

REQUEST FOR PROPOSALS

*MARC HEAD START
AND
EARLY HEAD START
DIRECT SERVICE PROVIDERS*
To Be Issued by: Mid-America Regional Council
January 2024



Key Information:

Draft of Request for proposals issued	Friday, January 5, 2024
Preproposal conference	Friday, January 12, 2024 9:00 am
Request for proposals issued publicly	Friday, January 19, 2024
Secondary preproposal conference	Friday, February 2, 2024 9:00 am
Deadline for questions / additional information*	March 1, 2024
Final responses to questions released	March 15, 2024
Closing date for proposals	April 30, 2024, by 5pm CDT
Selected agencies notified	May 31, 2024
Grant inclusion negotiations	June 1, 2024 - July 3, 2024
Grant inclusion agreement finalized	July 19, 2024
Anticipated contract start date	August 1, 2024

***Important Notice Regarding Additional Information and Questions-** MARC will post all submitted questions and MARC's answers on its website. Questions may be submitted from January 12, 2024, until March 1, 2024. Final responses for all questions will be posted by March 15, 2024.

MARC HEAD START AND EARLY HEAD START

REQUEST FOR PROPOSALS FOR EARLY HEAD START AND HEAD START DIRECT SERVICE PROVIDERS

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- B. Childcare license or license-exempt approval letter from the Missouri Department of Health and Senior Services for each facility included in the application.
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REQUEST FOR PROPOSALS

I. OVERVIEW

The Mid-America Regional Council (MARC) is a nonprofit association of city and county governments and the metropolitan planning organization for the Kansas City region. MARC promotes regional cooperation and develops innovative solutions through leadership, planning, and action. MARC is funded by federal, state, and private grants; local contributions; and earned income. A major portion of MARC's budget is passed through to local governments and other agencies for programs and services.

MARC's organizational structure includes a variety of departments, each with specific focus areas. The Department of Early Learning is focused on improving access to quality early learning programs in the region through advocacy and strategic planning. Under the umbrella of the Department of Early Learning, MARC operates the MARC Head Start program, which has been the recipient of federal and state grants for Head Start and Early Head Start programming in Clay, Platte and Jackson Counties since 2005. These grants provide services for approximately 2,400 HS and EHS children ages 0-5, pregnant women, and their families through multiple partnerships with community childcare providers.

- A. **Purpose:** MARC Head Start's mission is to advance young children's development and learning through effective administration, community collaboration, and family engagement. As a part of MARC's Department of Early Learning, MARC Head Start can draw from MARC's many internal resources for support in fiscal/accounting, research services, public affairs, transportation and demographic data, emergency services, and human resources. The MARC Head Start staff includes a team of early childhood professionals with expertise in early childhood education, health, nutrition, mental health, and disabilities services as well as data analysis and evaluation. This team oversees all Head Start and Early Head Start contracted services.

The early childhood landscape has changed considerably in the 15 years since MARC Head Start has been the grantee. There have been changes in local demographics as well as changes in the national agendas set by the Offices of Head Start and Childcare, and the Department of

Education. MARC Head Start will continue to ensure it meets: 1) the current needs of the community, 2) the new revisions in the Performance Standards, and 3) efficient, effective, transparent, and fiscally responsible delivery of services. MARC Head Start Stakeholders agreed to the following guiding principles for the Mid America Regional Council's Head Start/Early Head Start program structure:

1. Head Start in Clay, Platte, and Jackson counties will have a regional approach.
2. MARC Head Start infrastructure, philosophy, and approach will support and empower early childhood direct service providers to thrive while maintaining their unique identity.
3. Head Start funding allocation strategies will:
 - a. Strive for administrative efficiencies;
 - b. Have a clear rationalization for the allocation of the award that is determined through a cooperative process;
 - c. Provide a process for reviewing allocation determinations; and
 - d. Be flexible and responsive to changing community and programmatic circumstances.
4. MARC Head Start will be connected to the broader early learning system and initiatives in the Greater Kansas City region.
5. MARC Head Start will develop at least one area of shared emphasis for direct service providers to pursue together.

