



Request for Proposal

Alaska Early Childhood Statewide Systems
Facilitation and Strategic Plans
Developed on: October 13th , 2025

Due: November 7th , 2025

thread

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1. Company Overview

Child Care Connection, Inc. dba **thread**, hereinafter referred to as **thread**, is requesting proposals for the Alaska Early Childhood Statewide Systems Facilitation and Strategic Planning project. This RFP is seeking vendors to assist in the facilitation of deliberate meeting sessions that ultimately support a process to update two strategic plans- for Learn & Grow and Alaska SEED. Learn & Grow, Alaska's Quality Recognition and Improvement System, and Alaska SEED (System for Early Education Development) both utilize a multi-year strategic planning process, and both are due for revisions and updating. Additionally, the Alaska SEED Career Ladder, a leveled system supporting early education professional development, is also in need of review and revision. Meeting facilitation is needed to both support aims to update the SEED Career Ladder and to inform both system strategic planning processes.

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 40 years, **thread** has served as Alaska's statewide Child Care Resource & Referral (CCR&R) organization. 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 programs, and Alaska SEED (the System for Early Education Development), a professional development system and registry for Alaska's early care and learning professionals.

By working to improve the quality, accessibility, and affordability of early care and learning, **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 impact on community. Parents can 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 facilitation of group planning meetings and development of two five-year early childhood systems strategic plans.

Group meetings that require facilitation include:

- 1) Joint meeting(s) between Alaska SEED Career Ladder Subcommittee and Learn & Grow Leadership team (virtual)
- 2) Alaska SEED Career Ladder Subcommittee (to revise Career Ladder) (virtual/ possibly in person)

Two Strategic Plans:

- 1) Alaska SEED (in person)
- 2) Learn & Grow (in person)

This document contains the necessary requirements for a successful bid.

2.2 Scope of Work Description

Alaska SEED and Learn & Grow both have five-year strategic plans that are in need of updates and renewal. Alaska SEED and Learn & Grow are statewide early childhood systems designed to support individuals and their professional growth (Alaska SEED) and Learn & Grow provides an early childhood education framework for program quality standards. Learn & Grow includes supports and resources to improve the quality of early care and education.

The Alaska SEED mission is to provide leadership and stewardship for a comprehensive, collaborative system of professional development that integrates, unites and advances the needs of a diverse workforce from all early childhood sectors that serve children aged pre-natal through 12 and their families. Alaska SEED sets professional development standards for **individuals** working in early childhood or school age programs and provides access to financial support and resources.

Learn & Grow's mission is to advance the quality of early childhood education to foster the success of young children. Learn & Grow provides a set of quality standards and supports and resources for early childhood **programs**.

While Alaska SEED and Learn & Grow are different, both focus on improving the quality of early care and education. They are connected as the education and experience of early childhood and school-age professionals is linked to program quality. Because Alaska SEED and Learn & Grow program standards are connected, this scope of work requests facilitation of at least one joint meeting between Learn & Grow leadership and the Alaska SEED Career Ladder Subcommittee. Learn & Grow has a program quality standard (one of four quality domains) related to the Alaska SEED Career Ladder and training of educators in a program. There are reported challenges to meeting the Alaska SEED Career Ladder requirements associated with each Learn & Grow program level of quality. For this reason, the Alaska SEED Career Ladder Subcommittee and Learn & Grow need a facilitated discussion to understand differences and ways the two statewide systems can better support the advancement and efficiency of each other's work. This conversation will also inform the strategic planning process for both systems.

Refer to the Scope of Work section 3 for details.

