

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: May 20, 2026

SUBJECT: Vendor Selection & Award – Child Care Subsidy
Administration Services

PRESENTER: Melissa Novack, Administrative Officer

ATTACHMENTS: Yes

1. Legal Advertisement
2. RFP Scoring Matrix
3. Southwestern Child Development Commission Proposal

SUMMARY OF REQUEST:

The Board is requested to approve the selection and award in the amount of \$193,000 to the Southwestern Child Development Commission, Inc for Child Care Subsidy Administration Services. Proposals were solicited from March 4, 2026, to March 19, 2026, and were evaluated based on experience, references, project approach, project implementation, and cost.

The Subsidized Child Care Program is funded through NCDHHS. The funding received for this program in FY27 is \$115,955.

BOARD ACTION REQUESTED:

The Board is requested to approve the selection and award of Child Care Subsidy Administration Services to the Southwestern Child Development Commission, Inc in the amount of \$193,000 and authorize the Department of Social Services to proceed with the contract.

Suggested Motion:

I move the Henderson County Board of Commissioners approve the selection and award to the Southwestern Child Development Commission, Inc in the amount of \$193,000 and authorize the Department of Social Services to proceed with the contract.



P.O. Box 1276
Hendersonville, NC 28793
Phone: (828) 698-0407
E-mail: legals@hendersonvilleglightning.com
Web: hendersonvilleglightning.com

March 4, 2026

Doug Guffey
Purchasing Agent
Historic Courthouse Annex
113 N. Main Street
Hendersonville, NC 28792

Public Notice: Child Care Subsidy Administration Services (DSS)

I, Amy B. McCraw, affirming the following under the penalties of perjury state: I am associate editor of the *Hendersonville Lightning*, a newspaper published, issued and entered as periodical mail in the City of Hendersonville, County of Henderson and State of North Carolina. I hereby certify that the advertisement annexed hereto was published in the editions of the *Hendersonville Lightning* on the following date or dates:

03/04/26

And that the said newspaper in which such notice, paper, document or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and is a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 4th day of March, 2026.

(Signed)

Sworn to and subscribed before me this 4th of March, 2026.

Janet R. Chaplin Notary Public

My commission expires December 11, 2029.

PUBLIC NOTICE
ADVERTISEMENT FOR
SEALED BIDS
HENDERSON COUNTY
Henderson County will accept sealed bids for childcare subsidy administration services as specified until 5:00 PM EST, March 19, 2026, at the Henderson County Finance Department, 113 North Main Street, Hendersonville, NC 28792. Bids must be sealed and visibly labeled as "Request for Proposals: Child Care Subsidy Administration Services". The proposals must conform to the criteria provided and will be awarded based upon the most advantageous proposal as defined by Henderson County considering price, technical merit, past performance, and the ability of the vendor to complete the requirements contained herein in the desired timeframe. This solicitation is funded with federal funds. A copy of the bid package may be obtained from the Henderson County Finance Department between the hours of 9:00 AM and 4:00 PM, Monday through Friday, excluding Holidays, or on Henderson County's website at <https://www.hendersoncountync.gov/rfps>. Bidders with questions regarding the bid process or system specifications should contact Doug Guffey at hcpurchasing@hender-
in the best interest of the County.
Doug Guffey,
Purchasing Agent
Henderson County
Finance Department
3/04

soncountync.gov. Hen-
derson County reserves
the right to reject any
or all proposals, waive
technicalities and to be
the sole judge of the
suitability of the goods
and services for its in-
tended use as allowed
by law and further
specifically reserves the
right to make the award

Henderson County Evaluation Matrix

RFP: Childcare Subsidy Administration Services

Southwestern Child Development Commission, Inc.			
Criteria	(a) Weight	(b) Score (1-5)	(a) x (b) Weighted Score
Experience	25	5	125
References	25	4	100
Project Approach & Implementation	20	3	60
Pricing (\$193,000)	30	5	150
Total Score:			435

Metrix IQ			
Criteria	(a) Weight	(b) Score (1-5)	(a) x (b) Weighted Score
Experience	25	2	50
References	25	3	75
Project Approach & Implementation	20	4	80
Pricing (\$192,994)	30	5	150
Total Score:			355

Proposals were evaluated using a standardized scoring system. Each criteria component was assigned points ranging from 1 - 5 according to the extent to which the proposed system meets the stated requirements. The points were assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet

Cost were calculated with a formula using a ratio method, in which the lowest cost receives the maximum points allowed and other proposals receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

$$\frac{\text{Lowest Cost}}{\text{Cost being evaluated}} \times \text{Maximum Points Available} = \text{Score}$$

The points for each criteria component will be multiplied by the percentage weight listed above and totaled.



828-586-5561 ☎

828-586-4039 ☎

www.swedcinc.org ☎

PO BOX 250 Webster, NC 28788 ☎

March 12, 2026

Henderson County: RFP Child Care Subsidy Administrative Services
Finance Department
113 N Main Street
Hendersonville, NC 28792

On behalf of Southwestern Child Development Commission, Inc., our agency is pleased to submit the Request for Proposal for the operation of Henderson County's Subsidized Child Care Assistance Program.

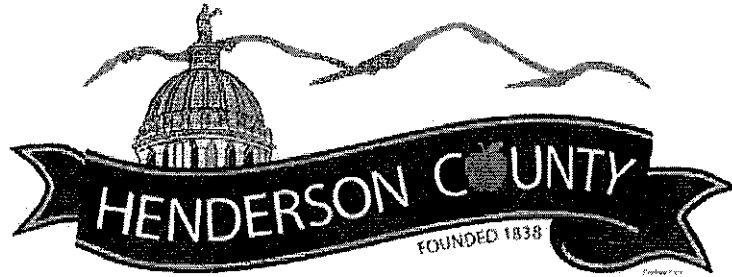
It would be an honor to work collaboratively with Henderson County Department of Health and Human Services to serve children, families and child care programs in Henderson County.

I am more than willing to share additional information with you or answer any questions you may have.

Thank you again for the opportunity to apply.

Mandy Mills

Mandy Mills
Executive Director
Southwestern Child Development Commission, Inc.



Henderson County Government
Request for Proposals for Child Care Subsidy
Administration Services

Date of Issue: March 06, 2026

Proposal Due Date: March 19, 2026, at 5:00 PM EST

Direct all inquiries concerning this RFP to:

Doug Guffey

Purchasing Agency

Phone: 828-694-5023

Email: hcpurchasing@hendersoncountync.gov

PROPOSAL FORM

GENERAL

Pursuant to the General Statutes of North Carolina and 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit, as amended, **sealed proposals**, subject to the conditions and specifications herein, are invited for directing the NC Subsidized Child Care Program. All proposals will be received by the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792, until March 19, 2026, at 5:00 PM.

PRICING

The respondent has carefully examined the annexed form of specifications and requirements contained herein and hereby declares that they will furnish the equipment called for in the manner prescribed in the specifications and requirements contained herein for the following price:

DESCRIPTION	EXTENDED PRICE
Child Care Subsidy Administration Services	\$193,000

The price indicated above shall include all charges inclusive of taxes, freight, administrative, and other similar fees as applicable.

*** Hourly rates and unit costs shall be supplied for all contract costs as an Appendix***


OFFER AND ACCEPTANCE

Henderson County seeks offers for the services described in this solicitation. The County's acceptance of any offer must be demonstrated by execution of the acceptance found below. Acceptance shall create a contract having an order of precedence as follows: In cases of conflict between documents comprising the contract, the order of precedence shall be (1) special terms and conditions specific to this RFP, (2) specifications and requirements contained herein, (3) Henderson County Terms and Conditions of this RFP, and (4) the agreed portions of the awarded Vendor's offer. **No contract shall be binding on the County until an encumbrance of funds and preaudit has been made for payment of the sums due under the contract.**

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all services upon which prices are offered, at the price(s) offered herein, within the time specified herein. By executing this offer, I certify that this offer is submitted competitively and without collusion.

Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers are not acceptable.

OFFEROR: SOUTHWESTERN CHILD DEVELOPMENT COMMISSION, INC		
STREET ADDRESS: 1528 WEBSTER ROAD	P.O. BOX: 250	ZIP: 28788
CITY, STATE & ZIP: STREET ADDRESS: SYLVA, NC 28779 PO BOX: WEBSTER, NC 28788	TELEPHONE NUMBER: (828) 586-5561	TOLL FREE TEL. NO
PRINT NAME & TITLE OF PERSON SIGNING: JUANITA DILLARD, CHIEF FINANCIAL OFFICER	FAX NUMBER: (828) 586-4039	
AUTHORIZED SIGNATURE: 	DATE: 03/11/2026	E-MAIL: dillard.juanita@swcdcinc.org

Offer valid for one hundred twenty (120), days from date of offer opening unless otherwise stated here:
_____ days.

ACCEPTANCE OF OFFER

If any or all parts of this ITB/RFQ are accepted, an authorized representative of Henderson County shall affix their signature hereto. A copy of this acceptance will be forwarded to the successful vendor(s).

