



**Association of Alaska School Boards**  
1111 West 9<sup>th</sup> St., Juneau, AK 99801  
907-463-1660  
[www.aasb.org](http://www.aasb.org)

## **REQUEST FOR PROPOSALS**

### **Juneau Collective Impact Coalition**

**June 20, 2019**

Contact: Lori Grassgreen, Alaska Initiative for Community Engagement Director  
907-463-1660 (main) 907-463-1667, [lgrassgreen@asb.org](mailto:lgrassgreen@asb.org)

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**RFP – Juneau Collective Impact Coalition**  
(must be signed and attached to proposal)

<b>RFP/Solicitation Issue Date: Thursday, June 20, 2019</b>			
<b>RFP/Solicitation Closing Date: Wednesday, July 17, 2019</b>		<b>RFP/Solicitation Closing Time: 5:00pm AST</b>	
<b>Issued By: Association of Alaska School Boards (AASB)</b>			
<b>Address: 1111 West 9<sup>th</sup> St., Juneau, AK 99801</b>			
<b>Telephone Number: 907-463-1660</b>			
Association of Alaska School Boards is a non-profit agency in the state of Alaska founded in 1954 and is exempt from any state or federal tax.			
Responses must be received on or before <b>5:00pm AST on Wednesday July 17</b> at AASB, 1111 West 9 <sup>th</sup> St., Juneau, AK 99801			
<b>Electronic Responses:</b> email submission to <a href="mailto:lgrassgreen@aab.org">lgrassgreen@aab.org</a> and <a href="mailto:STEPSAK@aab.org">STEPSAK@aab.org</a> with a subject line of "Juneau Community Coalition RFP". Contact Lori Grassgreen, 907 463-1660, if electronic submission is not possible.			
Questions/information must be received by phone or email no later than <b>Fri. June 28, 2019</b> . All questions received by this date will be answered within three (3) business days and will be posted on the AASB Website.			
AASB reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
<b>Acknowledgement:</b> In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
<b>ORGANIZATION INFORMATION AND SIGNATURE</b>			
Coalition Name:			
Coalition Contact Person:			
Coalition Telephone & Email:			
Fiscal Sponsor:			
Fiscal Sponsor Address:			
Fiscal Sponsor Telephone & Email:			
Tax ID/EIN:			
<b>Fiscal Sponsor Print Name</b>	<b>Title</b>	<b>Signature of Fiscal Sponsor</b>	<b>Date</b>

## **Table of Contents**

I.	Purpose of RFP.....	4
II.	Timeline and Contract Period.....	4
III.	Background and Context.....	4
	A. Introduction.....	4
	B. Overview of Key Indicators, Goals, and Time Frame.....	5
IV.	Proposal Requirements and Terms.....	6
	A. General Requirements.....	6
	B. Content Requirements.....	6
V.	Evaluation Criteria and Terms.....	7
	A. Criteria.....	7
	B. Terms.....	7
VI.	Award of Contract.....	8
VII.	General Requirements and Terms.....	8
	A. Eligibility.....	8
	B. Point of Contact.....	8
	C. Modifications.....	8
	D. Contract Compliance.....	8
	F. Funding.....	8

## **I. Purpose of RFP**

The Association of Alaska School Boards is seeking requests for proposals to support a coalition to improve the lives of children from cradle-to-college and career in Juneau. This organization (or organizations) will serve as a primary support and catalyst for a coalition (or coalitions) representative of the community. The coalition may use a collective impact model or similar collaborative, comprehensive, strategic and data-driven approaches to addressing the community's most important priorities in order to improve educational, health, and safety outcomes for students. This coalition will also participate in STEPS AK (Supporting Transitions and Educational Promise Southeast Alaska) regional collective impact efforts.

## **II. Timeline and Contract Period**

All responses to this request for proposal should be received no later than Wednesday, July 17, 2019 at 5pm Alaska time.

### **Anticipated Timeline for RFP Award**

<b>Event</b>	<b>Time</b>	<b>Date</b>
Issue RFP		Thurs. June 20, 2019
Deadline to submit additional RFP questions and clarifications		Fri. June 28, 2019
Anticipated date of response to applicant questions via AASB website.		Wed. July 3, 2019
<b>Proposal deadline</b>	5:00pm AST	Wed. July 17, 2019
Review of proposals		July 17 - 23
RFP award announcement		Wed. July 28

The term of any contract resulting from this RFP shall start on or about July 28, 2019 (or from the date the contract is executed) and shall expire on or about December 30, 2022 unless terminated earlier or extended beyond that date consistent with the terms of the contract.