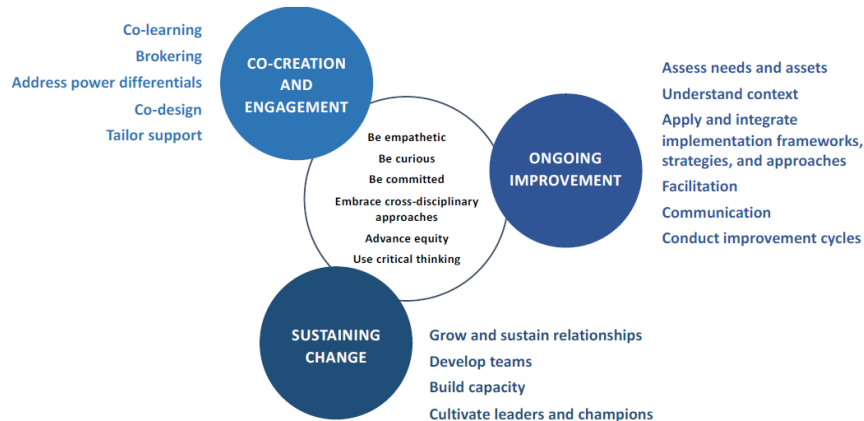
2.3 Goals/Outcomes of Work

It is preferable that the RFP applicant use an Implementation Science (co-creation and engagement, ongoing improvement, and sustaining change focus areas) methodology. For additional information on Implementation Science please visit: <https://nirn.fpg.unc.edu/implementation-practice/>

Implementation Support Practitioner Competencies

Principles refer to foundational attitudes with which implementation support practitioners should approach their work, decision-making and interactions.

Core competencies refer to the necessary abilities of implementation support practitioners, including the specific knowledge, resources and skills they should bring to bear in their work.



Objective 1:

- 1) The Alaska SEED Career Ladder will have multiple, diverse and inclusive pathways for a variety of early childhood professionals working in Head Start, Pre-elementary, child care, school age and home visiting professionals to successfully use and advance on the ladder.

Objectives:

- **Co-Learning, Understanding Context, and Assessing Needs and Assets:** Learn about past Alaska SEED successes, barriers and challenges toward meeting previous Alaska SEED strategic plan objectives via interview, virtual group meetings, and/or survey with Alaska SEED Steering Committee members.
- **Facilitation:** Create a meeting agenda—informed by the information gathered from co-learning/ understanding context and assessment activity to foster participation and meaningful discussion to develop a diverse career ladder.
- **Facilitation:** Facilitate pre-planning virtual meetings with Alaska SEED Career Ladder Subcommittee members (if needed) in preparation for meetings to revise the Alaska SEED Career Ladder.

Objective 2:

- 2) Learn & Grow and Alaska SEED Career Ladder Steering Committee members will have a better understanding of barriers and challenges for early childhood program advancement in Learn & Grow in relationship to Alaska SEED Career Ladder structure and advancement.

Objectives:

- *Co-Learning, Understanding Context, and Assessing Needs and Assets:* Learn about Learn & Grow and Alaska SEED Career Ladder successes, barriers and challenges impacting an early childhood program's ability to advance in their Learn & Grow level of quality based on individual professional development and career ladder limitations via interview, virtual group meetings, and/or survey with Learn & Grow Leadership Team and Alaska SEED Career Ladder members.
- *Facilitation:* Create a meeting agenda—informed by the information gathered from co-learning/ understanding context and assessment activity to foster participation and meaningful discussion and understanding of each system's work.
- *Facilitation:* Facilitate virtual meeting (s) with Learn & Grow Leadership Team and Alaska SEED Career Ladder members.

Outcome 3:

- 3) Complete a comprehensive Alaska SEED five-year (2026-2031) strategic plan set up for regular progress monitoring and designed for ongoing improvement and sustainable change.

Objectives:

- *Co-Learning, Understanding Context, and Assessing Needs and Assets:* Learn about past Alaska SEED successes, barriers and challenges toward meeting previous Alaska SEED strategic plan objectives via interview, virtual group meetings, and/or survey with Alaska SEED Steering Committee members.
- *Facilitation:* Create a meeting agenda informed by activities from co-learning/ understanding context and assessment activity
- *Facilitation:* Facilitate a one-day in-person meeting with Alaska SEED Steering Committee members.
- *Co-design:* With Alaska SEED staff, finalize a five-year Alaska SEED strategic plan.

Objective 4:

- 4) Complete a comprehensive Learn & Grow five-year (2026-2031) strategic plan set up for regular progress monitoring and designed for ongoing improvement and sustainable change.

