



BID FOR EARLY IDENTIFICATION AND REFERRAL SERVICES HORRY COUNTY FIRST STEPS PARTNERSHIP BOARD

Horry County First Steps is requesting proposals to provide technical assistance and support to Latino communities promote the work and impact of the Early Intervention and Referral program.

PART I: BACKGROUND and PROBLEM STATEMENT

1. The mission of Horry County First Steps is to ensure that children start school ready to learn by supporting the caring adults who touch their lives. We establish partnerships and secure resources to provide programs that focus on quality early care and education, family support, health, and early literacy.
2. There are significant gaps that face Horry County in achieving the goal of getting children ready for success in school. Participation in early childhood programs have shown to assist children in being ready for school entry. Families' awareness of the availability of services ensures that children can access the programs that will help prepare them for future school success.
3. There are significant gaps in Kindergarten Readiness Assessment results as displayed by Latino children. Ensuring that Latino children are developing and thriving within communities will help to prepare them for school entry and future school success.

PART II: BID REQUIREMENTS

A. SCOPE OF WORK

1. Target population: Latino children ages 0-5 and their families. The potential contractor must have the capacity to target low-income, at-risk Latino children 0-5 and their families, conduct developmental screenings, and connect children and/or family members to services that meet their needs.
2. Contract period: July 1, 2022, to June 30, 2023
3. Expected Outcome or evaluation requirements: Enhanced **surveillance** (systematic monitoring through repeated screenings over time and as necessary to assure that screening results are current and accurate), and **navigational support** (guiding families through institutional processes to obtain needed services).
4. Specific deliverables required by potential vendors, including but not limited to:
 - a. Provide services to Latino children and their families
 - b. Implement the Connections for Child Development service model
 - c. Provide Community Health Worker training and professional development opportunities for HCFS EI&R staff member
 - d. Coordinate with HCFS in the creation and implementation of a strategic plan

B. VENDOR QUALIFICATIONS

Potential Contractors should provide written information or documentation on their ability to meet all the required qualifications. Minimum requirements include:

1. Qualified staff with educational and qualification to ensure surveillance of Latino children and navigational support of Latino families
2. Minimum of two years of experience delivering service.
3. Experience working with Latino children and families
4. Ability to receive reimbursement for services
5. Ability to provide In-Kind Contributions

6. Insurance coverage (if required).
- C. **COST**
Total cost to implement this service must not exceed 20,000.00

PART III: BID REQUIRED INFORMATION

The potential contractor shall provide the following information with their responses:

1. Complete, sign and submit Appendix A, Transmittal Letter.
2. A description of how the potential contractor will implement the services/activities in Attachment I.
3. A brief narrative explaining past experiences in conducting the activities in the Scope of Work and serving Latino families.
4. Complete information in Appendix C, Personnel Chart.
5. Complete Appendix B, Total Operational Budget, which includes the budget and budget justification for the proposed service.
6. A signed cover letter including all attachments/appendices.

Submissions must be received by 12:00 pm on Friday, August 5, 2022.

Mail or Hand Deliver Submissions to:

Horry County First Steps
1511 9th Avenue, Suite A
Conway SC 29526

Attachment I
Required Services and/or Goods

- Access to a trusted community-based program that will assist HCFS with engaging and serving local Latino communities
- Extended reach to Latino communities via social media and virtual platforms
- Monthly consultations and site visits to ensure the EI&R program is impacting Latino children and families
- Provision of one cultural competency training for HCFS staff and board members (up to 30 individuals)
- Access to professional development training for HCFS EI&R staff
- Host monthly network meetings for professional development and resource sharing for HCFS EI&R staff member
- Provide Community Health Worker training for HCFS EI&R staff member
- Provide support to HCFS administration during any recruitment, interviewing, and onboarding of HCFS EI&R staff member
- Assist HCFS staff in the development of grant proposals, including the gathering of data reports and pertinent information
- Support the development of an ongoing funding and sustainability plan

APPENDIX A

TRANSMITTAL LETTER

My agency/corporation is submitting a proposal for the completion of marketing goods and services. By the submission of this proposal, I agree that I have read and fully understand the requirements of the request for funds and will provide all services in accordance with Part II, Scope of Work, my submitted proposal, and any resulting contract.

By signing this letter, I certify that the cost in the attached proposal was derived independently without collusion, consultation, communication, or agreement with any other potential contractor, with any competitor and is valid for 130 days from the proposal due date or for the purpose of contract execution. I further certify that budgetary information, i.e. costs, sources of funds, and personnel costs are true and accurate to the best of my knowledge. I am the person duly authorized to bind my agency/corporation should by agency/corporation be awarded a contract.

Signature: _____

Print Name: _____

Title or Position: _____

Date: _____

APPENDIX B

TOTAL OPERATIONAL BUDGET

Potential Contractor: _____

Program Name: _____

INSTRUCTIONS: This appendix must include line item by budget category for funds requested from First Steps to implement the Early Identification and Referral program. A written cost justification should be provided for each budget category. The budget categories are shown below.

Budget Category	First Steps Requested Funds	In-kind	Total Cost
Marketing & Communication: Justification:			
Consultancy and Technical Assistance: Justification:			
Training and Professional Development: Justification:			
Staffing and Onboarding: Justification:			
Program Development: Justification:			
Miscellaneous: (Specify) Justification:			
Total			

APPENDIX C

PERSONNEL EDUCATION/EXPERIENCE CHART

INSTRUCTIONS: This chart must be completed on current personnel and personnel to be employed in the provision of technical assistance and support. If the staff has not been hired, list the position, the experience, and required educational background of the person(s) who will work with the agency.

Name of Personnel	Job Title	Highest Educational Level (Specify Degree level & Major)	Years of Experience in Related Program	Current Certification or Credential Held