

**DURHAM COUNTY  
NORTH CAROLINA**



**REQUEST FOR PROPOSALS  
Administrator for the Durham PreK Program  
RFP No. 25-039**

**Proposals Due: March 27, 2025**

**2:00 P.M. Eastern Time**

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## **Administrator for the Durham PreK Program**

**RFP No. 25-039**

### **PROPOSAL SCHEDULE**

**(Note: The below dates are subject to change)**

Advertisement Date	March 9, 2025
Last Date for Questions	March 18, 2025 3:00 PM, EST
Proposal Due Date	March 27, 2025 2:00 PM, EST



## **REQUEST FOR PROPOSALS**

### **Administrator for the Durham PreK Program**

**RFP No. 25-039**

**ISSUE DATE:**

**March 9, 2025**

**ISSUING DEPARTMENT:**

**County of Durham Purchasing Division of  
Finance, 201 Est Main Street, 7<sup>th</sup> Floor,  
Room 703, Durham, NC 27701**

Sealed Proposals will be received until 2:00 PM, Eastern Time on March 27, 2025. The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to establish a contract to provide administration for the Durham PreK (DPK) program, Durham's universal Pre-Kindergarten program for 4-year-olds in Durham County.

All inquiries concerning the Scope of Services, Proposal Submission Requirements or Procurement Procedures should be directed to:

**Procurement Specialist: Godfrey Herndon**

**Purchasing Division**

**Email: [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov)**

**Telephone: (919) 560-0741**

Sealed proposals shall be mailed and/or hand delivered to the Issuing Department shown above, and the envelope shall bear the name and number of this Request for Proposals (RFP). It is the sole responsibility of the Proposer to ensure that his/her Proposal reaches the Purchasing Division by the designated date and hour indicated above.

**In compliance with this Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the goods and services described in accordance with the attached signed proposal.**

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_  
(Name Typed/Printed)

\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
(Signature in Ink)



## **LEGAL NOTICE**

### **REQUEST FOR PROPOSALS Administrator for the Durham PreK Program RFP No. 25-039**

The County of Durham will receive sealed proposals for an administrator for The Durham Pre-Kindergarten Program (DPK) on **March 27, 2025, at 2:00 PM, EST**, in the Durham County Purchasing Division, 201 East Main Street, 7th Floor, Room 703, Durham, North Carolina 27701. No proposals will be accepted after the official time and date.

An electronic copy of this Request for Proposal (RFP) can be obtained from Durham County's eBid System located under Bid Opportunities at <https://www.dconc.gov/county-departments/departments-finance/bid-opportunities>. Proposers can download a copy of the solicitation and all addenda without registering in the system. However, in order to **automatically** receive email notifications of solicitations and addenda issued by the Purchasing Division, Proposers **MUST** register in the eBid system.

**Proposals are encouraged and welcomed from historically underutilized businesses (HUBs).**

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

Publication Date: March 9, 2025

## **INSTRUCTIONS TO PROPOSERS**

### **Administrator for the Durham PreK Program**

**RFP No. 25-039**

1. In order for a proposal to be considered, it must be based on the terms, conditions and Scope of Services contained herein and must be a complete response to this RFP. **One (1) hard copy Original, eight (8) hard “copies” of the Original shall be submitted to the Issuing Department. The original Proposal should be marked “Original”. The copies must consist of all documents that are included in the “Original” Proposal.** No other distribution of the Proposal shall be made by the Proposer. Proposals shall be limited to thirty (30) double-sided or sixty (60) single-sided pages or less and must be signed by an authorized representative. Each Proposal should be bound in a single volume with all relevant documentation. The letter of introduction, section dividers, detailed Résumés, forms and dividers are not included in this page limit. The County may elect to require oral presentations after receipt of the proposals.
2. **COMMUNICATION WITH PROPOSERS:** All communications between the Purchasing Division and prospective Proposers shall be in writing. Questions should be emailed to [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov). Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Godfrey Herndon, Procurement Specialist, at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses concerning the Scope of Services will be provided to all Proposers by issuance of an Addendum. **All questions shall be received by the Purchasing Division no later than 3:00 PM, Eastern Time, on March 18, 2025. NO EXCEPTIONS.**
3. **PROPOSAL DUE DATE:** Proposals will be received until 2:00 PM, Eastern Time, on **March 27, 2025.**  
  
