



Association of Alaska School Boards
111 West 9th St., Juneau, AK 99801
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REQUEST FOR PROPOSALS

Needs Assessment of Alaska's Birth to Age Five Mixed Delivery System of Early Childhood Care and Education

June 11, 2019

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The project described is supported by the Preschool Development Grant Birth through Five Initiative (PDG B-5), Grant Number [90TP0012](#), from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Child Care, the Administration for Children and Families, or the U.S. Department of Health and Human Services.

RFP - PDG B-5 Needs Assessment Summary
(must be signed and attached to proposal)

RFP/Solicitation Issue Date: Wed., June 11, 2019			
RFP/Solicitation Closing Date: Mon. July 8, 2019		RFP/Solicitation Closing Time: 5:00pm AST	
Issued By: Association of Alaska School Boards (AASB)			
Address: 1111 West 9th St., Juneau, AK 99801			
Telephone Number: 907-463-1660			
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 5:00pm AST on Fri., July 8 at AASB, 1111 West 9 th St., Juneau, AK 99801			
Hard Copy Responses: please submit one (1) original and three (3) copies in a <u>sealed</u> envelope to Betsy Brenneman, Preschool Development Grant Coordinator, AASB, 1111 West 9 th St., Juneau AK 99801			
Electronic Responses: email submission to bbrenneman@asb.org with a subject line of "PDG Needs Assessment."			
For questions/information, you are invited to attend a pre-proposal webinar on Friday, June 14, 2019 at 10:00am . After that, email Betsy Brenneman, Preschool Development Grant Coordinator, bbrenneman@asb.org with "PDG Needs Assessment" in the subject line. Questions/information must be emailed no later than Fri. June 21, 2019 . 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.			
Small or minority-owned businesses are encouraged to respond to this solicitation.			
Acknowledgement: 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.			
VENDOR INFORMATION AND SIGNATURE			
Company Name:			
Address:			
Telephone:			
Email:			
Tax ID:			
Print Name	Title	Authorized Signature	Date

RFP - Needs Assessment of Alaska’s Birth to Age Five Mixed Delivery System of Early Childhood Care and Education

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I. Purpose of RFP

The Association of Alaska School Boards (AASB), with funding from the US Department of Health and Human Services and the US Department of Education awarded to the Alaska Department of Education and Early Development (DEED), is soliciting proposals from highly qualified individuals or organizations to conduct a comprehensive statewide needs assessment examining the mixed delivery system of early care and learning services for low-income, disadvantaged and rural Alaska children ages birth through 5 and their families.

A primary purpose of the Preschool Development Grant Birth-Five (PDG B-5) is to provide funds to conduct a comprehensive statewide needs assessment that will inform the creation of a comprehensive statewide strategic plan. The needs assessment also will be used to inform other early childhood scans and information being compiled by statewide stakeholders.

The grant also provides funding for activities aimed at maximizing parent choice and voice, sharing best practices within the ECE system and improving program quality.

II. Timeline and Contract Period

All responses to this request for proposal should be received no later than Mon. July 8, 2019 at 5pm Alaska time.

Anticipated Timeline for RFP Award

Event	Time	Date
Issue RFP		Tues. June 11, 2019
Pre-proposal Zoom webinar meeting	1:00pm AST	Fri. June 14, 2019
Deadline to submit additional RFP questions and clarifications		Fri. June 21, 2019
Anticipated date of response to vendor questions via AASB website.		Wed. June 26, 2019
Proposal deadline	5:00pm AST	Mon. July 8, 2019
Review of proposals		July 8-12
RFP award announcement		Fri. July 12

The term of any contract resulting from this RFP shall start on or about July 12, 2019 (or from the date the contract is executed) and shall expire on or about December 30, 2019 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 Needs Assessment

A. Introduction

In December of 2018, Alaska was awarded a Preschool Development Grant Birth through Five (PDG B-5) from the Administration for Children and Families (ACF), which is jointly administered by the US Department of Health and Human Services (HSS) and US Department of Education (ED). The governor designated the Alaska Department of Education and Early Development

(DEED) as the lead agency in partnership with Alaska Department of Health and Social Services (DHSS) for this cross-sector initiative.

In January 2019 DEED signed an agreement with the Association of Alaska School Boards (AASB) to coordinate activities described in the grant, primarily completion of a statewide needs assessment and strategic plan.