B. Eligibility: This RFP seeks qualified community agencies, educational institutions, or other not-for-profit entities with experience in providing comprehensive child development services. Successful respondents will be identified in MARC's application as the Head Start and/or Early Head Start direct service providers for eligible children, pregnant women, and families in Clay, Platte, and Jackson counties in Missouri. Organizations submitting applications will provide proof that they meet all of the following eligibility requirements:

1. Non-profit or 501(c)(3) status;
2. A clear annual single audit (Independent Auditor's Report) for programs applying for a Tier 3 status that expend more than \$750,000 of federal funds per year;
3. Childcare license or license-exempt approval letter from the Missouri Department of Health and Senior Services for each facility included in the application;

4. Eligibility for funding from USDA school lunch or Child and Adult Care Food Program;
5. **Insurance.**
 - a. The AGENCY shall maintain commercial general liability, automobile liability, worker's compensation and employer's liability insurance in full force and effect to protect the AGENCY from claims under Worker's Compensation Acts, claims for damages for personal injury or death, and for damages to property arising from the negligent acts, errors, or omissions of the AGENCY and its employees, agents, and subcontractors in the performance of the Services covered by this Agreement, including, without limitation, risks insured against in commercial general liability policies.
 - b. The AGENCY's insurance coverage shall be for not less than the following limits of liability:
 - i. Commercial General Liability: \$500,000.00 per claim up to \$2,000,000.00 per occurrence.
 - ii. Automobile Liability: \$100,000.00 per claim up to \$2,000,000.00 per occurrence.
 - iii. Worker's Compensation in accordance with the statutory limits; and Employer's Liability: \$1,000,000.00.
 - c. The AGENCY shall provide MARC with a certificate of insurance evidencing such policies and confirming that they are all in full force and effect as required by this Agreement. All such policies shall name MARC as an additional insured.
 - d. Any insurance policy required hereunder shall be written by a company which is incorporated in the United States of America or is based in the United States of America. Each insurance policy must be issued by a company authorized to issue such insurance in the State of Kansas or Missouri, depending upon the location of the AGENCY's operation.
 - e. As between AGENCY and MARC, the parties waive any and all rights against each other, including their rights of subrogation, for damages covered by property insurance during and after the completion of Services under this Agreement.
 - f. The AGENCY will provide evidence of adequate student liability insurance with such limits in force as are acceptable to MARC.

Eligible programs must have the capacity to support contracts for the following Head Start/Early Head Start funded enrollment slots (Table 1):

Table 1: Minimum and Maximum Slots per Tier

Tier	Minimum Number of Slots ¹	Maximum Number of Slots ¹
Tier 1	To be negotiated	75

Organizations selected as Head Start/Early Head Start direct service providers will commit to helping MARC Head Start deliver and achieve the goals of the MARC Head Start program. Current goals for MARC’s Head Start and Early Head Start programs are:

1. Recruit, enroll, and serve families who are among the most vulnerable and most in jeopardy; linking them with support, resources and services that will enable them to achieve their goals for themselves and their children.
2. Ensure optimal academic and social progress for linguistically and culturally diverse children and their families.
3. Work in collaboration with the health care community and families to provide services based on respect for the importance of parental involvement and ongoing continuous health care.
4. Support positive social-emotional development and mental wellness for all children through preventive approaches and intervention.
5. Effectively administer Head Start and Early Head Start programs with qualified staff who implement a) engaging interactions and environments, b) research-based curricula and teaching practices, c) ongoing child assessment, and d) highly individualized teaching and learning.
6. Implement structured management systems that support consistent, accessible, high quality early learning programs.

¹The number of slots is a calculation of the total number of MAHS Head Start and Early Head Start funded slots for each agency.

