



Caswell County Partnership for Children Request for Proposals (RFP) Employee Handbook and Policy Revisions

Release Date: March 7, 2024

Closing Date: Proposals are due by 4:00 p.m. on Wednesday, March 27, 2024

Contact Person: Sandra Hudspeth, Executive Director
Email: ccp4child@esinc.net
Phone: 336.694.1538

Background and Purpose

Caswell County Partnership for Children (CCPFC) is seeking proposals from qualified Contractors with experience in non-profit personnel administration in North Carolina to perform a comprehensive review and update to the CCPFC Employee Handbook.

CCPFC is non-profit organization with a mission to unite the community to provide families with resources and services to enable all children to reach their fullest potential. CCPFC is responsible for developing a collaborative strategy to meet the needs of children and families in Caswell County. CCPFC provides programs that promote healthy development, early literacy and learning, as well as enhance access to high quality child care. CCPFC administers North Carolina's Smart Start and Pre-K programs, as well as, other grant-funded programs.

CCPFC is governed by a Board of Directors and employs three staff, two full-time and one part-time. CCPFC's budget is comprised of funding from the state of North Carolina, including federal pass through funds, local government, foundation grants and contributions from individuals and organizations. Additional information regarding CCPFC can be found at www.caswellchildren.org.

CCPFC has the following goals and objectives for the Employee Handbook update:

1. Provide a comprehensive update and streamlining. There has not been a comprehensive update of CCPFC's current Employee Handbook since 2015. There have been piecemeal updates based on policy changes and current events, but not an overall review and update.
2. Include best practices that reduce risks and liabilities. Reduce liability and risk of errors by incorporating into the handbook best practices and language compliant with current applicable local, state and federal employment laws.
3. Reflect and reinforce CCPFC's culture and values, including diversity, equity and inclusion. Incorporate specific policies and practices that provide guidance on and support the actualization of CCPFC's culture and values.

Request for Proposal Requirements

Proposals are due by 4:00 pm on Wednesday, March 27, 2024.

Notification of Contractor selection will be provided by April 12, 2024. Award of a contract to one prospective Contractor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to CCPFC.

The Funding Award must be approved in writing by CCPFC prior to the start of work and incurring any expenses.

The proposed timeline for the process is mid-April – mid-June 2024. All work should be completed no later than June 21, 2024.

Request for Proposals Specifications

Prospective Contractors responding to this RFP should include the following:

- 1) Describe your background and qualifications to complete the work.
 - Knowledge and expertise in the Human Resources field
 - Experience in developing Employee Handbooks that reflect an organization's culture and values.

- 2) Describe the project approach/work plan for providing the scope of services below and the timeframe for completion.
 - Meet with CCPFC Executive Director to review the proposed process, coordination and the current Employee Handbook to be updated, in order to clarify Scope of Services, issues, concerns, desired outcomes and defined expectations, and establish timeline.
 - Obtain all pertinent CCPFC documents as required to fulfill agreement.
 - Review existing Employee Handbook to identify strengths, weaknesses and opportunities.
 - Provide a summary of key proposed changes to the Employee Handbook.
 - Prepare a draft update of the current Employee Handbook to reflect best practices and recommended policies and to ensure legal compliance with current laws, rules and regulations.
 - Review the draft update to the Employee Handbook with the CCPFC Executive Director and Executive Committee.
 - Prepare a final Employee Handbook incorporating revisions resulting from such review.
 - Provide all deliverables in electronic format suitable for ongoing customization and revision.

- 3) Provide References that include the name, title, organization, telephone number and email for three professional references that have received similar services.

- 4) Provide a Cost Proposal that includes a not-to-exceed cost to be charged for providing services, with accompanying budget narrative detailing the number of hours proposed, hourly rate and other expenses.

- The budget narrative should be detailed, accurate, aligned with the proposed service and describe all costs that are included.
- Calculations should be provided and demonstrate how costs were determined.
- Travel related costs should be justified and calculated using the rates set by the State of North Carolina for mileage, per diem and lodging, if applicable.
- The Contractor will be required to follow the Smart Start Cost Principles, bearing the effective date of July 1, 2023 and the CCPFC travel policies and procedures to ensure that travel is conducted in a cost-effective and efficient manner.

Request for Proposals Selection Process and Criteria

All proposals received by the deadline in the stated format will be reviewed to ensure all required information and attachments are complete and included. Proposals that are late or submitted by non-eligible Contractors will not be reviewed. CCPFC reserves the right to follow-up on any proposal received to assist the Prospective Contractor with providing a complete proposal. The Executive Director will review and score completed proposals. Refer to the Criteria below that describes the scoring process. The Executive Director may request oral presentations or discussion with any or all prospective Contractors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, prospective Contractors are cautioned that the Executive Director is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Contractor. All proposals are subject to the terms and conditions outlined herein.

The following criteria will be used to score proposals:

- Experience and qualifications of Contractor (30 points)
- Demonstrated ability to competently implement the scope of services (30 points)
- References and relevant work performed (20 points)
- Cost for services (20 points)

Request for Proposals Submission Requirements

- Direct questions about the process to Sandra Hudspeth, Executive Director at ccp4child@esinc.net. Please provide all inquiries in writing (e-mail).
- One electronic copy of the proposal must be submitted to the Executive Director by email (ccp4child@esinc.net) no later than **4:00 pm on Wednesday, March 27, 2024**. Please use the subject line "Employee Handbook RFP" in your email.

Caswell County Partnership for Children

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www.caswellchildren.org www.facebook.com/CaswellPartnershipForChildren

