



A. Purpose

Community Action, Inc. of Central Texas is seeking to contract with a qualified entity/individual to provide consulting services for the Start Smart Hays & Caldwell early childhood coalition. The selected consultant will focus on increasing coalition engagement and shared leadership, conducting data mapping and assessment of early childhood professional support needs in Hays & Caldwell counties, and creating a plan for updating the coalition's five-year strategic plan. The consultant will facilitate collaborative sessions, support in analyzing findings, and provide a comprehensive written plan to guide future coalition outcomes.

B. Background

In 2018, Community Action, Inc. of Central Texas established the Start Smart Hays & Caldwell (SSHC) early childhood coalition, with Community Action serving as the backbone organization. With the support of increased early childhood systems-building funding, Community Action has expanded the coalition's reach and deepened its impact on the community. This funding has allowed the coalition to grow in membership and influence, strengthening early childhood systems in Hays and Caldwell counties through collaboration, engagement, and strategic initiatives.

C. Scope of Work

The selected offeror will assist in the development and implementation of the Start Smart Hays & Caldwell (SSHC) coalition's initiatives by:

- a) Facilitating regular meetings with coalition leadership to provide strategic advice and guidance on coalition direction, engagement, and shared leadership development
- b) Conducting early childhood community and coalition focus groups, as well as interviews with key stakeholders, to gather data, feedback, and perspectives on current needs and areas for growth.
- c) Summarizing key findings from focus groups and interviews, identifying top needs, challenges, and opportunities within the early childhood community in Hays and Caldwell counties.
- d) Providing recommendations and developing strategies to enhance coalition engagement and shared leadership, fostering stronger collaboration between coalition members and community partners.
- e) Outlining specific updated strategic plan goals, objectives, and strategies that align with the coalition's long-term vision and priorities.
- f) Conducting data mapping to assess and visualize the professional support needs of early childhood providers in the region, identifying gaps and areas for improvement.
- g) Preparing a comprehensive written plan to update the coalition's five-year strategic plan, including measurable outcomes and recommended actions.

More detailed instructions regarding the requirements and expectations of the work will be provided to the selected consultant.

D. Minimum Requirements for Selection

To be considered for the project, the offeror must meet the following criteria:

- a) Bachelor's degree or higher in a relevant field (e.g., Early Childhood Education, Public Health, Nonprofit Management, or related areas).

- b) At least 3 years of experience in consulting, with a proven track record of working with nonprofits or community organizations.
- c) At least 3 years of experience in the early childhood field, including experience with early childhood systems building, program evaluation, or community collaboration.
- d) Experience facilitating group discussions, focus groups, or strategic planning sessions with diverse stakeholders.
- e) Demonstrated ability to develop and implement strategic plans, including goal setting, objectives, and outcome measurement.
- f) Strong understanding of early childhood education policy, community engagement, and coalition-building best practices.
- g) Excellent communication and writing skills, with experience in preparing comprehensive reports and strategic documents.

Offeror cannot be a current employee of Community Action, Inc. of Central Texas.

E. Further Selection Considerations

Preferred qualifications for selection include the following:

- a) Experience with providing strategic planning services including facilitating and/or writing a strategic plan for early childhood coalitions.
- b) Experience working in and/or with nonprofit organizations (ie writing grants for nonprofit organizations, working on grant-related projects for nonprofits, etc.)

F. Instructions on Proposal Submission

- a.) Please send in an email your price quote, qualifications for the above-described project, and this signed document to Megan Campbell, mcampbell@communityaction.com
- b.) The deadline to submit your proposal including qualifications and price quote by email is at **4:30pm, Friday, November 15, 2024**. Late submittals will not be considered.
- c.) In the email please attach resume, professional VITA, or any other relevant documented evidence that supports qualifications (See Minimum Requirements for Selection above).
- d.) CAI reserves the right to reject any and all quotes received in response to this RFQ. A contract for the accepted quote will be based upon the factors described in this RFQ.
- e.) Efforts will be made to utilize HUB-qualified businesses. An Offeror qualifies as a HUB by receiving certification from the State of Texas.

G. Conflict of Interest

No employee, officer, or agent of Community Action, Inc. of Central Texas shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, agent, or any member of her or his immediate family, his or her partner, or an organization which employs or is about to employ

any of the parties indicated herein, has a financial or other interest in the entity/individual selected for an award.

H. Evaluation Criteria

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

Criteria	Point Range
a) Education (Bachelor’s degree receives 2 points, Master’s degree 3 points, PhD 5 points)	0-5
b) Prior experience: Points awarded based on years of experience (max point value as indicated, items 1-5)	
1) Experience in consulting services (3+ years = 5 points; 5+ years = 10 points)	0-10
2) Experience in early childhood systems building, community engagement, or coalition work	0-10
3) Experience facilitating strategic planning sessions or group discussions	0-10
4) Experience conducting focus groups, interviews, and stakeholder engagement	0-10
5) Experience developing and writing strategic plans for nonprofits or coalitions	0-10
c) Project approach: Quality of proposed methodology, timeline, and understanding of the scope	0-10
d) Price (Lowest price receives maximum points; highest price receives lowest point value)	0-5

I. Certifications

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement other than to an employee of the Offeror.
- C. The individual signing certifies that the prices quoted in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted on this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

F. The individual signing certifies that he/she has read and understands all of the information in this Request for Quote.

(Date)

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)