



# Request for Proposal: Special Projects Manager

Responses Due: June 11, 2021

This RFP has been updated to include subsequent amendments.

**thread**  
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# 1. Company Overview

Child Care Connection, Inc. dba **thread**, hereinafter referred to as **thread**, is requesting proposals for a contractor to lead special project work potentially over the next two years related to the early childhood sector.

## 1.1 Company Overview

**Mission:** **thread**'s mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities.

**History:** For more than 30 years, **thread** has served as the Child Care Resource & Referral (CCR&R) Network for Alaska. In this role, **thread** provides free resources and child care referral services for families, as well as professional development, technical assistance, and financial supports to the early childhood education industry. **thread** also manages two statewide early childhood education systems: Learn & Grow, which provides a framework designed to improve the quality of early childhood education, and Alaska SEED (the System for Early Education Development), a professional development system and registry for Alaska's early care and learning professionals.

The **thread** statewide Network is made up of three sister organizations: **thread** (providing statewide oversight and serving Southcentral), Thrivalaska (serving Northern/Interior) and the Southeast Alaska Association for the Education of Young Children (serving Southeast).

By working to improve the quality, accessibility, and affordability of early childhood education, **thread** helps to ensure children are prepared for school and more successful in life. Having access to high-quality child care also has a positive community impact. Parents are able to meet the financial needs of their families while businesses can attract and retain a qualified workforce.

## 2. Statement of Work

### 2.1 Purpose

The purpose of the Request for Proposal (RFP) is to invite proposals for a contractor to lead special project work, potentially over the next two years, related to the early childhood sector. This RFP is seeking a contractor for one year June 15, 2021- June 30, 2022, with likelihood for continuation for the entire project time period (June 15, 2021- September 30, 2023, pending budget and funding approval). Please refer to the Scope of Work section for details.

This document contains the desired skills for a successful applicant.

### 2.2 Goals/Outcomes of Work

**thread** is seeking a partner/contractor who will support the implementation of **thread's** special project work to meet the desired outcomes of:

- Successful management and completion of special project work
- Build and strengthen relationships with current and new partners in the early childhood sector

### 3. Scope of Work

Alaska is set to receive over \$90 million in COVID-19 Federal Stimulus support dedicated to child care. In addition, many more COVID-19 relief dollars are coming to Alaska to support communities in their economic recovery. **thread** anticipates playing a role in planning for and distributing some of these targeted resources to support the relief and recovery of the early childhood education sector. **thread** is seeking a contractor to partner with to lead special projects related to the response, relief and recovery of the early childhood education sector over the next two years. The contractor will be the lead on managing projects connected to Federal Stimulus resources including supports and services to early educators, early childhood programs, families and communities, including local government partnerships and/or Tribal organizations.

Project management will include working closely with **thread** management and program teams. All special project work is supported by **thread's** marketing, finance and programming teams.

Anticipated projects include activities such as:

- Planning and coordination of **thread's** role/responsibilities in COVID-19 federal stimulus resources. This includes working with **thread** staff, early childhood partners and funders
- Coordination of and overseeing implementation of special project work including setting up new programming, defining project goals and overseeing implementation, progress/monitoring, evaluation, reporting, data/documentation.
- Bolstering current infrastructure aligned with early childhood strategic plan and **thread** goals
- Partner with **thread** staff to ensure project implementation goals are met and on budget
- Track trends and project impact
- Report on short term relief impact and long term opportunities for system development and change
- Partner with Tribal child care in Alaska to support their shareholders and communities to have early care and learning that is accessible, affordable, and high-quality to support positive outcomes for children and families

Any special project work will not include public marketing/communications.

## 4. Project Schedule

The project schedule is based on the vendor successfully completing the deliverables by June 30, 2022 with likelihood for continuation for the entire project time period (pending budget and funding approval).

The project schedule is based on the current timeline.