Proposals must be mailed, or hand delivered to:  
  
Durham County Purchasing Division,  
Attn: Godfrey Herndon, Procurement Specialist)  
201 East Main Street, 7th Floor, Room 703, Durham, NC 27701  
  
**Proposals shall be duly marked and/or identified with Proposer name, address and RFP number.**
4. **LATE PROPOSALS:** Proposals received after the date and time specified will not be considered for award and will be returned to the Proposer unopened.
5. **VENDOR APPLICATION:** All Proposers shall complete and submit the Vendor Application along with the W-9 Form. This information will be used to create or update the County's electronic vendor database upon award of contract.
6. **MWBE REQUIRMENTS:** Proposals are required to make a good faith effort to include Minority and Women Business Enterprises (MWBEs) as part of their Proposal to provide services to the County.

Durham County hereby establishes the following goals for the expenditure of funds with MWBE firms. Questions concerning MWBE should be directed to Rick Greene, Assistant Procurement Manager, at [rgreene@dconc.gov](mailto:rgreene@dconc.gov) or (919) 560-0059.

<b>Categories</b>	<b>Construction</b>	<b>Architect/ Engineer</b>	<b>Services</b>	<b>Goods</b>	<b>MWBE Availability % (Median Availability)</b>
Black American	14.6	9.8	10.9	2.8	<b>10.4%</b>
Asian American	1.3	3.0	1.1	.43	<b>1.3%</b>
Hispanic American	4.2	1.8	1.1	.43	<b>1.5%</b>
American Indian	.65	.75	1.0	.5	<b>.70%</b>
White Female	13.8	11.0	9.5	7.1	<b>10.3%</b>
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

MWBE is a business that is at least 51% owned and controlled by minority group members or women. MWBE is bona fide only if the minority group or female ownership interests are real and continuing and not created solely to meet the MWBE requirement. In addition, the MWBE shall itself perform satisfactory work or service or provide supplies under the contract and not act as a conduit. The contractual relationship shall be bona fide owned and controlled as: (1) a sole proprietorship legitimately owned by an individual who is a minority group member or female; (2) a partnership or joint venture controlled by minorities and/or females;; (3) a corporation or other entities controlled by minorities or females, and in which at least 51% of the voting interests and 51% of the beneficial ownership interests are legitimately held by minorities and/or females. These persons shall control the management and operations of the business on a day-to-day basis:

A person who is a citizen or lawful permanent resident of the United States and who is:

“Black American”; a person having origins in any of the black racial groups of Africa;

“Asian American”; A person having origins in any of the original peoples of the Far East, Southeast Asia, Asia, Indian continent, or Pacific islands;

“Hispanic American”; a person of Spanish culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race;

“Native American Indian tribe”; a federally recognized Indian tribe means an Indian tribe, or band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which is recognized by the Secretary of the Interior on October 1, 1985 as having special rights and is recognized as eligible for service provided by the United States to Indians because of their status as Indians, a tribe that has a pending application for Federal recognition on October 1, 1985.

- 7. DISCREPANCIES AND OMISSIONS:** Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, he/she should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral

instructions. Acknowledgment of any Addendum received shall be noted on the Addendum Acknowledgement Form included in the Proposal. In closing of a contract, any Addendum issued shall become a part thereof.

8. **SECURITY OF NON-PUBLIC RECORDS:** Pursuant to N.C.G.S. § 132-1.7, entitled, “Sensitive Public Security Information”, public records, as defined in G.S. 132-1, shall not include information containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities. Therefore, all information provided, received, gathered or obtained by BIDDER containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities shall be held confidential and shall be used by the BIDDER only for the purpose of responding to this bid. All plans and drawings shall be returned to the County. Any breach of this paragraph by the BIDDER may result in BIDDER being barred from being awarded any contracts with the COUNTY.
9. **E-VERIFY:** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

## **END OF INSTRUCTIONS TO PROPOSERS**



## **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, handicap, age, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, handicap, age, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of the nondiscrimination clause.
- B. The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to race, handicap, age, color, religion, sex, or national origin.
- C. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the labor union or workers' representative of the contractor's commitments under the Equal Employment Opportunity section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. In the event of the contractor's noncompliance with nondiscrimination clauses of this contract or with any such rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further County contracts.
- E. The contractor will include the provisions of this section in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Board of County Commissioners of the County of Durham, North Carolina so that such provisions will be binding such Subcontractor or Proposer.

