



Request for Proposals

To: Potential Vendors

From: Karen Mills

Date: June 22, 2022

Partnership for Children of Johnston County (PFCJC) is currently accepting proposals from qualified individuals to provide racial equity professional development trainings as described below. Services to be rendered July 15, 2022 – December 31, 2022. Proposal to include all aspects of the project, including but not limited to, background research, planning meetings, content to be taught, handouts and follow-up.

Proposals may be submitted via email to kmills@pfcjc.org no later than 5pm July 5, 2022.

Background:

The Partnership for Children of Johnston County is community-based non-profit whose mission is to work effectively with its community partners to ensure that Johnston's youngest residents and their families receive the best educational, health, and emotional support services possible, helping to ensure those children enjoy life-long success, and providing the maximum return on investment for those funds entrusted to the Partnership. The Partnership is a public-private initiative incorporated in 1997 as part of North Carolina's Smart Start initiative to help ensure all of Johnston County's children enter kindergarten healthy and ready to learn. We do this by enhancing the quality of childcare, improving access to high quality child care and supporting strong families. We work collaboratively with like-minded organizations and strive toward high quality early childhood education and school readiness for all of Johnston County's children.

The Partnership is extremely proud of being a leader in the community when it comes to collaborative work and collective impact.

The Partnership received a Family Engagement Grant from the Division of Child Development Preschool Grant to convene a coalition whose focus it is to increase Family Engagement and Leadership opportunities through our county. The coalition is made up of representatives from organizations across Johnston County that have an impact on families with young children as well as at least 20% members being families with lived experiences.

- Equity is a priority in all of our work, from our newly established staff equity committee to prioritizing program planning based on available disaggregated data. Outside of our organization, we are partnering the Family Engagement Coalition to continue this conversation with like-minded organizations and expanding this work to the broader community.

In summary, every family deserves the opportunity for equitable early childhood education and

experiences. Johnston County has made great strides in the last 25 years to meet the needs of families with young children and the Partnership for Children is proud to lead those efforts, but we could not make the impact necessary without the collective, collaborative work that is done with all our partners.

Objectives of the Project:

This project aims to provide training about racial equity, facilitate self-assessments in regards to implicit and explicit bias, offer strategies for advancing racial equity, develop critical activities to examine system changes in racial equity and provide follow up consultation.

Scope of Services:

This project consists of the following:

- 1) Up to Four 3-hour professional development sessions, each covering:
 - a) An overview of the systemic levels of racism;
 - b) The specific intervention(s) received, to include drivers for the intervention(s) chosen, method of implementation, personal reflection(s) from participants and staff
 - c) Facilitate development of equity leadership plans for agencies participating to address inequities in personal, professional and organizational practices
 - d) Resources for cultural responsiveness and impacts of biases.

The bidder is required to prepare an itemized budget in submitting their proposal. Budget must align with deliverable and timeline chart presented above.

Payment:

The bidder is required to prepare and submit detailed invoices according to the timeline included in this Request for Proposal. Subject to the satisfactory completion of the services, PFCJC shall pay the selected Contractor according to said timeline.

Additional Proposal Requirements:

- 1) Relevant background and experience
- 2) A minimum of 3 references for organizations who have participated in similar work
- 3) Completed [IRS form W-9](#)
- 4) Proof of Insurance:
 - a) Commercial General Liability with combined single limit of \$1,000,000 for each occurrence
 - b) Hired and Non-Owned Automobile Liability Coverage with a combined single limit of \$500,000 for bodily injury and property damage; a limit of \$500,000 for uninsured/under insured motorist coverage; and a limit of \$2,000 for medical coverage.
 - c) Worker’s Compensation and Employer’s Liability Insurance with a minimum limit of \$500,000 covering all employees engaged in any work under this contract. For contracts with individuals, this insurance may not be applicable.
- 5) Completed and signed Declaration (page 5)

Declaration by Bidder

The Proposal

The bidder agrees to enter into contract to provide the Services in accordance with its Proposal. The Bidder agrees that PFCJC may accept or decline the Bidder’s Proposal at its discretion. No commitment or contract exists until a contract is executed by both parties.

The Bidder agrees that participation in any stage of the RFP process is at the Bidder’s sole risk and cost.

Insurance:

During the term of this Contract, the Contractor shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with this Contract. At a minimum, the Contractor shall provide and maintain Workers’ Compensation/Employer’s Liability, Commercial General Liability, and Automobile Liability Insurance covering all owned, hired and non-owned vehicles used in the performance of this Contract as required to protect the State, the Division, NCPC, and the Local Partnership against claims that may arise from the Contractor's performance.

Conflict of Interest

At the time of submitting a proposal, the Bidder agrees there is no conflict of interest (real or perceived) unless specifically and clearly identified in their proposal with a recommended plan to manage the conflict of interest.

The Bidder agrees to notify PFCJC immediately if an actual or potential conflict of interest arises.

| | |
|------------------------|------------------|
| Full Name: _____ | Title: _____ |
| Business Name: _____ | Phone: _____ |
| Mailing Address: _____ | City: _____ |
| Email Address: _____ | State/Zip: _____ |
| Signature: _____ | Date: _____ |