- RFP open May 28, 2021 – June 11, 2021
- Review and selection of proposals June 11 – 15, 2021
- Notification of awarded partner June 15, 2021
- Contract and work begins June 17, 2021
- Contract period ends June 30, 2022

**thread** will be making timely decisions in order to move this contract forward no later than June 15, 2021. Therefore, **all proposals must be received by thread by June 11, 2021. Please submit your proposal via email to: [mmyers@threadalaska.org](mailto:mmyers@threadalaska.org).**

## 5. Project Budget

The total budget is \$110,000 for the contractor to develop and implement the project deliverables. Contract costs include time, materials, travel, and all other costs associated with the project management

The project described is supported by the State of Alaska Department of Health & Human Services.

## 6. RFP Evaluation Criteria

**thread** will evaluate bidders and proposals based on the following criteria:

- Narrative that includes:
  - applicable project management experience
  - approach to projects and style of collaboration
  - interest in COVID early childhood project work
  - examples of work similar in scope
- Previous experience/past performance history
- Technical expertise
- Responsiveness and answers to items in the next section



## 7. Submission Requirements

To be considered for this project, the following items must be included in your response:

Response to all evaluation criteria (Section 6) plus:

- 2 references
- Short bios of project team
- Projected costs and proposed budget

Proposals should not be more than 2-3 pages.

All proposals must be received by **thread** by June 11, 2021. Submit your proposal via email to: [mmyers@threadalaska.org](mailto:mmyers@threadalaska.org).

Vendors who have demonstrated their interest and capacity to meet the requirements will be contacted by phone and/or email to be notified of their selection to move forward in the RFP process.

Vendors who have not been selected will be notified via email.

Upon selection, **thread** will negotiate contract terms. All contracts are subject to review by legal counsel. The project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

All assets and content will become the sole property of **thread**.

## 8. Contact Information

For questions or concerns regarding this RFP, please contact:

Melinda Myers

Chief Operating Officer

**thread**

3350 Commercial Drive, Ste. 203

Anchorage, AK 99501

P: 907.265.3103

E: [mmyers@threadalaska.org](mailto:mmyers@threadalaska.org)



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Amendment 1, June 3, 2021

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## Amendment 1, June 3, 2021

This is an INFORMATIONAL ONLY amendment.

Offerors are not required to acknowledge receipt of this amendment.

This amendment summarizes questions received regarding **thread**'s Special Projects Manager Request for Proposal (RFP), originally posted May 28, 2021 at <https://www.threadalaska.org/jobs/request-for-proposal-special-projects-manager>

Subsequent questions received regarding this RFP will be addressed as needed in additional amendments.

1. **Question:** *I can see that you want us to keep the proposal relatively short - should we attach a suggested Work Plan, our MWBE-certificate and Resumes or are those documents that you would like to review after the Proposal has been submitted?*

**Answer:** The **RFP Submission Requirements** (page 9) state:

To be considered for this project, the following items must be included in your response:

**Response to all evaluation criteria (Section 6) plus:**

- **2 references**
- **Short bios of project team**
- **Projected costs and proposed budget**

**Proposals should not be more than 2-3 pages.**

The items referenced are not submission requirements. Please feel free to integrate these into the proposal narrative or other response elements if desired. Proposal responses should not be more than 2-3 pages and will be evaluated per the criteria listed in the RFP.

Vendors who have demonstrated their interest and capacity to meet the requirements will be contacted by phone and/or email to be notified of their selection to move forward in the RFP process. At that time, if more information is needed it will be requested.

2. **Question:** *Do you anticipate on-site meetings or is the organization looking for more remote/virtual contact? If you are looking for on-site meetings... How often would you like us to be on site?*

**Answer:** Within the scope known at this time, no on-site meetings are required. **thread** is currently following local government recommended COVID-19 mitigation practices and tele-working.

It is acknowledged that on page 7 of the RFP, it should state: *The project described is supported by the State of Alaska Department of Health & Social Services.* It was incorrectly written as *State of Alaska Department of Health & Human Services.* This change does not modify any other terms or requirements of the RFP.

## Contact Information

For questions or concerns regarding this RFP or amendments, please contact:

Melinda Myers

Chief Operating Officer

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