



Request for Proposals

TITLE: CandL Phase One Post Retreat Facilitator

ISSUE DATE: Wednesday, August 24, 2022

ISSUING AGENCY: CandL Coalition Attn: NC Early Childhood Foundation acting fiscal agent
514 Daniels Street #173, Raleigh, NC 27605
(919) 895-3290
Shanda Sumpter <shanda@ncchild.org>

For consideration, proposals must be emailed to Shanda Sumpter shanda@ncchild.org by September 16, 2022 at 5 PM EST.

Introduction to the Care and Learning Coalition (CandL):

Vision: We are a cross-sector, multidisciplinary, inclusive coalition of families, communities, grassroots organizations, early childhood organizations, funders, businesses and early care and education providers. We are committed to working with families and communities to engage their strengths and address their values as we reimagine and rebuild early care and education in North Carolina for all children, regardless of zip code. We will secure additional funding and investment, ensure early childhood educators and providers of all kinds are compensated and supported as professionals and execute a strategic legislative and policy agenda to build a publicly-funded system where all children have access to safe, affordable, high-quality care. This work will be equitable and inclusive, centered around family voice and lived experience, and will provide equitable access and opportunities to each North Carolina family, so that all children will be more successful in life.

Introduction to the CandL Phase 1 Debrief Retreat:

Purpose of Request for Proposals:

CandL Phase 1 Debrief Facilitation, to be held Tuesday, November 22, 10am-3pm at The Enterprise Conference and Event Center in Winston-Salem.

SCOPE OF WORK

The contractor will ensure that (overall scope of work), including:

- Facilitate a reflective session on the nine-month listening tour
 - Where we've been
 - Where we are
- Distributed Leadership – strengths and weaknesses
- Looking at the road ahead in Phases II-IV
 - What needs to be tweaked as we move ahead?
- Current legislative landscape – crosswalk with early learning



DELIVERABLES

- A workplan and timeline for accomplishing the work.
- Materials needed to support what is outlined in the scope of work.
- Report on our internal process and implementation of distributed leadership – lessons learned and ideas moving forward.
 - How did we get grassroots organizations to participate? Process, relationships, etc.
- Final report documenting work and accomplishments.

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** – Project descriptions and/or work samples that show the experience and skills of the applicant to complete the 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.