AASB reserves the right to alter or update this schedule but will make every effort to adhere to it.

## **III. Background and Context of Support for Juneau Collective Impact Coalition**

### **A. Introduction**

In January of 2018 AASB was awarded the Supporting Transitions and Educational Promise Southeast Alaska (STEPS) Promise Neighborhood grant from the US Department of Education. AASB serves as the fiscal agent, with sub-awards granted to a dozen partner school districts, non-profit organizations, and tribes in in Angoon, Hoonah, Hydaburg, Juneau, Klukwan, Sitka and Yakutat.

The STEPS Alaska Promise Neighborhood grant is aimed at improving outcomes for kids by working across the spectrum from age 0 to 24. STEPS uses a collective impact model to better coordinate resources, improve transitions as kids move to different systems, engage families and community resources, and support trauma informed and culturally responsive approaches.

STEPS AK, builds on the idea that all children and their families will be able to live in communities of opportunity. By having a shared vision, agenda, mutually reinforcing activities, continuous communication, and a backbone organization that brings together under-represented voices, we can continue to improve outcomes for students and families while working together.

This Request For Proposal is a sub-award of the Promise Neighborhoods grant for coordination and support of a community coalition in Juneau from August 2019 through December 2022. Up to \$200,000 is available over the course of for 3.5 years.

### **B. Overview of Key Indicators, Goals, and Time Frame**

AASB is responsible for reporting back to the US Department of Education on the progress that STEPS partners (sub-awardees) have made on improving specific federally mandated indicators. These indicators include:

- Children enter kindergarten with age appropriate functioning (measured by the Alaska Developmental Profile)
- Students are proficient in core academic subjects (measured by PEAKS scores and other academic data)
- Students transition from middle to high schools (measured by attendance and chronic absenteeism rates)
- Students graduate from high school (measured by graduation rates)
- Students enroll and graduate from college or certification programs (measured by enrollment and graduation rates)
- Families and community members support learning (measured by families reading with kids and talking about college and career)
- Students have access to 21st century tools (measured by access to internet and devices at home and school)
- Students are healthy (measured by fruit and vegetable consumption and daily physical activity)
- Communities are stable (measured by students changing schools)

Additional indicators prioritized in STEPS AK

- Students feel safe at school and in their communities
- Communities are drug-free
- Schools are culturally responsive
- Communities are low violence

Data from Juneau shows that while some students are achieving at high levels as measured by the above indicators, there is a disparity in outcomes when these indicators are viewed by race and income. There are systemic, intergenerational, and unique situational barriers that may contribute to the inequitable outcomes experienced by lower income students and students from Alaska Native heritage. STEPS AK seeks to support community partners and community members working together to create opportunity and promise to each student.

The STEPS initiative seeks to address these barriers by using a holistic, systemic approach. Working as a coalition and using a results driven approach like collective impact has been shown to be a successful way to address issues that are too big and pervasive to be addressed by anyone individual for organization alone.

Some of the key areas that are prioritized in the STEPs grant include:

- Supporting key transitions periods into kindergarten, through the middle school years, and into college and career,
- Aligning resources and filling gaps.
- Culturally responsive, trauma-engaged, and family engagement strategies, and
- Utilizing a collective impact or similar collaborative, strategic, comprehensive, and data-driven framework to drive change.

**Anticipated Time Frame**

RFP awarded/contract negotiated	July 28 2019
Quarterly program and financial reports	Oct. 20, Jan. 20, April 20, July 20 through Jan. 2023
Detailed Workplan	August 30, 2019
Quarterly review of indicators, performance measures, additional key data, progress, and barriers by coalition partners	Oct. 20, Jan. 20, April 20, July 20 through Jan. 2023
Final work plan, benchmarks, and milestone	Sept. 20, 2019
Annual work plan update	Jan. 30 through 2022

