



Request for Proposal

Virtual Supervisor Training Series

September 9, 2026

thread
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1. Company Overview

Child Care Connection, Inc. dba **thread**, hereinafter referred to as **thread**, is requesting proposals for a Multi-Month Virtual Supervisor Training Series for 15 supervisors and managers.

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 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.

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 community impact. 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 solicit competitive proposals for a comprehensive, multi-month supervisor training program for 15 mid-level and Director/C-level supervisors at **thread**.

This document contains the necessary requirements for a successful bid.

2.2 Scope of Work Description

thread is seeking competitive proposals from qualified training consultants, firms, or coaches to design and facilitate a comprehensive, multi-month virtual supervisor training program. The target audience consists of up to 15 mid-level and Director/C-level supervisors, including any newly hired supervisors during the training period, operating in a mission-driven, complex regulatory and grant-compliant environment. The program must focus on building leadership capacity, mastering foundational management/supervisor competencies, establishing consistent management practices, and navigating equity and team dynamics in a hybrid/virtual workplace structure.

2.3 Deliverables of Work

Program Deliverables The finalized contract will require explicit sign-off on the following concrete deliverables:

- Deliverable 1: Assessment Summary & Implementation Plan: A synthesis report mapping discovery insight into a finalized program schedule, concrete learning objectives, and a session roadmap.
- Deliverable 2: Training Plan & Materials: High-quality, participant guides, dynamic learning job aids, and reference templates (e.g., weekly one-on-one meeting agendas, quick tools). Materials will be usable by current and future **thread** supervisors.
- Deliverable 3: Session Facilitation: Live, expert-led virtual instruction across all agreed modules, ensuring accessible, interactive learning environments.
- Deliverable 4: Post-Module Coaching & Support: Allocation of dedicated small-group or individual coaching hours interspersed between main training blocks to anchor behavioral changes.

- Deliverable 5: Summary Report and thread HR team support: Framework and HR staff support for translating training concepts into supervisor guidance used for onboarding, ongoing training, and information retention. Training resources will be accessible by **thread** HR to create a supervisor resource library for current and newly hired supervisors.
- Deliverable 6: Conduct a pre-evaluation and post-evaluation to determine learning, progress, and additional areas of growth.

3. Scope of Work

Discovery and Customization Phase

- Stakeholder Engagement: Conduct discovery interviews or surveys with executive leadership and a subset of supervisors to understand organization structure, work and specific organizational needs, growth opportunities, and internal culture dynamics.
- Context Integration: Adapt existing core training assets and curriculum frameworks to explicitly align with the nuances of a high-compliance, grant-funded nonprofit ecosystem.

Core Curriculum Delivery Phase

- The contractor is expected to build out and deliver interactive training modules spanning a multi-month cohort experience (suggested 5 to 7 months). This will include tools and HR team support for translating training concepts into thread's supervisor guidance including for use at onboarding, training and ongoing team reference.
- Core focus areas must include:
 - Leadership Management including organization leadership expectations and understanding leadership role
 - Communication & Conflict Resolution including; leading active listening practices, navigating difficult professional conversations, diagnosing, and resolving team friction, and leading through change. This includes building Inclusive & Safe Workplace Cultures through coaching cultivating high psychological safety, implementing inclusive leadership practices, actively mitigating supervisor bias, and proactively managing employee burnout.
 - Leading change and through change including focus on change management and communication
 - Supervisor communications and job support including establishing clear expectations, tracking activities and deliverables, delivering actionable performance feedback, conducting formal reviews, and executing performance improvement plans.
 - Operational Compliance: Understanding basic labor frameworks, managing timesheet/overtime tracking parameters, and translating organizational policies into fair, everyday practice.

Virtual Delivery Structure & Logistics

- Format & Platform: 100% virtual delivery via video conference software (e.g., Zoom, MS Teams). The interactive setup must incorporate breakout rooms, digital whiteboards, and collaborative exercises.
- Frequency & Cadence: Propose a highly structured, manageable cadence optimized for busy professionals (e.g., bi-weekly 2-4-hour modules or monthly deep-dive half-day sessions).
- Cohort Scale: Fully customized execution tailored to an active cohort of up to 15 individual participants.

4. Project Schedule

The project schedule is based on the current timeline.

Phase (if applicable)	Deliverable/Milestone	Target Completion Date/Deadline
Phase 1: Discovery and Customization	• Conduct discovery interviews • Tailor assets and curriculum to thread	November 30, 2026
Phase 2: Core Curriculum Delivery	• Build out and deliver interactive training modules	December 1, 2026 – June 30, 2027

The expected project completion date is June 30, 2027. If this date needs to be adjusted, please include your readjusted proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

5. Project Budget

The proposal must clearly demonstrate how the entire scope of work, material creation, and cohort delivery will be fully optimized within the fixed budget allocation of \$40,000.

6. RFP Evaluation Criteria

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

- Previous experience/past performance history
- Proposed workplan to achieve deliverables
- Training cadence and session topic proposals
- Experience and technical expertise

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)
- Proposed workplan to achieve deliverables (Section 2)
- Recommended training cadence, sessions topics, and timeline.
- Facilitator/team bio, resume, and qualifications.
- Two relevant references.

Proposals should not be more than 6-8 pages.

All proposals must be received by **thread** by October 9, 2026. Submit your proposal via email to: sberglund@threadalaska.org. You can expect an acknowledgment from thread that your proposal was received within 2 business days.

Other Dates

RFP Release Date	• thread posts RFP	September 11, 2026
Deadline for Questions	• Submit clarification questions to thread	September 21, 2026
RFP Application DUE	• Submit to thread	October 9, 2026
Interviews with Finalist Candidates	• thread reviews applications and conducts interviews	Week of October 12, 2026
Contract Award and Vendor Selection	• Email communication to applicants	Week of October 16, 2026
Project Onboarding and Discovery Kickoff	• Begin project	Week of October 19, 2026
Project Time Period	• Scope of work and deliverables will be achieved	November 1, 2026 – June 30, 2026

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. 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.

8. Contact Information

For questions or concerns regarding this RFP, please contact:

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