with Smart Start partnerships, Smart Start and NC Pre-K fiscal and administrative requirements, and nonprofit accounting and budgeting is a plus. Proposals from persons not currently under contract must include a summary of qualifications, samples of previous work, and 3 professional references.

The Contractor must have demonstrated competency in performing services defined in the Needs and Activities Section of this RFP. All proposals must demonstrate a successful history of providing similar services. The prospective Contractors should describe all project experience in North Carolina or other states with similar program operations.

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

PROPOSAL REQUIREMENTS

The response to this RFP shall consist of the following sections:

Cover Letter

Summary of Qualifications, to include Background and Experience of Contractor

Samples of Previous Work (if not currently under contract)

3 Professional References

Anticipated In-kind Contributions

A budget to include:

- Per hour cost for services to be provided and estimated total number of hours of service to be provided.
- Other expenditures involved in delivery of services such as supplies, postage, copies, etc.
- A total not-to-exceed cost which is the maximum amount for expenses for the fiscal year.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **TERMS AND CONDITIONS.** All proposals are subject to the terms and conditions outlined herein. The prospective Contractor specifically agrees to the conditions set forth by signature to the proposal.

2. **ORAL EXPLANATIONS.** The Local Partnership shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.
3. **REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. **COST FOR PROPOSAL PREPARATION.** Any costs incurred by prospective Contractors in preparing or submitting offers are the prospective Contractor's sole responsibility; the Local Partnership shall not reimburse any prospective Contractor for any costs incurred prior to award.
5. **RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Contractors shall become the property of the Local Partnership when received.
6. **OFFEROR'S REPRESENTATIVE.** Each prospective Contractor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
7. **SUBCONTRACTING.** In the event the prospective Contractor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon award of the Contract.
8. **PROPRIETARY INFORMATION.** Trade secrets or similar proprietary data which the prospective Contractor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.3 if identified as follows: each page shall be identified in bold face at the top and bottom as "Confidential." Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.