II. BACKGROUND

A. **Structure:** Capitalizing on well-established community connections, MARC’s Head Start program will provide comprehensive, high quality, birth through five early education services that facilitate healthy development, including physical and social/emotional development, and prepare children for school success. As the grantee, MARC Head Start will employ a team of qualified early childhood professionals, each with specific areas of expertise, who will support well-established early childhood direct service providers that are contracted to provide Head Start and Early Head Start programming for children, pregnant women, and families. Accountability will be maintained through strong contractual agreements and clearly defined policies and procedures. Leadership will be

delivered to the contracted early childhood service providers through a shared vision, common goals, and structured systems. These systems will include Program Governance, Fiscal Management, Planning, Communication, Record-Keeping and Reporting, Monitoring, Self-Assessment, Human Resources, and Professional Development.

B. *Population groups served:* MARC Head Start will work in collaboration with contracted early childhood providers to form a network of early childhood programs to support the needs of low-income pregnant women, young children, and families in urban, suburban, and rural settings in Jackson, Clay, and Platte counties of Missouri. This will result in consistently high-quality early learning programs that are accessible to families no matter where they live. Expanded access to quality services will be attained through contractual agreements with existing community-based agencies and local school districts.

C. *Needs to be addressed:* Head Start and Early Head Start are comprehensive child development programs that serve economically disadvantaged pregnant women, children from birth to age five, and their families. Data from the 2022 comprehensive community needs assessment completed by MARC Head Start is used to develop strategies to meet the specific needs of low-income families in the community. MARC Head Start's approach will focus particular attention on families who are homeless, those who are dual language learners, those with children in the child welfare system, and those who have experienced trauma.

III. PROGRAM DELIVERY

A. *Program options:* MARC Head Start will accept proposals for service delivery in center-based program options. Head Start center-based programs must be providing 1,020 hours of planned classroom operations over the course of at least eight months per year. MARC Head Start encourages applications that provide birth to five services in center-based programs. MARC Head Start will consider applications for the following types of services and program options (Table 2):

Table 2: Program Options and Enrollment

Program Options	EHS Only	HS Only	HS & EHS
Center-Based			X

Center-Based Option- MARC’s Head Start and Early Head Start slots will be assigned to center-based programs. Current availability of slots to consider are Head Start 30 and Early Head Start 20.

Thorough descriptions of requirements for each option including staff ratios and group size are available on-line at the following link:

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-21-center-based-option>

B. Service Duration:

- **Center-Based Early Head Start** programs must provide 1,380 annual hours of planned class operations for all enrolled children. Programs must conduct two home visits and two parent teacher conferences per family each year, including one before the program year begins if feasible.
- **Center-Based Head Start** Programs must provide a minimum of 1,020 annual hours of planned class operations over the course of at least eight months per year. Programs must conduct two home visits and two parent teacher conferences per family each year, including one before the program year begins if feasible.

IV. APPLICATION CATEGORIES Federal Subrecipients Versus Contract for Services

Federal grant funds will be awarded to selected direct service provider contractors in one way as a Tier 1 provider.

Direct Services Contractor

The selected agency will provide high quality childhood services as submitted in their proposal and negotiated with MARC. The contractor will be reimbursed a fixed rate per slot per month adjusted for vacancy during the month. Under this arrangement, the contractor will not have decision-making over program design (after negotiations) or be responsible for key federal program compliance matters, such as program design and monitoring, governance, and matching. Interested early childhood service providers will submit proposals for one of the following application categories based on their agency's capacity to fulfill the Head Start and Early Head Start program requirements.

Tier 1 – Direct Service Contractor

- Service Provider Role - provide high quality early childhood classroom/home- visiting experiences and family engagement services.
- MARC Role- Provide a comprehensive system of support, which includes an on-site Education Coordinator / Coach, and all other services needed to meet the full complement of Head Start and Early Head Start requirements.

Agencies operating a Tier 1 program will receive supplemental support in meeting the comprehensive needs of children and families through MARC Head Start staff support as well as MARC Head Start contractual agreements with outside community agencies e.g. mental health consultants and nutrition consultants. See the individual applications for each Tier for detailed information on the support that will be provided by MARC.

