

# **REGION A PARTNERSHIP FOR CHILDREN**

*Witness the Miracle...A Nurturing Community...A Loving Family... A Smiling Child*

116 Jackson Street ♦ Sylva, NC 28779 ♦ 828.586.0661

[www.rapc.org](http://www.rapc.org)

## **Request for Proposal**

The Region A Partnership for Children (RAPC) is seeking recruitment services in support of filling multiple positions within our organization. Services are to be engaged as roles become available to fill. The organization currently has three vacant positions. Timelines on the recruitment for each role will be established during the client consultation period.

The RAPC is a highly collaborative not-for-profit 501(c)3 organization established in 1994 that provides family-centered services to the seven counties of Region A and the Qualla Boundary. Some of our programming include Parents as Teachers, early childhood educator training and technical support, administration of the region's NC Pre-K program, Family Support Network services, and Dolly Parton's Imagination Library.

Proposals should be sent via electronic PDF to:

Janice Edgerton  
Executive Director  
Region A Partnership for Children  
[janice@rapc.org](mailto:janice@rapc.org)

Proposals must include a statement of qualification, address the services requested under scope of work, and a fee structure inclusive of all costs. Preference is given to organizations experienced working with filling positions within a nonprofit organization. Proposals should speak to such experience. Incomplete proposals will not be accepted.

Questions regarding services should be directed via email to:

[jedgerton@rapc.org](mailto:jedgerton@rapc.org)

**Phone calls will not receive a reply.**

This request for proposal shall not be construed as an obligation of the RAPC to enter into an agreement with any one agency. We are requesting information from prospects about doing future business with your agency.



## **Attachment I Scope of Work**

### Services to Include:

Client Consultation – Meet with RAPC staff to gather background information and develop a detailed timeline for personnel vacancies.

Role(s) Definition – Job description reviews and refinement. Provide guidance on job market trends, salary expectations, and industry specific requirements to ensure a competitive and attractive job posting.

Recruitment Strategy – Outline your agencies recruitment strategies.

Advertisement/Candidate Outreach – Speak to your agencies approach to advertisement of similar roles and how you would attract qualified candidates.

Applicant Vetting – Address your agencies ability to screen applicants and assess the qualifications of candidates. Conduct initial screening interviews. Provide the RAPC with a shortlist of highly qualified candidates along with screening notes and resumes.

Interview Coordination – Coordinate interview schedules between the Client and candidates.

Background Checks – Conduct professional reference checks, verify candidate's previous employment, qualifications, education, and performance.

### Deliverables:

- Job Descriptions (where applicable) and Job Postings.
- Candidate assessments
- List of screened and qualified candidates
- Interview and scheduling coordination
- Reference checks and background screening