



## **Request for Proposals**

**TITLE: Data Analysis and Evaluation Consultant**

**ISSUE DATE: February 4, 2019**

**ISSUING AGENCY: NC Early Childhood Foundation**  
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**For consideration, proposals must be emailed to [mableidinger@buildthefoundation.org](mailto:mableidinger@buildthefoundation.org) by February 22, 2019 at 5 PM EST.**

### **Introduction to the North Carolina Early Childhood Foundation:**

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.

### **Purpose of Request for Proposals:**

The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor to (1) synthesize and analyze stakeholder input from across North Carolina to inform the implementation of the statewide early childhood birth-to-five strategic plan, and (2) evaluate community stakeholder and data development processes.

### **Background**



The Division of Child Development and Early Education (DCDEE) was awarded funding through the federal Preschool Development Grant B-5 (PDG) for activities to strengthen its early childhood education system. The PDG requires states to develop a B-5 strategic plan to improve the quality and access of services for children and families across programs through coordination and collaboration among state and local agencies, early childhood partners, and stakeholders. The NC Early Childhood Advisory Council (ECAC), the state’s organizational entity that works to strengthen the early childhood system across multiple agencies and services, has already begun development of NC’s Early Childhood Action Plan (ECAP) that will guide the development of the state’s B-5 strategic plan. The PDG provides opportunity for NC to develop its B-5 strategic plan to ensure the state’s early childhood education system best meets the needs of young children, particularly the most vulnerable, and their families.

NCECF has already been involved in developing the ECAP. This contract will build on work that has already been done on the ECAP. Through the *Pathways to Grade-level Reading Initiative*, NCECF conducted the research and developed and led the process to establish the metrics the ECAP is based on. The plan itself will be written by staff from DHHS, using data, analysis and community engagement work from NCECF.

NCECF will work to support the development of the strategic plan by:

1. Engaging stakeholders across the state to get input on the plan.
2. Developing an early childhood data development strategy, including engaging in a supported process to convene experts, review research and best practices, and make recommendations for what measure – or portfolio of proxy measures – would best track children’s outcomes at kindergarten entry.
3. Applying a racial equity lens to the work, including in the engagement processes used to inform the strategic plan, and building the capacity of the data development groups to use a racial equity lens.

### **SCOPE OF WORK**

This RFP is to hire a Data Analysis and Evaluation Consultant to synthesize and analyze the input received from community groups and family support groups and to evaluate the community stakeholder input and data development processes. *NCECF will also be hiring for two other contractors: a Preschool Development Grant Project Manager and Facilitator to manage the overall body of work and facilitate the data development process, and a Racial Equity Consultant to apply a racial equity lens to the data development and stakeholder engagement processes. Those RFPs are available at [www.buildthefoundation.org](http://www.buildthefoundation.org). Consultants are invited to respond to more than one RFP if they desire.*

The Contractor will synthesize and analyze the input received from community groups and family support groups by:



- Providing input into the development of a detailed facilitation guide for 14 community meetings to be held across the state in the second half of 2019 to ensure that the strategic plan is responsive to and reflects community priorities. *The Preschool Development Grant Project Manager and Facilitator will be responsible for coordinating with the contractor to gather and incorporate this input.*
- Providing input into the development of materials needed to collect family input (i.e., written and electronic surveys, focus group questions) from 14 family support groups across the state in the second half of 2019. *The Preschool Development Grant Project Manager and Facilitator will be responsible for coordinating with the contractor to gather and incorporate this input.*
- Synthesizing and analyzing the 14 communities' meeting summary reports into one report to inform DHHS by November 2019.
- Synthesizing and analyzing the 14 family input summary reports into one report to inform DHHS by November 2019.

The Contractor will evaluate the community stakeholder input and data development processes by:

- Creating a short feedback form for use at the end of each of the 14 community meetings and analyzing and compiling the 14 meetings' evaluation results into one evaluation report at the end of the process, by November 2019.
- Creating a short feedback form for use at the end of each of four data development meetings and analyzing and compiling the four meetings' evaluation results into one evaluation report at the end of the process, by September 2019.

#### **Deliverables:**

- A workplan and timeline for accomplishing the work.
- Regular meetings with NCECF and other consultants as needed during the process.
- Summary report synthesizing feedback from the 14 community stakeholder input meetings to inform DHHS' process.
- Summary report synthesizing feedback from the 14 family support group meetings to inform DHHS' process.
- Feedback forms for data development meetings and community stakeholder input meetings.
- Final evaluation report of data development process.
- Final evaluation report of community stakeholder input process.

Deliverables are considered final when they are completed to NCECF's satisfaction.

#### **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**

Responses to the RFP must include:

- **Cover letter** – The proposal must include a cover letter signed by the individual authorized to legally bind the contractor. The cover letter must also contain a statement that the person signing the proposal is a legal representative of the contractor and is authorized to bind the contract.
- **Background and experience of the applicant** – Information and examples of work that show the experience and skills of the applicant to complete Scope of Work.
- **Project staffing** – This section must include the proposed staffing to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.
- **Technical approach** – The proposal should describe the approach the contractor will take to complete work, including a timeline.
- **References** – Two references of clients including name and contact information and the nature of the project.
- **Cost** – Total not-to-exceed cost, representing the maximum of all work to be performed must be clearly indicated.