- V. STAFFING REQUIREMENTS** Programs must ensure all staff consultants and contractors engaged in the delivery of services have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of their positions.

A. Key Administrative Staff Roles / Responsibilities			Minimum Qualifications
Center Director (Tier 1) Responsible for program staff recruitment, retention and supervision. Responsible for maintaining facility's compliance with health and safety regulations. Will work in collaboration with MARC Head Start staff to support community relations, shared governance, program evaluation and reporting for education and family engagement services.			Baccalaureate degree with concentration in early childhood education, child development, social work, administration or related field with experience in supervision of staff, fiscal management and administration
Program	Program Option	Staff	Minimum Qualification
Head Start	Center Based	Lead Teacher	AA in ECE or related degree ⁴
		Assistant Teacher	Preschool CDA
		Floater or Permanent Substitute	Preschool CDA
		Family Service Worker	Credential or Certification in Social Work, human services, family services, counseling, or a related field ⁴
	Home Based - Home Visiting	Home Visitor	Home Visitor CDA and Family Development Credential; or, an Associates/Bachelor's degree with 12 hours of social work, human services, family services, or counseling in the 400/ 500 level of course work and 9 hours in child development. Home Based CDA and Family Development Credential
Early Head Start	Center Based	Lead Teacher	Infant Toddler CDA
		Assistant Teacher	Infant Toddler CDA
		Floater or Permanent Substitute	Infant Toddler CDA
		Family Service Worker	Credential or Certification in Social Work, human services, family services, counseling or a related field ⁴
	Home Based - Home Visiting	Home Visitor	See above for Head Start Home Based CDA and Family Development Credential

⁴ Refer to MARC Head Start Policies 8400, 8601 and 8700

VI. PROGRAM REQUIREMENTS

Before identifying which application category best fits an agency’s internal capacity it is important to consider the programmatic, fiscal, and operational requirements for each Tier. The information that follows provides the specific systems or practices to be implemented by the Head Start/Early Head Start Direct Service Contractor for Tiers 1. Referenced policies and procedures are on the MARC website at the following link: <https://marcheadstart.org/policies-and-procedures/>

A. Program Design and Management (30 points)	Tier 1	MARC
1. A system for program planning that includes families in decision making, ensures the program is responsive to community and family needs, and children and families have access to community resources and services	X	
2. A system of shared governance that includes board oversight and parent inclusion in program planning and decision-making specifically for human resources and finances;		X
3. The ability to implement the MARC Head Start system for data collection, tracking, reporting, and communication <u>related only to</u> family engagement services, attendance, education, disabilities services, and family and child assessment;	X	
4. Ability to implement MARC Head Start’s system for data collection, tracking, reporting, and communication for <u>all Head Start services</u> including health and nutrition, education, disabilities services, mental health services, family services, human resources, and family and child assessment;		X
5. A system for ongoing program monitoring to ensure that Head Start program performance standards are met in all program areas;		X
6. Sound fiscal systems and practices with demonstrated fiscal capacity. The applicant must demonstrate ability to comply with all established regulations applicable to program administration and grants management identified in the Head Start Program Act and Performance Standards and other regulations as outlined in 45 CFR Part 1302 Financial and Administrative Requirements.		X