AASB is a 501 (c)3 non-profit organization founded in 1954 representing 51 school districts and more than 330 individual board members. AASB advocates for children and youth by assisting school boards in providing quality public education focused on student achievement through effective local governance and engagement. Its services include strategic planning, board training and development, community engagement and support, youth advocacy and leadership training, school improvement workshops, digital learning services and legislative advocacy.

This needs assessment will be the first comprehensive examination done for Alaska of its entire mixed delivery system. The needs assessment will provide baseline information and analysis of Alaska's early care and learning landscape and be used to:

- Develop a statewide strategic plan, based on what is learned from the statewide needs assessment, that facilitates collaboration and coordination among existing programs of early childhood care and education (ECE) within a statewide mixed-delivery system to prepare low income and rural infants, toddlers and young children to enter kindergarten.
- More efficiently use existing federal, state, local and nongovernmental resources to align and strengthen the delivery of existing programs; coordinate delivery models and funding streams within the state's mixed-delivery system; and develop recommendations to better use existing resources.
- Improve transitions between early childhood programs and school systems.
- Maximize parental choice and knowledge about the state's mixed delivery system of early childhood care and learning programs and program providers.
- Encourage partnerships among Head Start programs, child care and pre-K providers, state and local governments, tribal organizations, private entities (including faith and community-based, and school systems).

B. Overview of Alaska's Early Childhood Mixed Delivery System

Alaska has a loosely coordinated mixed delivery system of early care and learning programs across education, health, behavioral health, human service, tribal and private agencies. It includes providers from the public, private, tribal and faith-based sectors including various types of licensed child care centers, home-based providers, Head Start and Early Head Start, homeschools, state pre-kindergarten, early intervention and preventative home visiting services, library story times, the Imagination Library, Sunday Schools and stand-alone special education programs.

In 2006 Alaska's first Early Childhood Comprehensive Systems Plan (ECCS) was developed by public and private partners across the state. In 2007 the Interdepartmental Early Childhood

Coordinating Council (IECCC) was formed to oversee and coordinate the state’s early learning activities. In 2010, IECCC was designated as the state’s advisory council on early children education and care and is now called the Alaska Early Childhood Coordinating Council (AECCC).

AECCC is co-chaired by the Commissioners of Education and Early Development (DEED) and the Department of Health and Social Services (DHSS) and is designed to facilitate the alignment of services for young children prenatal through age eight and their families, planning efforts, resources, data, policy development, and funding as well as establish connections between health, mental health, education and family support systems and public and private partners. Progress has been made in achieving these goals, but there is still much to do.

IV. Scope of Work

A. Overview

AASB is seeking a vendor with project management expertise in needs assessment development, stakeholder engagement, data analysis, and dissemination to perform a comprehensive needs assessment of Alaska’s mixed delivery system of early childhood care and education (ECE) for children ages birth-5 and their families. The assessment of the ECE system will include health, mental health, education, family support systems and public and private partners involved in the system and may include exploration of an expanded child age range as it examines the whole system.

Vendors should be aware that a very short timeline exists to complete this work and should be attentive to ensure adequate capacity to meet the needs of the PDG B-5 timeline. Vendors are encouraged to seek collaborative relationships with other entities to ensure adequate expertise and capacity to meet the requirements of this RFP. If a collaboration, one entity must serve as the lead and fiduciary for the agreement and may subcontract with others.

Anticipated Timeline for Scope of Work

RFP awarded	July 12, 2019
Status report	August 12, 2019
First draft ready for review	Sept. 13, 2019
Final draft, executive summary ready for review	Sept. 30, 2019
Final draft, executive summary completed	Oct. 15, 2019
Drafts of presentation materials, data dashboard, etc. ready for review	Oct. 30, 2019
Final needs assessment completed and delivered	Dec. 30, 2019

These dates may be negotiable depending on the timeliness of the grant roll-out. The awarded vendor must be prepared to begin the needs assessment immediately upon award to ensure timely execution of the strategic plan and other grant-funded activities.

Funding available for the scope of work described herein is \$120,000 - \$180,000.

B. Tasks

1. The vendor will be responsible for researching and writing a fully completed comprehensive needs assessment of Alaska’s mixed-delivery ECE system including other

systems that provide support for young children and their families served by the ECE system, to provide a rationale for a strategic plan. The needs assessment must reflect Alaska's efforts, identify both strengths and needs or gaps and make recommendations for a strategic plan. The needs assessment will analyze where the current ECE system falls short, what needs to improve and offer ideas for how to get there.

