

**Ready by Five Early Childhood Millage
Parent Support: Translation and Interpretation Services
Request for Proposals**

RELEASE DATE: September 10, 2020

PLEASE NOTE

The deadline for all proposals is: October 12, 2020 at 1pm

This deadline is firm, no exceptions.

Any submission received past this deadline will not be considered.

Please see Section Five for proposal submittal instructions that ensure physical distancing measures are followed.

Do not deviate from the format of this RFP.

If a proposal does not include all components it may be considered incomplete and will not be eligible for funding.



Supported by the Kent County Ready by Five Millage

SECTION ONE: INTRODUCTION

On November 6, 2018, Kent County voters approved the Ready by Five Early Childhood Millage for 0.25 mills over a six-year period to provide dedicated and sustainable funding for programs that improve the health, school readiness and well-being of children ages 0-5.

The general goals for funding are to:

- Help expectant parents and parents of young children navigate health care and other community resources
- Provide developmental screenings and individualized support to children with identified delays, disabilities, or emotional concerns
- Provide in-home and/or community-based support to families to improve their children’s health as well as the bonds between parents and children
- Provide early learning experiences to improve children’s emotional and intellectual skills, as well as impart knowledge and skills to parents and other adult caregivers

The Ready by Five Early Childhood Millage funding seeks proposals for quality programming to serve expecting mothers and children ages 0-5 in all Kent County communities.

For this round of funding, the following amount is available.

Year 1	Year 2
\$2,000,000.00	\$2,000,000.00

Note: These figures represent the total maximum set of funds to be allocated across providers awarded funds. All figures above are rounded. Actual amounts may vary as they are contingent on the actual annual Kent County property tax capture.

This round will be deployed across four separate funding opportunities:

RFP 1: Outreach and Navigation Services

Outreach and Navigation programs ensure that parents know what resources and services are available to support the healthy development and early learning of their young children and have access to the service(s) of their choice that is (are) appropriate for the level of their need. Services reach out to and engage expectant parents and parents of young children, with a strategic focus on those with the highest needs.

This Request for Proposals will encourage agencies who have experience reaching, supporting, and connecting families currently engaged with an intervention-type service such as child welfare services, housing insecurity, a program serving at-risk adults with young children -or- agencies

may propose how families with a very specialized or specific need may be served within their proposal. This role will bridge families with the greatest needs who receive varying types of services to early childhood information and services.

RFP 2: Healthy Development Services

These programs will support expecting mothers and their young children to ensure they have access to comprehensive, coordinated care that maximizes the child's physical and emotional health and have regular screenings to identify developmental delays, disabilities, and emotional challenges. This Request for Proposals will require programs work in tandem or complementary to home visiting programming. (Home visiting program proposals will not be considered.)

This Request for Proposals will specifically encourage responding agencies to submit proposals addressing one or more of the following: a) having a focus on healthy birth outcomes; and/or b) that address physical distancing requirements and parent preference to have alternatives to in-person support while offering solutions of how to reach and serve children and their parents in innovative ways using evidence-informed practices that focus on healthy births, child health, wellbeing and ensuring children are developmentally on track.

RFP 3: Healthy Development – Fetal Infant Mortality Review Network Lead Agency

To ensure services are addressing the social, equity, economic, and health factors that contribute to healthy births in Kent County, Ready by Five is requesting proposals to select one (1) organization to lead the implementation and ongoing management of the Fetal Infant Mortality Review (FIMR) Network for Kent County.

Through a rigorous review process, the FIMR Network seeks to identify factors contributing to infant deaths and develop action-oriented recommendations to eliminate fetal and infant deaths in Kent County.

RFP 4: Parent Support – Translation and Interpretation Services

This category funds programs that ensure parents have the knowledge and skills to support their children's health, development, and learning. Services provide in-home and/or community-based support and education.

This Request for Proposals will specifically offer the opportunity for agencies that specialize and provide interpretation and translation services (in-person, telephone, and written) to apply. Services will be intended for families enrolled in Ready by Five funded services. Language needs include, but are not limited to Spanish, Nepali, Kinyarwanda, Serbo-Croatian, Swahili, Burmese, American Sign Language, Vietnamese, and Karen.

