

UNION COUNTY COMMUNITY ACTION, INC.

PO BOX 1029, MONROE, NC 28111-1029

Phone: (704) 283-7583 Fax: (704)283-1964 <http://www.uccainc.org>

CLASS CONSULTANT
REQUEST FOR PROPOSALS

Deadline: 3:30 p.m., Friday, April 25th, 2025

Agency: Union County Community Action, Inc. (UCCA)

Contact: Austin Parker, Contract Administrator

Telephone: 704-283-7583 x. 0227

Fax: 704-283-1964

Email Address: austin.parker@uccainc.org

Website: <http://www.uccainc.org>

Location(s): Union, Anson, & Richmond counties

Scope: This Request for Proposals (RFP) shall cover the procurement of coding services by a CLASS-Certified Observer for 2-3 observations throughout UCCA's 2025-2026 Head Start/Early Head Start/NC Pre-K program year.

READ THIS REQUEST CAREFULLY

This bid proposal and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder.

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I. GENERAL INFORMATION

a. Agency Overview:

Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state, and private grants to provide services to low- income families. UCCA has been determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. UCCA is governed by a 15- member, volunteer Board of Directors. The administrative office is located at 1335 W. Roosevelt Blvd., Monroe, North Carolina.

UCCA operates grant-funded programs through the US Department of Health and Human Services, the NC Department of Health and Human Services, and the division of Social Services Office of Economic Opportunity. These programs include: Head Start, Early Head Start, North Carolina Pre-Kindergarten, and the Community Services Block Grant.

b. Purpose:

UCCA is seeking a **CLASS-Certified Observer** to code UCCA’s Head Start, Early Head Start, and NC Pre-K classrooms. Section III of this RFP contains additional information on the services expected of the awarded contractor.

c. Bid Submission:

Qualified individuals are invited to submit proposals until **3:30 p.m., Friday, April 25th, 2025**. **Late proposals will not be considered.**

Proposals must be addressed as follows:

Mail

Attn: Elizabeth Leonard,
CLASS Consultant RFP
Union County Community Action, Inc.
PO Box 1029
Monroe, NC 28111

Hand Delivered

Attn: Elizabeth Leonard,
CLASS Consultant RFP
Union County Community Action, Inc.
1335 W. Roosevelt Blvd.
Monroe, NC 28110

d. Inquiries:

All inquiries regarding this request for proposal shall be submitted via phone or email to Austin Parker, Contract Administrator, at austin.parker@uccainc.org. All inquiries related to this RFP must be submitted in writing by 12p.m. Tuesday, April 22nd, 2025.

e. Contract Period:

The awarded Contractor(s) will enter into contract with UCCA for an initial term of 12 months, **beginning upon execution of contract and terminating June 30th, 2025**. UCCA and the awarded contractor reserve the right to negotiate up to two (2) additional one (1) year renewals, with a maximum contract length of three (3) years.

II. SCOPE OF SERVICES

a. Description:

The successful Bidder will use the Classroom Assessment Scoring System (CLASS) to code up to thirty-three (33) total UCCA Head Start/ Early Head Start/ NC Pre-K classrooms (*25 Head Start, 8 Early Head Start*) throughout Union, Anson, and Richmond counties 2-3 times during the 2025-26 program year. Each cycle of observations must include the following, at a minimum:

- 1.** Immediate feedback to teachers and supervisors;
- 2.** Dual Coding, as directed by the Head Start Director;
- 3.** Comprehensive observation reports including CLASS scores and summaries. Reports must be submitted to UCCA within 30 days of observation;
- 4.** Use of CLASS tool as it relates to Head Start Program Performance Standards;

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5. Mentoring/ Coaching sessions with UCCA staff;

Additional details regarding provision of the services listed above will be reviewed with the successful Bidder before entering the final contract.

b. Schedule/ Hours:

Services must be provided twice during the 2025-26 Head Start/ Early Head Start/ NC Pre-K program year. The initial CLASS assessment shall be conducted in November 2025; the second CLASS assessment shall be conducted in February/March 2026; the third CLASS assessment shall be conducted in April/May 2026. The third observation is tentative. Any of these dates may change at the discretion of the UCCA Head Start Director.