<p>FOR COUNTY USE ONLY</p> <p><i>Offer accepted and contract awarded pursuant to Purchase or Contract Order number _____ this _____ day of _____, 20____, as indicated on attached certification,</i></p> <p>by _____ (Authorized representative of Henderson County).</p> <p>This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act. N.C.G.S. 159-28(a).</p> <p>Henderson County Finance Director</p>

Proposal Checklist

- Be aware of the proposal due date and time as indicated on the first page of this RFP.
- You must submit **sealed proposals in hard copy format**. Ensure your proposal is properly addressed and clearly marked.
- All signatures must be by a company officer or agent who is authorized to enter into and sign contract documents.
- Have you read and understood the "Terms and Conditions" and the requirements for submitting a proposal?
- Have you read and do you completely understand all the requirements?
- Have you submitted the requested number of copies of your proposal and included all the requested literature and specifications?
- If an addendum was issued, has it been signed and returned with this RFP?
- Have you included a Certificate of Insurance with minimum limits provided herein, naming Henderson County as additionally insured?
- Have you enclosed statements explaining any exceptions made to the specifications?
- Have you included executed copies of the attachments?

Section 1: Purpose

Henderson County's Department of Social Services seeks an entity for the administration of the Subsidized Child Care Program inclusive of implementation, maintenance, fund allocation, and eligibility determination that follow all NC DHHS Child Development Early Education Policies and Procedures. All proposals and contracts are governed by Henderson County policy, North Carolina General Statutes, and 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit, as applicable.

Section 2: RFP Schedule

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential respondents.

Action	Time	Date
RFP issued	5:00PM	March 6, 2026
Deadline for Questions	12:00PM	March 12, 2026
County Responses	5:00PM	March 13, 2026
Responses Due	3:00PM	March 19, 2026

Section 3: RFP Contact

All questions, concerns, and/or request for additional information shall be directed to the Henderson County Finance Department to the attention of the Lead Purchasing Agent:

Doug Guffey
hcpurchasing@hendersoncountync.gov

Note: Responses shall be submitted sealed as provided herein. Proposals cannot be submitted via email.

Section 4: RFP Questions

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by firms in responding to this RFP. Respondents shall examine this RFP to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this RFP, the Respondent believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Respondent may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Respondent. The Respondent must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the respondent.

Requests for clarification, technical questions, and approval of alternate products to this RFP must be received by the County no later than the date shown above in Section 2, entitled "RFP Schedule", under Deadline for Questions. The Respondents' failure to request clarification and submit questions by the

date in the RFP schedule above shall be considered to constitute the Respondents' acceptance of all County requirements and terms and conditions. The County shall issue addenda reflecting questions and answers to this RFP, if any, and shall be posted to the County's website at <https://www.hendersoncountync.gov/rfps>.

Section 5: Objections to the Specifications

It is not the intent of the County to exclude or limit competition or favor any supplier. If there is an objection to any of the requirements listed herein, the respondent must notify Doug Guffey, Lead Purchasing Agent in writing, stating and listing the specifications and objections, no later than the date shown above in Section 2, entitled "RFP Schedule", under Deadline for Questions. If a pre-proposal meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the RFP document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the respondent to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Doug Guffey, Lead Purchasing Agent. Information obtained from other sources will not be considered in the evaluation and award of this RFP.

Section 6: Errors in Proposals

Respondents or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting a response to this RFP. Failure to do so will be at the respondents' own risk. In case of an error in the extension of prices on the RFP, the unit price shall govern.

Section 7: Scope of Work

7.1 Funding

The funding for the initial term of the contract inclusive of the State and County budgets is estimated to be \$193,000.

7.2 Overview, Program Requirements, & Implementation

The contracted company will administer the NC Subsidized Child Care Program in its entirety. This contract will begin on the 1st day of June 2026 and shall then be termed with the County's fiscal year (July 1 to June 30). The implementation of this program must follow all NC Policies and Procedures set forth in the NC DHHS Policy and Manuals specifically in the Child Development and Early Education section. All state implemented forms must be utilized. All procedures, Administration Letters, Change Notices, childcare codes, and Dear County Director Letters must be implemented at State designated effective date. All services must be accurately entered and maintained within the NC Fast Eligibility and Enrollment System. The Key Performance Indicators (KPI) required for successfully administering this program shall be the ability to accurately interview clients, determine eligibility, determine accurate payments to centers and complete accurate redeterminations of eligibility. Monthly review of case work should be completed to ensure KPI's are being met. There are approximately 400-450 cases estimated to utilize this program at the time of this RFP.

The Contracted company will:

1. Assume full responsibility for all eligibility, technical and internal control errors.
2. Participate in all audits as required and will take responsibility for errors and any

- paybacks for incorrect determinations.
- 3. Utilize the State operated system NCFast/NCTracks.
- 4. Be credentialed, authorized, and trained to use the NCFast/NCTracks system to administer the program.
- 5. Be able to provide a certified Spanish Interpreter, as needed.
- 6. Complete monthly case reviews to ensure accuracy and timeliness standards are being followed.
- 7. Follow and meet all County, State, and Federal requirements and funding guidelines utilizing the NCFast Eligibility and Enrollment System.

Activities	Implementation Date
Accurate Policy and Procedure interpretation and administration.	June 1, 2026
Accurate Child Care Subsidy fund allocation.	June 1, 2026
Accurate documentation and record keeping in accordance with Local, State and Federal requirements.	June 1, 2026
Adhere to all Program Integrity policy and procedures as mandated in the NC DHHS Manual.	June 1, 2026
Adhere to all appeal and hearing policy and procedures as mandated in the NC DHHS Manual	June 1, 2026
Be responsible for all audits, monitoring and County paybacks.	June 1, 2026
Adhere to NC DHHS timeliness and accuracy requirements.	June 1, 2026
Communicate, coordinate, and work with other agencies providing subsidy services in Henderson County.	June 1, 2026
Coordinate and work with Henderson County's Program Integrity Unit to uncover and investigate recipient and/or provider fraud	June 1, 2026
Provide trainings, technical assistance and provider enrollment and other services as required.	June 1, 2026
Resolve payment and billing issues as they might arise.	June 1, 2026

7.3 Work Site Locations

- Site 1
Henderson County Department of Social Services
1200 Spartanburg Hwy, Suite 300
Hendersonville, NC 28792

- Site 2
Remote staff as agreed upon.

7.4 Timeline of Implementation

All program implementation and management will be effective June 1, 2026.

7.5 Equipment and Office Space

7.4.1 Equipment

Equipment must be provided, updated, secured, and replaced by Contracted Company.

7.4.2 Office Space

Office space will be provided by the Henderson County Department of Social Services as determined while working onsite.

7.4.3 Project Objectives

8.4.3.1 Provide to the eligible citizens of Henderson County Subsidized Child Care.

8.4.3.2 Follow all County, State and Federal policies regarding the Subsidized Child Care program.

8.4.3.3 Utilize the NC State consultants for policy and procedures as needed to accurately manage the Subsidized Child Care Program.

8.4.3.4 Utilize the NC FAST Eligibility and Enrollment system and utilize all job aides and reports as needed and required. using a touch-screen display.

7.5 Working / Schedule

7.5.1 Contracted Agency will recruit, employ, train, and manage all staff required to accurately manage the Subsidized Child Care Program.

7.5.2 Contracted Agency must operate on the same business hours of the Henderson County Department of Social Services Agency must be followed; Monday – Friday 8AM to 4:30PM.

7.5.3 Be knowledgeable of the Henderson County Board approved Holiday schedule.

7.6 Invoicing

Work shall be invoiced 1/12 of the amount of the contract price on a monthly basis. The invoice shall contain a line entitled "Monthly admin costs for Henderson County Subsidized Childcare Program" with the fees for that month. Additionally, data metrics required for compliance with any and all local, State, or Federal requirements shall be line itemed and clearly represented on all invoices submitted to the County for payment. Payment terms shall be net 30.

Section 8: Contract Term & Funding Disclosure

The initial term of the contract shall be for one year from June 1, 2026, to June 30, 2027 and then shall correspond to County fiscal year (July 1 to June 30). At the end of the initial term the County may extend the contract for two additional one-year terms, termed with the County's fiscal year. The renewal of the contract shall be at the discretion of Henderson County. Henderson County shall notify the winning firm of its intent to renew, 30 days before contract expiration.

Due to the nature of the funding source, the County and the vendor may, based on the unit prices submitted in response to this RFP, negotiate the price for the renewal term based on State and County funding as approved annually by the Henderson County Board of Commissioners through the budget process.

Section 9: Proposal Requirements

Proposals shall follow the sections outlined below, beginning with a cover letter, which will indicate the appropriate contact person for any potential correspondence. The remainder of the proposal shall include detailed company information, program implementation, references, policy and procedural requirements, support and maintenance, and costs. These factors and qualitative information contained within this section will be the methodology for the weight of the evaluation criteria.

9.1 Vendor Experience & Capability

The vendor shall provide information on its experience and qualifications, which enable it to provide a suitable solution described herein, including, but not limited to the following:

- Brief history of the company
- Experience in working with remote staff to ensure accuracy and timeliness of the Program
- Experience utilizing state manuals, hearing referrals and program integrity referrals as related to the Program
- Experience utilizing the NC FAST Eligibility and Enrollment system
- Experience in assisting and responsibility for audits
- Any other information regarding the vendor's experience, which will assist the Department in evaluating the proposal and making an ultimate decision.

