The National Head Start Association is a nonprofit organization committed to coalescing, inspiring, and supporting Head Start as a leader in early childhood development and education.

## Request for Proposals

### Family Services Credential Reviewer

The National Head Start Association (NHSA) is seeking proposals

<table>
<thead>
<tr>
<th>RFP</th>
<th>Family Services Credential Reviewer</th>
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</table>

**Call**

To establish a contract with a qualified individual (at minimum one) to serve as a Family Services Credential Reviewer of candidate portfolios for NHSA's Family Services Staff Credential. Proposals will be considered from qualified and experienced individuals in the family services field, with a preference for those who have experience with Head Start and who are regularly established in the business of family services and/or engagement, and who in the judgment of NHSA is financially responsible. Individuals should demonstrate reliability, ability, experience to perform the services, and customer-oriented service.

RFP is open to current Head Start employees.

<table>
<thead>
<tr>
<th>Call Date</th>
<th>February 25, 2021</th>
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<tbody>
<tr>
<td>Due Date</td>
<td>March 31, 2021</td>
</tr>
<tr>
<td>Send To</td>
<td><a href="mailto:proposals@nhsa.org">proposals@nhsa.org</a></td>
</tr>
<tr>
<td>Format</td>
<td>PDF non-writable. Responses should be concise and correspond to the RFP. Marketing and promotional materials are not required.</td>
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<tr>
<td>Term</td>
<td>Soonest through June 30, 2022</td>
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<tr>
<td>Remuneration</td>
<td>See pricing table</td>
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<tr>
<td>Questions</td>
<td>Write to <a href="mailto:proposals@nhsa.org">proposals@nhsa.org</a></td>
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**Scope of Service**

1. Reviewer of portfolios in submission for NHSA’s Family Services Staff Credential.
2. Provide timely and responsive reviews for submissions of portfolios.
3. Improving the review process.
4. Continuous quality improvement for the credential content.
5. Represent NHSA in a positive and customer-oriented manner.

**Submission Requirements**

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, updated content for a credential, 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 family services at large and family services as provided to families and children in Head Start, and how you keep up with them.

Fee Structure

Family 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.

<table>
<thead>
<tr>
<th>Number of Activities to be Reviewed</th>
<th>90-81</th>
<th>80-68</th>
<th>67-55</th>
<th>54-41</th>
<th>40-28</th>
<th>27-18</th>
<th>≤17</th>
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</thead>
<tbody>
<tr>
<td>Percentage of Portfolio Activities Reviewed</td>
<td>100-90%</td>
<td>89-75%</td>
<td>74-61%</td>
<td>60-46%</td>
<td>45-31%</td>
<td>30-20%</td>
<td>≤19%</td>
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<tr>
<td>Rate</td>
<td>$200</td>
<td>$175</td>
<td>$135</td>
<td>$100</td>
<td>$75</td>
<td>$40</td>
<td>$25</td>
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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 uncopyrighted composition, secret process, patented or unpatented invention, article of compliance furnished or used under this RFP.
Selection Process

All proposals will be reviewed and rated for their qualification, experience, and suitability for the Scope of Work and suitability. Oral (web call) 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 April 2021. 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 accept the proposal it considers to be in its best interest. Selection of the consultant 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. NHSA reserves the right to reject any and all proposals. 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 the 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.

Thank you for your interest in working with NHSA.

Yasmina Vinci
Executive Director
Background

NHSA

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. We are compelled to fulfill this mission by the promise of all the possible outcomes:

- one powerful, united Head Start voice;
- a collegial, collaborative Head Start field, one that is a valuable and valued partner and resource to the early childhood development and education field;
- nonpartisan support of increased Federal commitment to Head Start; and,
- ultimately, healthier, empowered children and families and stronger, more vibrant communities.

In early 2020, NHSA established three goals for our work.

1. Strengthen Head Start,
2. Strengthen the Head Start brand, and
3. Strengthen NHSA.

Operating in nearly every corner of the United States, Head Start is a rare program that research demonstrates has impact in each of the five domains of social determinants of health, and our

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1 We use the term ‘Head Start’ to include Early Head Start, Migrant and Seasonal Head Start, American Indian Alaska Native Head Start, Early Head Start-Child Care Partnerships, and Head Start.
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infrastructure is already in place. Thus, we fundamentally believe that through a strong Head Start program, a strong narrative about the value of Head Start, and a strong NHSA, we will be a valuable and valued partner and resource to the early childhood development and education field, and achieve our mission: healthier, empowered children and families and stronger, more vibrant communities.

Historically, the core of Head Start’s mission has been anti-racist and equity promotion. NHSA has been working with local grantees to re-commit to that mission through discussions and professional learning offering training, including the creation of an antibias micro-credential, co-hosting national conversations on racial equity in early childhood education, and thought leadership posts from our executives. We also believe that NHSA itself, as the national leader of the Head Start community, must promote commit to equity and anti-racism as an organization in an ongoing, meaningful way.

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.

Family Services Staff Credential

This credential is designed to strengthen family services staff’s skills and knowledge, based on the Head Start Program Performance Standards. Individuals work independently for a six-month period to demonstrate knowledge and skills in a self-study, portfolio-based format.