

Region A Partnership for Children Request for Proposal

Project Name: Region A Comprehensive Literacy Plan

Closing Date for Proposals: July 28th, 2017 or until contract award

Project Start Date: Immediately

Project End Date: December 31, 2018 unless otherwise agreed

Proposal Contacts:

Janice Edgerton, Executive Director janice@regionakids.org

Kelly Vreeland, Chief Financial Officer kelly@regionakids.org

Brief Project Overview:

Region A Partnership for Children (RAPC) seeks a Consultant to assist in the development of a comprehensive early literacy plan serving children in the seven far western NC counties (Cherokee, Clay, Graham, Haywood Jackson Macon and Swain and the Qualla Boundary.) The eventual plan will engage all relevant stakeholders in the coordination of early literacy activities, to ensure that all children in the region have the resources that will assist them in achieving success as readers as they transition through the early grades of school.

Early literacy preparation is a fundamental component of school success and a predictor for third grade, EOG Reading Proficiency. The goal of this project is to increase the number of children in the region who are served with effective early literacy programming most appropriate to their individual needs and circumstances so that they have the greatest opportunities to benefit from early grade reading instruction as a result of this early learning.

Through this project, The Consultant along with the RAPC will evaluate how current early literacy programs may be more effectively utilized, expanded and/or better coordinated to reach children who are most in need of high quality Kindergarten preparation. The Consultant will communicate with existing key personnel in school districts, library systems, early childhood systems and stakeholders from throughout the Region A community to help us develop new understanding of strengths and gaps in service for children transitioning to Kindergarten. The Consultant will be responsible for: gathering data about existing early literacy activities in the region and the sponsoring agencies and organizations of those activities; organizing events to engage relevant stakeholders in discussion and planning about the best approaches to strengthening the early literacy services and resources in the seven county region and analyzing and reporting the collective data to groups designated as part of the planning process.

Scope of Work:

Phase I: September 1, 2017-December 31, 2017

Collaboration: Identify and engage with individual county and regional literacy resources and services. The Consultant will bring these service providers and schools together in each county and identify all literacy resources that serve the pre-kindergarten populations.

The Consultant will gather specific data on program delivery, focus areas, populations served, program outcomes and effectiveness and financial resources and community support for programs. Collaborative activities may occur in large or small group sessions as appropriate.

Phase II: January 1, 2018 – June 30, 2018

A. Data Collection and Analysis: Organize, sort, and vet data collected. Assess opportunities to model and expand services within each county and the seven-county region as a whole. Identify opportunities for strengthening data collection related to the outcomes and service delivery of each early literacy program identified within the region.

Timeline: January 1, 2018- March 31, 2018

B. Sustained Collaboration: Share data findings with collaborative groups. Facilitate groups/teams from selected counties to share services which can be easily replicated with other groups/teams from additional counties.

Timeline: April 1, 2018 – June 30, 2018

C. Assessment Tools Development: Work with program providers to develop assessment tools for their programming and to expand capacity for services within existing resources. Timeline: April 1, 2018 – June 30, 2018

Phase III: June 30, 2018 – September 30, 2018

Implementation: Work with selected pilot service providers and a pilot school district to implement the Program Assessment tools and begin to expand services as identified in Phase II. Continue to collect and evaluate data to refine a more comprehensive early literacy model and develop a framework for best practices.

Phase IV: October 1, 2018 – December 31, 2018

Self-Sustainability and Sharing: Using the experience from Phase III, continue to roll-out the Program Assessment tools. Refine models as needed and continue with ongoing collaboration efforts. Collaborative literacy teams will be modeled after and partner with existing Smart Start/Local Interagency Coordinating Council (LICC) Teams to maximize community outreach and resource sharing. Participate in final program reporting as needed.

Qualifications and Competencies:

Required

1. A hands-on professional with a demonstrated history of bringing a range of individuals together to a meeting place, facilitating discussion around specific topics, and capturing information and data collected in that process.
2. Technical competency in the areas of analyzing, sorting, and presenting information collected using established software protocols and applications.
3. Developing usable transferable project implementation plans of action.
4. Use of a strength-based interpersonal style and methods that guide individuals, seek information, maintain group cohesiveness, facilitate group

processing, build trust and understanding, and garner commitment to group ideas.

5. Excellent writing, oral, and organizational skills.
6. The ability to work collaboratively with existing in-house professional staff.
7. Minimum of a Bachelor's Degree in a related field.
8. Willingness and ability to travel regularly in the seven county region throughout the timeframe of the project.

Preferred

1. Familiarity with the western North Carolina communities (Cherokee, Clay, Graham, Haywood, Jackson, Macon, Swain Counties and the Qualla Boundary).
2. A Master's Degree and background in education, library sciences, and/or the nonprofit or public sector or related field.

Proposal Content/Information to be Submitted:

1. Transmittal Letter to the Executive Director
2. Overview of proposed approach to the project including:
 - a. Design
 - b. Software applications to be used
 - c. Proposed approach to working with in-house RAPC professionals
3. Resume or CV
4. Specific list of proficiencies in related software applications
5. Sample(s) of related/relevant work
6. A fee structure that includes all costs

Proposal Evaluation:

1. Consultant is responsible for reading the Request for Proposal instructions and submitting all required materials in order to be considered for the opportunity.
2. Proposals will be reviewed and evaluated after the official closing date.
3. Questions, not addressed in the Request for Proposal, may be directed to the Program Contacts prior to the closing date.
4. Candidates may be asked to meet with RAPC staff prior to the award of a contract.

The Region A Partnership for Children is the non-profit organization that manages Smart Start and NC Pre-K programs along with other early education, health and family support initiatives for young children and their families in the seven westernmost NC counties and the Qualla Boundary. <http://regionakids.org/>

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