## **QUALIFICATIONS AND SUBMISSION REQUIREMENTS**

### **Administrator for the Durham PreK Program RFP No. 25-039**

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Unnecessary elaborate brochures or other materials beyond those sufficient to present a complete and effective response to this solution are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Therefore, elaborate artwork, expensive paper and bindings, etc., are strongly discouraged.

**One (1) Original hard copy and eight (8 ) hard copies of the Original of your proposal shall be submitted to the Issuing Department.**

#### **Tab 1 – Signed Forms**

This Tab should include the following forms and information.

- a. Proposal Form**
- b. No Proposal Reply Form (if applicable)**
- c. Addendum Acknowledgement Form**
- d. Non-Collusion Affidavit Form (*Notarized*)**
- e. Affidavit of Compliance (E-Verify) Form (*Notarized*)**
- f. Vendor Application/W-9 Form**
- g. MWBE Forms:**

#### **Affidavit A – List of the Good Faith Efforts**

##### **DUE WITH BID**

**All Bidders** are required to make good faith efforts and to demonstrate that they have made such efforts. Affidavit A is a tool for Bidders to use to show that they have made good faith efforts. Affidavit A is required to be submitted with your bid.

#### **Affidavit B – Intent to Perform Contract with Own Workforce**

##### **DUE WITH BID**

Affidavit B is required if your company has no opportunity to sub-contract and will complete all work with Bidder's own workforce. Even if utilizing your own workforce, Affidavit A is also required.

#### **Affidavit C - Portion of Work to be Performed by Certified MWBE Businesses**

##### **DUE WITH BID**

Bidders shall complete Affidavit C to identify the minority business that it will use on the project. Affidavit C is required to be submitted with your bid. Even if your company has MWBE participation, Affidavit A is also required.

#### **Affidavit D – Good Faith Efforts**

##### **DUE 72 HOURS AFTER NOTIFICATION**

Affidavit D is to be submitted **only** by the apparent lowest, responsible, responsive bidder within 72 hours after notification.

The apparent lowest, responsible, responsive Bidder shall file within 30 days after the award of the contract, a list of all identified subcontractors that the Contractor (Bidder) will use on the project.

**IMPORTANT MWBE INSTRUCTIONS:** It is mandatory for all Bidders to demonstrate their good faith efforts in seeking MWBE participation and provide supporting documentation upon request. The MWBE supporting documentation and information is still required even if using your own workforce. MWBE Prime Contractors will also be required to document good faith efforts.

**The above information must be provided as required. Failure to submit these MWBE documents may be grounds for rejection of the bid.**

## **Tab 2 – Executive Summary**

This Tab should provide a brief summary of the Proposer's understanding of the Scope of Services presented in this RFP and emphasize any unique aspects or strengths of the Proposal.

## **Tab 3 – Corporate Overview**

This Tab should present an overview of the Proposer's organization and should include the firm's name, address, phone and fax numbers, firm history, email address and phone number of the firm's representative for the Proposal.

## **Tab 4 – Approach**

This Tab should present the Proposer's approach to providing the services specified in this RFP. This Tab should describe the services to be provided, who will provide the services, how the services will be provided, etc. This Tab should include a description of activities, such as the project methodology and timeline for project completion, etc. The Proposer should also include in this Section its plan for managing the work requirements. Most of the proposed responses to the requirements found in Work Requirements, should be included under this Tab.

## **Tab 5 – Organization and Staffing**

This Tab should present the Proposer's proposed organization structure and staffing chart showing specific job classifications, number of employees and full-time equivalent employees by position and reporting relationships. Résumés for all managerial and key personnel should be provided in sufficient detail to be able to determine the nature and depth of each individual's relevant experience. This Tab should also identify any of the required services that the Proposer intends to subcontract, if any, providing for each (i) the reasons for subcontracting, (ii) the proposed subcontractor's responsibilities, and (iii) information identifying proposed subcontractor's name, location, relevant personnel and experience. The Proposer's proposed MWBE utilization and explanation of their involvement on this project must also be included under this Tab.