2. In producing the needs assessment, the vendor is to engage a strong stakeholder base including members of the Early Childhood Joint Task Force (JTF), the Alaska Early Childhood Coordinating Council (AECCC) and others by gathering and analyzing surveys and other stakeholder input and writing and disseminating information. The vendor is expected to work with AASB to engage stakeholders in reviewing and analyzing data collected and interpretation of data.

3. The vendor will collect, synthesize and write analyses of research findings and data identifying strengths and gaps in populations, services and supports in a form easily understood by lay audiences and is expected to engage stakeholders in reviewing and analyzing data collected and interpretation of data.

4. The vendor will work closely with and will be assisted by AASB's Preschool Development Grant Coordinator. The contractor also should expect to consult with funders at DEED, lead implementation partners at DHSS and the EC Joint Task Force membership.

5. The needs assessment will include the following mandatory components:

- Describe how the state defines key terms, including quality early childhood care and education, availability, vulnerable or underserved, and children in rural areas.
- Describe the populations of children who are vulnerable or underserved, and children in rural areas.
- Identify the current quality and availability of early childhood care and education, including availability for vulnerable or underserved children and children in rural areas.
- Identify, to the extent practicable, the unduplicated number of children being served in existing programs and the unduplicated number of children awaiting service in such programs.
- Identify gaps in data or research about the quality and availability of programming and supports for children B-5, considering the needs of working families, as well as those who are seeking employment or in job training.
- Describe the gaps in data or research that are most important for the state to fill in order to meet the goals of supporting collaboration between programs and services and maximizing parental choice.
- Describe the state's current measurable indicators of progress that align with its vision and desired outcomes.
- Describe key concerns or issues related to ECE facilities.
- Include an analysis of barriers to the funding and provision of high-quality early childhood care and education services and supports, and identify opportunities for more efficient use of resources.
- Describe transition supports and gaps that affect how children move between early childhood care and education programs and school entry.

7. More specifically, the needs assessment should include but is not limited to an analysis of:

The availability, affordability and quality of existing early care and learning programs:

- Where programs are located and the enrollment capacity.
- The quality of the programs currently available.
- The facility needs and challenges for ECE programs.
- Where rural or low-income children are and if they have access to quality ECE and are able to afford it.
- The short and long-term need for ECE programs & services.

The possibilities of a coordinated ECE system:

- Existing reports and data addressing structure that need to be synthesized or enhanced and integrated into the needs assessment.
- The current structure and where ECE programs and services are housed.
- The major federal and state funding streams.
- What is working with the current structure and what the challenges are for better integration and resource sharing.
- What a coordinated early childhood system could look like and what policy changes might be needed.

Parent choice and workforce needs:

- What parents need in the form of ECE programs to meet their workforce needs.
- The diversity in the availability to offer parent choice.
- Long-term economic projections about jobs and family make-up that ensures availability for future needs.

The stability of the ECE workforce:

- The education level.
- The supports needed to fulfill recruitment and retention needs in the ECE system.
- The incentives and supports that foster a healthy workforce.
- The ECE workforce pipeline needs.

Individual child data:

- Data we have about children and what is missing.
- Data systems that exist regarding individual child data.
- How it is being used and how it can be shared.
- The opportunities for a unique identifier for each child.
- Compliance with privacy.
- The challenges with using the PFD information.
- Linking data to K-12 schools. Where it is stored and who has access.

8. AASB reserves the right to identify additional key areas or components of the needs assessment and anticipates clarifying final components in the process of developing a vendor contract.

C. Deliverables

- A full action-oriented report/needs assessment describing Alaska’s current ECE system, where the system falls short and where there are opportunities for improvement to guide a strategic planning process.
- An easy-to-read executive summary written for public review.
- A one or two page summary with graphics and narrative.
- A visual overview of services and programs using graphics and maps.
- An interactive data dashboard similar to AASB’s School Climate and Connectedness Survey Data Dashboard with simplified data designed for communities and decision-makers to review early childhood programs and needs.
- Materials for 3-5 public presentations explaining the needs assessment process, findings and recommendations.
- Additional communication deliverables may be identified during the needs assessment process in consultation with the vendor and stakeholders.

V. Proposal Requirements and Terms

A. General requirements

1. Vendors must submit a complete proposal in response to this RFP. In the case of hard copies, one (1) original and three (3) copies of the proposal must be submitted to AASB in a sealed envelope or package. The envelope must be clearly labeled with vendor’s name and “PDG Needs Assessment RFP” on the outside.