Objectives:

- *Co-Learning, Understanding Context, and Assessing Needs and Assets:* Learn about past Learn & Grow successes, barriers and challenges toward meeting previous Learn & Grow strategic plan objectives via interview, virtual group meetings, and/or survey with Learn & Grow Leadership Team members.
- *Facilitation:* Create a meeting agenda informed by activities from co-learning/ understanding context and assessment activity
- *Facilitation:* Facilitate a one-day in-person meeting with Learn & Grow Leadership Team members.
- *Co-design:* With Alaska SEED staff, finalize a five-year Alaska SEED strategic plan.

3. Scope of Work

Pre-planning

- Conduct 1:1 interviews, focus group, survey and/or virtual meetings with Alaska SEED Career Ladder Subcommittee, Learn & Grow, and Alaska SEED Steering Committee members before in-person meetings (*virtual & electronic*)
- Work with thread to identify dates of meetings and develop agendas for meeting all deliverables.

Facilitation

- Alaska SEED Career Ladder Subcommittee revision meeting (*virtual*)
- Alaska SEED Career Ladder and Learn & Grow joint meeting (*virtual*)
- Alaska SEED Steering Committee Strategic Plan meeting (*in person*)
- Learn & Grow Leadership Team Strategic Plan meeting (*in person*)

Post Meeting Plan Development (does not include graphic design related work)

- Work with Learn & Grow and Alaska SEED leadership to finalize Learn & Grow and Alaska SEED strategic plan content
- Work with Alaska SEED leadership to develop final draft of Alaska SEED Career Ladder content

4. Project Schedule

The project schedule is based on the current timeline. The expected project completion date is **June 30th, 2025**. If the timeline needs to be adjusted, please include your readjusted proposed dates, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

Phase (if applicable)	Deliverable/Milestone	Target Completion Date/Deadline
RFP Application DUE	Submit to thread	November 7 th , 2025
RFP Review Process	thread reviews applications	Week of November 10 th 2025
Applicants notified	Email communication to applicants	November 14 th , 2025
Pre-Planning	Career Ladder & co-meeting with Learn & Grow	Between November 17 th -28 th , 2025
Facilitation	Career Ladder & co-meeting with Learn & Grow	Between December 2025-February 2026
Pre-Planning	SEED and Learn & Grow Strategic Plans	March 2026
Facilitation	SEED and Learn & Grow Strategic Plans	April- May 2026
Post meeting/ Wrap up	SEED and Learn & Grow Strategic Plans	May- June 2026

5. Project Budget

The total budget for the vendor is \$35,000.

The \$35,000 includes any/all expenses related travel and time and work associated with Phase I, II and III. All cost associated with travel cost must follow the guidance identified in <https://doa.alaska.gov/dof/travel/resource/rates.pdf>. Vendor must submit plane, ground, and hotel expense receipts along with invoices to **thread**.

6. RFP Evaluation Criteria

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

- Previous experience/past performance history
- Samples and/or case studies from previous projects
- Projected costs
- Experience and technical expertise
- Responsiveness and answers to questions 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)
- Samples (as appropriate)
- 2-3 references
- Proposed schedule and budget

Proposals should not be more than 4 pages (not including references and budget)

All proposals must be received by **thread** by November 7th, 2025. Submit your proposal via email to: mjohnson@threadalaska.org. You can expect an acknowledgment from **thread** that your proposal was received within 2 business days.

Other Dates

RFP Application DUE	• Submit to thread	November 7 th , 2025
RFP Review Process	• thread reviews applications	Week of November 10 th 2025
Applicants notified	• Email communication to applicants	November 14 th , 2025

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 a contract agreement, which outlines terms, scope, budget and other necessary items. The selected contractor will not be an employee of **thread** and therefore is not entitled to employee benefits.

thread may withdraw this RFP at any time and reserves the right to refrain from making a selection and/or award when such action is deemed to be in the best interest of the organization.

All content created from this project will become the sole property of **thread**.

8. Contact Information

For questions or concerns regarding this RFP, please contact:

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