## **Tab 6 – Qualifications and Experience**

In this Tab, the Proposer should describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Proposer to perform these services. This tab should also include a list of all similar work performed by your firm over the past five (5) years. This list should include the name of each client, the client's

contact and telephone number, the size and Scope of Work provided, effective dates of the contract(s) with this client, and the annual contract amount.

### **Tab 7 – MWBE Participation**

Describe the program (plan) that your firm has developed to encourage participation by MWBEs to meet or exceed the goals set by the County of Durham's MWBE Program Ordinance. If your firm has no opportunity to contract with MWBEs please explain why.

### **Tab 8 – Conflict of Interest**

In this Tab the Proposer should describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest.

### **Tab 9 – Budget and Budget Narrative**

In this Tab the Proposer should describe budget expenses, including personnel and fringe benefits, subcontractors, other (direct costs), and indirect charges. A specific budget format is not required.

For the purposes of this proposal, the proposer should use the current budgeted amount for Durham PreK in FY25 of \$7,373,029\* and outline administrative costs as distinct from direct program costs. For this project the administrative percentage (%) is recommended to be 25% or less and the Instructional Services to be 75% of the total budget.

Proposers should include a Budget Narrative justifying all budget items and costs. Detail how the costs were determined and provide a description for every cost line item. Descriptions should demonstrate a clear connection between the costs and the proposed project. For example, the narrative should describe the positions, related duties, rates, and the percentage of time to be spent on the project, subcontractor tasks, etc. Budget/Budget Narrative is not included in the thirty (30) double-sided or sixty (60) single-sided page limits.

\*NOTE: The annual budget for this project will be determined on an annual basis upon approval by the Durham County Board of County Commissioners (BOCC).

## **EVALUATION AND AWARD CRITERIA**

### **Administrator for the Durham PreK Program RFP No. 25-039**

Based on the evaluation criteria outlined below, all Proposals will be evaluated and scored by the Evaluation Committee designated by the County of Durham. Written or oral discussions may be requested to resolve issues relating to individual proposals.

#### **1. Evaluation Criteria**

Proposals will be evaluated using the following criteria:

- a) Experience in providing this type of service for this size contract.
- b) Public Sector Experience
- c) Demonstrated ability to meet commitments requested in the RFP
- d) Qualifications of staff to be assigned to this project
- e) Specific plans and methodology for providing the proposed services
- f) Compliance with Durham County MWBE requirements
- g) Financial stability
- i) Experience Training Partners or Other Stakeholders
- j) Budget Approach
- k) Price

#### **2. Award of Contract**

The County reserves the right to award a single contractor or multiple contractors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Price shall be considered but shall not be the sole determining factor. Once the proposals are ranked and the most qualified firm(s) are determined, the County may conduct further negotiations, and/or request presentations from firm(s) to further assist in the clarification of information and selection process.

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

## **SCOPE OF SERVICES**

### **Administrator for the Durham PreK Program RFP No. 25-039**

This Scope of Services will become an integral part of the contract between the County of Durham and the Contractor. The Contractor hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of this Request for Proposals (RFP) are to solicit proposals from qualified Contractor(s) to establish a contract to provide administration for the Durham PreK (DPK) program, Durham's universal Pre-K program for 4-year-olds in Durham County. This RFP serves as a re-bid, which is required due to the size of the contract.
- 2.0 **INVOICE PAYMENT:** Invoices submitted will be paid in the next 30 days. Invoices shall be forwarded to the County's Designated Representative for review and payment approval.
- 3.0 **TERMS OF CONTRACT:** The term of the contract will be from **July 1, 2025, through June 30, 2030**, with the option to renew up to one (1) additional term in a two-year Increment (July 1st through June 30th), for a total possible life of 2 terms (7 years) at the sole discretion of the County. The County shall make notice of such intent to renew approximately six months (6) prior to the expiration of the current term. Any renewal shall be based on satisfactory performance by the Contractor(s) during the previous years for the services provided.
- 4.0 **CANCELLATION OF CONTRACT:** The County of Durham reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation shall not relieve the Contractor(s) of the obligation to deliver and/or perform services on all outstanding orders issued prior to the effective date of cancellation.
- 5.0 **COUNTY DESIGNATED REPRESENTATIVE(S)**