SECTION TWO: REQUEST FOR PROPOSAL

I. Overview of Parent Support Services – Translation and Interpretation Services

First Steps Kent seeks to reach all children under the age five and younger in Kent County. American Census Data shows there are just over 17,000 children ages 5-17 where English is not the native language spoken at home in Kent County.* (Data is not available for children under the age of five.)

The languages and dialects spoken by families in Kent County are vast and varied. When surveyed, many programs funded by the Ready by Five Early Childhood Millage indicate they do not provide or only sometimes provide translation or interpretation services. The primary reason reported was lack of financial resources to hire qualified translation/interpretation services. First Steps Kent acknowledges the investment in resources to support communication with families of many languages and cultures is imperative to reaching all children age five and younger in Kent County.

This RFP will focus on:

- **Improving access to early learning and health focused programming** by increasing availability of interpretation and translation services so early childhood programs will more effectively serve families who are not first language English or Spanish speakers.
- **Reducing outcome disparities** across specific target populations by increasing provider capacity to offer culturally relevant services inclusive of all populations.

**Source: American Community Survey Table B16008, 2018.*

II. Service Description

This Request for Proposals seeks agencies that offer translation and interpretation services in one or more of the following formats:

- Face-to-face (from English to another language or vice versa)
- Over the Telephone/Video Interpretation
- Document translation (English to another language)
- One-hour in-services for requesting agency staff to learn about cultural considerations as they serve families through translation services.

Due to the varied needs of different service providers, a variety of certification levels are needed including general, on demand, educational, and medical interpretation.

Languages needed include, but are not limited to, Spanish, Nepali, Kinyarwanda, Serbo-Croatian, Swahili, Burmese, American Sign Language, Vietnamese, and Karen.

Currently, there are nearly 30 programs funded by Ready by Five Early Childhood Millage. Additional programs will be added in January 2021. All current Ready by Five funded programs will be eligible to request interpretation and translation services and the cost will be covered by this source of Millage funding.

First Steps Kent will provide a current list of eligible programs, including the name of each agency, program, and the authorized primary contact who may request services. Agencies awarded contracts under this RFP will be required to track the eligibility of agencies requesting service against this list of eligible agencies prior to submitting an invoice to First Steps Kent.

III. Funding Details

The amount of funding allocated to proposals under this RFP will ultimately be determined by the Ready by Five Resident Proposal Review Board. We expect the total contracts awarded will not exceed \$200,000.

All Proposing Agencies selected by the Ready by Five Resident Proposal Review Board will be awarded contracts for 24 months. Contracts will begin January 1, 2021 and continue through December 31, 2022. The expectation is that services are expected to commence January 1, 2021.

Ready by Five Early Childhood Millage providers will be paid on a unit rate reimbursement, as a service has been provided and will be administered on a monthly basis. This rate is proposed by the applying agency (see Section Three, Part II). Agencies awarded funds may not invoice Ready by Five above the contract award.

Contracts awarded funds under this RFP do not qualify for performance-based contracts.

IV. Monitoring and Evaluation

Additionally, agencies awarded funds will be required to participate in Ready by Five Service Partner Network meetings, feedback sessions, and individual meetings.

On an annual basis, Ready by Five will work with translation and interpretation agencies to reconcile invoices with services reported by Ready by Five service partners. Quality check with service will occur annually, at minimum. This will include verification of interpreter credentialing, licensing, and qualifications as described in their proposal for staff providing services paid for by millage funds. All awardees funded by the Ready by Five Early Childhood Millage are requested to participate in an annual program and fiscal assessment. More information can be found in the [Ready by Five Service Provider Manual](#) beginning on page 48.

Note: Agencies awarded funds under this RFP are exempt from monthly data submission requirements to the Ready by Five Database housed at the Kent County Health Department. Additionally, agencies awarded funds under this RFP are exempt from cost-sharing and requirements to solicit donations from families served by Ready by Five.

V. Criteria Breakdown

The Ready by Five Resident Proposal Review Board will use the following evaluation criteria to select recipient organizations based on their responses to the RFP questions in Section Three.