9.2 References

The vendor must supply three (3) references for similar work it has undertaken over the past three (3) years, preferably with a unit of local government.

Please provide:

- Entity name.
- Contact name(s).
- Email address.
- Telephone number.
- Brief description of the work performed, including services provided.

The County may or may not contact the references provided. To determine the vendor's past performance, the County may ask any questions it deems are in its best interests.

9.3 Personnel

Proposals shall list key personnel with their experience and capabilities necessary for efficiently achieving the ability to manage the NC Subsidized Child Care Program required as described in Section 7: Scope of Work. Any substitutions or changes in personnel must be disclosed to Henderson County within 30 business days.

9.4 Price

Proposal responses should include detailed pricing information. The price shall constitute the total cost to the County for complete performance in accordance with the requirements and specifications herein, including all applicable charges including taxes and handling, administrative, and other similar fees as applicable. Hourly rates and unit costs shall be supplied for all contract costs.

Section 10: Preparation of Proposals

- 10.1 Proposals should be made in accordance with the RFP format provided herein
- 10.2 All proposals must be signed by a duly authorized official representing the Vendor using the **Proposal Form**. Proposals shall be considered to the greatest extent possible. However, failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the proposal
- 10.3 All proposals, responses, inquiries, or correspondences relating to or in reference to this RFP, and all reports, charts, displays and other documentation submitted by the Vendor shall become the property of Henderson County when received. The County reserves the right to use the materials, or any ideas submitted in any proposal in response to the RFP.
- 10.4 Costs incurred in the preparation of this Proposal are to be borne by the Vendor, and Henderson County will not contribute in any way to the costs of the preparation.
- 10.5 Please see Attachment II: Sample Contract for required contract language. Any exceptions or modifications shall be included with your proposal.
- 10.6 This Request for Proposals and the selected Vendor's Proposal, including all representations, warranties and commitments contained in the Proposal and related correspondence shall be contractual obligations included in the written final contract for services.
- 10.7 Henderson County intends to award a contract to a single vendor for all core applications. Vendors are allowed to provide a proposal that includes subcontractors, but the County intends to enter into a single agreement with one Vendor acting as a Prime contractor. The Prime contractor will be responsible for the timeliness, quality, and deliverables provided by any subcontractors under the Prime contractor's agreement.

Section 11: Submission Requirements

- 11.1 **SEALED, hard copy**, responses shall be received until 5:00 PM on March 19, 2026.
- 11.2 Respondent shall provide (3) complete sets of their proposal in hard copy paper format (on 8-1/2" x 11" size paper, printed one side, only bound with a single staple in the upper left corner or with a single removable clip (no 3-ring binders) and (1) digital version via flash drive. Proposals must be SEALED in an envelope. **NO EMAIL OR FAX PROSPOSALS WILL BE ACCEPTED.**
- 11.3 All proposals must be mailed or delivered as follows in enough time to ensure receipt by the Purchasing Agent for this purpose on or before the time and date specified on the Proposal Form. Proposals not received by the time and date specified on the Proposal Form will not be opened or considered.

Mailing & Delivery Address:

Henderson County: RFP Child Care Subsidy Administration Services
Finance Department
113 N Main Street
Hendersonville, NC 28792

Section 12: Selection Criteria

Proposals shall be evaluated based upon the matrix below:

Criteria	(a) Weight	(b) Score (1-5)	(a) X (b) Weighted Score
Experience	25		
References	25		
Project Approach and Implementation	20		
Pricing	30		
Final Score			

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 - 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet

Cost will be calculated with a formula using a ratio method, in which the lowest cost receives the maximum points allowed and other proposals receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

$$\frac{\text{Lowest Cost}}{\text{Cost being evaluated}} \times \text{Maximum Points Available} = \text{Score}$$

The points for each criteria component will be multiplied by the percentage weight listed above and totaled.

Section 13: Standard of Award

Pursuant to North Carolina General Statute and 2 CFR 200.320(b)2 the method of award will be based on the most advantageous proposal as defined by the County considering price, technical merit, past performance, and the ability of the vendor to complete the requirements contained herein in the desired timeframe. Proposals will be reviewed after opening and will be ranked in order of choice based

on selection criteria. The County shall not be bound or in any way obligated until both parties have executed a contract.

All responses will be considered to the greatest extent possible. However, failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, will disqualify the proposal. All submittals must be valid for 120 days from the response deadline. Submissions received after the response deadline will be rejected without exception.

The County reserves the right to reject any or all proposals, waive technicalities and to be the sole judge of suitability of the goods and services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the County.

Section 14: Minority and Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 as well as 2 CFR 200.321 of the Uniform Administrative Requirements, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at

<https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

Section 15: County Terms and Conditions

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_and_conditions_02.23.2022.pdf

These Terms and Conditions, which refer to a "purchase order", shall be deemed to be included in any contract entered into as a result of this Request for Qualifications ("RFQ").

Any attempt by a proposed contracting party (the "Respondent") under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Respondent that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

Section 16: Minimum Insurance Requirements

Respondent shall provide an Insurance Certificate naming Henderson County as additionally insured with the minimum provisions listed below:

Required Coverage	Minimum Insurance Limits
Workers' Compensation	Statutory/Employers Liability: \$500,000/\$500,000/\$500,000
General Liability	\$1M per occurrence/\$2M aggregate
Automobile	\$1M per occurrence/Combined Single Limit

Section 17: Funding Source

This request for qualifications is funded with **Federal Funds**. 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit are applicable.

Section 18: Attachments

Attachment I: Funding Procedural Requirements Addendum

Attachment II: Sample Contract

Attachment III: Vendor Information Form

Henderson County Government –Request for Proposals

Child Care Subsidy

March 19, 2026

Introduction:

Southwestern Child Development Commission, Inc. is submitting a response to Henderson County Government's Request for Proposals to administer the Child Care Subsidy Program. The information requested by the RFP is detailed below.

Brief History of the Agency:

Southwestern was organized in 1972 as a part the Appalachian Regional Commission's Child Development Project. Several multi-county projects were created to address the needs of the 33 westernmost counties in NC. Typically, these projects were aligned with NC's Regional Economic Development Commissions and implemented by the Councils of Government (COG) in each area. Region A's COG initiated the establishment of Southwestern Development Commission.

Southwestern Child Development Commission, Inc. is a private nonprofit agency, with the main office located in Webster, NC. Our agency's team is comprised of 70 plus employees, located in and serving across NC in various roles. While we cover a vast territory and offer complex and diverse services, our core mission remains the focal point. Our mission statement reflects our services by:

Partnering with families, communities and early educators through service and advocacy so all children have access to high quality and affordable early education...inspiring families to succeed in their life journey.

Southwestern's organizing by-laws provides for a Board of Directors of 14 members. These members are two members from each of the 7 counties in Region A, which include Cherokee, Clay, Graham, Haywood, Jackson, Macon and Swain. The members are appointed by the County Commissioners in each County. Due to Southwestern's historical role in subsidized child care in Region A, the County DSS Director is customarily appointed to one of the three member seats in a county.

Southwestern has been in operation for more than 53 years. The historical

operation of child care centers and the management of child care subsidy funds for the 7 counties in Region A has been the primary service functions of the agency.

Expansion of services at Southwestern has been achieved as state and national emphasis has been focused on Early Childhood. For example, CCR&R Contracts from NC DHHS were established approximately 19 years ago and Child Care Subsidy Administration with additional counties began approximately 17 years ago.

Experience in Working with Remote Staff:

Southwestern has a long-standing history of employing staff across the state and we have vast experience in the remote workplace model. We currently provide services across our multiple county service area in a variety of ways. Due to changes in state subsidy policy over the past 6 years that allow more family friendly flexibility in how families apply and obtain services, we have staff that have been working in different frameworks, such as in office, hybrid and fully remote. We apply the same level of quality assurance measures for staff in an office or fully remote. Staff that are fully remote adhere to the same set of office hours and have clear work productivity expectations for meeting program accuracy and timelines. We use the same reporting system for ensuring goals are being met. We provide a strong and continuous communication method for team interaction through virtual and in person meetings and through team building opportunities. Supervisors follow up regularly with remote staff not only to monitor productivity but also to keep our staff motivated and engaged.

Experience Utilizing State Manuals as Related to the Program:

As Southwestern has administered the Subsidized Child Care Assistance Program for 30+ years, we are very experienced in state policy utilizing the subsidy program manual through the Division of Child Development and Early Education (DCDEE), the North Carolina Integrated Eligibility Manual, DCDEE Administrative Letters, Dear County Director Letters, and Memorandums. Southwestern serves on many advocacy committees for public policy development on a Local, State and National level. Southwestern participates in the NC DCDEE Subsidy Advisory Committee in Raleigh on a regular basis. The Subsidy Advisory Committee work provides not only knowledge about changes and opportunities for the subsidized child care program, but provides Southwestern the advantage to influence public policy development. In doing this, the counties in which we offer management have their issues and individual needs represented when changes to the program are being developed. Other committees that we represent subsidized child care issues include

the NC Child Care Resource and Referral Council, NC Early Education Coalition, WNC Early Child Care Coalition, Child Care Aware of America and Governor Stein's NC Taskforce on Child Care and Early Education.

