

Request for Quote

Head Start PAPER GOODS Products

RFQ #26/27 HSPAPERGOODS

Date Due: May 22, 2026

Due no later than: 3:30 p.m.

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I. General Information

The Child Care Resource Center (CCRC) promotes optimal child development and family well-being through access to quality child care, family support, economic development, and community education. CCRC is a private not-for-profit agency that cultivates child, family and community well-being.

Head Start is a comprehensive program that provides a positive preschool environment and developmentally appropriate school readiness experiences. Our professional services include education & early childhood development, medical, dental & mental health, nutrition, and parent involvement.

For 20 years, CCRC has been providing quality Head Start preschool experiences for three-and four year old children across the San Fernando Valley. In 2009, our award winning program staff also began offering Early

Head Start services for children 0-3. In 2015, Palmdale School District began to directly provide Head Start and Early Head Start services as a partner of CCRC.

Child Care Resource Center invites Bids for the purpose of identifying a vendor capable of providing PAPER products for the Head Start kitchen.

A. Term of Contract

The term of the contract is (12) twelve months beginning **July 2026 through June 2027** CCRC anticipates a contract award by **July 1, 2026**. CCRC reserves the right to extend the contract award and implementation dates as circumstances require.

B. Evaluation

A Selection Committee representing CCRC will review the bid offers and will select a bid whose product, pricing, services, availability, and references offers the most benefits to CCRC. The evaluation will include but will not be limited to, the following, in rank or order of importance to CCRC:

- Product that has at least a seven (7) day window prior to expiration
- Provide **CN Labels** (Child Nutrition)
- The ability to perform desired services
- The variety and availability of products
- Quality of service being offered in bid response
- Financial consideration for CCRC
- Responsiveness to the RFQ and quality of the bid offer
- Vendor references

C. Contract Agreement

Bidders are advised that if their bid is accepted, the successful bidder will be required to agree to certain terms and conditions, which, together with CCRC's RFQ and the Contractor's Response, constitute the "Agreement."

CCRC anticipates selecting one (1) bidder who will have the exclusive right to provide the weekly food supplies to CCRC's Head Start and Early Head Start programs. At the discretion of CCRC, exceptions may be made on a case by case basis for special items and for single-purchase large orders. CCRC reserves the right to make multiple awards or no award and reject all bids without recourse.

D. Bid Opening Date/Time

Bids must be submitted online through Workday Strategic Sourcing **by 3:30P.M., May 22, 2026**.

It is the sole responsibility of the bidder to ensure their bid is submitted in its entirety by the due date and time.

E. Bid Requirements

The following list of items to be submitted with the RFQ is a minimum standard for consideration of bid received by CCRC. Bidders must address every one of the following items listed below. FALIURE TO SUBMIT THESE REQUIRMENTS MAY RESULT IN DISQUALIFICATION OF THE BID, AT THE OPTION OF THE SELECTION COMMITTEE.

- Bidder will complete the information in Attachment A
- Bidder shall provide a statement outlining the bidder’s qualifications based on the goods and service requirements (See Attachment B) including history and experience in providing supplies for Head Start and Early Head Start programs of similar size to CCRC over the past three (3) years.

F. Questions

All questions from prospective bidders concerning this RFQ must be submitted in writing by email by **3:30PM on April 24, 2026** to the following:

Anita Escalona, Senior Buyer

Child Care Resource Center

Email: aescalona@ccrcca.org

No telephone calls will be entertained. Inquires received after the specified date and time will not be accepted.

CCRC will extend the deadline by written addendum if such information significantly amends this RFQ or makes compliance with the original due date impractical.

G. Implementation Schedule

Activities	Dates
RFQ Released to Vendors	April 17, 2026
Deadline for Submission Questions	April 24, 2026
Deadline for CCRC response to Questions	May 1, 2026
Deadline for Submission of Bids	May 22, 2026
Announcement of Selection of the Successful Bidder	June 22, 2026
Implementation of Contract by	July 1, 2026

H. Cost to Submit

CCRC is not responsible for any expenses that may be incurred by any bidder to prepare or submit bid.

I. Alterations to Bid

The bidder may not materially alter its bid response after the bids have been opened.

Supporting documents may be added to the bid package after the bid deadline.

J. Bidders Exception to Contract Terms and Conditions

If a bidder takes exception to any of the contract terms and conditions contained herein, it must be so noted in the bid. Such an exception may be grounds for rejection of the bid, at the option of CCRC.

K. Format of Bidder Response

Where the bidder may find it necessary to respond to this RFQ using an attachment, the bidder shall reference in its bid response the respective section, in the order listed in the RFQ. CCRC reserves the right to reject any bid that fails to meet this requirement.

II. Equipment Requirements

The Child Care Resource Center (CCRC) acknowledges for this RFQ there are no equipment requirements.

III. Service Requirements

The Child Care Resource Center (CCRC) acknowledges for this RFQ there are no service requirements.

IV. ATTACHMENTS

A. CCRC Terms and Conditions

B. Vendor Insurance Attestation

C. Vendor Information and Affirmation

D. Bidders Qualifications and Organizational Background

E. Product Requirements

F. Bidders Price Sheet and List of Items