

**Child Start, Inc.**

**Request for Proposal (RFP)**

**Community Needs Assessment**

**Butler, Sedgwick, and Harper Counties in Kansas**

Child Start, Inc. (Child Start) is a 501(c)(3) charitable non-profit agency operating federal Head Start and Early Head Start in Sedgwick, Butler and Harper Counties in Kansas. The program provides high quality early education, school readiness and family engagement services to 582 children aged 0-5 and pregnant women.

As a Head Start grantee and in order to design a program that meets community needs and builds on strengths and resources, Child Start must conduct a community assessment at least once every five-year grant cycle. In addition, Child Start must annually review and update the community assessment to reflect any significant changes (45 CFR §1302.11(b)(2)).

The purpose of the community assessment process is to determine the demographic, health, educational and social services need, issues and trends affecting families with young children. The information is gathered from statewide and local data sources and survey questions asked of current families and community members. The community assessment results provide a framework to inform programmatic decisions, including planning, service delivery and evaluation.

**Scope of Work:**

With this RFP, we are seeking proposals to generate the community assessment survey questions and conduct the quantitative data collection, including state, county, and local sources whenever possible. Additionally, we request that you design, develop, and present a plan to train an internal team of agency stakeholders that will update the assessment annually. This includes assisting with the selection of the team members and laying out responsibilities and timelines for completion. We request that training be provided to the team members to help in the initial analysis of the first year results and to guide the updates in the following years.

**1. Conduct Quantitative Data Collection** The community needs assessment must include data in the following areas:

**Demographic Makeup of Head Start-Eligible Children and Families**

- Include the number of eligible infants, toddlers and preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages spoken.
- Data also must be collected about three specific populations: children experiencing homelessness, children in foster care, and children with disabilities.
- Include child welfare data, service area demographics (e.g., household income, employment, poverty levels, housing and homelessness, education levels, substance misuse data), environmental issues, community safety data.
- Changes to current economic/social conditions or other selected issues identified from the review of recent publications/reports from primary sources including Kansas Kids Count, Public Health, United Way and data released from the 2020 US census.

### **Education, Health, Nutrition and Social Service Needs of Head Start-Eligible Children and Families**

- Trends and service needs (education, health, nutrition, and social service needs) of low-income families with young children.

### **Other Early Childhood Education Programs that Serve Eligible Children**

- Other child development and childcare programs that are serving low-income children by age, including rates of tuition charged by these programs and access by low-income families to these programs.
- Consider such factors as location, schedule, and duration of services; vacancy and waiting list statistics; affordability and accessibility of care services; ages served; and the scope and quality of services.
- Details about home visiting services and publicly funded state and local preschools must also be included, along with an estimate of the approximate number of eligible children served in these various settings.

### **State and Community Resources**

- The estimated number of children with disabilities 0-5, including types of disabilities and relevant services and resources provided to these children by community agencies including programs outside school districts.
- Provide information on access to WIC, SNAP, and other nutrition programs.
- Provide information on availability of health insurance and dental care for children.
- Resources in the communities that could be used to address the needs of Head Start eligible children and families

## **2. Develop Questionnaire to Survey Families and Community Stakeholders**

Some of the data gathering will require that we ask questions directly to families and community stakeholders. For example, we will need to ask families about the services they are receiving from Head Start in order to assess whether their needs are being met. The selected vendor, with input from Child Start, will create a scientifically tested survey tool to distribute to families and others which will give us the data with confidence that it is an accurate reflection of our community's needs.

For further details, click this link for the complete Head Start Community Assessment Guidance:

<https://eclkc.ohs.acf.hhs.gov/program-planning/community-assessment-foundation-program-planning-head-start/community-assessment-foundation-program-planning-head-start>.

**Time Period:**

Submission close date: April 22, 2022

Selection decision: April 30, 2022

Project completed by: August 1, 2022

**Proposal:**

The ideal vendor will have a strong research, data collection and data analysis skills. They will be able to present this data in a manner that is understandable to parents, employees, and members of the board. A familiarity with Head Start, childcare and other systems designed to benefit families desired.

Please submit:

- Resume/Qualifications
- References from two clients for whom you have performed similar work
- Example of work
- Cost proposal and detailed timeline

Requests will be evaluated on the following:

1. Understanding of Child Start's needs.
2. Understanding of Child Start's industry.
3. Qualification of staff to be assigned to this project.
4. Approach to the project including methodology, collaboration with key leadership and project timetable.
5. Price

At the discretion of Child Start, offerors submitting proposals may be requested to make oral presentations as part of the evaluation process. Presentation may be delivered in person or via video conference. Reasonable advance notice will be provided to selected offerors. Not all offerors submitting a proposal will be asked to participate in oral presentations.

### **Fee Schedule**

1. Provide a detailed fee schedule outlining the services as presented in the proposal. If the proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.
2. Provide a draft contract to be used. If selected, Child Start reserves the right to require its own contract or contract terms, including, but not limited to, terms used by Child Start and/or required by regulation.
3. The offeror's proposed price for services should include a not-to-exceed total fee.

### **Questions:**

- *Call or email Tina Viramontez at (316) 682-1853 or [tviramontez@childstart.org](mailto:tviramontez@childstart.org).*

### **Submissions to:**

- *Email submissions to [tviramontez@childstart.org](mailto:tviramontez@childstart.org) no later than April 20, 2022.*