B. Staffing and Professional Development (25 points)	Tier 1	MARC
7. A system of regular and ongoing staff supervision and a system of individualized and ongoing professional development;	X	
8. Hiring practices in accordance with safety guidelines and specified staff qualification requirements that attract, recruit, and retain sufficient qualified staff in and outside the classroom and who are culturally representative of the community being served;	X	
9. A program structure that supports sufficient staff to ensure high quality comprehensive service delivery in accordance with all Head Start Program Performance Standard Regulations;		X
10. A system to implement a research based, coordinated coaching strategy for education staff that aligns with MARC Head Start’s policies and procedures;		X
C. Child Health and Development (25 points)	Tier 1	
11. High quality early education and child development services including services for children with disabilities that promote children’s cognitive, social, and emotional growth for later success in school;	X	
12. Research based curriculum, screening, and assessment procedures that align with MARC Head Start’s policies and procedures and supports individualization and growth in the areas of development described in the <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> and support family engagement in children’s learning and development;	X	
13. Systems to promote continuity of care for individual and groups of children in Early Head Start programs to minimize educator changes whenever possible throughout a child’s enrollment, and systems for multi-age grouping in Head Start center-based programs.	X	
14. Systems to support enrolled pregnant women (if applicable);	X	
15. High-quality health, oral health, mental health and nutrition services that are developmentally appropriate, culturally and linguistically appropriate and that will support each child’s growth and school readiness;		X

16. A system that supports inclusion of children eligible for services under IDEA allowing these children to receive appropriate education and services in the least restrictive environment;	X	
17. A system that ensures 10 percent of enrolled children are eligible for services under IDEA as evidenced by a current IEP or IFSP through the Local Education Agency or Early Intervention Agency, and these children receive appropriate education and services in the least restrictive environment;		X
18. A system of health and safety practices that ensures children are kept safe at all times, meets Missouri Department of Health and Senior Services licensing regulations, meets MARC policies and procedures, and is aligned with best practices as defined in the <u>Caring for our Children Basics</u> published by the department of Health and Human Services which can be found at this link: https://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf	X	
D. Working with Families (20 points)	Tier 1	MARC
19. Systems to engage and build relationships with families that includes strategies that are integrated into all systems and services to support family well-being and promote children’s learning and development;	X	
20. A research-based parenting curriculum that builds on parents’ knowledge and offers parents the opportunity to practice parenting skills to promote children’s learning and development;	X	
21. A system of ongoing educational opportunities for parents/families;	X	
22. The capacity to implement the family partnership process as outlined in MARC Head Start’s policies and procedures for family engagement;	X	
23. Systems for coordinating practices that support successful transitions for children and families transitioning out of Early Head Start, into Head Start, and out of Head Start to Kindergarten;	X	

Bonus Points

- 24. Past experience and success in providing Head Start and Early Head Start services (2 points)
- 25. NAEYC and/or Missouri Accreditation (2.5 points)
- 26. Past success in meeting the needs of underserved populations (2.5 points)
- 27. Capacity to provide contributed or discounted services (3 points)
- 28. Ability to provide services in Clay or Platte counties (3 points)

VII. FUNDING Based upon past funding and anticipated federal award amounts the following are the anticipated funding allocations for the various program options.

Program Option	Per Child Base Rate Range Tier 1
HS Center Based (1,020 hours total)	\$8,343-\$8,616
EHS Center Based (1,380 hours total)	\$14,000

Anticipated Total Number of Slots per Tier	
Tier	Anticipated Total Number of Slots
Tier 1	50 Head Start 30 Early Head Start 20

Training funds:

- **Tiers 1** - MARC Head Start will prioritize, budget, and allocate a pool of training dollars to be shared between all Tier 1 providers.

Reimbursement:

- **Tiers 1** –Reimbursement based on the monthly enrollment and attendance of Head Start and Early Head Start children. Programs are encouraged to provide discounted rates as contributed services when possible.

VIII. TERMS

Funding Source and Anticipated Terms of Contract: This initiative is administered by MARC Head Start through funding received from the federal Office of Head Start (OHS), within the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services.

Timeframe: It is anticipated that the terms of this contract will extend from August 2024 through October 2025. MARC Head Start may extend the term of the contract for up to three additional periods. This extension is contingent upon successful performance of the program and services provided, and upon availability of funds.

Notification of Award and Negotiation of Contract: All awards are provisional pending approval of the MARC Head Start federal grant application by The Administration for Children and Families. Should a respondent's contract be terminated or relinquished for any reason, MARC Head Start reserves the right to return to the pool of respondents generated from this RFP to select another qualified respondent.