Programming Criteria*	Total Points
The submitted proposal overall describes services and costs in a clear, complete, concise narrative and budget format. (Section Three, I., 1-4)	10
Agency has demonstrated experience serving individuals and families in Kent County. (Section Three, I., Question 2)	30
Agency has demonstrated ability to provide quality services in languages that are needed in Kent County. (Section Three, I., Question 3 - 4)	35
There is cost effectiveness with comparable interpretation and translation services. (Section Three., II., Question 1)	25
Total Possible Points	100

**Proposals must meet a minimum of 70 total points to be considered for funding.*

SECTION THREE: APPLICATION MATERIALS

Please provide responses to all questions below. As a reminder, a full checklist of the application requirements for submission can be found in Section Four.

Answer all questions below. If an answer is not relevant for a proposed service, state the reason why. As you respond, do not modify the format or order of this section.

Please note: First Steps Kent will provide an editable word version of this document that can be downloaded and included with your proposal submission ([CLICK HERE](#)).

I. Service Narrative.

1. Please indicate the type of service(s) your agency could provide:

- Face-to-face (from English to another language or vice versa)
- Over the Telephonic/Video Interpretation
- Document translation (English to another language)
- One-hour in-services for requesting agency staff to learn about cultural considerations as they serve families through translation services.

2. Executive Summary (Two pages maximum)

Within the summary include information about the agencies' experience serving individuals and families in Kent County. Please speak to each interpretation method selected above in question 1.

3. Qualifications (One page maximum)

Provide a detailed list of all languages and dialects for which interpreters or translators are capable of providing. Provide a listing of any certifications or licensing which may apply to this proposal.

4. Project Staff (One page maximum)

Provide a brief description with responsibilities of each person as they relate to the service proposed here. Attach a chart with the staff who would provide oversight and interpretation services.

II. Cost for Proposed Service(s)

1. Provide a pricing methodology with attention to detail that includes all associated costs to successfully provide services as described in your response. (Two pages maximum)

- ✓ Provide a cost per unit. (Unit is typically defined as an encounter or 15 minutes of time.)
- ✓ Include description of any premiums or discounts for specific languages.
- ✓ Include details about how the purchase of services by multiple programs through this contract could create cost savings.

Ready by Five Early Childhood Millage funds will be paid once a service has been provided. The Unit Rate will be the rate at which the program will be reimbursed per unit of service by Ready by Five Early Childhood Millage funds.

Cost sharing is not a requirement for Interpretation and Translation services funded by the Ready by the Five Early Childhood Millage.

SECTION FOUR: REQUIRED MATERIALS

I. Proposal Submission

To be considered for funding, submissions must include all components identified below.

First Steps Kent is accepting materials electronically. Hard copies do not need to be produced and dropped off. Please see Section Five for more details.

Please carefully read how to submit your format electronically.

Note the requested title format for each document type.

- **PDF Format:** All PDFs must be bound in one file. Multiple PDFs in a zipped file will not be accepted.
- **Excel:** Submit a separate excel template for each proposed service. Do not convert this document to PDF.
- **Submissions not in these file formats will not be accepted.**

1. IN ONE BOUND PDF.

USE THE FOLLOWING FORMAT TO TITLE THIS FILE: YourAgencyName-YourProposalName-Proposal

Example: FirstStepsKent-HealthyDevelopment-Proposal.pdf

INCLUDE THE FOLLOWING IN THIS FILE:

Please note: First Steps Kent will provide an editable word version of the RFP's Cover Page and Section Three that can be downloaded for your proposal submission ([CLICK HERE](#)).

COVER PAGE

Include the following information:

- | | |
|--|--|
| <input type="checkbox"/> Name of the Proposal | <input type="checkbox"/> President/ED/CEO Name, Email, Phone** |
| <input type="checkbox"/> Proposing Agency Name (including DBA) | <input type="checkbox"/> Proposal Contact(s), Email, Phone* |
| <input type="checkbox"/> Corporation Type | <input type="checkbox"/> Fiscal (Accounting) Contact, Email, Phone |
| <input type="checkbox"/> Year Incorporated | <input type="checkbox"/> Mission Statement |
| <input type="checkbox"/> Corporate Address | <input type="checkbox"/> Website Address |
| <input type="checkbox"/> Name of Board Chair | <input type="checkbox"/> Total Ready by Five Request |

*This field must identify by name the contact person(s) to answer questions and negotiate subject to this RFP. You may include more than one person.