Experience with Hearing and Program Integrity Referrals

Southwestern follows the Hearing and Program Integrity policy that is outlined in the Subsidized Child Care Assistance Manual. Southwestern works in conjunction with the County's Program Integrity Unit to investigate recipient/provider fraud and also works in conjunction with the County's Hearing Officer for any local appeals.

Experience Utilizing the NC FAST Eligibility and Enrollment System:

Southwestern Child Development Commission, Inc., has demonstrated our capability in providing subsidy management services by adapting to a variety of different data systems over the years. These changes include moving from manual processes to electronic systems. Southwest staff processed the Subsidized Child Care Program manually for several years. Then moving to the old "turnaround" Subsidized Child Care Reimbursement System for 20 plus years. We later participated in the pilot program for the SEEK system that was set to replace the old SCCRS. Southwestern also partnered with Buncombe County as a pilot county for NC FAST. Client record management has also transitioned from manual processes to different electronic systems over the many years, which include Success, Northwoods/Compass and now evolved to full client document management within NC FAST.

Our track record is attributed to our direct working relationships with numerous key staff within NC DCDEE, including Policy, Budget and Technical Assistance. Working closely with NC DCDEE Policy, Southwestern has been able to influence positive subsidy policy for families and providers. NC DCDEE often reaches out to our agency for Statewide Committee participation and for feedback on proposed policy changes based on our longevity within the subsidy program. Southwestern's Reimbursement Coordinator has always worked with NC DCDEE Budget in regards to spending patterns, spending coefficients, reallocations and reversions. We have also worked closely with NC DCDEE Technical Assistance for policy clarifications to ensure accurate determinations.

Our agency has demonstrated excellent customer service with our child care provider community and subsidy families. Southwest has a long working relationship with providers in all our counties. Over the years, our staff have worked with hundreds of child care providers in the counties we serve and

statewide. We offer comprehensive services to providers which include trainings, technical assistance, payment issue resolutions and provider enrollment. We value our subsidy families by delivering services accurately and in a professional and courteous manner.

Experience in Assisting and Responsibility for Audits:

Southwestern coordinates and conducts all of the monitoring activities related to the Subsidized Child Care Assistance program for our subsidy administered counties. This includes monitoring for DCDEE Program Compliance, Improper Payment, Title IV-E, and other state audits of the subsidized child care program. The activities involve all preparation work prior to the monitoring review such as completion of required checklists and making all case record documents available in NC FAST for review. We also attend all conferences related to monitoring. Additionally, Southwestern prepares all the monitoring reports and takes care of any corrective actions. We also implement continuous improvement plans based on the monitoring findings and use this as a learning opportunity to conduct trainings with staff in all of our administered counties. Southwestern also works very closely with DCDEE Technical Assistance Consultants and we attend and represent our subsidy administered counties with the DCDEE Technical Assistance visits.

Other Information Regarding Agency Experience:

Southwestern offers a diverse array of services to young children, school age children, families, child care staff and child care programs which include: (a) Child Care Resource and Referral (CCR&R) Unit which delivers consumer education and referral for parents and provides training and professional development activities for regional child care program staff in the 13 far-most Western North Carolina counties including Henderson County, manages the NC CCR&R School age Initiative throughout the State, provides a comprehensive approach to enhance the quality and availability of licensed family child care across the state, directs Statewide and Nationwide professional development through our Elift on-demand training platform and offers parenting classes through the Children's Trust Fund Program (b) Nurse Family Partnership Unit which offers a home visiting program for first time mothers with high risk pregnancies and (c) Subsidized Child Care Unit which manages the NC Child Care Subsidy Administration for 14 individual county Departments of Social Services in WNC, contracting with approximately 240+ child care programs.

Southwestern Child Development Commission, Inc., can demonstrate administrative capacity to provide the requested services by offering examples of our current administrative capacity. Southwestern currently operates a multi-

county program with a staff of 71 employees and an annual budget of approximately \$8.5 Million. This administration is successful as determined by financial audits which contain no findings or recommendations, no pending legal issues and contracts with long-standing government and philanthropic community partners. Administrative oversight and Governance of the agency is provided by the Board of Directors who meet on a regular basis to review the activity of the agency, a Finance and Human Resources Board Committee which provides a more in-depth guidance to the agency and also meets on a regular basis, and an Executive Leadership Team structure which is composed of Directors for each of the areas of work within the agency.

Because the Early Childhood Education field has virtually exploded over the last few years with new research about the importance of a child's first years, the technical expertise with which services to young children are delivered, requires an understanding of both the history of the field and the current state-of-the-art "best practices". Southwestern offers both of these fundamental views on Early Childhood Education. Southwestern's Executive Leadership for Subsidy Services has a long-standing history of service; for example, the Executive Director has 19 years of service with Southwestern and Southwestern's Subsidy Policy Manager and Reimbursement Coordinator have both been in their positions for more than 30+ years. During this time, staff members have been active members of the NC Division of Child Development's Subsidy Advisory Committee. This committee provides guidance to the NC DCDEE on policy changes for NC's Subsidized Child Care Program. Both the Policy Manager and the Reimbursement Coordinator participated in planning and implementation committees for the subsidized child care program's conversion to NC FAST.

In addition to the aforementioned, Southwestern's Executive Leadership participates in a variety of Early Childhood Education initiatives, state-wide, regionally and nationally, which impact the subsidized child care program. Other examples include being a partner and lead for the NC Child Care Resource and Referral Council which is contract work with the NC DHHS as required in the Child Care Development Fund state plan, which is the funding source for the subsidized child care program. Specific to Henderson County, Southwestern is a founding member of the WNC Early Childhood Coalition which with funding from Community Foundation of WNC has worked on subsidized child care issues both regionally and state-wide. This work has also included advocacy activity which has produced many changes in subsidized child care policies which have been positive for Henderson County families and child care providers.

Qualitative Criteria:

Southwestern Child Development Commission Inc., (SWCDC) will:

- Determine eligibility for subsidy according to State and Federal standards, ensuring that such eligibility determination meets requirements for timeliness and accuracy.
- Assume fiscal responsibility for any monitoring findings in cases that occur after the effective date of the contract.
- Work in conjunction with the North Carolina Division of Child Development and Early Education staff for policy interpretation and consultation.
- Collaborate with Child Care Resource and Referral for consumer education to families.
- Recruit, employ and manage all staff required for the management of the Subsidized Child Care Program. Initial and ongoing training of subsidy staff for the Subsidized Child Care Assistance Program and NC FAST, including required certifications will be provided.
- Operate the same business hours of the Henderson County Department of Social Services, Monday –Friday 8:00am-4:30pm and will be knowledgeable of the Henderson County Board approved Holiday schedule.
- Offer comprehensive services to providers which include training, technical assistance, payment issue resolutions and provider enrollment.
- Collaborate with Child Care Resource and Referral for quality initiatives to support and expand the availability of high quality child care, including care for children at high risk.
- Be responsible for the management of the subsidy allocation and will make spending evaluations and decisions regarding placements and waiting lists.
- Provide customized County specific reports.
- Maintain documentation in accordance with local, state and federal requirements and submit to administration as directed. This includes, but is not limited to, confidential case files, monthly management reports, personnel information, and financial documentation.

- Utilize the State and County's automated systems that affect the Child Care Subsidy Program, or that have impacts on the program's stakeholders.
- Coordinate and conduct all monitoring activities related to the Subsidized Child Care program for local, state and federal levels.
- Provide a community presence for the expansion and improvement of child care services.
- Work with employees of the County to implement strategies to meet County, State, and/or Federal outcome goals.
- Represent County in statewide and local planning and implementation activities for the Subsidized Child Care Program.
- Serve on advocacy committees to influence public policy development on a Local, State and National level.

References:

1. Buncombe County Department of Health and Human Services

Phillip Hardin - Economic Services Director

Phillip.Hardin@buncombenc.gov

(828) 250-5592

Work Performed: Administer and fully manage the Subsidized Child Care Program for Buncombe County since July 1, 2009

2. Haywood County Department of Health and Human Services

Ira Dove – Haywood County Health and Human Services Director

Ira.Dove@haywoodcountync.gov

(828) 452-6620

Work Performed: Administer and fully manage the Subsidized Child Care Program for Haywood County for 30+ years.

3. Transylvania County Department of Social Services

Amanda Vanderoef –Transylvania County Department of Social Services
Director

Amanda.Vanderoef@transylvaniacounty.org

(828) 884-1641

Work Performed: Administer and fully manage the Subsidized Child Care Program for Transylvania County since November 1, 2022

Price:

Salary/Wages & Fringe:	\$146,536.53
Supplies & Materials:	\$ 1,500.00
Travel:	\$ 250.00
Utilities:	\$ 2,565.00 (Telephone, Gas, Water, Sewer, etc)
Staff Development:	\$ 200.00
Reprints (copies):	\$ 300.00
Rent:	\$ 850.00
Professional Services:	\$ 7,700.00 (IT, Accounting Fees, Payroll fees, etc)
15% Indirect:	\$ 33,106.52
Total:	\$193,008.05

Henderson County
Terms and Conditions

By acceptance of a purchase order with Henderson County, or by entering into the contract or agreement with Henderson County to which this "Terms and Conditions" is attached, the vendor to Henderson County or contractor with Henderson County (as the situation may be, hereinafter referred to as the "seller"), declares that all supplies, materials, equipment, apparatus and services furnished to Henderson County pursuant to the purchase order or contract/agreement will be furnished according to the following terms and conditions, which terms and conditions shall supersede any language to the contrary in any other documentation of such purchase order or contract/agreement.