IX. APPLICATION PROCESS

- Preproposal conference scheduled for Friday January 12, 2024, 9:00 am at MARC, 600 Broadway, suite 200, KCMO 64105 in the Board Room
- Additional meetings may be scheduled if needed.
- Questions and additional information –send in writing, via email to klawson@marc.org. Email should be sent with a read receipt confirmation option.
- The deadline for submitting questions is March 1, 2024.
- Response to questions will be posted on the MARC web site beginning January 19, 2024.
- Final responses from MARC will be posted by March 15, 2024.

SUBMISSION INSTRUCTIONS

Proposal are due to MARC by 5pm CDT on April 30, 2024.

- E-mail proposal and all documentation to Kasey Lawson at klawson@marc.org phone 816-701-8376
- Proposals and supporting documents must be submitted via email with the subject title “MARC Head Start Proposal for EHS/HS Direct Service Contract”.
- E-mail must include delivery and read receipt confirmation options. Note: It is the responsibility of the respondent to verify the receipt of proposals by MARC.
- Late submittals will not be considered and will be returned to the submitter unopened.
- MARC reserves the right to select or reject any proposal, in whole or in part.
- All proposals received by the aforementioned deadline shall be screened by MARC staff for completeness.
- MARC reserves the right to require any data that would support the reasonableness and acceptability of the proposal.

X. EVALUATION AND SELECTION PROCESS

Evaluation Process: Applications will be reviewed by a selection committee comprised of MARC staff and at least one member of the MARC Head Start Advisory Committee, one member of the MARC Head Start Policy Council, and local community experts in the fields of early childhood education and community service. Applications will be evaluated based on the respondent's ability to operate a Head Start /Early Head Start program as defined in this RFP.

On-Site Evaluation Visit(s): If a potential respondent has no previous experience contracting with MARC to provide Head Start / Early Head Start services, an on-site monitoring and evaluation visit(s) will be conducted by MARC staff. These visits will validate that all of MARC's expectations are met and must occur before an agency is considered for selection.

Evaluation Criteria:

- A. Program Design and Management – 30 points
- B. Staffing and Professional Development - 25 points
- C. Child Health and Development – 25 points
- D. Working with Families – 20 points
- E. Extra points:
 - 1. Demonstrated success providing Head Start and Early Head Start services (2 points)
Past performance records as verified by monitoring reports, administrative reviews for any respondent who has previously provided Head Start and Early Head Start services to MARC.
 - 2. NAEYC and/or Missouri Accreditation (2.5 points)
 - 3. Past success in meeting the needs of underserved populations (2.5 points)
 - 4. Capacity to provide contributed or discounted services (3 points)

Selection: MARC will notify each selected agency by telephone, e-mail and in writing.

Following verbal notification, MARC will negotiate a professional service agreement with the selected agency. The selected agency's proposal will be incorporated in the contract.

Additionally, MARC will notify, in writing, the agencies who are not selected.

Negotiations As part of any negotiations, MARC reserves the right to require any data that would support the reasonableness and acceptability of the proposal. Respondents may be asked to further define and/or refine the services they propose as part of contract negotiation including number of slots, program options, administrative structure, and communities served as well as funding amount awarded. If so, they will be afforded the opportunity to refine their proposed cost to reflect MARC requested changes from the original proposal.

Open Records Act and Proprietary Information: The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo).

All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.”

Protest Procedures: In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer’s opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the section procedure. The protest should clearly state the grounds for such a protest.

APPLICATION CHECKLIST

The following attachments must be completed and included in all proposals as applicable:

1. Application Cover Sheet
2. Affirmative Action Checklist: If applicable, proposers must complete and enclose with their proposal company’s Affirmative Action Plan (see Attachment A Affirmative Action Checklist).