Primary: Meytal Barak, County Early Childhood Coordinator  
Phone: (919)560-0520  
Email: [mbarak@dconc.gov](mailto:mbarak@dconc.gov)

Secondary: Donna Rewalt, County Extension Director  
Phone: (919)560-0524  
Email: [drewalt@dconc.gov](mailto:drewalt@dconc.gov)

Financial: Pam Jordan, Administrative Officer  
Phone: (919) 560-0536  
Email: [pmjordan@dconc.gov](mailto:pmjordan@dconc.gov)

## 6.0 **BACKGROUND:**

Durham PreK (DPK) is a core Durham County investment in supporting healthy child development and early education for young children in Durham. With an abundance of evidence that high-quality universal preschool reduces the disparities in skills among children at kindergarten entry, Durham's policymakers began focusing considerable resources on the development and expansion of quality preschool programs for four-year-olds. The work to study and establish a universal Pre-K initiative in Durham began in 2015 with a joint resolution from the Board of County Commissioners, City Council, and Board of Education in support of a planning process toward universal, high-quality Pre-K. Ever since, Durham County has contributed increasing amounts of funding to community partners to bring that goal to life.

Durham County is directly involved in a variety of ways with early education, and since 2016, has invested over \$10 million in creating a universal preschool program called Durham Pre-K. In addition to serving increasing numbers of 4-year-old children with publicly funded Pre-K, key components of Durham PreK include:

- Improved pay and professional development for teachers,
- Intensive technical assistance with early educators designed to raise quality,
- Work with local educational institutions to increase and improve the early childhood workforce.

Beginning in FY 2019, following investments of sales tax funding into Durham Public Schools Pre-K and funding for the stand-alone DPS Pre-K site the Whitted School, as well funding a preschool supply and demand study, a contract was established with Early Years (formerly Child Care Services Association – CCSA - and multiple subcontracted partners) to administer the expansion of Durham Pre-K. From that time, Durham County funding has increased almost every year, growing Durham's locally supported Pre-K seats from close to zero to \$7 million in FY 2025. Current funding for the initiative in FY25 is \$7,373,029. The County continues to invest funds toward the community-identified goal of access to high-quality, affordable Pre-K for every 4-year-old in Durham. Durham Pre-K uses a braided or blended funding model, with local funding spent last, which maximizes the number of children served and allows for a universal application and enrollment process.

The Contractor for this project will oversee the entire initiative, including instructional services as well as management and operations. The specific work requirements are laid out in detail in section 7.0, and they include: recruitment of DPK providers, outreach to prospective families, enrollment of children, technical assistance to prospective and current DPK sites, payments to and fiscal monitoring of DPK sites, cost forecasting informed by the braiding of funds from different public funding sources, collection of data and reporting to the County and community stakeholders, planning to address gaps and barriers in the program, and facilitation of the DPK Governance Committee and other collaboration between DPK partners.

## 7.0 **WORK REQUIREMENTS:**

The Contractor will operate the Durham Pre-K program on behalf of Durham County Government. The total contract amount includes pass-through funding and administrative costs.

### **Selection of Durham PreK Providers**

Support existing DPK sites, currently 24 total (42 classrooms) among private preschools, Head Start and DPS. Continue to develop ongoing revision of procedures and applications for selection of new DPK sites. Recruit, recertify, and contract with licensed preschool providers, following licensing requirements of the Quality Rating System for a 5-star program, to host enough Durham Pre-K classrooms to serve the number of children that funding and program demand allow, as well as prioritization of demographic and geographic gaps.

### **Implement Funding Strategy**

Maintain a blended-funding program model where most DPK classrooms are supported by a mix of funding (Title 1, Head Start, NC Pre-K, and DPK). Braided funding includes and is not limited to: NC Pre-K with matching payments, Durham PreK Enhanced NC Pre-K, Durham PreK Enhanced Head Start and Durham PreK Enhanced DPS/Title 1.

The contractor will process payments for Durham PreK sites and put in place monitoring procedures to ensure that funds for instructional services (including teacher supplements) are being used as intended by DPK sites.

### **Provide Technical Assistance (TA)**

Provide regular technical assistance and professional development activities that support prospective and current DPK sites in meeting established quality standards for the program. This includes a minimum of weekly, bi-weekly, and monthly meetings with teachers and directors, as well as monthly visits to classrooms and monthly group TA sessions.