2. Proposals must include a signed copy of page 2 “RFP-PDG B-5 Needs Assessment Summary” and a signed copy of “Vendor Identification Form” on page 13.

3. Email submission of electronic copies of the proposal sent to bbrenneman@asb.org is acceptable and is the preferred method of submission.

4. Vendors may submit no more than one (1) proposal in response to this RFP and it must be signed by an authorized representative of the vendor.

5. Proposals should be prepared simply, thoroughly and concisely. Emphasis should be placed on completeness and clarity of content.

6. All responses are to be submitted on standard 8.5” x 11” paper size in 12-point font minimum type. In the case of a hard copy, each copy of the proposal should be bound or contained in a single volume where practical. All pages of the proposal should be numbered. The proposal should not exceed 20 pages including budget. The appendices should be reserved for including the key content requirements below.

B. Content requirements

The core proposal must include:

1. Introduction of vendor summarizing the company’s background, resources and relevant experiences.

2. Summary of examples of past projects, preferably of a similar size and scope.

3. References from at least three (3) past projects, preferably matching those projects used as examples in 2. above.

4. Work plan outlining key required components of the needs assessment including a proposed schedule for the project with project stages, milestones and payments.

5. Design and layout description including proposed visual content (charts, graphs, graphics, etc.) and tools and technology planned to be used to produce the visual representations.

6. Proposed budget for the project. Budget should include the proposed work plan with a breakdown of fees for professional services, hours and administrative services.

7. A list of personnel on the project team and any possible sub-contractors and consultants. Please include biographical information and their roles. Identify the project leader as the main point of contact and provide name, title, phone and email address.

Items to include in an appendix: additional writing samples, examples of any completed needs assessments or similar projects; letters of support; Vendor Identification Form on page 12.

C. Terms

1. Ownership of all data, materials, and documentation originated and prepared for this RFP shall belong exclusively to AASB.
2. Any amendment will require signatures by authorized representatives at AASB.
3. No other distribution of the proposals may be made by the vendor without permission.
4. The term “vendor” in this document refers to a respondent to this RFP.

VI. 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.

	Evaluation Criteria	Points
1	Background and experience with needs assessments <ul style="list-style-type: none"> • demonstrated experience performing needs assessments in large systems • references from previous clients that similar work has been completed successfully • demonstrated experience working on document production within collaborative structures • references and similar feedback • experience working in Alaska 	15
2	Project plan <ul style="list-style-type: none"> • demonstrated ability to complete an effective work plan including timelines, key milestones and key contract responsibilities • demonstrate a planning process that incorporates collaborative and strong communication with key stakeholders. 	25
3	Writing and project samples	10
4	High quality document development and publishing experience	15

	<ul style="list-style-type: none"> • example layouts and information presentation • example infographic or design elements used 	
5	<p>Data collection, analysis and presentation</p> <ul style="list-style-type: none"> • demonstrated ability to analyze and present large quantities of data from many sources • ability to collaborate to develop a web-based data sharing platform 	15
6	<p>Reasonable financial outline and budget</p> <ul style="list-style-type: none"> • development of a cost-effective budget 	20

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 vendors; 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 vendor prior to making an award.

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

VII. Award of Contract

The award for this contract will be made to the highest-ranked vendor considered responsive and responsible and the most advantageous one to AASB with respect to the technical and pricing factors combined together. In the event a contract cannot be negotiated with the highest-ranked vendor, AASB may enter into negotiations with the second highest-ranked vendor and/or may decide to call for new proposals.

VIII. 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 Alaska-based and minority-owned vendors and/or vendors with experience working in Alaska.

B. Point of contact.

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

Betsy Brenneman, Preschool Development Grant Coordinator
 Association of Alaska School Boards
 1111 West 9th St., Juneau, AK 99801
 907-463-1660 (main) 907-463-1676 (direct)
bbrenneman@aasb.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.

DEED in partnership with DHSS will coordinate with AASB to monitor progress on specific activities within the grant including the needs assessment. Should contract non-compliance be determined, the contract may be terminated or amended.

VENDOR IDENTIFICATION FORM
(must be completed and returned with proposal)

Company/individual's Name:	
Doing business as (DBA):	
Company tax ID# or Social Security #:	
Address:	
Remit to address:	
Telephone(s):	
Email:	
Fax:	
Web address:	
Main contact person:	
Person responsible for response (if different):	

Print name _____

Title _____

Authorized signature _____ Date _____