



**Request for Proposals
NC's Pathway to Grade-Level Reading**

TITLE: NCECF Birth-to-Eight Child Development Measures of Success

ISSUE DATE: October 4, 2016

ISSUING AGENCY: NC Early Childhood Foundation
907 Glenwood Avenue
Raleigh, NC 27605
(919) 987-1370
mableidinger@buildthefoundation.org

For consideration, proposals must be emailed to mableidinger@buildthefoundation.org by **October 31, 2016 at 5 PM EST.**

INTRODUCTION

The vision of the North Carolina Early Childhood Foundation (NCECF) is that each North Carolina child has a strong foundation for lifelong success and reading proficiency, supported by the nation's best birth-to-eight system.

To drive policies and strategies that unleash the potential of each North Carolina child, **the North Carolina Early Childhood Foundation** brings together those working to promote children's health and development, to support families and communities and to advance high quality birth-to-eight learning. Our work includes:

- Promoting public understanding of and support for policies that promote children's birth-to-eight years for academic and lifelong success.
- Convening and spearheading collaboration to bridge North Carolina's birth-to-five and kindergarten-to-third grade systems.
- Advancing policies that create a stronger NC today and tomorrow by supporting each child's birth-to-eight development.

The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor to support the data collection, strategy and visualization of the NC Pathways to Grade-Level Reading measures of success framework.

The NC Pathways to Grade-Level Reading (Pathways) initiative is creating partnerships among the state's early learning and education, public agency, policy, philanthropic and business leaders to define a common vision, shared measures of success and coordinated strategies that support children's optimal development beginning at birth.

A Data Action Team – comprised of 30 experts from North Carolina's leading universities, research institutes, government agencies, businesses and think tanks – developed a measures of success framework in partnership with the Pathways stakeholders.

Pathways is powered by the NC Early Childhood Foundation (NCECF) in collaboration with NC Child, The North Carolina Partnership for Children, Inc., and BEST NC.

SCOPE OF WORK

NCECF is seeking to hire a consultant to identify and collect secondary data (where it exists) for all “as influenced by” measures (see attached Framework), including:

- 5-year statewide trend data;
- 5-year trend data disaggregated by race/ethnicity;
- the most recently available data disaggregated by geography (counties or school districts), income, and age; and
- the most recently available national comparison data – North Carolina averages versus United States averages and/or North Carolina rankings nationally.

It is anticipated that these data would come from reputable data sources such as government agencies, national or state surveys, or data-oriented nonprofits.

In completing this work, the consultant should

- Use existing Pathways data relationships, the consultant’s data relationships and, where needed, form new relationships on behalf of Pathways.
- Consult with the Pathways Data Advisory Council as needed.
- Negotiate data agreements on behalf of Pathways as needed.

Deliverables include:

- A detailed work plan and timeline, including regular check-ins with NCECF.
- A summary early in the process of what data exists for NC and what does not.
- Clearly labeled Excel spreadsheets for each indicator including all available data and detailed source references for all data.
- For measures provided by a public agency, nonprofit organization, university or other direct contact, a contact list for the source of each measure that includes name, position, organization, email and phone number.
- Data visualization for each measure that will allow for easy understanding by a layperson.

The project will be completed by February 1, 2017.

QUALIFICATIONS

The Contractor must have demonstrated competency in performing services defined in the Scope of Work Section of this RFP. Contractor should provide the name, address, and telephone number for a reference for three projects completed in the last year.

The Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents or subcontractors of which the vendor has knowledge, or a statement that there is none. NCECF reserves the right to reject a proposal based on this information.

PROPOSAL REQUIREMENTS

The response to this RFP shall consist of the following sections:

- Cover Letter
- Background and Experience of Contractor

- Project Staffing and Organization
- Technical Approach and Project Timeline
- Cost Proposal

1. Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the Contractor. The cover letter must contain a statement that the person signing the proposal is a legal representative of the Contractor and is authorized to bind the Contract.

2. Background and Experience of Contractor

This section shall include background information on the organization and should give details of experience with similar projects. A list of three references (including contact persons, addresses and telephone numbers) for whom similar work has been performed shall be included.

Submit verification of the Contractor's Federal Taxpayer Identification Number (TIN), preferably a copy of the IRS letter assigning the federal tax identification number or a letter signed by an official on agency letterhead indicating the federal tax identification number and the Contractor's legal name.

3. Project Organization

This section must include the proposed staffing, deployment and organization of personnel to be assigned to this project.

The Contractor shall provide information as to the qualifications and experience of all executive, managerial, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Include the names, titles, roles and time commitment of personnel that will be assigned to this project.

4. Technical Approach and Project Timeline

This section shall include the Contractor's approach to accomplishing the scope of work outlined in the RFP, including (but not limited to) an outline of the proposed approach, a process for board, staff, and partner engagement, and a description of the components of the final plan. A description of each task and deliverable and the timeline for accomplishing each shall be included.

5. Cost Proposal

Cost competitiveness will be a factor considered in the bid selection process. The cost proposal shall contain:

- Personnel Costs (including hourly rates and total hours for each individual/position)
- Travel and Subsistence Expenses
- Other Costs (e.g., office expenses)
- TOTAL COST: A total not-to-exceed cost representing the maximum amount for all work to be performed must be clearly indicated.