c. Locations/Travel:

To estimate travel requirements, Bidders should consider travel to, from, and within the following areas:

Union County

- One (1) Head Start/Early Head Start center in Monroe, NC

Anson County

- Two (2) Head Start/Early Head Start centers in Wadesboro, NC
- One (1) Head Start center in Morven, NC

Richmond County

- Two (2) Head Start/Early Head Start center in Hamlet, NC

III. QUALIFICATIONS

a. Licensing:

All individuals performing work related to this RFP and the subsequent contract must be a certified CLASS Observer and provide proof of certification along with the RFP proposal.

b. Insurance:

The Contractor shall maintain up-to-date insurance coverage that includes coverage for all work related to this RFP and the subsequent contract, including commercial liability and worker's compensation insurance as applicable. Bidders must submit proof of insurance along with their proposal.

c. Background Check:

The Contractor and all individuals performing work related to this RFP and the subsequent contract, will be required to consent to and pass a criminal background check. Contractors must also adhere to **Section 1302.90 of the Head Start Program Performance Standards.**

d. Experience:

The awarded Contractor must have least five (5) years of experience related to Head Start, Early Childhood Education, and/or a related field. Additionally, the Contractor must have experience using the CLASS system to code Head Start/ Early Head Start classrooms.

IV. PROPOSAL INSTRUCTIONS & EVALUATION

a. Submission:

Completed proposals may be submitted by mail, hand-delivered, or emailed. Proposals must be received by UCCA **by 3:30 p.m., Friday, April 25th, 2025** It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; **late proposals will not be considered.**

Bidders must submit proposals to Elizabeth Leonard, Director of Finance at:

UNION COUNTY COMMUNITY ACTION, INC.

PO BOX 1029, MONROE, NC 28111-1029

Phone: (704) 283-7583 Fax: (704)283-1964 <http://www.uccainc.org>

US Postal Service

Union County Community Action, Inc.
Attn: CLASS Consultant RFP
PO Box 1029
Monroe, NC 28111

Hand/Ground Delivered

Union County Community Action, Inc.
Attn: CLASS Consultant RFP
1335 West Roosevelt Blvd. Monroe, NC
28110

b. Evaluation Criteria:

The Bid award will be made in the best interest of UCCA, as determined by UCCA. To be considered, each proposal must contain the items and information listed below.

1. Resume

A detailed resume must be submitted for each person performing services related to this RFP. Resumes should demonstrate familiarity with, and/or a background in, CLASS Observation and Early Childhood Education.

2. Licensure and/or Certification

Proposals must contain the names of all individuals who will perform services in response to this RFP. Bidders must submit proof of CLASS Certification for each person listed in the proposal.

3. Pricing Proposal

Pricing must be quoted at a per-observation rate that is inclusive of **all** services listed in and related to this RFP. Any expenses/charges related to travel must be quoted at a flat rate and listed separately from the per-observation rate. The awarded Contractor will not receive compensation or reimbursement for travel- related expenses not listed in the original proposal.

Pricing must be quoted based on each observation window (i.e. pricing for observation 1, 2, and 3).

4. Exceptions to Bids

Contractors have the option to bid to provide CLASS consulting services for any of the following options:

- Pre-School (Head Start) Classrooms ONLY
- Infants/Toddlers (Early Head Start) Classrooms ONLY
- Pre School AND Infants/Toddlers (Both Head Start AND Early Head Start)

It is important to note that there will be **no county splits**. All Bidders must bid to provide CLASS consulting services to all three Head Start and /or Early Head Start locations (Anson, Richmond, and Union). Locations are outlined in Section II: Scope of Services.

5. Signed Vendor Agreement Forms

The Contractor must review all terms and conditions set forth in this RFP and must certify the ability to meet those terms and conditions for the Bid to be considered. Proposals must include completed copies of the attached Vendor Profile & Certification form and the Certification Statement form.