**This field should include the person(s) authorized to sign a contract with the County on behalf of your organization.

SERVICE NARRATIVE AND DETAILS – RESPONSE TO QUESTIONS IN RFP SECTION THREE

- Use template available on First Steps Kent website
- Do not modify the content or order of questions

PROPOSING AGENCY AGREEMENT (Attachment B)

- This agreement must be signed by both the Proposing Agency Executive/President/CEO and the Proposing Agency's Board of Directors Chairperson.

PROPOSAL CERTIFICATION STATEMENT (Attachment C)

- This statement must be signed by both the Proposing Agency Executive/President/CEO and the Proposing Agency's Board of Directors Chairperson.

LETTERS OF RECOMMENDATION

- A total of (3) three letters (maximum) of recommendation from community partners familiar with your organization's work attached to the submitted proposal.
- (Optional)** Proposing Agency may include up to two (2) letters of recommendation from an individual served by your agency.

First Steps Kent reserves the right to contact referrals not provided in the submittal.

ORGANIZATIONAL CHARTS

- Provide a current organizational chart.

LIST OF BOARD OF DIRECTORS AND THEIR AFFILIATIONS

2. PLEASE SUBMIT BUDGET TEMPLATE IN A SEPARATE EXCEL FILE.

USE THE FOLLOWING FORMAT TO TITLE THIS FILE: YourAgencyName-YourProposalName-Budget1

Example: FirstStepsKent-HealthyDevelopment-Budget1.xls

If more than one template is submitted example: FirstStepsKent-HealthyDevelopment-Budget2.xls

INCLUDE THE FOLLOWING IN THIS FILE:

PROPOSAL BUDGET AND PROPOSED SERVICE DETAIL (ATTACHMENT A)

Submit a separate excel file for each proposed service.

Note: Agencies responding to the Translation and Interpretation RFP are not required to submit this document with their proposals. Complete Section Three, Part II in lieu of this budget template.

3. SUBMIT BOUND AS ONE PDF FILE.

USE THE FOLLOWING FORMAT TO TITLE THIS FILE: YourAgencyName-YourProposalName-Financials

Example: FirstStepsKent-HealthyDevelopment-Financials.pdf

INCLUDE THE FOLLOWING IN THIS FILE:

FINANCIAL AUDIT

- Submit the Proposing Agency's most recent Financial Audit or Financial Review.

SECTION FIVE: RFP PROCESS

Please Note: In response to COVID-19, we have updated the proposal submittal process to follow physical distancing requirements in place at the time this RFP is being issued. Please check the First Steps Kent website for additional updates related to this process.

I. Directions for Submission

A. The deadline for proposals is October 12, 2020 at 1 p.m.

This deadline is firm, no exceptions. First Steps Kent is not responsible for delays caused by any occurrence. The time/date stamp on the email received by First Steps Kent will serve as official authority to determine lateness of any proposal. Under no circumstances shall submissions received after the time be considered.

B. Proposals will only be accepted in electronic format.

Email all required documents to: readybyfivekent@firststepskent.org

In addition to the automatic email response you will receive, First Steps Kent will confirm the receipt of your materials by email. While First Steps Kent will work to respond as quickly as possible, please allow up to 24 hours for a response.

If documents are too large to submit by email, First Steps Kent will accept documents sent through OneDrive, DropBox, SecureSend, or Jumpshare. Send the link where we can download your additional files along with your submission to readybyfivekent@firststepskent.org. We highly suggest you follow up with a separate, email to the above email address to be sure we received the link to the file(s).

In the situation your agency has technical issues downloading the electronic templates, please contact First Steps Kent at readybyfivekent@firststepskent.org to request a version to be sent to you by email. Please allow two business days for First Steps Kent to respond.

