

**REQUEST FOR PROPOSAL
FOR
TEMPORARY EMPLOYEE SERVICES
FISCAL YEARS 2018-2020**

Durham's Partnership for Children

**Deadline:
Wednesday, June 6, 2018**

Bids must be received no later than 12:00 p.m., June 6, 2018.

Durham's Partnership for Children
1201 S. Briggs Avenue, Suite 210, Durham, NC, 27703

For further information or to submit a proposal, contact:
Mary Jane Dunn, Contracts and Accounting Coordinator

(919) 403-6960 ext. 220 or maryjane@dpfc.net

DURHAM'S PARTNERSHIP FOR CHILDREN

Introduction:

Durham's Partnership for Children (hereinafter referred to as "the Partnership") is soliciting proposals to establish a contract through competitive negotiations. The purpose of this contract is to find an employment agency who can supply our need for temporary help for the next two fiscal years. We are requesting a multi-year bid.

Background:

The Partnership was founded in 1994 to administer the *Smart Start* grant in Durham County. *Smart Start* is North Carolina's nationally recognized initiative to ensure all children enter school healthy and ready to succeed. *Smart Start* helps working parents pay for childcare, improves the quality of childcare and provides health and family support services in every North Carolina County.

The Partnership is a nonprofit agency responsible for implementing the Smart Start initiative in Durham County. The Partnership serves as a planner and funder of community services that are aimed at ensuring young children (ages 0 to 5) arrive at school healthy and ready to succeed. The majority of our resources are targeted to early childhood education, child health, early intervention, and family support.

Scope of Services:

The Partnership is requesting bids for temporary employment services for the following potential staffing needs. This list includes a sampling of what we have needed in the past. It does not necessarily represent our current needs.

1. North Carolina Pre-K Administrative Assistant (prefer at least an Associate's degree):
 - a. Bilingual, Fluent in Spanish
 - b. Provides positive family and child interactions
 - c. Enters data accurately
 - d. Supports the NC Pre-K Coordinator (typing, filing, meeting arrangements, email, spreadsheets, databases, online databases)
2. Administrative Assistant (prefer at least an Associate's degree):
 - a. Handles front desk reception, but is not main receptionist
 - b. Supports Executive Director, Finance Department, and Communications Manager (typing, mail distribution, filing, meeting arrangements, email, spreadsheets)
 - c. Coordinates Purchasing function
 - d. Prepares minutes for all board and committees as requested
 - e. Troubleshoots office equipment issues (copier, postage machine, etc. – not computer).
3. Finance (prefer excellent analytical and accounting skills):
 - a. Review and input data for quarterly cash and in-kind reporting (beginning of each month following the end of the quarter)

The services requested in this proposal will run from January 15, 2015 to June 30, 2016. However, as a multi-year bid, we will evaluate the performance of services and will ensure we have funding for the second year on June 30, 2015.

Proposal Content:

The submitted proposal should include the following information:

- Hourly rate for each position
- Anticipated time to fill the position
- Qualifications of type of individual who would fill the position