1. **QUESTIONS CONCERNING THE PURCHASE ORDER:** Contact the Ship to Department shown.
 2. **PURCHASE ORDER NUMBER:** The purchase order number must appear on all invoices, packing slips, correspondence, and bills of lading.
 3. **PRICE:** All goods and/or services must be billed to Henderson County (County) at prices and quantities not to exceed those stated on the purchase order. All invoices, packages, shipping notices or the like affecting this order shall contain the applicable purchase order number. All prices are quoted F.O.B. Destination unless specifically indicated otherwise.
 4. **INVOICES:** Invoices for partial shipments will be accepted and final invoices should indicate completion of order.
 5. **CASH DISCOUNTS:** All cash discounts will be effective from the date of actual receipt of a correct and approved invoice by the ordering department.
 6. **PAYMENT TERMS:** The County agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The County does not agree to the payment of late charges or finance charges assessed by the seller for any reason. Invoices are payable in U.S. funds.
 7. **TAXES:** Henderson County is NOT Sales Tax-Exempt. Prices shown on the County's purchase orders do not include tax; however, all applicable taxes shall be paid by the County. Seller shall itemize taxes on the seller's invoice. It should be noted that the County is exempt from Federal Excise Tax except as required to be paid by law.
 8. **AGREEMENT TERMS:** Absent a negotiated contract, this purchase order is limited to the terms and conditions contained on the face and back hereof. Any additional or different terms in the Seller's form are hereby deemed to be material alterations and notice of objection to them and rejection of them is hereby given. All delivery of goods and/or services shall conform to specifications, price, terms and conditions as set forth in this instrument. This purchase order including all contracts, references and/or insertions, with the stated terms and conditions thereon shall constitute the complete agreement between the County and the Seller. The terms and conditions of this order shall not be modified by any verbal understanding and shall only be binding if agreed to in writing by the County.
 9. **DELIVERY/ACCEPTANCE OF GOODS:** All quotations are solicited on a delivered price basis. When the County accepts a quotation not including all shipping charges, your claim for reimbursement must be itemized on the invoice and supported with a copy of the original freight bill. The packing list shall be enclosed in each box or package. All items shall be prepared and packed for shipment in a manner that will prevent damage in transit. All deliveries on this order must be in full accordance with specifications, properly identified with the purchase order number and must not exceed the quantities specified. The County shall have the right to inspect and test all items supplied under the order before making acceptance. Risk of loss and title to all goods received shall remain with the Seller until the County has made acceptance. Rejected goods shall be returned to the Seller at Seller's risk and expense. Payment for supplies shall not constitute acceptance and is without prejudice to claims that the County may have against the seller.
 10. **SERVICES PERFORMED:** All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless the County, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
 11. **INSURANCE:** This purchase order shall be considered a written contract and requires the County to be endorsed as additional insured for General Liability, Automobile Liability, and Umbrella Liability Insurance Policies. Contractor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence limit/\$2,000,000 aggregate limit for bodily injury, property damage, or personal injury; (b) Professional Liability Insurance in an amount not less than \$1,000,000 per occurrence (if providing professional services); (c) Worker's Compensation Insurance as required by the State of North Carolina General Statutes; (d) Commercial Automobile Insurance applicable to bodily injury and property damage covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 combined single limit. Negotiated written contracts may require additional insurance coverage. A Certificate of Insurance shall be furnished prior to the commencement of services. The Certificate Holder shall be County of Henderson, Attn: Finance Dept., 113 N Main Street, Hendersonville, NC 28792.
12. **APPLICABLE LAWS:** By acceptance of this order, seller represents that the goods covered by this order are in full compliance with all applicable local, state, or federal laws and regulations and agrees to indemnify and defend the County against any loss, cost, liability, or damage by reason of seller's violation of any laws.
 13. **E-VERIFY:** North Carolina General Statute §143-433.3 prohibits the County from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if contractor utilizes a subcontractor, contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
 14. **IRAN DIVESTMENT:** By acceptance of this purchase order, vendors, contractors, and/or subcontractors certify they are not listed and will not utilize a subcontractor listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.59, Iran Divestment Act Certification.
 15. **FEDERAL FUNDS:** The following provisions are required and apply when federal funds are expended by Henderson County for any contract resulting from this procurement process.
 - A. Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

When federal funds are expended by Henderson County, Henderson County reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.
 - B. Termination for cause and for convenience by the grantee or subgrantee including the manner in which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)

When federal funds are expended by Henderson County, Henderson County reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Henderson County also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Henderson County believes, in its sole discretion that it is in the best interest of Henderson County to do so. The vendor will be compensated for work performed and accepted and goods accepted by Henderson County as of the termination date if the contract is terminated for convenience of Henderson County. Any award under this procurement process is not exclusive and Henderson County reserves the right to purchase goods and services from other vendors when it is in the best interest of Henderson County.
 - C. If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

**Henderson County
Terms and Conditions**

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671g.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324); Huawei/ZTE Ban (2 C.F.R. 200.216); Domestic Preference Clause (2 C.F.R. 200.322). To the extent these provisions apply and conflict with provisions of North Carolina law, these provisions shall control. It shall be the responsibility of the contractor to determine whether these provisions apply.

16. FEMA PROVISIONS: The following provisions are required and apply when federal funds are expended by Henderson County for any contract resulting from this procurement process.

- A. Changes:** Changes or modifications to the original contract will only be allowed if the following provisions are met:
1. The change is within the scope of its grant or cooperative agreement.
 2. The amount of the change has budgetary funds available.
 3. The change does not fundamentally modify the project and
 4. The change is reasonable for the completion of the project.
- B. Access to Records:** The contractor agrees to provide Henderson County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcripts.
- The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to work being completed under the contract.
- C. DHS, Seal, Logo, and Flags:** The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likeness of DHS agency officials without specific FEMA approval.
- D. Compliance with Federal Law, Regulations, and Executive Orders:** This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
- E. No Obligation by Federal Government:** The Federal government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- F. Program Fraud and False or Fraudulent or Related Acts:** The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

17. CANCELLATION: The County reserves the right to cancel this order, or any part thereof, at any time without penalty. Such cancellation may be based upon failure of the seller to comply with the terms and conditions of this transaction, failure to perform the work with promptness and diligence, failure to make shipment within the time specified or for any other reason which causes the seller not to perform as agreed.

18. WARRANTY: The seller expressly warrants that goods, covered by this order will conform to the specifications, drawings, or samples furnished by the County and shall be free from defects in material and/or workmanship and shall be merchantable. This warranty shall survive any inspection, delivery acceptance, or payment by the County. The seller also warrants that the goods do not infringe any patent,

registered trademark or copyright and agrees to hold the County harmless in the event of any infringement or claim thereof. Additionally, seller warrants that the goods are free and clear of all liens and encumbrances and that seller has a good and marketable title to the same.

- 19. HAZARDOUS CHEMICALS:** The seller shall ensure that each container of a hazardous chemical is labeled, tagged or marked with information required by OSHA's Hazard Communication Standard, Department of Transportation requirements, and any applicable EPA requirements. The seller shall ensure that the County is provided an appropriate current Material Safety Data Sheets (MSDS) with or prior to the initial shipment of a hazardous chemical, and with or prior to the first shipment after the MSDS is updated.
- 20. NON-DISCRIMINATION:** The County does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the County are expected to fully comply with the County's non-discrimination policies.
- 21. VERBAL AGREEMENT:** The County will not be bound by any verbal agreements.
- 22. INDEPENDENT CONTRACTOR:** It is mutually understood and agreed the seller is an independent contractor and not an agent of the County, and as such, seller, his or her agents and employees shall not be entitled to any County employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension, or retirement benefits.
- 23. GOVERNING LAW:** All terms and conditions shall be interpreted in accordance with the laws of the State of North Carolina. Any legal actions arising from default of this contract shall be brought only in the County of Henderson, State of North Carolina.
- 24. PUBLIC RECORDS:** The seller acknowledges that notwithstanding any other provision to the contrary (including any statements regarding confidential information), this agreement, the confidential information and any documents, memorandum, data, reports, analyses, compilations, records, pricing and evaluation of all or any portion of the transactions contemplated by this agreement may be deemed public records and subject to disclosure, in whole or in part, pursuant to the North Carolina Public Records Law. The County will provide the seller with reasonably prompt notice of any intended disclosures or requests for disclosure pursuant to the North Carolina Public Records Law. The seller may then choose to seek judicial protection of the confidential information consistent with all applicable laws and regulations. Should a public records request be made for information the seller claims are proprietary in nature, the County will, within a reasonable time, notify the seller of such public records request. The seller shall, within five (5) business days of said notification, provide notice to the County that it does or does not object to the County disclosing the requested information pursuant to the subject public records request. If the seller objects to the disclosure of the requested information, the seller agrees that it shall be solely responsible for the defense of and the cost of defending any claim or complaint against the County for its refusal to disclose confidential information. The seller agrees that if any such complaint or claim is filed it will indemnify the County and will reimburse the County for any and all damages awarded against the County its refusal to disclose the requested information. The seller agrees that it releases the County from all loss, liability, claims or expense, including attorney's fees, arising out of or related to the release or disclosure or failure by the County to release or disclose confidential information. The seller further agrees that it waives the right to file any court action for any such release, disclosure, or failure to release or disclose confidential information.
- 25. Cyber Security Breach**
Where a security breach or unauthorized release, as those terms are defined or used in Article 2A of Chapter 75 of the North Carolina Statutes, or in any other state or federal regulation, occurs and is attributed to the Contractor (or any subcontractor thereof), the Contractor shall promptly pay or reimburse Henderson County for all the costs to Henderson County for all required notifications under all applicable laws, including any associated legal fees incurred by Henderson County, and shall indemnify Henderson County from any liability resulting from the security breach or unauthorized release.
- 26. Cyber-Insurance:** The Seller shall maintain cyber liability insurance with an insurer permitted to offer the same in North Carolina in the minimum insurance amount per occurrence based on the Contractor's Security Scorecard (securityscorecard.com) rating, but in no event less than \$1,000,000.00. Such insurance shall include third-party coverage for incidents or associated impacts caused directly or indirectly by the Seller.

