

REQUEST FOR QUALIFICATIONS

Mid-America Regional Council Head Start

EARLY CHILDHOOD

Head Start Quality Assurance Monitor Consultant

Mid-America Regional Council

November 3, 2023



Key Information:

Request for qualifications issued publicly	November 10, 2023
Deadline for questions / additional information	November 27, 2023
Final responses to questions released	December 1, 2023
Closing date for proposals	December 13, 2023
Selected agencies/individuals notified	December 15, 2023
Contract negotiations	December 18-29, 2023
Contracts finalized	January 5, 2024
Anticipated contract start date	January 8, 2024

REQUEST FOR QUALIFICATIONS

BACKGROUND

Capitalizing on well-established community connections, MARC serves as the grantee for Head Start and Early Head Start programs in metropolitan Kansas City in Clay, Platte and Jackson Counties. These programs 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. MARC Head Start and Early Head Start direct service providers serve approximately 2,400 children and their families through contracted direct service providers including 8 local school districts and 9 community based early childhood agencies throughout these three counties in Missouri. Services are provided in center-based and home visiting programs for children from birth to five years and pregnant women. See attachment A for listing of all sites.

MARC employs a team of qualified early childhood professionals, each with specific areas of expertise, who support direct service providers in the implementation of direct services to children and families. Accountability is maintained through strong contractual agreements, clearly defined procedures, and structured systems.

As the Head Start federal grantee, MARC is responsible for providing technical assistance and monitoring of all aspects of Head Start services within each of its contracted service providers. MARC is seeking qualified individuals to perform quality assurance activities as outlined in the scope of work below for selected locations to be determined by the MARC Quality Assurance team. Consultants may be assigned to focus on one or more areas such as Health, Safe Environments, or Human Resources.

MARC is seeking individuals with Head Start experience along with knowledge of Missouri childcare licensing regulations, Missouri, or National Accreditation standards, and ChildPlus software and data input.

SCOPE OF WORK

The following represents the scope of work to be completed during the contracted time. The proposed scope of work includes the following tasks:

- Complete approximately 30 health and safety observations per quarter. See exhibit A for a list of MARC Head Start locations.
- Document all monitoring results from health and safety observations using identified forms and enter in the internal monitoring checklist in ChildPlus
- Review data entered by direct service providers in the internal monitoring checklist for health and safety observations in ChildPlus.
- Based upon observations, determine whether providers meet all health and safety requirements.
- Return to providers for follow up monitoring and confirm all corrections were made, if necessary.
- Meet regularly with MARC HS Quality Assurance staff.
- Review child care licensing records at the Missouri Office of Childhood office.

Funding Timeframes:

- The terms of this contract will extend from January 8, 2024, through October 31, 2024.

- Thereafter, MARC may extend the term of the contract for up to one additional period. This extension is contingent upon successful performance and services provided, and upon availability of funds.
- All awards are provisional pending approval of the MARC's federal grant application by The Administration for Children and Families.
- Should a respondent's contract be terminated or relinquished for any reason, MARC reserves the right to return to the pool of respondents generated from this RFQ to select another qualified respondent.
- Although this budget is based on an estimated 30 hours per month, these hours may fluctuate based on the time of year and schedule of activities. In some months, the hours may be more and in others, such as the summer months, the hours may be less.

Selected candidate / agency should be aware that this is a federally funded project and as such the contract will be subject to all terms and conditions applicable to federal grants. The selected candidate must also provide documentation of a clear criminal background check and TB screening.

RESPONSE REQUIREMENTS

Responses to this Request for Qualifications should be directed to Kasey Lawson at the below address NO LATER THAN 4 p.m. CDT on Wednesday, December 13, 2023.

Kasey Lawson, Head Start Director Mid-America
 Regional Council 600 Broadway, Suite 200
 Kansas City, MO 64105-1659
 Email: klawson@marc.org

Please provide your response in electronic format (PDF). The following items should be addressed in your response.

