Request for Proposals (RFP)

Evaluation and Data Management Services

Issuing Organization

Smart Start of New Hanover County

Contract Period

July 1, 2026 – June 30, 2027

Estimated Contract Amount

Not to Exceed $15,000

Proposal Due Date

August 19, 2026

1. Introduction

Smart Start of New Hanover County is seeking proposals from qualified consultants or organizations to provide evaluation, data management, reporting, and technical assistance services for the 2026–2027 fiscal year.

The selected contractor will support Smart Start of New Hanover County in maintaining accurate program reporting systems, ensuring compliance with North Carolina Partnership for Children (NCPC) reporting requirements, reviewing program performance data, and supporting data-informed decision-making. The contractor will collaborate with Smart Start staff and Direct Service Providers (DSPs) to ensure timely, accurate, and meaningful reporting of program outputs and outcomes.

2. Organizational Background

Smart Start of New Hanover County is a Smart Start Local Partnership dedicated to improving outcomes for young children and families in New Hanover County. Through partnerships with community organizations and early childhood providers, Smart Start supports initiatives designed to enhance early childhood development, family support, and school readiness.

As a Local Partnership funded through the North Carolina Partnership for Children (NCPC), Smart Start of New Hanover County is responsible for program oversight, performance monitoring, evaluation, and reporting of Smart Start-funded activities.

The selected contractor will provide evaluation and data management support to strengthen accountability, support continuous quality improvement, and ensure compliance with NCPC reporting expectations.

3. Scope of Work

The selected contractor will provide the following services:

Quarterly Reporting and Data Quality Assurance

- Maintain the quarterly reporting system to capture required data for NCPC and local reporting.
- Update facility lists based on DCDEE enrollment reports.
- Review output and outcome data for completeness, accuracy, and quality.
- Provide recommendations and clarification regarding data inconsistencies.

NCPC Performance Measurement Support

- Review and update NCPC Program Indicator Documents (PIDs).
- Review selected outputs, outcomes, and performance measures.
- Support alignment of program reporting with NCPC expectations and requirements.
- Monitor changes in NCPC guidance and provide updates to Smart Start staff.

Survey Support and Analysis

- Review survey tools and implementation processes.
- Provide technical support for survey administration.
- Analyze survey results and assist with interpretation of findings.

CDMS Reporting Support

- Review output and outcome data submitted by Direct Service Providers and program staff.
- Obtain clarification regarding data questions or discrepancies.
- Edit and update information as needed.
- Submit quarterly data through NCPC's online reporting system (CDMS).

Technical Assistance and Program Support

- Provide technical assistance related to Google Sheets, Google Drive, and data management processes.
- Provide support for program development and implementation activities as needed.
- Respond to miscellaneous data requests from staff and Board members.
- Review Early Childhood Profile data when released.
- Participate in regular phone and/or virtual meetings with Smart Start staff.

4. Contract Deliverables

The selected contractor will provide:

- Quarterly data review and reporting support.
- Quality assurance review of output and outcome data.
- Updated reporting documents and tracking tools.
- NCPC PID and performance measure support.
- Survey support and analysis.
- Technical assistance to staff.
- Data summaries and reports as requested.
- Regular communication meetings with Smart Start staff.

5. Budget

Smart Start of New Hanover County anticipates awarding a contract for evaluation and data management services with a maximum available amount of **$15,000 for the July 1, 2026–June 30, 2027 contract period**.

Proposals should include a detailed cost proposal describing the proposed fee structure and the services included within the proposed cost.

6. Proposal Requirements

Interested applicants should submit:

1. Cover letter
2. Organization or consultant background
3. Relevant evaluation and data management experience
4. Description of proposed approach and methodology
5. Work plan and timeline
6. Qualifications and resumes of key personnel
7. Three references
8. Cost proposal

7. Evaluation Criteria

Proposals will be evaluated based on:

Criterion	Points
Relevant experience, including Smart Start/NCPC experience	30
Proposed approach and understanding of scope of work	30

Posted August 5th, 2026

Qualifications of consultant/team	20
Cost proposal	15
References	5
Total	**100**

8. Contract Terms

Smart Start of New Hanover County reserves the right to reject any or all proposals, request additional information, conduct interviews, and select the proposal that best meets the needs of the organization.

Submission of a proposal does not guarantee contract award. Costs associated with preparing and submitting proposals are the responsibility of the applicant.

The selected contractor will be required to execute a written agreement and comply with applicable Smart Start, NCPC, and Local Partnership requirements.