II. RFP Timeline

- A. First Steps Kent reserves the right to change the RFP schedule. First Steps Kent also reserves the right to cancel, reissue, or make corrections or amendments to the RFP due to errors or changes identified by First Steps Kent and to otherwise modify the terms of the RFP at any time

B. The timeline for the RFP is:

September 10 & 11, 2020	Virtual Pre-Proposal Conferences
September 10, 2020	RFP is posted on First Steps Kent website
September 25, 2020	Ready by Five Resident Proposal Review Board Orientation
September 28, 2020	RFP Question and Answer Period ends – 5 p.m.
October 2, 2020	Final Questions and Updated RFP will be posted on website .
October 12, 2020	Proposal Deadline – 1 p.m. FIRM
November 10-13, 2020	Ready by Five Resident Proposal Review Board Allocation Meetings
December 4, 2020	Awards Announced
December 12, 2020 (tentative date)	New Ready by Five Early Childhood Millage Awardee Orientation
January 1, 2021	Service Partner Contracts Begin

III. Question and Answer Period

- A. It is the respondent's sole responsibility to monitor all inquiries (including those submitted by other agencies and published by First Steps Kent) to properly prepare proposal for submission.
- B. Requests for clarification and interpretations of the RFP must be made in writing during the period of September 10, 2020 through September 28, 2020 by 5 p.m. No questions will be accepted after this period.
- C. Two types of questions generally arise. One may be answered by First Steps Kent to offer clarification of a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP. First Steps Kent staff will make that decision.
- D. All questions must be submitted in writing via the following on-line form ([CLICK HERE](#)). Questions will not be accepted by any other means including, but not limited to verbal communication, text messages, email communication, and/or by phone.
- E. All final answers and notification of amendments to the RFP will be posted on the First Steps Kent website (www.firststepskent.org) by October 2, 2020 at 5 p.m.

IV. Resident Proposal Review Board

- A. Proposals will only be considered complete if they meet all the requirements outlined in Section Four and Section Five of the RFP. If a proposal is missing elements, First Steps Kent may disqualify the proposal from further evaluation. See Section Four for all required materials.

- B. The Resident Proposal Review Board will use the Programming Criteria Rubric in Section Two to guide discussion as they evaluate and score the proposals based on the organization's responses to the RFP questions. Proposals must meet a minimum of 70 total points to be considered for funding.

- C. First Steps Kent will reach out by email to Proposing Agencies with questions and requested clarification from the Resident Proposal Review Board. Agencies submitting a proposal should anticipate they will receive emails requiring an urgent response as the Resident Proposal Review Board meets during the dates of November 10 through November 13, 2020. Questions will only be sent to the Proposal Contact(s) listed on the Cover Page of your proposal (please double check the email and phone contact information for this individual is correct).

ATTACHMENT A: PROPOSAL BUDGET AND PROPOSED SERVICE DETAIL

Note: Agencies responding to the Translation and Interpretation RFP are not required to submit this document with their proposals. Complete Section Three, Part II in lieu of this budget template.

ATTACHMENT B: PROPOSING AGENCY AGREEMENT

AGREEMENT BETWEEN PROPOSING AGENCY AND FIRST STEPS KENT UPON SUBMISSION OF A PROPOSAL FOR FUNDING

(Proposing Agency's Legal Name)

understands and agrees that the following provisions are part of its official proposal and as such become binding on it subsequent to the award of any funds by First Steps Kent.

I. PROPOSING AGENCY

- a. By submission of its Proposal, the Proposing Agency agrees that the Proposal is predicated upon the acceptance of all the terms and conditions stated in the Request for Proposal, unless specifically excluded by the Proposing Agency in its proposal. The successful proposal may be incorporated into the contract.
- b. If a Proposing Agency intends to use subcontractor(s), the Proposing Agency must identify in its proposal the names of the subcontractors and the portions of the work the subcontractors will perform.
- c. Proposing Agency agrees to submit to First Steps Kent all information requested about names of persons with an ownership or control interest in the Agency, any actual or potential conflict of interest, past business transactions, current or pending legal action against the Agency.
- d. Upon award of any contract, if non-governmental, Proposing Agency agrees to submit copies of its Articles of Incorporation and Bylaws upon request from First Steps Kent.
- e. Proposing Agency agrees to disclose whether any persons with an ownership or controlling interest in the Agency have been convicted of a criminal offense related to their involvement with programs serving families and/or children. First Steps Kent may refuse to consider the proposal of any Proposing Agency that does not comply. Subsequently, First Steps Kent may immediately terminate the contract without liability if the Proposing Agency does not comply with request.
- f. A person who is legally authorized to bind Proposing Agency to a Contract shall sign the Proposal.