Support DPK sites in addressing barriers to program access, including the provision of wrap care and site location. Monitor program quality of all DPK sites.

### **Collect Data for Continuous Improvement and Public Accountability**

Develop and adopt data sharing agreements with all DPK sites. Collect data about enrollment, and attendance, from all DPK sites, surveys from families, and partners, and report at least annually, with written reports and presentation to community stakeholders about program progress and outcomes. Issue monthly payments to all DPK sites in accordance with parent fee, rate and attendance criteria.

Convene stakeholders, DPS, Head Start, Durham Partnership for Children for development of data sharing agreement.

### **Provide Education and Outreach to Prospective Families**

Engage in year-round, multi-modal outreach and education activities to prospective families and members of the broader community about DPK; ensure the application process, program, its goals, and current outcomes are well understood by families.

Maintain program website and social media with up-to-date information about the program, reports, and engagement opportunities.

Develop and distribute marketing materials and outreach events designed to reach families with young children who may be or become eligible for the program. Materials should be provided in Spanish and other languages based on outreach population demographics. While all Durham families are eligible, particular effort should be made to reach underserved audiences and target audiences.



### **Manage Universal Application and Enrollment Process**

In close collaboration with Pre-K partners, manage year-round application, child screening, placement, and enrollment processes for families with eligible children (expected number of applicants per year is at least 1,700). The universal application and program is open to *all* children turning 4 years of age by August 31 who live in Durham; families at or above 400% FPL will have a 2% parent fee.

The Contractor, in partnership with other stakeholders, will ensure the application process is accessible, easy to navigate, and allows for efficient child placement into the program.

### **Maintain Effective Governance & Collaboration**

Maintain and facilitate the DPK Governance Committee, a group of stakeholders – Early Years, Durham Partnership for Children, Families and Communities Rising, DPS, community leaders, community partners, Pre-K providers, Early Childhood Researchers - that advises the Contractor about the program and votes on recommendations to the County about key decisions related to program structure, cost, and focus.

Facilitate effective collaboration between Durham PreK partners and subcontractors, which currently include Early Years, Durham Public Schools Office of Early Education, Families and Communities Rising, and Durham's Partnership for Children.

### **Manage Fund Development Activities**

Manage fund development activities for the program, including identifying and pursuing sources for private and philanthropic funding.

### **Advisory Role and Responsibilities**

Engage with and advise the County Early Childhood Coordinator, County leadership, the BOCC, and DPK partners on early childhood policy developments at the state and federal level, especially related to any impact on braided funding and access to Pre-K.

Provide DPK data and consultation support to the County as needed.

### **Reporting Requirements**

Report to the County, submitting monthly programmatic and financial reports to the Early Childhood Coordinator. Programmatic reports should include updates on all DPK activities including Applications and Enrollment, Family Engagement, Outreach, PreK Center Contracting, Data and Evaluation, Payment Processing, Capacity Building, TA and Professional Development, Funding and Sustainability, Workforce Development, Management and Oversight.

Prepare written and oral presentations to the BOCC and the Durham Public Schools Board of Education about the progress of the program, barriers, and recommendations for growth. It is expected that there will be a minimum of one (1) oral presentation delivered to the BOCC annually and one (1) presentation to a joint meeting of the BOCC and DPS Board of Education regarding the status.

## **Contractor Meetings**

### ***Post-award Kickoff Meeting***

The Contractor shall attend a post-award kickoff meeting with the County Designated Representatives within 4 weeks of contract execution. Specific items to be covered in the kickoff meeting include the scope of the contract, technical and reporting requirements, potential problem areas, and invoicing requirements and payment procedures. The meeting will not be used as an avenue to change the terms of the contract.

### ***Other Meeting Requirements***

The Contractor shall meet with the County Designated Representatives at least every month. The Contractor shall take meeting notes, including the date, people in attendance, and a summary of subjects discussed, and decisions made. The contractor shall email meeting notes to the County Designated Representatives within 5 business days of the meeting.

