



## **East Coast Migrant Head Start Project**

### **REQUEST FOR PROPOSAL (RFP)**

#### **Wage Comparability Study**

#### **I. Overview**

Head Start is a federal program that promotes the school readiness of children ages birth to five from low-income families by enhancing their cognitive, social, and emotional development.

Head Start programs provide comprehensive services to enrolled children and their families, which include health, nutrition, social, and other services determined to be necessary by family needs assessments, in addition to education and cognitive development services. Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.

In 2007, Congress passed [Public Law 110-134 "Improving Head Start for School Readiness Act of 2007"](#) reauthorizing the Head Start program and becoming the statutory authority for the Head Start program. Section 653 of the statute (the Act) requires that programs financed under this law demonstrate that compensation, as defined in the Act, not be in excess of the average paid for like work in the area, or below the federally established minimum wage as established under the Federal Fair Labor Standards Act or other minimum levels established by State government.

Further, regulations which codify the Act (reference 45 CFR, 1301) require that Head Start agencies provide compensation according to salary scales that are based on training and experience. The salary scales form the basis for the position classification system that groups positions with similar qualifications and levels of responsibility to facilitate administration of wage and other compensation or fringe benefits.

#### **II. Requirements**

East Coast Migrant Head Start Project (ECMHSP) is a private, non-profit corporation that provides Head Start services to the children of Migrant and Seasonal farm worker families along the East Coast of the United States. ECMHSP is currently seeking proposals from qualified and experienced entities to conduct a wage comparability study in compliance with the Head Start Act and applicable federal regulations.

Interested individuals or organizations may request a RFP packet no later than **Friday, October 4<sup>th</sup> until 5:00 p.m.** by contacting Ms. Francesca Bradshaw via e-mail [fbradshaw@ecmhsp.org](mailto:fbradshaw@ecmhsp.org) or telephone 919-926-3375.

All finalized proposals must be received by **5:00pm on Friday October 25<sup>th</sup>, 2013** for the attention of:

Ms. Francesca Bradshaw,  
Procurement Manager,  
East Coast Migrant Head Start Project,  
2700 Wycliff Road, Suite 302,  
Raleigh, NC 27607.

The expected date of commencing this scope of work is on November 12, 2013 and will be required to be fully completed and reported by January 10, 2014. Additional reporting and presentation to the ECMHSP Board of Directors will occur on or around February 7<sup>th</sup>, 2014.