



REQUEST FOR QUOTE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) PROGRAM MONITOR

OBJECTIVE

ChildCareGroup (CCG) is seeking a part-time person to assist with the monitoring of its Child and Adult Care Food Program (CACFP). Monitoring will be conducted at the Agency's nine (9) center locations and will also assist the Nutrition Supervisor as needed.

SCOPE OF WORK

The person selected for this position must be familiar with USDA rules as it applies to the CACFP program. In addition, the person selected will be responsible for performing the following:

- Prepare annual monitoring schedule for nine (9) sites with a minimum of three (3) visits per center. Two (2) of the review visits must be unannounced; the third review visit may be announced or unannounced.
 - One (1) review must be conducted within the first four weeks of the program operations.
 - Reviews must be conducted at least once every six (6) months (unless the sponsor is averaging reviews). Preferred frequency is once every three (3) months.
 - Anticipated four (4) hours per week of work.
- Schedule and conduct monitoring visits for nine (9) sites using the approved monitoring schedule (form H1606 from the Texas Department of Agriculture (TDA): CACFP – Child Care Centers Handbook) as required by CACFP regulations and share records with CCG.
- Share findings of all reviews with the Nutrition Supervisor.
- Provide training and technical assistance, as needed, onsite during monitoring reviews.
- Assist the Nutrition Supervisor with conducting pre-approval site visits for new centers, as needed.
- Assist the Nutrition Supervisor with TDA audit, as needed.
- Schedule and conduct quality management evaluation monitoring visits.
- Locations are in East Dallas, Garland, South Dallas, West Dallas, Mesquite and Corsicana

Responses will be evaluated based on the following:

- Ability of organization to provide requested services (25%)
- Deliverables (25%)
- Timeline for execution (20%)
- Price (30%)

TERMS

The term of this fixed-cost contract, if awarded, shall be for one-year with the option for an additional three (3) one-year periods, subject to funding availability.

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, and/or to award a contract in whole or in part of the RFQ specifications and requirements herein as is deemed to be in the best interest of CCG.

Price:

Respondents are to submit their hourly rate to perform the services under this agreement. Respondent shall take into consideration mileage when providing their hourly rate as mileage **will not** be reimbursed separately.

Deadline for questions:

Questions regarding this solicitation will be received until 12:00pm (central time) on October 9, 2019. All questions shall be forwarded to the attention of Rochelle Ragas, Procurement Manager, at rragas@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due on October 16, 2019 by 11:00am (central time). Responses will be received in electronic form **only** and shall be sent to Rochelle Ragas, Procurement Manager, at rragas@ccgroup.org. Late responses will not be accepted.