

REQUEST FOR QUALIFICATIONS

MID- AMERICA HEAD START

Family and Community Engagement Specialist

Mid-America Regional Council

August 5, 2025



Key Information:

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| Request for qualifications issued publicly | August 5, 2025 |
| Deadline for questions / additional information | August 15, 2025, |
| Final responses to questions released | August 29, 2025 |
| Closing date for proposals | September 5, 2025, by 5pm CST |
| Selected agencies/individuals notified | September 19, 2025 |
| Contract negotiations | September 19, 2025 -October 10, 2025 |
| Contracts finalized | October 24, 2025 |
| Anticipated contract start date | November 1, 2025 |

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BACKGROUND

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 while providing a forum for the region to work together to advance social, economic, and environmental progress.

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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. Head Start and Early Head Start programs will serve approximately 2300 children and their families through contracted direct service providers throughout Clay, Platte and Jackson Counties in Missouri. Services will be provided in center-based and home visiting programs for children from birth to five years and pregnant women. Ten percent of MARC's actual enrollment must be children eligible for services under Individuals with Disabilities Education Act (IDEA).

Contracted early childhood programs will fit within one of three Tiers based on each agency's capacity to provide comprehensive services. Agencies in Tiers 1 or 2 serve fewer numbers of HS/EHS children (less than 200) and receive supplemental support from MARC in meeting comprehensive requirements. MARC will support these programs in a variety of ways including contractual agreements with outside community agencies and consultants to support provision of comprehensive services including social services for children and families. It is for this reason that we are seeking a qualified individual to perform family and community activities as outlined in the scope of work below. The Family and Community Engagement Specialist will work within the MARC Head Start network of sites, and in collaboration with the MARC Family and Community Engagement Coordinator and the MARC Family and Community Engagement Manager and other staff to provide coordinated support to Head Start and Early Head Start families. See Exhibit A for a list of all sites.

MARC is seeking individuals who have experience in Head Start and family and community engagement services. Bachelor's or Associate's in a related field is required.

SCOPE OF WORK

- Provide consultation, coordination of services, training, and support of family and

community engagement services for Head Start and Early Head Start programs inside the MARC Head Start network.

- Assist the Family and Community Engagement Manager and Coordinator in creating and maintaining collaborative partnerships with community partners.
- Work in collaboration with site staff to develop and implement parent committees, parent trainings, and a parent curriculum.
- Support the Family and Community Engagement Manager and Coordinator with current initiatives; Parent Advisory Committee, Parent Café, Buckle-Up Clinics, IMPACT KC, Advocacy and other community, state and national initiatives that support community engagement.

The proposed scope of work includes the following tasks:

- Work in collaboration with MARC Family and Community staff to plan Communities of Practice, Showcase for advocates and additional advocate trainings
- Provide support for advocates in timelines for completion of assessments, partnership agreements, PIR, Practice Profiles
- In collaboration with family advocate, provide resources and connections for parent education.
- In collaboration with center director and family advocate, planning for parent curriculum, fathering events, education events and parent training.
- Meet as requested in person and by phone with MARC Family and Community Engagement Manager and Coordinator regarding work assignments as needed.

Funding Timeframes:

- The terms of this contract will begin on 11-1-2025 and be reviewed yearly.
- The contract will extend from 11-1-2025 through 10-31-2026.
- Thereafter, MARC may extend the term of the contract for up to two additional periods. 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.

Budget is based on an estimated 15 hours per week / 60 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. 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 Lynette Fowler at the address below No LATER THAN 5 p.m. CDT on September 5, 2025.

Lynette Fowler, Family and Community Engagement Manager, Mid-America Regional Council 600 Broadway, Suite 200 Kansas City, MO 64105-1659 Email: lfowler@marc.org.

Please provide your response in electronic format (PDF) along with one paper copy, printed on two-sided paper. 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 from clients or employers where similar knowledge and expectations were required.
- Proposed hourly fees

QUESTIONS

Questions must be submitted in writing to Lynette Fowler at lfowler@marc.org by 5pm CST, June 23, 2025. Answers to all questions will be posted on the MARC website at <http://www.marc.org/Requests-for-Proposals> by close of business on June 25, 2025.