## 8.0 **SCHEDULES/TIMELINES:**

*All reports are to be submitted via email to the County Designated Representatives.*

<b>Milestone</b>	<b>Reporting</b>
Contract fully executed	None
Post-award kickoff meeting, within 4 weeks of contract execution	<ul style="list-style-type: none"><li>• Updated project timeline</li><li>• Notes from kickoff meeting</li></ul>
After 30 days and every month	<ul style="list-style-type: none"><li>• Monthly programmatic report including updates on all DPK activities</li><li>• Monthly FSR</li></ul>
After six months	<ul style="list-style-type: none"><li>• Written report and oral presentation to the BOCC and DPS BOE</li></ul>
Annually	<ul style="list-style-type: none"><li>• Report on the impact of DPK to the community</li></ul>

## **ATTACHMENTS AND AFFIDAVITS**

Attachment A



**PROPOSAL FORM**  
**Administrator for the Durham PreK Program**  
**RFP No. 25-039**

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the County of Durham.

**PROPOSED ADMINISTRATIVE PERCENTAGE**

\_\_\_\_\_ % of \$7,373,029 Project Budget

---

*(Total Proposed Percentage in Writing)*

**The above Total Proposed Percentage should be based on being awarded the entire project.**

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: \_\_\_\_\_

Authorized Signature:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm Name

**Attachment B**

**NO PROPOSAL REPLY FORM**

TO: Durham County  
Purchasing Division  
201 East Main Street, 7th Floor, Room 703  
Durham, NC 27701

PROPOSAL: RFP No. 25-039

PROPOSAL TITLE: Administrator for the  
Durham PreK Program

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received an invitation, but does not wish to submit a proposal, state their reason(s) below and return to this office. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the proposal process.
- \_\_\_\_\_ 2. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document. Our objections are:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
- \_\_\_\_\_ 5. We do not wish to sell to the Durham County. Our objections are:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ 6. We do not sell the items/services on which Proposals are requested.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE

\_\_\_\_\_ We wish to remain on the Bidders' List.

\_\_\_\_\_ We wish to be deleted from the Bidders' List.

**Attachment C**

**ADDENDUM ACKNOWLEDGEMENT**

**Administrator for the Durham PreK Program  
RFP No. 25-039**

Receipt of the following Addendum is acknowledged:

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Name of Firm \_\_\_\_\_

**Attachment D**

**NON-COLLUSION AFFIDAVIT**

State of North Carolina  
County of Durham

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ of \_\_\_\_\_ the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a **collusive** or **sham** Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a **collusive** or **sham** Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Durham or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

Subscribed and sworn before me,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

(Seal)

\_\_\_\_\_  
Notary Public

Notary Public  
My Commission Expires: \_\_\_\_\_

**Attachment E**

MWBE Forms, Affidavits A-D, and Appendix E  
Attachment F



**Affidavit A**

**ATTACH TO BID**

**State of North Carolina AFFIDAVIT A - List of the Good Faith Effort**

**COUNTY OF DURHAM**

Affidavit of \_\_\_\_\_

(Name of Bidder)

**I have made a good faith effort to comply under the following areas checked:**  
(A minimum of 5 areas must be checked in order to have achieved a "good faith effort")

- ☐ 1-Contacted minority businesses that reasonably could have expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ 2-Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- ☐ 3-Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4-Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority business.
- ☐ 5-Attended pre-bid meetings scheduled by the public owner.
- ☐ 6-Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ 7-Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8-Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the Bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9-Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ 10-Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cashflow demands.

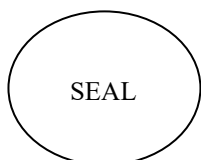
In accordance with GS 143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**Affidavit B**

**ATTACH TO BID – IF YOU ARE NOT UTILIZING SUBCONTRACTORS**

**State of North Carolina AFFIDAVIT B - Intent to Perform Contract with Own Workforce**

**COUNTY OF DURHAM**

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for  
he \_\_\_\_\_ contract.  
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and agrees to provide any additional information or documentation requested by the owner in support of the above statement.

