



**Blue Ridge Partnership for Children**

**Request for Proposal Checklist FY 2023-2025**

Organization:

Activity Title:

Project components:

This checklist

Bid Attachments in the chart below

ALL APPLICANTS		NEW APPLICANTS ONLY	
	Contract Activity Description		Most recent financial audit
	Logic Model		3 letters of support
	Annual budget & narrative for 2 fiscal years		
	Bid Agreement		

Electronic Copy of the Proposal via EMAIL to [katherine@brpartnershipforchildren.org](mailto:katherine@brpartnershipforchildren.org), AND hard copy received by date and time below.

Return your completed package-with signatures  
By **February 03, 2023, Noon** to:

Blue Ridge Partnership for Children  
PO Box 1387  
Burnsville, NC 28714  
Katherine Savage, Program Manager

# **Contract Activity Description (CAD)**

## **FY: 2023-2025**

Partnership Name: Blue Ridge Partnership for Children

Activity Title:

PBIS ID: For staff use only

PSC: For staff use only

### **1. Contract Activity Description (CAD)**

The contract activity description (CAD) must provide a response to following contracting - questions:

- What service will be provided
- Who will receive the service
- What staff will Smart Start fund
- How will the service be delivered

In addition, the contract activity description (CAD) must:

- Be written in the future tense
- Be limited to 200 words or less in length
- Spell out all acronyms and abbreviations when first used
- Be written in paragraph form (no bullet or numbered lists)
- Be free of spelling, grammatical and spacing errors

CAD:

## OUTCOMES

### **2. Describe the need(s) to be addressed by this activity**

*(Use recent local needs data. State and/or national data may also be included, all preferably less than 5 years old whenever possible.)*

Need Statement:

### 3. Outcomes

In developing your outcomes think **SMART**. Your outcomes must be **s**pecific and related to your need statement. Outcomes must be **m**easurable. You are changing an attitude, behavior, etc. Outcomes must be **a**ttainable. Outcomes should be **r**ealistic with regard to what you are able to change in one year. Outcomes should be **t**imely. Our timeline is July 1, 2023 through June 30, 2024.

#### Projected Outcomes – Upcoming FY (2023-2024)


### 4. Outputs

Enter your outputs (counts) in this section. Add or delete rows as necessary.

Output	Projected Number FY 2023-24



**BID AGREEMENT  
FY 2023-2025**

**Blue Ridge Partnership for Children  
and**

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**The bidding agency agrees to the following terms:**

- Work collaboratively with BRPFC and across agency lines in a community context.
- Regularly disclose that the activity receives funding from Smart Start and the BRPFC.
- Be available for BRPFC monitoring visits.
- Comply with fiscal, program and evaluation reporting requirements and deadlines.
- Understand that funds must be spent according to Smart Start Cost Principles found in the Request for Proposals package at [www.BlueRidgeChildren.org](http://www.BlueRidgeChildren.org). If contract terms are not met, funds may be discontinued and any unspent funds returned to BRPFC.
- Comply with NCGS 143C-6.2 reporting requirements.
- Participate in any audit/evaluation of the Partnership that is required by the NC General Assembly or any other State officials/agencies.
- Return items purchased with Smart Start funds should the entity no longer perform the services for which the assets were purchased.
- Provide proof of insurance which may include, but not be limited to, the following:
  - Workers' compensation;
  - General business liability;
  - Professional liability;
  - Fidelity bonding (e.g., employee crime or dishonesty);
  - Automobile (owned, hired or non-owned).

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Signature of authorized person

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Date submitted