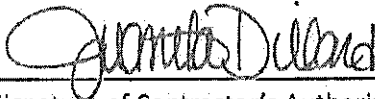
Henderson County
Terms and Conditions

Seller's subcontractors, and shall name Henderson County as an additional insured. The Contractor shall provide the County with a Certificate of Insurance for such coverage.

Security Rating	Required cyber insurance limits
90 or above.	\$1,000,000 or above
80-89, inclusive	\$2,000,000 or above
70-79, inclusive	\$3,000,000 or above
60-69, inclusive	\$4,000,000 or above
Below 60	\$5,000,000 or above

If the Contractor's Security Scorecard rating is less than 90, the County and the Contractor agree to work to assist the Contractor to improve their rating.

27. **NON-APPROPRIATION:** No provision of any agreement between the County and the seller (the "Agreement") shall be construed or interpreted as creating a pledge of the faith and credit of the County within the meaning of any Constitutional debt limitation. No provision of the Agreement shall be construed or interpreted as creating a delegation of governmental powers nor as a donation by or a lending of the credit of the County within the meaning of the Constitution of North Carolina. The Agreement shall not directly or contingently obligate the County to make any payments beyond those appropriated in the sole discretion of the County for any fiscal year in which the Agreement is in effect; provided, however, that any failure or refusal by the County to appropriate funds which results in the failure by the County to make any payment coming due under the Agreement will in no way obviate the occurrence of the event of default resulting from such nonpayment. No deficiency judgment may be rendered against the County in any action for breach of a contractual obligation under this Agreement, and the taxing power of the County is not and may not be pledged directly or indirectly or contingently to secure any moneys due under this Agreement. No provision of the Agreement shall be construed to pledge or create a lien of any class or source of the County's moneys, nor shall any provision of the Agreement restrict the future issuance of any of the County's bonds or obligations payable from any class or source of the County's moneys. To the extent of any conflict this provision and any other provision of the Agreement, this provision shall take priority and control.



Signature of Contractor's Authorized Official

Juanita Dillard, Chief Financial Officer

Name and Title of Contractor's Authorized Official

03/17/2026

Date

ATTACHMENT I
FUNDING PROCEDURAL REQUIREMENTS ADDENDUM

This **FUNDING PROCEDURAL REQUIREMENTS ADDENDUM** (this "*Addendum*") is entered into by and between Contractor Southwestern Child Development Commission, Inc., a non profit ("*Contractor*"), and County of Henderson, a body corporate and politic of the State of North Carolina ("*County*"), and forms an integral part of the Contract (as defined in Section I hereof).

RECITALS

WHEREAS, the County has received, either as a Recipient or Subrecipient (as each such term is defined in Section I hereof) a payment from the Coronavirus State Fiscal Recovery Fund ("*State Fiscal Recovery Fund*") or Coronavirus Local Fiscal Recovery Fund ("*Local Fiscal Recovery Fund*" and, together with the State Fiscal Recovery Fund, the "*Fiscal Recovery Funds*") established pursuant to Sections 602 and 603, respectively, of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 ("*ARPA*"); and

WHEREAS, the County contemplates paying, in part or in whole, for the cost of the Contract (as defined in Section I hereof) using monies received from the Fiscal Recovery Funds; and

WHEREAS, in using such funds, County must comply with the terms of ARPA, regulations issued by the U.S. Department of the Treasury governing the expenditure of monies distributed from the Fiscal Recovery Funds (including, without limitation, the Interim Final Rule (86 Fed. Reg. 26,786 (May 17, 2021) and Final Rule (87 Fed. Reg. 4,338 (Jan. 27, 2022))), the Award Terms and Conditions applicable to the Fiscal Recovery Funds, and such other guidance as the U.S. Department of the Treasury has issued or may issue governing the expenditure of monies distributed from the Fiscal Recovery Funds (collectively, the "*Regulatory Requirements*"); and

WHEREAS, the County has determined that compliance with the provisions of ARPA and the Regulatory Requirements and 2 C.F.R. Part 200 *et seq.* should be required in this Contract.

WHEREAS, pursuant to the Regulatory Requirements, County must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury has determined or may determine are inapplicable to the Fiscal Recovery Funds; and

WHEREAS, pursuant to 2 C.F.R. § 200.327, County must include within the Contract applicable provisions described in Appendix II to 2 C.F.R. Part 200, each of which is contained in this Addendum; and

WHEREAS, the County shall not enter into the Contract or make any distributions of funds to Contractor using monies from the Fiscal Recovery Funds absent Contractor's agreement and adherence to each term and condition contained herein.

NOW THEREFORE, Contractor and County do mutually agree as follows:

AGREEMENTS

- I. **Definitions.** Unless otherwise defined in this Addendum, capitalized terms used in this Addendum shall have the meanings ascribed thereto in this Section I.
- a) "*ARPA*" shall mean the American Rescue Plan Act of 2021, Pub. L. No. 117-2, as amended.

- b) "*Administering Agency*" shall have the meaning specified in 41 C.F.R. § 60-1.3.
- c) "*Applicant*" shall have the meaning specified in 41 C.F.R. § 60-1.3, which is provided here for ease of reference: ("An applicant for Federal assistance involving a construction contract, or other participant in a program involving a construction contract as determined by regulation of an administering agency. The term also includes such persons after they become recipients of such Federal assistance.").
- d) "*Construction Work*" shall have the meaning specified in 41 C.F.R. § 60-1.3, which is provided here for ease of reference: ("[T]he construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.").
- e) "*Contract*" shall mean the legal instrument by which the County, as a Recipient or Subrecipient, shall purchase from Contractor property or services needed to carry out a project or program under a Federal award, and of which this Addendum shall constitute an integral part.
- f) "*Contractor*" shall mean the entity named as "Contractor" in this Addendum that has received a Contract from the County.
- g) "*Federally Assisted Construction Contract*" shall have the meaning specified in 41 C.F.R. § 60-1.3, which is provided here for ease of reference: ("[A]ny agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the government of the United States of America for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work..").
- h) "*Government*" shall have the meaning specified in 41 C.F.R. § 60-1.3, which is provided here for ease of reference: ("[T]he government of the United States of America.").
- i) "*Laborer*" or "*Mechanic*" shall have the meaning specified in 29 C.F.R. § 5.2(m), which is provided here for ease of reference ("The term laborer or mechanic includes at least those workers duties are manual or physical in nature (including those workers who use tools or who are performing the work of a trade), as distinguished from mental or managerial. The term laborer or mechanic includes apprentices, trainees, helpers, and, in the case of contracts subject to the Contract Work Hours and Safety Standards Act, watchmen or guards. The term does not apply to workers whose duties are primarily administrative, executive, or clerical, rather than manual. Persons employed in a bona fide executive, administrative, or professional capacity as defined in part 541 of [Title 40 of the United States Code] are not deemed to be laborers or mechanics. Working foremen who devote more than 20 percent of their time during a workweek to mechanic or laborer duties, and who do not meet the criteria of [Title 40 of the United States Code], are laborers and mechanics for the time so spent.").

- j) "*Recipient*" shall mean an entity that receives a Federal award directly from a Federal awarding agency. The term does not include subrecipients or individuals that are beneficiaries of an award.
- k) "*Subcontract*" shall mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of this Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- l) "*Subcontractor*" shall mean an entity that receives a Subcontract.
- m) "*Subrecipient*" shall mean an entity that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
- n) "*Tier*" shall have the meaning indicated in 2 C.F.R. Part 180 and illustrated in 2 C.F.R. Part 180, Appendix II.

