



Request for Proposal Peer Learning Network Facilitator January, 2020

thread
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1. Company Overview

Child Care Connection, Inc. dba **thread**, hereinafter referred to as **thread**, is requesting proposals for developing and facilitating a Peer Learning Network for administrators of early care and learning facilities in the Mat-Su Valley.

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 care and learning industry. **thread** also manages two statewide early care and learning systems: Learn & Grow, which provides a framework designed to improve the quality of early care and learning, 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), Thrialaska (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 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 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 develop and facilitate a Peer Learning Network for administrators of early care and learning facilities in the Mat-Su Valley.

This document contains the necessary requirements for a successful bid.

2.2 Scope of Work Description

The selected contractor will work closely with a **thread** Professional Development Director to develop the schedule, and create monthly modules and activities for the Peer Learning Network. The contractor will meet with administrators to facilitate modules and activities.

Refer to the Scope of Work section for details.

2.3 Goals/Outcomes of Work

The goals of this project include:

1. To promote thread's Peer Learning Network and recruit administrators of early care and learning facilities in the Mat-Su Valley to participate in monthly peer learning sessions.
2. To plan and facilitate topics of discussion (modules and activities) for each meeting.
3. To determine the most effective delivery method for facilitating the peer learning sessions.
4. To provide support and ideas for administrators to improve their leadership and program quality.
5. To track participants attendance for training hour certificates and stipends.
6. To provide written evaluation of the overall project with feedback for next steps and data reporting.

3. Scope of Work

To accomplish the goals of the project, the selected contractor will work closely with a **thread** Professional Development Director to meet the goals identified in Section 2.

In addition, the selected contractor will plan and implement a Peer Learning Network in the Mat-Su Valley. The plan is to include the following deliverables:

1. Plan topics of discussion for monthly learning modules and activities using the McCormick Center resources and/or other resources. Topics will be approved by a **thread** Professional Development Director.
2. Schedule dates, determine delivery format (ex. Face to face, Zoom, etc.) and/or arrange locations for all meetings.
3. Recruit program administrators to participate in Peer Learning Network meetings.
4. Facilitate monthly meetings beginning in March 2020 and ending in November 2020, to include tracking attendance.
5. Provide and collect evaluations from participants.
6. Evaluate the overall work and provide thread with - a written summary of the evaluation and recommended next steps.
7. Recommend stipends for programs based on attendance.

4. Project Schedule

The project schedule is based on the current timeline. The contractor will work with a **thread** Professional Development Director to finalize dates.

Deliverable	Target Completion Date/Deadline
<ul style="list-style-type: none">• Plan & schedule modules• Select delivery method• Recruit programs	Mid-March 2020
<ul style="list-style-type: none">• Have topics approved by thread Professional Development Director	Mid-March 2020
<ul style="list-style-type: none">• Facilitate first monthly module	Late-March 2020
<ul style="list-style-type: none">• Facilitate last monthly module and provide participants with evaluations	Late-November 2020
<ul style="list-style-type: none">• Provide thread with evaluation and feedback.• Submit program names and stipend amounts based on attendance	Mid-December 2020

The expected project completion date is December 18, 2020. 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 total budget for the contractor is \$10,000 for the contractor to develop and implement the project deliverables. Contract costs include time, materials, travel, and all other costs associated with the deliverables. An additional \$15,000 is set aside for program stipends.

The project described is supported by the Mat-Su Health Foundation.

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 2-3 pages.

All proposals must be received by **thread** by February 21, 2020. Submit your proposal via email to: dwade@threadalaska.org You can expect an acknowledgment from **thread** that your proposal was received within 2 business days.

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 content will become the sole property of **thread**.

8. Contact Information

For questions or concerns regarding this FP, please contact:

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Quality Services Director

thread

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Resources: <https://mccormickcenter.nl.edu/services/leadership-academies/>