ENGAGEMENT

This Request for Qualifications does not commit MARC to award a contract or pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received because of this request if it is considered in the best interest of MARC. MARC may require the proposer 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: Lynette Fowler lfowler@marc.org.

Attachment A

| <u>Tier</u> | <u>Name</u> | <u>Address</u> | <u>City</u> | <u>State</u> | <u>Zip</u> |
|-------------|---------------------------------|------------------------|---------------------|--------------|--------------|
| <u>3</u> | <u>Hanthorn Early Education</u> | <u>1511 Kings Hwy.</u> | <u>Independence</u> | <u>MO</u> | <u>64055</u> |

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| <u>3</u> | <u>Korte Elementary</u> | <u>2437 S. Hardy</u> | <u>Independence</u> | <u>MO</u> | <u>64052</u> |
| <u>3</u> | <u>Mill Creek Elementary</u> | <u>2601 N. Liberty</u> | <u>Independence</u> | <u>MO</u> | <u>64050</u> |
| <u>3</u> | <u>Sunshine Center</u> | <u>18400 E. Salisbury Rd.</u> | <u>Independence</u> | <u>MO</u> | <u>64056</u> |
| <u>3</u> | <u>William Southern Elementary</u> | <u>4300 Phelps Rd.</u> | <u>Independence</u> | <u>MO</u> | <u>64055</u> |
| <u>3</u> | <u>Richardson Elementary</u> | <u>3515 Park Ave. E</u> | <u>Kansas City</u> | <u>MO</u> | <u>64109</u> |
| <u>3</u> | <u>Woodland Early Learning</u> | <u>711 Woodland Ave.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64106</u> |
| <u>3</u> | <u>Operation Breakthrough</u> | <u>3039 Troost Ave.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64109</u> |
| <u>3</u> | <u>Columbus Park</u> | <u>1100 East 4th St.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64106</u> |
| <u>2</u> | <u>Northland</u> | <u>3100 NE 83rd St. #1501b</u> | <u>Kansas City</u> | <u>MO</u> | <u>64119</u> |
| <u>3</u> | <u>Operation Breakthrough at De La Salle</u> | <u>3737 Troost Ave.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64109</u> |
| <u>2</u> | <u>Yellowjacket/Center School District</u> | <u>8817 Wornall Rd.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64114</u> |
| <u>2</u> | <u>The Family Conservancy</u> | <u>444 Minnesota Ave Suite 200</u> | <u>Kansas City</u> | <u>KS</u> | <u>66101</u> |
| <u>2</u> | <u>EarlyStart St. Mark</u> | <u>2008 East 12th St.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64127</u> |
| <u>1</u> | <u>Cub Care/Blue Springs School District</u> | <u>3575 SW Liggett Road</u> | <u>Blue Springs</u> | <u>MO</u> | <u>64111</u> |
| <u>1</u> | <u>Emmanuel Family & Child Development</u> | <u>4736 Prospect Avenue</u> | <u>Kansas City</u> | <u>MO</u> | <u>64130</u> |
| <u>1</u> | <u>Excelsior Springs School District</u> | <u>500 N. Jesse James Road</u> | <u>Excelsior Springs</u> | <u>MO</u> | <u>64024</u> |
| <u>1</u> | <u>High Grove/Grandview School District</u> | <u>2500 High Grove Rd.</u> | <u>Grandview</u> | <u>MO</u> | <u>64030</u> |
| <u>2</u> | <u>Guadalupe Centers</u> | <u>3201 Southwest Trafficway</u> | <u>Kansas City</u> | <u>MO</u> | <u>64111</u> |
| <u>1</u> | <u>Learn A Lot ELC-Sterling</u> | <u>4010 Sterling Ave</u> | <u>Kansas City</u> | <u>MO</u> | <u>64133</u> |
| <u>1</u> | <u>Great Beginnings at Paradise Park/Lee's Summit School District</u> | <u>1421 NE Independence Ave.</u> | <u>Lee's Summit</u> | <u>MO</u> | <u>64086</u> |
| <u>1</u> | <u>Three Trails/Raytown School District</u> | <u>812 Gregory Blvd</u> | <u>Raytown</u> | <u>MO</u> | <u>64133</u> |