

Request for Bids
I-CARE, INC.
Statesville, North Carolina

Purpose

I-CARE, Inc. is seeking a consultant for the performance of Environmental Health and Safety (EnvHS) observations in 3 standalone Head Start centers with a total of thirteen (13) classrooms plus playgrounds at each site. Additionally, the consultant will provide a final analysis report on portions of the Focus Area 2 Monitoring Protocol, presentation of findings/concerns which can be utilized for staff development, and debriefing for management team members. Interested applicants must have extensive knowledge of the Office of Head Start, Head Start Program Performance Standards, including the ECERS-R (Early Childhood Environment Rating Scale-Revised).

Proposal Requirements

Each agency/bidder must submit a written proposal including:

1. A written description of the process by which you will fulfill the scope of services
2. Description of current experience
3. Total project cost and notice of any in-kind support to the Head Start program
4. The signed Statement of Certifications form (attached)
5. Current background check (upon request)

All proposals must be submitted with signatures. Late submissions will not be considered. **All** questions must be emailed to Alecia Holmes no later than 3 days prior to the proposal deadline. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity and price. The lowest price will not always receive the contract award. The final decision will be based on what is in the best interest of the agency to ensure that quality workmanship is performed to achieve maximum results. Bidders on the Suspension of Funding listing and/or the System of Awards Management/Excluded Parties List System will be deemed ineligible for award consideration.

<p>Contact person: Alecia Holmes Transportation/Facilities Manger alecia.holmes@icare-inc.org</p>	<p>Proposal must be submitted to: I-CARE, Inc. PO Box 7049, Statesville NC 28677 Attn: CLASS Preschool Observation</p>	<p>Deadline: Submission deadline: 4:00 p.m. Tuesday, <u>March 13, 2018</u></p>
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In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) I-CARE, Inc. encourages Minority and Women Business Enterprises to apply. Incomplete and/or late bid submissions will not be considered.

Scope of Services

1. Performance of Environmental Health and Safety (EnvHS) observations in 3 standalone centers and kitchen explorations with a total of thirteen (13) classrooms including playgrounds at each of the 3 Head Start sites.
2. Provide a final analysis report on portions of the Focus Area 2 Monitoring Protocol, presentation of findings/concerns which can be utilized for staff development, and debriefing for management team members.

Statement of Certification

Please initial each statement in order to Certify:

_____ Neither myself and/or the company I represent is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

_____ I have not been convicted of or had a civil judgment rendered against me or my company for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal or state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

_____ I am not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and

_____ I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to their application.

_____ I certify that I have not been convicted of any acts of child abuse or neglect and, if awarded this contract, I (or the staff person assigned to implement the services) will submit to a state and national criminal background check.

Consultant/Agency Representative Signature

Date