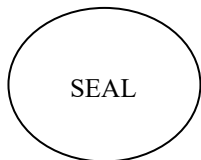
The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_

Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**Affidavit C****ATTACH TO BID - IF YOU HAVE MWBE PARTICIPATION****State of North Carolina AFFIDAVIT C - Portion of the Work to be Performed by Minority Firms****COUNTY OF DURHAM**

Durham County Goals for MWBE Participation in the Procurement of Goods, Services and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	<b>10.4%</b>
Asian American	1.3	3.0	1.1	.43	<b>1.3%</b>
Hispanic American	4.2	1.8	1.1	.43	<b>1.5%</b>
American Indian	.65	.75	1.0	.5	<b>.70%</b>
White Female	13.8	11.0	9.5	7.1	<b>10.3%</b>
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

Affidavit of \_\_\_\_\_ I do hereby certify that on the  
 (Name of Bidder)

\_\_\_\_\_  
 (Project Name)

Project ID No. \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

Firm Name (Street Address/Zip/Telephone)	*Minority Category	Work Description	Dollar Value	Percentage of Goal

**\*Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**)

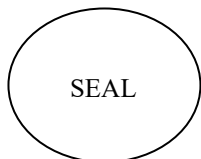
Pursuant to GS 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
 Notary Public \_\_\_\_\_  
 My commission expires \_\_\_\_\_

If you do not meet the MWBE Goal, the Bidder shall provide the following documentation of his Good Faith Efforts within **72 hours** after notification of being the low bidder.

**State of North Carolina AFFIDAVIT D – Good Faith Efforts**  
**COUNTY OF DURHAM**

Durham County Goals for MWBE Participation in the Procurement of goods, Services, and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	<b>10.4%</b>
Asian American	1.3	3.0	1.1	.43	<b>1.3%</b>
Hispanic American	4.2	1.8	1.1	.43	<b>1.5%</b>
American Indian	.65	.75	1.0	.5	<b>.70%</b>
White Female	13.8	11.0	9.5	7.1	<b>10.3%</b>
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I do certify the attached documentation as true and accurate representation of my good faith efforts.

I will expend a minimum of \_\_\_\_% of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

Name and Phone Number	*Minority Category	Work description	Dollar Value	Percentage of Goal

**\*Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**)

Documentation of the Bidder's good faith efforts to meet the goals set forth in the provisions. Examples of documentation include, but are not limited to, the following evidence:

- Copies of solicitation for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received
- Copies of quotes or responses received from each firm responding to the solicitation.
- A telephone log of follow-up calls to each firm sent a solicitation.
- For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- Copy of pre-bid roster.
- Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- Letter detailing reasons for rejection of minority business due to lack of qualification.
- Letter documenting proposed assistance offered to minority business in need to equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

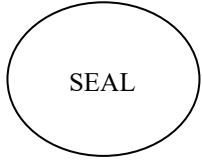
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## **Appendix E**

### **MWBE DOCUMENTATION FOR CONTRACT PAYMENTS**

Prime Contractor/Architect: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Pay Application #: \_\_\_\_\_ Period: \_\_\_\_\_

The following is a list of payments to be made to minority business contractors on this project for the above-mentioned period.

<b>Firm Name</b>	<b>*Minority Category</b>	<b>Total Contract Amount</b>	<b>Amount Paid this Period</b>	<b>Total Payment Amount to date</b>	<b>Percentage of Work Completed</b>	<b>Scheduled Start Date</b>	<b>Scheduled End Date</b>

**\*Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (I), Female (**F**)

Date: \_\_\_\_\_ Approved/Certified By: \_\_\_\_\_

Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

**\*THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT\***

**Attachment F**

**AFFIDAVIT OF COMPLIANCE**

**STATE OF NORTH CAROLINA  
COUNTY OF DURHAM**

**AFFIDAVIT OF COMPLIANCE  
with N.C. E-Verify Statutes**

I, \_\_\_\_\_ (hereinafter the "Affiant"), being duly authorized by and on behalf of  
\_\_\_\_\_ (hereinafter "Contractor") after first being duly sworn hereby swears or  
affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes; and
2. Contractor understands that an "Employer", as defined in NCGS§64-25(4), is required by law to use E-Verify to verify the work authorization of its employees through E-Verify in accordance with NCGS§64-26(a). The term "Employer" does not include State agencies, counties, municipalities, or other governmental bodies.
3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in the state of North Carolina. (mark Yes or No)
  - a. YES \_\_\_\_
  - b. NO \_\_\_\_
4. Contractor will ensure compliance with E-Verify to the extent applicable and will ensure compliance by any subcontractors subsequently hired by Contractor to perform work under Contractor's contract with Durham County.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_\_

day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

(Affix Official/Notarial Seal)

**Attachment G**

## **VENDOR APPLICATION & W-9 FORM**