



170 Pine State Street, Lillington, NC 27546  
Phone (910) 893-2344  
Fax (910) 893-2387  
[www.harnettsmartstart.org](http://www.harnettsmartstart.org)

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## Request for Proposals (RFPs)

**TITLE:** Community Outreach

**ISSUE:** March 18, 2024

**ISSUING AGENCY:** Harnett County Partnership for Children  
170 Pine State Street  
Lillington, NC 27546  
910-893-2344  
910-893-2387 (fax)

Sealed Proposals subject to the conditions made a part hereof will be received **until 4:30 pm, April 8, 2024** for furnishing services described herein. Proposals shall be mailed, to the attention of **Tara Fish, Executive Director**, to 170 Pine State Street, Lillington, NC 27546 or hand delivered to 170 Pine State Street Lillington, NC. Direct all inquiries concerning this RFP to **Tara Fish, Executive Director**, at the telephone number as shown above.

**NOTE:** All prospective Contractors are encouraged to attend a PREPROPOSAL BIDDER'S CONFERENCE on **April 1, 2024 at 10:00am via zoom** with the Harnett County Partnership for Children. A summary of all questions and answers will be posted on the Internet as an addendum, located under: [harnettsmartstart.org](http://harnettsmartstart.org) > **About HCPC** > **Request for Proposal 2024-2025**.

It is the prospective Contractor's responsibility to assure that all addenda have been reviewed.

### INTRODUCTION

The Harnett County Partnership for Children (hereinafter referred to as HCPC) 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 (hereinafter referred to as the "prospective Contractor") to administer and coordinate the STEP program (see **Scope of Work** below).

**Contract term is from July 1, 2024 to June 30, 2025.**

### BACKGROUND

HCPC is a public-private non-profit organization that administers Smart Start and NC Pre-K funds in Harnett County, NC. The mission of HCPC is to improve the quality of life for young children and families in Harnett County through community-based programs focusing on health, education, and family support. HCPC funds programs to improve the quality, affordability and availability of child care as well as children's health and family support efforts that address the needs of children birth to age five and their families.

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## SCOPE OF WORK

Community Outreach services will increase the public's awareness of programs and services offered by HCPC. The Community Outreach Coordinator will collaborate with local educational, faith, business, civic, social, and health agencies or organizations to increase awareness of the needs of children, families, and child care providers, the importance of early childhood development and available resources. The Coordinator will create outreach materials for the Partnership, provide educational/informational presentations to local audiences, coordinate Partnership events, and represent the Partnership on local committees as appropriate. The Coordinator will be a certified car seat safety technician and may conduct child safety seat checks as needed in the community and provide appropriate car seats to families who are identified as unsafe pending the availability of grant funding. Materials may be provided to the Local Interagency Coordinating Council (LICC)

## QUALIFICATIONS

The prospective Contractor must have demonstrated competency in performing services defined in the Scope of Work Section of this RFP. Specifically, the prospective Contractor must demonstrate a successful history of providing similar services. The prospective Contractor should describe all project experience in North Carolina or other states with similar activity/program operations. The prospective Contractor should provide the name, address, and telephone number for a reference for each project in the last five (5) years.

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 sub-contractors of which the vendor has knowledge. HCPC reserves the right to reject a proposal based on this information.

**NOTE:** Please go to HCPC's website ([harnettsmartstart.org](http://harnettsmartstart.org) > **About HCPC** > **Request for Proposal 2024-2025**) to obtain required documents.

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

- **Proposal Checklist**
- **Activity Proposal (below)**
- **Application for Smart Start Funding**
- **Pre-contracting Information Required for Contract Development**
- **Contract Requirements & Application Agreement**
- **Budget Narrative**

Additional information required:

**Cover Letter**

**Financial Statement**

Instructions for Required Documents: Please go to HCPC's website ([harnettsmartstart.org](http://harnettsmartstart.org) > **About HCPC** > **Request for Proposal 2024-2025**) to obtain the following required documents.