**IV. Proposal Requirements and Terms**

**A. General requirements**

1. Applicants must submit a complete proposal in response to this RFP.
2. Proposals must include a signed copy of page 2 “STEPS Juneau Community Coalition Needs Summary”.
3. Proposals should be prepared simply, thoroughly and concisely (4 pages or less is the preferred length for the core proposal including the budget). Emphasis should be placed on completeness and clarity of content.
4. The appendices can include any additional supporting documentation such as letters of support, logic models, and examples from past coalition or collective impact efforts.
5. All responses are to be submitted on standard 8.5” x 11” paper size in 12-point font minimum type. All pages of the proposal should be numbered.
6. Email submission of electronic copies of the proposal sent to [lgrassgreen@asb.org](mailto:lgrassgreen@asb.org) and [STEPSAK@asb.org](mailto:STEPSAK@asb.org).
7. Applicants may submit no more than one (1) proposal in response to this RFP and it must be signed by an authorized representative of the fiscal sponsor.

**B. Content requirements**

The core proposal must include:

1. Summary of the coalition’s history and goals

2. Summary and structure of current and future coalition partners, including how the coalition will build on existing resources and/or fill community gaps and offer avenues for engagement for a wide variety of organizations and the general public.

3. Work plan outlining key strategies and specific, measurable action steps the coalition will take linked to improving at least one of the indicators for an underserved population in Juneau, and any other data that may be used to guide the coalition’s work. The work plan should answer who will do what by when for how much?

4. Proposed budget for the project. Budget should include a breakdown of fees for professional services, hours, supplies and sub-contracts.

**V. Evaluation Criteria and Terms**

**A. Criteria**

All proposals will be reviewed for compliance by a multi-disciplinary team to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below, and conform to the objectives and requirements of the RFP.

	<b>Evaluation Criteria</b>	<b>Points</b>
1	Background and experience with coalition building and support <ul style="list-style-type: none"> <li>• demonstrated experience</li> <li>• references and partner endorsement</li> <li>• familiarity with results-based and collective impact models</li> <li>• depth and diversity of coalition building experience and vision</li> </ul>	35
2	Work plan <ul style="list-style-type: none"> <li>• specific actions which include timelines, key milestones and key contract responsibilities</li> <li>• actions are linked to strategies that will impact STEPS indicator(s) for focus populations</li> <li>• demonstrated processes used to build inclusive and meaningful collaboration with a wide range of partner and stakeholders.</li> <li>• Clear set of measures for how this work is improving collaboration, improving opportunities for students and families, and improving outcomes</li> </ul>	55
3	Reasonable financial outline and budget <ul style="list-style-type: none"> <li>• development of a cost-effective budget</li> </ul>	10

**B. Terms**

1. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating. Any deviation from the requirements can result in a in a reduction or a disqualification for review.

2. AASB reserves the right to reject any or all proposals; request clarifications from any or all applicants; and accept any portion of a proposal or all items proposed if deemed to be in the best interest of AASB. It also reserves the right to interview any potential applicants prior to making an award.

3. The review team may use other sources of information to perform the evaluation.

## **VI. Award of Contract**

The award for this contract will be made to the highest-ranked applicant considered responsive and responsible. In the event a contract cannot be negotiated with the highest-ranked applicant, AASB may enter into negotiations with the second highest-ranked applicant and/or may decide to call for new proposals.

## **VII. General Requirements and Terms**

### **A. Eligibility**

Eligible applicants include public or private organizations with documented and demonstrated ability to provide services as described in section IV. Preference will be given to Juneau-based and non-profit (501(c)3) organizations that are audited and in good financial standing with all federal funding agencies.

### **B. Point of contact.**

The sole point of contact for AASB concerning this RFP is:

Lori Grassgreen, Alaska Initiative for Community Engagement  
Association of Alaska School Boards  
1111 West 9<sup>th</sup> St., Juneau, AK 99801  
907-463-1660 (main) 907-463-1667 (direct)  
[lgrassgreen@aab.org](mailto:lgrassgreen@aab.org)

### **C. Modifications**

This RFP is subject to change and AASB may modify this RFP at any time. Modifications will be posted on the AASB website with a(web link available). This is the only method by which the RFP will be modified.

### **D. Contract compliance.**

AASB is responsible for reporting to the US Department of Education on overall progress and compliance with the STEPS grant. Should contract non-compliance be determined by AASB and/or the US Department of Education, the contract may be terminated or amended.

### **E. Funding**

Funding for this project is contingent on continued funding from the US Department of Education of the STEPS Alaska Promise Neighborhood grant. Up to \$200,000 is available through December 30, 2022. Exact budget details and terms to be negotiated