II. QUALIFICATION OF PROPOSING AGENCY

- a. Proposing Agency must possess the potential ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Proposing Agency's integrity, record of past performance, and financial and technical resources.
- b. First Steps Kent shall make such investigations as deemed necessary to determine the ability of a Proposing Agency to perform professional services.
- c. First Steps Kent reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposing Agency fails to satisfy First Steps Kent that said Proposal is properly qualified to carry out the obligations of the final Contract.

III. CONFLICT OF INTEREST

- a. It is the responsibility of the organization submitting a proposal to notify First Steps Kent in writing of any possible conflict of interest as set forth below. First Steps Kent will investigate the matter and determine if an actual conflict of interest exists.
- b. No officer, employee, or agency of a Proposing Agency who is involved in the planning, approval, or implementation of the contract, shall participate in any decision relating to the contract, which affects his or her personal or pecuniary interest or the interest of any corporation, partnership, or association in which he or she may be directly or indirectly involved.

IV. COMPLIANCE

- a. The Proposing Agency agrees that services will be carried out according to the regulations, policies, procedures, terms and conditions of its proposal as approved by First Steps Kent in making an award of funds.
- b. The Proposing Agency agrees to comply with all policies in the Ready by Five Early Childhood Service Provider Manual as well as all applicable laws, regulations, policies, minimum standards and procedures established by First Steps Kent and the Kent County Board of Commissioners in the execution of a contract award, including the Ready by Five Early Childhood Millage Code of Ethics.
- c. Proposing Agency warrants in submitting a Proposal and in the performance of an award as a result of the Proposal that Proposing Agency has complied with, or will comply with, all applicable federal, state, county, and local laws, ordinances and all lawful orders, rules and regulations hereunder.
- d. The Proposing Agency, by submitting the Proposal or performance that results from an award by First Steps Kent, agrees not to discriminate against any employee or applicant based on an

individual's race, color, religion, religious creed, ancestry, national origin, age, sex, sexual orientation, marital status, and disability, and otherwise as required or permitted by law. Proposing Agency further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.

- e. The Proposing Agency agrees to obtain and maintain general liability insurance in amounts necessary to cover all claims which may arise out of the Proposing Agency's operations under the terms of the contract and provide proof of such insurance coverage to First Steps Kent prior to the effective date of the contract.

V. COOPERATION WITH THE READY BY FIVE EARLY CHILDHOOD NETWORK

- a. The Proposing Agency agrees to cooperate with First Steps Kent in its efforts toward developing a comprehensive and coordinated system of services by participating in joint planning efforts and referral networks, and other activities to meet this goal.
- b. The Proposing Agency agrees to not make any statement attributable to or on behalf of First Steps Kent or Kent County without prior written approval from First Steps Kent.
- c. The Proposing Agency agrees to engage in service activity promotion through the various news and public media; and agrees to acknowledge the sponsorship of First Steps Kent and Ready by Five Early Childhood Millage on all announcements and public information materials.
- d. Any promotional materials, including films, slides, books, reports, including annual reports, pamphlets, papers, or articles in printed format or per social media (e.g. Facebook and websites) based on activities receiving support under the contract, shall contain acknowledgment of the Ready by Five Early Childhood Millage by way of prominent placement of the First Steps Kent/Kent County seal and/or any revised County "mark," and statement stating that all services and programs are provided support from the Ready by Five Early Childhood Millage funds.

VI. FUND USE, AUDITS, AND ASSESSMENTS

- a. The Proposing Agency agrees to seek other sources of funding in addition to Ready by Five Early Childhood Millage funding for the services and to demonstrate effective planning for progressive project maintenance through its own resources.
- b. The Proposing Agency agrees that Ready by Five Early Childhood Millage funds made available will in no event supplant existing private foundation or other philanthropic funds as well as state, local, and/or federal funds already in use by the Proposing Agency and which are supporting services.