1. **Proposal Checklist**
2. **Application for Smart Start Funding**

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### 3. Contract Requirements & Application Agreement

#### 4. Pre-contracting Information Required for Contract Development

Submit verification of the prospective Contractor's Federal Taxpayer Identification Number (TIN) or Social Security Number, preferably a copy of the IRS letter assigning the federal tax identification number or a letter signed by an official on agency letterhead indicating the federal tax identification number and the prospective Contractor's legal name or Social Security Card.

#### 5. Budget Narrative

Please use the attached **Budget Narrative** template. Refer to the **Guidelines for Completing Budget Narrative** for assistance in completing the projected budget and narrative.

#### Instructions for Additional Information:

##### 1. Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the prospective Contractor. If said individual is not the corporate president, submit evidence showing the individual's authority to bind the prospective Contractor should it be awarded.

The cover letter must contain a statement that the person signing the proposal is a legal representative of the prospective Contractor and is authorized to bind the Contract should it be awarded.

##### 2. Financial Statement

The prospective Contractor's most recent audited financial statement or similar evidence of financial stability shall be provided. **(Only submit with original proposal; copies not required)**

## ACTIVITY PROPOSAL

### Title: Community Outreach

**Activity Summary:** The Community Outreach activity will increase the public's awareness of services offered by the Partnership. Outreach staff will collaborate with local educational, faith, business, civic, social, and health agencies or organizations to build awareness of early childhood development and resources, to strengthen leadership and relationships that increase cooperation, resources and activities to improve access, quality and efficiency of services and outcomes for young children. Outreach staff will create outreach materials for the Partnership, provide educational/informational presentations to local audiences, coordinate Partnership events, represent the Partnership on local committees as appropriate, and may distribute family resource materials. Trained staff may conduct car seat safety checks, distribute information related to proper car seat installation and distribute age and size appropriate car seats to Harnett County residents in immediate need as grant funding permits. Smart Start funds will support up to two staff and resource materials.

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## TECHNICAL APPROACH

**Activity Description:** Please describe the approach that will be used to accomplish the tasks outlined in the Activity Summary. After reading this section, the reader should have knowledge of the activity and how it will operate. Assume the reader has little familiarity with HCPC or the county and answer as completely and in as much detail as possible. Please be sure to address all of the following using either narrative style or specifically answering the questions:

### A. Description of Services:

Please address the following in detail:

- the specific service to be offered, including the tasks/goals to be accomplished and when and where this service will operate
- the population to be served, including eligibility criteria for participation
- the staff that will be paid for with Smart Start funds
- the incorporation of effective practices into activity, if applicable.

### Grants:

- B. Does this activity contain grants of any kind or incentives to participants? ☐ Yes ☐ No

**If you have checked yes, describe in detail.**

- C. If it is similar to other services in the county please explain how this service will enhance, expand or work with the service currently offered. (Reminder – duplication/supplantation of services is not approvable: i.e. paying for a Medicaid eligible well child visit)
- D. Describe which organizations and agencies have collaborated in the development or delivery of this service to make it responsive to community need.



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**PROPOSED OUTPUTS AND OUTCOMES  
FY 2024-2025**

<b>Outputs for FY 2024-2025</b>		
<b>Outputs - answers the question "how many?"</b>	<b>Who will collect this information?</b>	<b>List back-up documentation that will be provided.</b>
Example: 100 child care providers will attend workshops and/or trainings.		

<b>Outcomes for FY 2024-2025</b>		
<b>Outcomes - should include changes the activity expects for participants.</b>	<b>Who will collect this information?</b>	<b>List back-up documentation that will be provided.</b>
Example: By June 30, 2025, 90% of parents will experience an increase in their confidence and competence in parenting skills.		

**HCPC Quarterly Evaluation Reports will be completed and submitted by:**

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