6. Evidence of Insurance

The Contractor shall maintain up-to-date insurance coverage that includes coverage for

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all work related to this RFP and the subsequent contract, including commercial liability and worker's compensation insurance as applicable.

Bidders must submit proof of insurance along with their proposal.

7. References

Bidders must provide a *minimum* of three professional references, two of which must be former customers/clients. References *will* be checked during proposal review. Each reference must include: contact name, title, phone number, and email address.

8. Coding Sample(s)

UCCA reserves the right to request coding samples from Bidders and/or the awarded Contractor.

c. Debarment/Suspension from Federal, State, or Local Funds:

All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal, state, or local contracts and thus ineligible to receive federal, state, or local dollars as compensation for work completed in relation to the services included in the RFP.

d. Negotiation:

UCCA reserves the right to negotiate with potential Bidders to acquire the appropriate services for UCCA's needs.

e. Acceptance or Rejection:

UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.

f. Review Process:

UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted to one Bidder will be furnished in writing to all Bidders. UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.

g. Notification of Award:

It is expected a decision selecting the successful Bidder will be made within thirty (30) days after the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful Bidder, all Bidders will be informed in writing as to whether they have been selected.

V. CONDITIONS TO BIDDING & GENERAL PROVISIONS

a. Advertising:

In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.

b. Amendments:

All amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted at www.uccainc.org. It is the responsibility of all Bidders to check the website for any amendments, even if the proposal was sent to you via email or postal mail.

c. Availability of Funds:

All payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal.

d. Confidentiality:

In submitting a proposal, the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt

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from this provision.

e. Contractual Obligation(s):

This RFP, including the terms and conditions set forth within, will be considered a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA, and accepted by the awarded Contractor(s). At the discretion of UCCA, the awarded Contractor(s) may be required to enter an additional contractual agreement for the services proposed in this RFP.

f. Cost of Preparing Bids:

All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.

g. Funding Regulations:

Union County Community Action, Inc. is required to adhere to all regulations set forth by our funding agencies. Specifically, Head Start Program Performance Standards (HSPPS) and regulations set by the North Carolina Division of Child Development and Early Education (NC DCDEE). All Contractors and subcontractors performing services related to this RFP shall adhere to the regulations set forth by UCCA funding agencies and will be accountable for any infractions which result from noncompliance.

h. General Indemnity:

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost, and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

i. Hold Harmless:

The Contractor shall indemnify UCCA against any and all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations, or performance of work under this contract.

j. Independent Contracting:

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

k. Sub-Contracting: Bidders must disclose if they intend to utilize sub-contractors to fulfill the services requested herein.

l. Payment Terms:

Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:

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**Union County Community Action, Inc.
Attn: Elizabeth Leonard
PO Box 1029
Monroe, NC 28111**

m. Pricing:

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.

n. Post-Award Debarment:

The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal, state, or local contracts.

o. Termination:

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

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VENDOR PROFILE & CERTIFICATION

Item: CLASS Consultant RFP

Agency: Union County Community Action, Inc.

Closing: 3:30 p.m., Friday, April 25th, 2025

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal funds.

Legal Name of Person or Entity Represented:

Telephone:

Fax:

Email:

Mailing Address:

Physical Address:

City, State, Zip:

Social Security/Federal Employer Identification Number:

DUNS Number:

Authorized Signature:

Date:

Typed or Printed Name:

Title:

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CERTIFICATION STATEMENT

By submitting this bid, the potential Contractor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The Bidder is not debarred or suspended from receiving compensation under federal, state, or local contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and attached to this bid, and noted below.
- The contractor understands Davis-Bacon requirements and will pay laborers assigned to this job no less than the minimum prevailing wage and fringe benefits required by the Department of Labor (reference Attachment A for more information).
- Do you have any exceptions to this bid? If so, describe below:

Therefore, in accordance to this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.

Individual/Entity Represented:

By: _____
Signature

_____ **Typed or printed name**

_____ **Title**

_____ **Date**