II. Equal Employment Opportunity

- a) If this Contract is a Federally Assisted Construction Contract exceeding \$10,000, during the performance of this Contract, Contractor agrees as follows:
 - i. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - ii. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - iii. Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a

formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

- iv. Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- v. Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- vi. Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- vii. In the event of Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally Assisted Construction Contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- viii. Contractor will include the portion of the sentence immediately preceding paragraph (a)(i) of this Section II and the provisions of paragraphs (a)(i) through (a)(viii) in every Subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each Subcontractor or vendor. The Contractor will take such action with respect to any Subcontract or purchase order as the Administering Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The County further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the County so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

- ix. The County agrees that it will assist and cooperate actively with the Administering Agency and the Secretary of Labor in obtaining the compliance of Contractors and Subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
 - x. The County further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a Contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Contractors and Subcontractors by the Administering Agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the County agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.
- b) If this Contract is not a Federally Assisted Construction Contract exceeding \$10,000, the provisions of Section I(a) of this Contract shall not apply.

III. Copeland "Anti-Kickback" Act

- a) Contractor and any Subcontractors performing work under the Contract shall comply with 18 U.S.C. § 874. The County shall report all suspected or reported violations to the U.S. Department of the Treasury.

IV. Contract Work Hours and Safety Standards Act

- a) *Overtime Requirements.* No Contractor or Subcontractor contracting for any part of the Contract work which may require or involve the employment of Laborers or Mechanics shall require or permit any such Laborer or Mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such Laborer or Mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- b) *Violation; Liability for Unpaid Wages; Liquidated Damages.* In the event of any violation of the clause set forth in Section [IV(a)] (Overtime Requirements) above, Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each

individual Laborer or Mechanic, including watchmen and guards, employed in violation of the clause set forth in Section [IV(a)] (Overtime Requirements) above, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in Section [IV(a)] (Overtime Requirements) above.

- c) *Withholding for Unpaid Wages and Liquidated Damages.* The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by Contractor or Subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in Section [IV(b)] (Violation; Liability for Unpaid Wages; Liquidated Damages) of this section.
- d) *Subcontracts.* Contractor or Subcontractor shall insert in any Subcontract the clauses set forth in Sections IV(a) through IV(d) and also a clause requiring the Subcontractors to include these clauses in any lower tier Subcontracts. Contractor shall be responsible for compliance by any first tier Subcontractor or lower tier Subcontractor with the clauses set forth in Sections IV(a) through IV(d).
- e) *Payroll and Records.* Contractor or Subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the Contract for all Laborers and Mechanics, including guards and watchmen, working on the Contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Records to be maintained under this provision shall be made available by Contractor or Subcontractor for inspection, copying, or transcription by authorized representatives of the Department of the Treasury and the U.S. Department of Labor, and Contractor or Subcontractor will permit such representatives to interview employees during working hours on the job.
- f) *Exceptions.* None of the requirements of Section [IV] of this Addendum shall apply if this Contract is (1) a Contract for (i) transportation by land, air, or water; (ii) the transmission of intelligence, (iii) the purchase of supplies or materials or articles ordinarily available in the open market, or (iv) in an amount that is equal to or less than \$100,000.

V. Rights to Inventions Made Under a Contract or Agreement

- a) The Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for "Government Purposes", any subject data or copyright described below. "Government Purposes," means use only for the direct purposes of the Government. Without the copyright owner's consent, the Government may not extend its Federal license to any other party.

- i. Any subject data developed under the Contract, whether or not a copyright has been obtained; and
 - ii. Any rights of copyright purchased by Contractor using Federal assistance funded in whole or in part by the Department of the Treasury.
- b) Unless the Department of the Treasury determines otherwise, a Contractor performing experimental, developmental, or research work required as part of this Contract agrees to permit the Department of the Treasury to make available to the public, either the Department of the Treasury's license in the copyright to any subject data developed in the course of the Contract, or a copy of the subject data first produced under the Contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of this Contract, is not completed for any reason whatsoever, all data developed under the Contract shall become subject data as defined herein and shall be delivered as the Federal Government may direct.
- c) Unless prohibited by North Carolina law, upon request by the Government, Contractor agrees to indemnify, save, and hold harmless the Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. Contractor shall be required to indemnify the Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Contractor.
- d) Nothing contained in this clause shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.
- e) Data developed by the Contractor and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying Contract is exempt from the requirements herein, provided that the Contractor identifies those data in writing at the time of delivery of the Contract work. The Contractor agrees to include these requirements in each Subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.
- f) For the purposes of this Section V, "subject data" means "recorded information, whether or not copyrighted, and that is delivered or specified to be delivered as required by the Contract." Examples of 'subject data' include, but are not limited to computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, catalog item identifications, and related information, but do not include financial reports, cost analyses or other similar information used for performance or administration of the Contract."

VI. Clean Air Act and Federal Water Pollution Control Act

- a) *Clean Air Act.* Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*

Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to the U.S. Department of the Treasury, and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include these requirements in each Subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of the Treasury.

- b) *Federal Water Pollution Control Act.* Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.* Contractor agrees to report each violation to the County and understands and agrees that County will, in turn, report each violation as required to assure notification to the U.S. Department of the Treasury, and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include these requirements in each Subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of the Treasury.

VII. Debarment and Suspension

- a) Due to its receipt of Fiscal Recovery Funds, the County is a participant in a nonprocurement transaction (defined at 2 C.F.R. § 180.970) that is a covered transaction pursuant to 2 C.F.R. § 180.210 and 31 C.F.R. § 19.210. Therefore, this Contract is a lower-tier covered transaction for purposes of 2 C.F.R. Part 180 and 31 C.F.R. Part 19 if (1) the amount of this Contract is greater than or equal to \$25,000 (2 C.F.R. § 180.220(b)(1); 31 C.F.R. § 19.220(b)(1)), (2) the Contract requires the consent of an official of the Department of the Treasury (2 C.F.R. § 180.220(b)(2); 31 C.F.R. § 19.220(b)(2)), or (3) this Contract is for federally-required audit services (2 C.F.R. § 180.220(b)(3); 31 C.F.R. § 19.220(b)(3)).
- b) **If this Contract is a covered transaction as set forth in Section [VII(a)] above, Contractor hereby certifies as of the date hereof that each of Contractor, Contractor's principals (defined at 2 C.F.R. § 180.995), and the affiliates (defined at 2 C.F.R. § 180.905) of Contractor and Contractor's principals are not excluded (defined at 2 C.F.R. § 180.935) and are not disqualified (defined at 2 C.F.R. § 180.935). If any of the foregoing persons are excluded or disqualified and the Secretary of the Treasury has not granted an exception pursuant to 31 C.F.R. § 19.120(a), (1) this Contract shall be void, (2) The County shall not make any payments of Federal financial assistance to Contractor, and (3) The County shall have no obligations to Contractor under this Contract.**
- c) Contractor must comply with 2 C.F.R. Part 180, Subpart C, and 31 C.F.R. Part 19, and must include a requirement to comply with these regulations in any lower-tier covered transaction it enters into. This certification is a material representation of fact relied upon by the County.
- d) If it is later determined that Contractor did not comply with 2 C.F.R. Part 180, Subpart C and 31 C.F.R. Part 19, in addition to remedies available to The County, the Government may pursue available remedies, including but not limited to suspension and/or debarment.

VIII. Byrd Anti-Lobbying Amendment

- a) Contractor certifies to the County, and Contractor shall cause each Tier below it to certify to the Tier directly above such Tier, that it has not used and will not use Federally appropriated funds to

pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Contractor shall, and shall cause each Tier below it, to disclose any lobbying with non-Federally appropriated funds that takes place in connection with obtaining any Federal award. Such disclosures (to be set forth on Standard Form-LLL contained in 31 C.F.R. Part 21, Appendix B), shall be forwarded from Tier to Tier up to the County who will in turn forward the certification(s) to the U.S. Department of the Treasury. Contractor shall cause the language of this Section [VII(a)] to be included in all Subcontracts. This certification is a material representation of fact upon which the County has relied when entering into this Contract and all liability arising from an erroneous representation shall be borne solely by Contractor.

- b) **Contractors that bid or apply for a contract exceeding \$100,000 (including this Contract, if applicable) also must file with the County the Certification in Attachment 1 to this Addendum, which is attached hereto and incorporated herein.**
- c) **Contractor also shall cause any Subcontractors with a Subcontract (at any Tier) exceeding \$100,000 to file with their Tier above it the Certification in Attachment 1 to this Addendum, which is attached hereto and incorporated herein.**

IX. Procurement of Recovered Materials

- a) Section IX(b) shall apply if (1) this Contract involves the purchase of an item designated by the Environmental Protection Agency ("EPA") in 40 C.F.R. Part 247 that exceeds \$10,000, or (2) the total value of such designated items acquired during the County's preceding fiscal year exceeded \$10,000.
- b) In the performance of the Contract, Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired (1) competitively within a timeframe providing for compliance with the Contract performance schedule, (2) meeting Contract performance requirements; or (3) at a reasonable price. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines website, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>. Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

X. Prohibition on Contracting for Covered Telecommunications Equipment or Services

- a) *Definitions.* Unless otherwise defined in this Contract, capitalized terms used in this Section IX shall have the meanings ascribed thereto in this Section X(a):
 - i. "*Backhaul*" means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones / towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).
 - ii. "*Covered Foreign Country*" means the People's Republic of China.

