

NEIGHBORS IN NEED OF SERVICES, INC. (NINOS)
HEAD START / EARLY HEAD START PROGRAM

“Creating a brighter future for our children and la familia”



**Bid Packet for
Head Start Education Training & Technical
Assistance Consultant
FY 2024/2025
#24-RFP-007**

**Neighbors In Need Of Services, Inc. Head Start/Early Head Start
Invitation to Bid**

BID NUMBER# 24-RFP-007

BID TITLE: Head Start Education Training & Technical Assistance Consultant

DATE DUE: September 13, 2024 DUE NO LATER THAN 4:00 P.M.

Neighbors in Need of Services, Inc. (NINOS) Head Start/Early Head Start Program is a private non-profit organization. NINOS provides services to low-income families for children from birth to five years of age. The agency is funded to serve 1990 children throughout the counties of Cameron and Willacy.

Notice is hereby given that NINOS, Inc. is currently seeking a bilingual (Spanish/English) child development consultant for the 24/25 school year (November 2024 to October 2025) to assist in the staff professional development training and technical assistance process to include:

- Conducting monthly classroom observations and provide teacher specific training and technical assistance of identified staff in Cameron and Willacy County.
- All classroom observation reports will be submitted in writing.
- Additional staff training and consultant services will be on an as needed basis only.

To be considered, all information listed below must be attached:

- Cover letter/letter of intent
- Resume with verification of credentials
- Philosophy of Role of Teacher
- Current TB Test
- Dates of Availability
- Consultant fees

Closing Submission Date and Public Opening

Please submit the following information in a sealed envelope by 4:00 p.m. on September 13, 2024. Bid opening will be held on September 16, 2024 at 9:00 a.m. at the NINOS, Inc. Administrative Office located at 22887 State Hwy 345, Rio Hondo, Texas 78583.

Inquiries

For further information, please contact Tracy Torres, Director of Finance , at (956) 399-9944 ext:114 or email at tracy.torres@ninosinc.org

Non-Discrimination and Equal Opportunity

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation, or belief be excluded from participation, be denied the benefits of, subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or part with funds made available under this contract.

Non-responsive Proposals

Proposals may be judged non-responsive and will be removed from further consideration if any of the following occur:

- The proposal not received in accordance with the time requirement.
- The proposal does not follow the specified format.
- The proposal does not include documentation of credentials.

Evaluation

Evaluation of each proposal will be based on the following criteria:

Factor	Point Range
• A copy of credentials/Resume/Pre-School-Head Start Experience	0 - 30
• Training experience with Head Start Programs	0 - 10
• Previous training evaluations with NINOS	0 - 10
• Familiarity with Head Start Regulations/Guidelines	0 - 10
• Availability of Dates from November 2024 to October 2025	0 - 10
• Consultant Rates and Fees	0 - 30

MAXIMUM POINTS 100

Review Process

NINOS reserves the right to reject any or all proposals submitted and contemplates awards of the contract to the responsible bidder with highest points.

PLEASE NOTE: If selected, the consultant will be subject to a Criminal Record Check and Fingerprinting at their own expense.

Neighbors In Need Of Services, Inc. Head Start/Early Head Start Bid Instructions

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response/submittal, all Addendums -if issued, review and download by entering the NINOS, Inc. website at: www.ninosinc.org

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

RETURN BID TO:

Delivered to the administration office by Delivery Services.
Attn: Tracy Torres
22887 State Highway 345
Rio Hondo, TX 78583

Mailed using USPS.
Attn: Tracy Torres
PO Box 189
Rio Hondo, TX 78583

You must sign below in ink failure to sign will disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax No: E-mail: _____

Print Name: _____ Signature: _____

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid.)

Attachment A

Copy of credentials/Resume/Pre-School Head Start Experience	0-30 points
Training Experience with Head Start Programs.	0-10 points
Previous training evaluations with NINOS, Inc.	0-10 points
Familiarity with Head Start Regulations/Guidelines	0-10 points
Head Start Performance Standards	
Early Learning Head Start Outcomes Framework	
Para NINOS Curriculum	
Frog Street Curriculum-Infants, Toddlers, Three's and Pre-K	

Availability of Dates from November 2024 to October 2025 0-10 points

November 2024	May 2025
December 2024	June 2025
January 2025	July 2025
February 2025	August 20225
March 2025	September 2025
April 2025	October 2025

Consultant Rates and Fees

Training Fees: (describe rate per hour and preparation time) **0-30 points**
Classroom observations (2 hr minimum to include follow-up observation rate per hour)

Teacher support materials:

Travel:

Attachment "B"

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."
2. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.