

Community Council of South Central Texas, Inc.

Bid Solicitation for Consulting Services

1. Purpose:

The purpose of this bid solicitation is to obtain a Consultant to aid in ongoing staffing retention and recruiting issues and implementation of processes at CCSCT's stand-alone centers in Guadalupe and Comal counties. The contract is not to exceed the duration of 2 years, with the option to extend the contract for up to four years.

2. Description of Entity:

CCSCT is a private nonprofit, 501©3, Community Action Agency with the mission to empower low-income families and individuals in South Central Texas by helping them transition out of poverty and become self-sufficient. The organization does this by providing comprehensive health, nutrition and social service programs that support families and individuals throughout the transition period. CCSCT's service area includes 31 counties with the Executive and Administrative offices located in Seguin, Texas.

CCSCT was the Head Start Grantee serving Guadalupe and Comal Counties for approximately 42 years ending in 2014. In 2020, CCSCT regained the Head Start program, and is currently in our 4th year of the contract.

3. Submission Requirements:

- a. A description of experience in consulting, specific to Head Start and Early Head Start grantees.
- b. Demonstrate the individual's/firm's success rate in consulting services.
- c. Demonstration of the individual's/firm's knowledge of the new Head start Performance Standings.
- d. Demonstration of the individual's/firm's knowledge of the Head Start Act.
- e. Demonstrate the ability to formulate the program structure including, Center operations, staff management, job duties and expected job

- performance for teachers, leadership and delivery of coaching techniques to successfully improve the performance of classroom staff.
- f. Demonstrate justification and itemized cost in developing a completed Consulting service plan.
 - g. Demonstrate justification and itemized cost in providing consulting services to implement proposed processes.

In addition to submitting a bid for the above listed items, Respondent must also complete the References, Required Questions and Certification contained herein.

4. Rejection of Bids:

CCSCT reserves the right to reject any or all submissions, in whole or in part, for any reason without incurring any costs or liability whatsoever. All bids will be reviewed for completeness of the submission requirements. If a bid fails to meet a material requirement in the bid solicitation it will be considered incomplete.

All bids may be rejected in any case where it is determined that the bids are not competitive or where the cost is not reasonable.

Bids that contain false or misleading statements may be rejected if in CCSCT's opinion the information was intended to mislead CCSCT regarding a bid requirement.

5. Proposal Instructions:

1 original and 3 copies of the bid must be submitted no later than 5:00 p.m. on Friday, May 26, 2023. Proposals received after that date will not be considered. It is the responsibility of the bidder to ensure that the proposal is received by CCSCT by the deadline. Competitive bids should be mailed or delivered to: CCSCT Attn: Bobby Deike, Executive Director, 801 N. State Hwy 123 Bypass, Seguin, Texas 78155, or emailed to bdeike@ccsct.org.

All costs incurred in the preparation of the proposal responding to this bid will be the responsibility of the bidder and will not be reimbursed by CCSCT.

6. Evaluation and Review of Proposals:

Competitive bids will be accepted at the CCSCT Administrative office located at 801 N. State Hwy. 123 Bypass, Seguin, Texas no later than 5:00 p.m. on Friday, May 26, 2023.

All proposals will be evaluated based on a point system by a committee appointed by the CCSCT Executive Director. Efforts will be made by CCSCT to utilize small businesses and minority-owned businesses. CCSCT will not discriminate regarding race, color, creed, sex, religion, national origin, disability, marital status, parenthood or age.

The following criteria will be used for evaluating each proposal:

Factors	Possible Points
Met requirements of RFP	0 - 5
Experience in Consulting specific to Head Start and Early Head Start programs, including the development and successful processes of Head Start programs.	0 - 20
Individual's/firm's success rate in Consulting Services specific to Head Start and Early Head Start Programs.	0 - 15
Individual's/firm's knowledge of the new Head start Performance Standings.	0 - 20
Individual's/firm's knowledge of the Head Start Act	0 - 20
Ability to formulate the program structure from the following; center-based, home-based, family child care, or an approved locally-designed variation as described in §1302.24.	0 - 20
Ability to formulate the program structure including, Center operations, staff management, job duties and expected job performance for teachers, leadership and delivery of coaching techniques to successfully improve the performance of classroom staff.	0-25

Justification and itemized cost in developing a plan for Consulting Services.	0 - 20
Justification and itemized cost to provide consulting services to implement proposed new processes.	0 - 20
Minority owned- Must attach Certification	0 - 5
References	0 - 20
Discounts	+ 0 -10
Maximum points	200

Please include an itemized statement of expenses and discounts.

Points for Price Category - Lowest bid will receive maximum allowable points, 2nd lowest will be reduced by 5 points of maximum, 3rd lowest will be reduced by 10 points of maximum, etc.

Discounts- Highest discount will receive 10 points, 2nd highest will receive 8 points, 3rd highest will receive 6 points, etc.

CCSCT reserves the right to award the contract to the bidder whose proposal is most advantageous to the Agency.

7. Notification of Award:

Upon conclusion of final negotiations with the successful bidder, all bidders submitting proposals in response to this Bid Solicitation will be informed in writing of the name and the successful bidder.

8. Protest Procedure:

All protests regarding the solicitation process must be submitted in writing to the Executive Director within (5) five business days following the opening of the bids. Failure to protest within the time frame will constitute a waiver of protest.

9. Questions:

Inquiries concerning this Bid Solicitation should be directed to Bobby Deike by email at bdeike@ccsct.org

References

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Required Questions

1. Is Firm a minority or women owned business? Yes No

Note: If yes, Firm must include certificate formally designating entity as such. Otherwise no points will be given.

2. Does Firm have any relationships that would be considered a conflict of interest involving any CCSCT Board member, employee or vendor?

Yes No

Note: If yes, Firm must attach a list describing the relationship as "Attachment A"

3. Does the Firm have prior Head Start and Early Head Start Consulting experience? Yes No

If yes, how many years of experience? _____

Certification

I hereby certify that the information provided above is true and correct. I hereby certify that prices quoted above are true and correct and shall remain in effect for the agreed upon contract period, not to exceed two years, and may be extended for up to (4) four additional years. I understand that CCSCT is a non-profit agency and is exempt from state and local taxes and have therefore not included taxes in the pricing provided above.

Authorized Agent

Date