- iii. “*Covered Telecommunications Equipment or Services*” means: (a) telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); (b) for the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); (c) telecommunications or video surveillance services provided by such entities or using such equipment; or (d) telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a Covered Foreign Country.
- iv. “*Critical Technology*” means (1) defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; (2) items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled (i) pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) for reasons relating to regional stability or surreptitious listening; (3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); (4) nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); (5) select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or (6) emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).
- v. “*Interconnection Arrangements*” means arrangements governing the physical connection of two or more networks to allow the use of another’s network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.
- vi. “*Roaming*” means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.
- vii. “*Substantial or Essential Component*” means any component necessary for the proper function or performance of a piece of equipment, system, or service.

viii. “*Telecommunications Equipment or Services*” means telecommunications or video surveillance equipment or services, such as, but not limited to, mobile phones, land lines, internet, video surveillance, and cloud services.

b) *Prohibitions.*

- i. Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after August 13, 2020, from obtaining or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
- ii. Unless an exception in paragraph (c) applies, Contractor and any Subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds (including, without limitation, Fiscal Recovery Funds) received from a Federal government to:
 1. Procure or obtain any equipment, system, or services that uses Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system, or as Critical Technology of any system;
 2. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system, or as Critical Technology of any system;
 3. Enter into, extend, or renew contracts with entities that use Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system, or as Critical Technology as part of any system; or
 4. Provide, as part of its performance of this Contract, any Subcontract, or any other contractual instrument, any equipment, system, or service that uses Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system or as Critical Technology as part of any system.

c) *Exceptions.*

- i. This clause does not prohibit Contractor or Subcontractors from providing—
 1. A service that connects to the facilities of a third-party, such as Backhaul, Roaming or Interconnection Agreements; or
 2. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

- ii. By necessary implication and regulation, the prohibitions also do not apply to:
 - 1. Covered telecommunications equipment that:
 - a. Are not used as a Substantial or Essential Component of any system; and
 - b. Are not used as Critical Technology of any system.
 - 2. Other telecommunications equipment or services that are not considered Covered Telecommunications Equipment or Services.

d) *Reporting Requirement*

- i. In the event Contractor identifies covered Telecommunications Equipment or Services used as a Substantial or Essential Component of any system, or as Critical Technology as part of any system, during Contract performance, or Contractor is notified of such by a Subcontractor at any tier or by any other source, Contractor shall report the information in paragraph [(d)(2)] of this clause to the County, unless elsewhere in this Contract are established procedures for reporting the information.
- ii. Contractor shall report the following information to The County pursuant to paragraph (d)(1) of this clause:
 - 1. Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
 - 2. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this Section: any further available information about mitigation actions undertaken or recommended. In addition, Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

- e) *Subcontractor*. Contractor shall cause to be inserted the substance of this Section X, including this paragraph (e), in all Subcontracts and other contractual instruments relating to the performance of this Contract.

XI. Domestic Preferences for Procurements

- a) As applicable, and to the extent consistent with law, Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products or materials Produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other Manufactured Products. Contractor shall cause any Subcontractors to include the requirements of this Section XI in any Subcontracts.
- b) For purposes of this Section XI, the following terms shall mean:
 - i. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coating, occurred in the United States.
 - ii. "Manufactured Products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

XII. Solicitation of Minority and Women-Owned Business Enterprises

- a) If Contractor intends to let any Subcontracts, Contractor shall (1) place qualified small and minority businesses and women's business enterprises on its solicitation lists; (2) assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) use the services and assistance, as appropriate, of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce, and the North Carolina Office for Historically Underutilized Businesses.
- b) For the purposes of Section XII(a), an entity shall qualify (1) as a "minority business" or "women's business enterprise" if it is currently certified as a North Carolina "historically underutilized business" under N.C. Gen. Stat. § 143-128.4(a), and (2) as a "small business" if it is independently owned and operated and is qualified under the Small Business Administration criteria and size standards at 13 C.F.R. Part 21.

XIII. Access to Records

- a) Contractor agrees to provide the County, the U.S. Department of the Treasury, the Treasury Office of Inspector General, the Government Accountability Office, and the Comptroller General of the United States, or any of their authorized representatives access to any records (electronic and otherwise) of Contractor which are directly pertinent to this Contract to conduct audits or any other investigation. Contractor agrees to permit any of the foregoing parties to reproduce such records by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- b) Contractor agrees to retain all records covered by this Section XIII through December 31, 2031.

XIV. Conflicts of Interest; Gifts & Favors

- a) Contractor understands that (1) The County will use Fiscal Recovery Funds to pay for the cost of this Contract, and (2) the expenditure of Fiscal Recovery Funds is governed by the [*Conflict of Interest Policy*] of the County, the Regulatory Requirements (including, without limitation, 2 C.F.R. § 200.318(c)(1)), and North Carolina law (including, without limitation, N.C. Gen. Stat. § 14-234(a)(1) and N.C. Gen. Stat. § 14-234.3(a)).
- b) Contractor certifies to the County that as of the date hereof, to the best of its knowledge after reasonable inquiry, no employee, officer, or agent of the County involved in the selection, award, or administration of this Contract (each, a "*Covered Individual*"), nor any member of a Covered Individual's immediate family, nor a Covered Individual's partner, nor an organization (including Contractor) which employs or is about to employ a Covered Individual, has a financial or other interest in or has received a tangible personal benefit from Contractor. Should Contractor obtain knowledge of any such interest or any tangible personal benefit described in the preceding sentence after the date hereof, Contractor shall promptly disclose the same to the County in writing.
- c) Contractor certifies to the County that it has not provided, nor offered to provide, any gratuities, favors, or anything of value to an officer, employee, or agent of the County. Should Contractor obtain knowledge of the provision, or offer of the provision, of any gratuity, favor, or anything of value to an officer, employee, or agent described in the preceding sentence after the date hereof, Contractor shall promptly disclose the same to the County in writing.

XV. Assurances of Compliance with Title VI of the Civil Rights Act of 1964

- a) Contractor and any Subcontractor, or the successor, transferee, or assignee of Contractor or any Subcontractor, shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. Part 22, which are herein incorporated by reference and made a part of this Contract. Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. Part 22, and herein incorporated by reference and made a part of this Contract.

XVI. Other Non-Discrimination Statutes. Contractor acknowledges that the County is bound by and agrees, to the extent applicable to Contractor, to abide by the provisions contained in the federal statutes enumerated below, and any other federal statutes and regulations that may be applicable to the expenditure of Fiscal Recovery Funds:

- a) The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- d) Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto

XVII. Miscellaneous

- a) **Increasing Seat Belt Use in the United States.** Pursuant to Executive Order 13043, 62 Fed. Reg. 19216 (Apr. 18, 1997), the County encourages Contractor to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company-owned, rented or personally owned vehicles.
- b) **Reducing Text Messaging While Driving.** Pursuant to Executive Order 13513, 74 Fed. Reg. 51225 (Oct. 6, 2009), the County encourages Contractor to adopt and enforce policies that ban text messaging while driving.

XVIII. Conflicts and Interpretation. To the extent that any portion of this Addendum conflicts with any term or condition of the Contract expressed outside of this Addendum, the terms of this Addendum shall govern.

[Remainder of Page Intentionally Left Blank]

CONTRACTOR:

By: Juanita Dillard

Name: Juanita Dillard

Title: Chief Financial Officer

COUNTY OF HENDERSON:

By: _____

Name: _____

Title: _____

This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act, N.C.G.S. 159-28(a).

Henderson County Finance Director

**ATTACHMENT 1
TO
FUNDING PROCEDURAL REQUIREMENTS ADDENDUM**

APPENDIX A, 31 C.F.R. PART 21 – CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Southwestern Child Development Commission, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Juanita Dillard, Chief Financial Officer
Name and Title of Contractor's Authorized Official

03/11/2026
Date


ATTACHMENT 2
TO
FUNDING PROCEDURAL REQUIREMENTS ADDENDUM

DEBARMENT CERTIFICATION FORM The Contractor certifies that, neither the Contractor firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position with management responsibility or responsibility for the administration of federal funds, nor any subcontractors or suppliers:

- (a) Are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency:
- (b) Have within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- (d) Have within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.
- (e) The contractor is "Actively" registered with SAMS (Service for Award Management) and has been assigned the following Unique Entity Identification Number: NPX2L5PP55G8

The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Dated this 11th day of March, 20 26

By 
Authorized Signature for Contractor

Juanita Dillard, Chief Financial Officer
Printed Name and Title

Attachment III: Vendor Information Form

Company/Firm Name			
SOUTHWESTERN CHILD DEVELOPMENT COMMISSION, INC			
Mailing Address			
PO BOX 250, WEBSTER, NC 28788			
Contact Name		Contact Title	
JUANITA DILLARD		CHIEF FINANCIAL OFFICER	
Phone Number	Fax	Email	Website
(828) 586-5561	(828) 586-4039	dillard.juanita@swcdcinc.org	swcdcinc.org
Federal Tax ID Number		Unique Entity Identification Number (SAM.gov)	
23-7181553		NPX2L5PP55G8	
Required Documentation			
Completed IRS W-9 form dated within calendar year and signed by authorized personnel.		Internal Routing	
Minority and Women Owned Business (MWBE) certification, if applicable.		W9 Received	
N/A		<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> N/A	
Unique Entity Identification Number confirmed in SAM.gov		<input type="checkbox"/> YES <input type="checkbox"/> YES	