- Name
- Address
- Phone number
- Email address
- Resume: provide current resume with education, certifications, and work experience.
- Background: Provide additional information on background, including experience, education, and skills necessary to perform the required work. Indicate specific credentials that make the individual well suited to meet MARC's requirements.
- References: provide three references of clients or employers where similar knowledge and expectations were required.

QUESTIONS

Questions must be submitted in writing to Kasey Lawson klawson@marc.org by 5pm CST on November 27, 2023. Answers to all questions will be posted on the MARC website at <http://www.marc.org/Requests-for-Proposals> by close of business on Friday, December 1, 2023.

ENGAGEMENT

This Request for Qualifications does not commit MARC to award a contract or pay costs incurred in the preparation of response to this request. MARC reserves the right to accept or reject any or

all responses received as a result of this request if it is considered in the best interest of MARC. MARC may require the respondent selected to participate in negotiations, and to submit to such price, technical or other information may be needed to finalize a particular engagement for services.

AFFIRMATIVE ACTION POLICY/DRUG-FREE WORKPLACE

MARC hereby notifies all respondents that it will affirmatively ensure that minority and women-owned business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, disability, veteran status in consideration of the contract award. It is an objective of MARC to use minority and women-owned businesses to the maximum extent feasible in carrying out its activities. Please indicate in your response if your firm is a minority or women owned business and provide your current certification(s). Consultant must agree to comply with the requirements of the Drug-Free Workplace Act of 1988, P.L. 100-690, Sections 5151 through 5160

CONTACT FOR FURTHER INFORMATION: Kasey Lawson klawson@marc.org

Exhibit A

Tier	Enrollment	Name	Address	City	State	Zip
3	147	Hanthorn ECC	1511 Kings Hwy.	Independence	MO	64055
3	76	Korte Elementary	2437 S. Hardy	Independence	MO	64052
3	25	Mill Creek Elementary	2601 N. Liberty	Independence	MO	64050
3	58	Sunshine Center	18400 E. Salisbury Rd.	Independence	MO	64056
3	24	Truman High School EHS	3301 S. Noland Rd	Independence	MO	64055
3	59	William Southern Elementary School	4300 Phelps Rd.	Independence	MO	64055
3	16	Central High School Early Head Start	3221 Indiana Ave	Kansas City	MO	64128
3	220	Richardson Elementary School	3515 Park Ave. E	Kansas City	MO	64109
3	240	Woodland Early Learning Community School	711 Woodland Ave.	Kansas City	MO	64106
3	290	Operation Breakthrough	3039 Troost Ave.	Kansas City	MO	64109
1	36	Blue Springs School District	3573 SW Liggett Rd.	Blue Springs	MO	64015
1	60	Emmanuel Family & Child Development	2416 Swope Pkwy	Kansas City	MO	64130
1	40	Excelsior Springs School District	500 N Jesses James Rd	Excelsior Springs	MO	64024
1	76	Grandview School District	2500 High Grove Rd.	Grandview	MO	64030
1	80	Guadalupe Centers	3201 Southwest Trfwy	Kansas City	MO	64111
1	73	Learn A Lot Academy	4010 Sterling Ave	Kansas City	MO	64133
1	64	Lee's Summit School District-Paradise Park	1021 NE Colbern Rd,	Lee's Summit	MO	64086
2	83	Raytown School District	8812 E. Gregory Blvd	Raytown	MO	64133
1	17	Ability KC	3101 Main St.	Kansas City	MO	64111
2	90	Center School District	8817 Wornall Rd.	Kansas City	MO	64114
2	80	EarlystART-St. Mark	2008 East 12th St.	Kansas City	MO	64127
3	34	Columbus Park YMCA	1100 East 4th St.	Kansas City	MO	64106
3	166	Northland YMCA	3100 NE 83rd St. #1501b	Kansas City	MO	64119
3	34	Park Hill YMCA	8100 N. Congress Ave.	Kansas City	MO	64152
3	104	Thomas Roque YMCA	3800 E. 51st St.	Kansas City	MO	64130