3. Certification Regarding Debarment: Proposer is required to certify by signing the “Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion” (Attachment B). “Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion” is a certification that the proposer is not on the U.S. Comptroller General’s Consolidated Lists of Persons or Firms Currently Debarred for Violations of Various Contracts Incorporating Labor Standards Provisions.
4. Certification Regarding Lobbying: See Attachment C.
5. Disadvantaged Business Enterprise Requirements: MARC’s DBE policy requires that qualified DBE’s be afforded an equitable opportunity to participate in contracts. Proposers are encouraged to involve DBEs in subcontracts or joint ventures. MARC’s 2011 DBE goal is 14 percent.

DBE proposers should submit, with their proposals, Intent to Perform As A
Disadvantage Business Enterprise (DBE), Attachment D, for each proposed DBE
 contractor, subcontractor, or joint venture.

Certification of DBEs will be made in accordance with MARC’s
 Disadvantage Business Enterprise Program.

6. Budget and Budget Justification: Attachment E
7. Non-profit or 501(c)(3) status
8. Independent Auditor’s Report for programs that expend more than \$750,000 of federal funds per year if applying as a Tier 3 provider
9. Childcare license or license-exempt approval letter from the Missouri Department of Health and Senior Services for each facility included in the application
10. Eligibility for funding from USDA school lunch or Child and Adult Care Food Program
11. Proof of adequate liability insurance 45 CFR Part 1303.12
12. Project Narrative

**MARC HEAD START APPLICATION FOR
 HEAD START AND EARLY HEAD START DIRECT SERVICE PROVIDERS
 TIERS 1 COVER SHEET**

Agency Name:

Address:

Contact Person / Title:

Phone Number:

email:

Application category: Tier 1 _____ Tier 2 _____ (mark one)

Proposed services and options:

	Number of Slots	Market Rate per slot	Discounted Rate ³ (if any)	Proposed Rate	Total Annual Costs
Center Based					
Head Start ¹	(# of proposed slots)				
Early Head Start ²	(# of proposed slots)				

Total number of children proposed to serve _____

Total Funding Request \$ _____

Anticipated Discounted Services³ (may be used for in-kind match) \$ _____

Total Project Cost \$ _____

The appropriate governing bodies of the applicant have duly authorized this document. The applicant will comply with the attached assurances if selected.

Name of Authorized Agency Official: _____ Title: _____

Signature of Authorized Agency Official: _____ Date: _____

¹Applications for the Head Start Home Based option may include a maximum of 25% of the program’s total enrollment

²Applications that are exclusively Early Head Start are only allowable in the Home Based option

³Bonus points given for programs that provide discounted rates

ATTACHMENT A

AFFIRMATIVE ACTION CHECKLIST:

Federal regulations require that any firm 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted
2. Name of Affirmative Action Officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, of assignment of specific responsibilities and to whom the officer reports.
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals
7. Validation and revision of examinations, educational requirements, and any other screening requirements.
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and insuring supervisory compliance with affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and time tables)

ATTACHMENT B

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative

.....
Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT C

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersign, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- 3 The undersign shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of above Official)

(Date)

ATTACHMENT D
INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE)

Project Title and Description:

The undersigned intends to perform work in connection with the above project as (check one):

_____ Prime Contractor

_____ Subcontractor

_____ Joint Venture

_____ Other (please specify)_____

If applicable name of prime contractor or joint venture partner:

The DBE status of the undersigned is confirmed by a DBE Certification from one or all of the following (please provide copy of current Certification Certificate):

_____ MRCC (Missouri Regional Certification Committee)

_____ KDOT

_____ MoDOT

_____ City of Kansas City, Missouri

_____ Kansas City Area Transportation Agency (KCATA)

_____ Other (please specify) _____
(MARC may require additional certification documentation)

The undersigned is prepared to perform the following described work in connection with the above project (attach additional sheet in needed),

at the following price _____

_____ Date

_____ Name of DBE Firm

By: _____
Signature of DBE Firm's Authorized Representative

(Please Print Names of Authorized Representative)

ATTACHMENT E.
Budget and Budget Justification
(use attached excel document)

ATTACHMENT F.

Job Descriptions

Please attach job descriptions for all key personnel listed in