



**Smart Start of Mecklenburg  
County Request for Proposal  
April 10, 2024**

Smart Start of Mecklenburg County (SSMC) invites you to submit a proposal for procurement of consulting needs listed on **Attachment I – Scope of Work**. The proposal is for April 30, 2024 – June 30, 2024 with the option to extend ending date based upon annual review of performance and the availability of funding.

SSMC is a nonprofit, state-funded initiative operating in Mecklenburg County, whose mission is to ensure all children enter school healthy and ready to succeed. Our website is [www.smartstartofmeck.org](http://www.smartstartofmeck.org).

This request for proposal shall not be construed in any manner to be an obligation by SSMC to enter into an agreement or purchase order with your company. We are only requesting information as a prospect of doing future business with your company.

Your proposal must be received in our office no later than **4:00 p.m. on Friday, April 19th**.

Please submit your proposal, via electronic PDF to:

Veronica Kirkland  
Home Visitation  
Expansion Coordinator  
Smart Start of Mecklenburg County  
[vkirkland@smartstartofmeck.org](mailto:vkirkland@smartstartofmeck.org)

Proposals must include a cover letter and completed responses to **Attachment II – RFP Response Form**. Your proposal should include all cost estimates, including travel, associated with the requested scope of work. You may include additional relevant information regarding your company if you choose. Late and/or incomplete proposals will not be accepted. Proposals will be evaluated based on a combination of answers within Attachment II. Projected budget range for this project is **not to exceed \$10,000**.

Thank you for your interest in assisting SSMC with the procurement of program monitoring activities so that we may continue to perform the duties of our mission to the children and families of Mecklenburg County.

**Smart Start of Mecklenburg County**

601 E. 5<sup>th</sup> Street, Suite 200, Charlotte, NC 28202 | [info@smartstartofmeck.org](mailto:info@smartstartofmeck.org) | (704) 377-6588

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## **Attachment I – Scope of Work**

SSMC is seeking consulting support in the categories below. By submitting a proposal, you acknowledge members of your organization will work closely with the SSMC Home Visiting and Parenting Education initiative in the following ways:

### **Thought Partnership and Advising:**

- Reflective support
- Coalition management strategies
- Connections to peers, recommendations of tools and resources from the field

### **Strategy Planning**

- Lessons and analysis from other states and communities
- Planning for implementation strategies
- Planning for sustainability

### **Required Skills and Experience**

- Must have previous experience working with early childhood initiatives and nonprofit organizations.
- Proven record of accomplishment with quality consulting and strategy planning work.
- Knowledge of Charlotte-area nonprofit environment is preferred.
- Previous experience working with SSMC is preferred.

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## **Attachment II – RFP Response Form**

*Applicants must complete all sections of this form to be considered.*

*All responses must consist of no more than 250 words each.*

Company Name:  
Contact Email:

Primary Contact:  
Contact Phone:

Do you have experience working within the early childhood (0-5) environment? If so, please list no more than 3 examples.

How would your organization staff this project? Would there be a single individual or team approach? Briefly summarize how you would approach your work in addressing this process.

Provide your best cost estimate based on the Scope of Work (ranges may be used; actual numbers are required).

Please provide 2-3 references of comparable clients you have worked with that SSMC may reach out to if your company is chosen to move forward.

Please provide a link to your website and social media accounts. Are you a minority-owned, woman-owned, or small business?

Please provide any additional relevant information that you would like to be considered in our decision.

If you have previously engaged with Smart Start of Mecklenburg County within the past three years in a similar capacity, you may simplify your response with your suggested scope of work and suggested fees.

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