



NATIONAL HEAD START ASSOCIATION

# Request for Proposal

## Basic Health Credentials Reviewer

The National Head Start Association is seeking proposals to establish a contract with one (1) qualified and experienced individual to serve as a Basic Health Services Credentials reviewer of candidate portfolios for NHSA.

Proposals will be considered from qualified and experienced individuals in the health field, with a preference for those who have experience with Head Start and who are regularly established in the business of health services, and who in the judgment of NHSA is financially responsible. Through prior work performed, individuals must be able to show evidence of reliability, ability, and experience to perform the services.

The Request for Proposals (RFP) can also be located on the NHSA website [www.nhsa.org](http://www.nhsa.org)

## Proposal Submission

Qualified individuals are invited to submit a proposal, meeting the requirements described herein and it must be received **no later than 5:00 p.m. Eastern Standard Time on August 10, 2020.**

Submit a proposal in PDF format to [jsaldana@nhsa.org](mailto:jsaldana@nhsa.org) with a subject line: Basic Health Services Credential Reviewer RFP. Only electronic submissions will be accepted.

It is the responsibility of the individual to ensure proposals are received by the deadline. Late proposals will not be considered.

## Term

The anticipated contract term is to begin soonest and is at will through June 30, 2021, with an option to renew based on performance.

## Questions

Direct all questions regarding this RFP to [jsaldana@nhsa.org](mailto:jsaldana@nhsa.org). This RFP does not commit NHSA to award a contract or pay any costs incurred in the preparation of proposals in response to this request. NHSA reserves the right to accept the proposal it considers to be in its best interest.

May 5, 2020



Selection of the individual is at the sole discretion of NHSA. All materials submitted to NHSA by individuals in response to this RFP become the sole property of NHSA and will be used at its discretion unless the proposer identifies any trademarks or patents that protect products submitted.

Thank you for your interest in working with the National Head Start Association.

A handwritten signature in black ink that reads 'Yasmina Vinci'. The signature is written in a cursive style with a large, flowing 'Y' and a distinct 'V'.

Yasmina Vinci  
Executive Director



## About Us

The National Head Start Association (NHSA) is a nonprofit organization committed to the belief that every child, regardless of circumstances at birth, has the ability to succeed in life. NHSA is the voice for more than 1 million children, 245,000 staff and 1,600 Head Start grantees in the United States. Since 1974, NHSA has worked diligently for policy changes that ensure all at-risk children have access to the Head Start model of support for the whole child, the family and the community.

NHSA's vision is to lead—to be the untiring voice that will not be quiet until every vulnerable child is served with the Head Start model of support for the whole child, the family and the community—and to advocate—to work diligently for policy and institutional changes that ensure all vulnerable children and families have what they need to succeed. NHSA's mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.

## About Head Start

Head Start is the most important social and educational investment in children, families, and communities that the United States has ever undertaken. The Head Start Project was launched in 1965 as a comprehensive child development program. Over the past 50+ years, it has provided a window of opportunity for success in life to more than 37 million low-income and other vulnerable children and their families across the United States. Head Start has remained strong in the face of changing political and fiscal climates because it has continually improved the services it delivers to children and families and responded to the changing needs of local communities. Head Start now serves more than one million children and their families each year in urban and rural areas in all 50 States, the District of Columbia, Puerto Rico, and the U.S. Territories, including many American Indian, Alaska Native, and migrant children.

## Response Format

Responses should be concise and include only the materials requested within this RFP. Marketing and promotional materials are not required. Responding individuals should concisely and completely describe the scope of services they feel are appropriate to NHSA and its members.

## Scope of Service

The individual selected will be required to provide the services below:

1. Serve as a reviewer of portfolios in submission for the Basic Health Services Credential.



2. Provide timely and responsive reviews for submissions of portfolios provided by NHSA.
3. Advise on how to improve the reviewing process or any other continuous quality improvement for the credential.
4. Represent NHSA in a positive, customer-friendly manner, knowing that by way of contracting with NHSA the individual is a representation of NHSA.
5. Attend check-ins as requested by NHSA in a scheduled manner or as needed.
6. Provide other review services as commonly accepted and assigned by NHSA.

## Submission Requirements

Your narrative should include the following:

1. Individual's Description (½-1 pages)—at the top provide legal name, address, phone, website, email address, name of primary contact, and title. Include a brief overview of your expertise and your individual commitment to serving NHSA and Head Start.
2. Individual's Qualifications (2 pages)
  - a. CV or résumé.
  - b. Area(s) and length of specialization.
  - c. Professional affiliations.
  - d. Professional qualifications (e.g. honors, designations, other credentials).
  - e. Provide a list and description of any current or pending administrative or similar actions against you or your firm or an affirmative statement that there are none to the same.
3. Nonprofit expertise / relevant experience / references (1 page)
  - a. Descriptions and/or examples of previous experience that may be relevant to servicing the credential reviewer needs of NHSA.
  - b. Provide a list of current clients.
  - c. List three clients, preferably nonprofit organizations, whom we may contact as references. Be sure to include the number of years you have been working (or worked) with them.
  - d. Provide two specific examples of ways in which you have made a positive impact on the firms/organizations you have served over the past 24 months (E.g. improved review times by X percent, increased the efficiency of a process by X, etc.).
4. Proposed Service Approach (1 page)
  - a. Describe your understanding of NHSA's mission and vision.
  - b. Describe your understanding of Head Start.
  - c. Describe your philosophy on providing review services and service approach.
  - d. Describe your understanding of health services at large and health services as provided to families and children in Head Start.
  - e. Describe how you stay current with health services at large and health services as provided to families and children in Head Start.



## Fee Structure

Upon being awarded, the individual will enter into an independent contractor agreement with NHSA. The agreement will include a contractor fee schedule which is outlined below. Health Services Activities reviewed are based on first-time completed portfolios and resubmitted portfolios. NHSA does not foresee changes to the schedule, but NHSA reserves the right to change the schedule and provide notice to the contractor with as much advance notice as possible.

Number of Health Services Activities to be Reviewed	90-81	80-68	67-55	54-41	40-28	27-18	<17
Percentage of Portfolio Activities Reviewed	100-90%	89-75%	74-61%	60-46%	45-31%	30-20%	<19%
Rate	\$200	\$175	\$135	\$100	\$75	\$40	\$25

## Patent Indemnity

The bidder shall hold NHSA, its officers, employees, and board harmless from liabilities of any nature or kind on account of the use of any copyrighted or uncopied composition, secret process, patented or unpatented invention, article of compliance furnished or used under this RFP.

## Selection Process

All eligible proposals will be reviewed and rated for their qualification, experience, and suitability for the Scope of Work for this RFP and suitability for NHSA. Oral interviews may be requested. NHSA, at its discretion, may request presentation or additional information from any individuals to clarify proposals. NHSA reserves the right to make an award without further discussion of the proposals submitted. Proposals should be submitted with completeness and intentionality. Notice of award is anticipated in June 2020. Proposal evaluation shall be based solely on the information provided in the proposal submittal package and/or any follow-up interviews.

## Right to Reject

NHSA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposals will be based upon the factors described in this RFP. NHSA reserves the right to waive informalities or irregularities in bids. In case of deviation from



enclosed specification, the bidders shall indicate in writing the exception(s) from the specification. If no exception(s) is/are noted, it is understood that the specification will be compiled within detail as requested.