



REQUEST FOR QUOTE
No. 2024-12
Medical and Health Consultant
for Head Start Program

Objective:

ChildCareGroup (CCG) is seeking responses from a medical professional with an Employee Identification Number (EIN) to advise, consult, and provide health screenings for our Early Childhood Program for children ages 0 – 5.

Deadline for questions:

Questions related to this solicitation must be submitted by **12:00 PM (Central Time) on December 27, 2024**. All inquiries should be directed to the Procurement Department at procurement@ccgroup.org. Please note, questions submitted after this deadline will not be addressed.

Due Date and Time:

Completed responses to this solicitation must be submitted by **5:00 PM (Central Time) on January 06, 2025**. Responses will be accepted **only in electronic form** and should be sent to the Procurement Department at procurement@ccgroup.org. Late submissions will not be considered.

Scope of Work:

As a requirement of the Office of Head Start, ChildCareGroup's Early Childhood Programs will need a medical professional to advise and consult for the following conditions of children between the ages of 0 – 5 years:

- Concerns relating to abnormal screenings for Blood Pressure, Height/Weight, Hearing, Vision, and iron levels
- Abnormal lead screenings performed by CCG health specialists
- Any chronic condition and/or diagnosis
- Referral to health professionals if needed
- Develop and maintain our Head Start Program Standard Operating Procedures (SOP) for health content

Training:

- Annual review of health information for established health staff according to Head Start standards
- Annual review of health information for agency staff (teachers) according to Head Start standards
- New health employee trainings- Onboarding with Office of Head Start required trainings

Child Health Service:

- Health Management Plans per child
- Physical exams per child
- Training health staff for Special/invasive procedures

*Consultations may be conducted by phone, Zoom, or in person.

**CCG anticipates needing this service for no more than 2 hours per week for approximately 48 weeks per year.

Submittals:

Please submit the following as part of your proposal.

Each response should include:



- A detailed outline of the consultant's relevant experience, approach, and expertise in the service(s), as well as a description of how they plan to support ChildCareGroup in achieving its goals.
- A detailed description of the services provided, highlighting any specific expertise in the relevant areas.
- An overview of the company, including background and relevant experience in the selected service areas.
- Must be familiar with the Head Start Standards
- Must submit Professional Health qualifications; Our program must ensure health procedures are performed only by a licensed or certified Health Professional.
- The vendor's fee structure, including hourly rates for each specific service offered.

Evaluation Criteria

Quotes will be evaluated by the Early Childhood Programs team based on how well the response addresses the needs listed in the scope of work above. ChildCareGroup will negotiate final contract details with the service provider that is selected from this RFQ Process.

Contract Term:

The initial term of this agreement shall be for one (1) year with the option to renew for up to four (4) additional one (1)-year periods, contingent upon the availability of funding.

ChildCareGroup reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Quote (RFQ) at any time without prior notice. This RFQ does not commit CCG to accept any quotes submitted, nor shall CCG be responsible for any costs incurred in the preparation of responses to this RFQ. CCG reserves the right to reject any or all quotes, to accept or reject any or all items in the quotation, to award a contract in whole or in part of the RFQ specifications and requirements, and/or to award to one or multiple bidders herein as deemed to be in the best interest of CCG.



General Terms and Conditions:

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. Tax shall not be included in the prices offered. A Tax-Exempt Form will be provided by CCG upon request.
5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. All change orders and modifications to the contract shall be processed through the Procurement Department only.
6. **INVOICES:** Invoices shall be submitted by email to ap@ccgroup.org, attention Accounts Payable. The Proposer will submit invoices on a monthly basis, including all supporting documentation (if applicable) to CCG, detailing services rendered, the number of hours worked, hourly rate, and total costs incurred.
7. **PAYMENT TERMS:** Payment terms are **Net 30 days**, unless otherwise specified by CCG.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Director of Procurement. CCG reserves the right to approve or reject any and all requests for price escalations.
9. **PRICE REDUCTION:** If during the life of the contract, the proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.
10. **INDEMNITY:** The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract.



11. **TERMINATION FOR DEFAULT:** CCG reserves the right to terminate the contract immediately in the event the proposer fails to meet delivery schedules, or otherwise performs in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source.

12. **TERMINATION FOR CCG CONVENIENCE:** Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.