- c. All non-profit organizations with annual revenue over \$525,000 are required to complete a financial audit. Organizations receiving between \$275,000 and \$525,000 must have a financial examination performed at least every two years. A copy of the audit report, and a description of its resolution, shall be furnished to FSK within fourteen (14) business days of receiving the final audit report from the auditor. Audits shall usually be performed annually but not less frequently than every two years.
- d. Proposing Agency understands that First Steps Kent will assure service provider quality through an annual compliance review. First Steps Kent will conduct one program assessment and one fiscal assessment of Service Provider's performance each year. A subsequent assessment is not required but may be conducted for any Service Provider found to be out of compliance with the Ready by Five Service Provider Manual.
- e. The Proposing Agency agrees to comply with all programmatic and fiscal reporting established in its contract and the Ready by Five Early Childhood Millage Service Provider Manual, and to cooperate with First Steps Kent's assessment of project performance to evaluate the effectiveness, feasibility, and cost of the proposed service.

VII. CONTRACTUAL REQUIREMENTS

- a. The Proposing Agency will be required to enter into a written contract with First Steps Kent to provide services as specified in Proposing Agency's response to this RFP. The contract will include deadlines for delivery of specified data and regular project status reports.
- b. The RFP, Proposing Agency's response to it, and any subsequent correspondence shall become part of the contract and will be incorporated by reference.
- c. First Steps Kent is tax exempt. A copy of the Tax Certificate of Exemption is available upon request.

VIII. PROPOSING AGENCY MANAGEMENT

- a. Agrees to allow designated First Steps Kent staff to attend advisory councils, community groups and committees created for, and specifically relating to, the proposed service, and further agrees to provide First Steps Kent with advance notice of such meetings.
- b. Agrees to provide for training, as necessary, to enable paid and volunteer personnel to perform effectively in their positions.
- c. Agrees to establish safeguards to prohibit employees from using their positions for any purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others and, further.

- d. Agrees that the confidentiality of clients will be protected at all times in conformance with the Ready by Five Early Childhood Millage policies and any applicable laws.
- e. Agrees to provide services funded through this contract in a consistent manner during each of the twelve (12) months of the calendar year unless a waiver has been granted.
- f. Agrees to have a grievance procedure in place to address complaints by individual recipients and to make that procedure known to the recipients.
- g. Agrees not to enter into subcontracts without obtaining prior written approval of First Steps Kent. Assignees or subcontractors shall be subject to all conditions and provisions of the contract.

IX. SPECIFIC CONTRACT TERMS

- a. Agrees that the conditions, under which First Steps Kent would place the Proposing Agency on probation, suspension, or termination, shall be specified in the contract language. Actions to be undertaken by First Steps Kent and the Proposing Agency in these circumstances shall also be specified in the contract language.
- b. Agrees that the method of amending the contract shall be specified in the contract language. The circumstances under which funds may be reprogrammed and redistributed by First Steps Kent will also be specified in the contract language.
- c. If awarded Ready by Five Early Childhood Millage funding, the Proposing Agency understands additional terms and requirements may be included in the contract between Proposing Agency and First Steps Kent.
- d. The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

Signature:

Authorized Proposing Agency Executive/President/CEO

Board Chairperson of Proposing Agency Board of Directors

Print Name/Title	Print Name
Signature	Signature
Date	Date

ATTACHMENT C: PROPOSAL CERTIFICATION STATEMENT

I certify that all information contained in this Proposal is accurate and complete to the best of my knowledge.

I further certify that key agency staff have read and understood the policies and procedures contained within the Ready by Five Early Childhood Millage Service Provider Manual* as amended, before submitting this Proposal.

On behalf of my organization, I agree, if chosen as an awardee, to follow all terms and conditions contained within the Ready by Five Early Childhood Service Provider Manual. I also agree to have appropriate staff attend the Ready by Five Early Childhood Millage Service Provider orientation training tentatively planned for the week of December 7, 2020.

Signature:

Authorized Proposing Agency Executive/President/CEO

Board Chairperson of Proposing Agency Board of Directors

Print Name/Title	Print Name
Signature	Signature
Date	Date

*The [Ready by Five Early Childhood Millage Service Provider Manual](http://www.firststepskent.org) can be found at www.firststepskent.org.