

# South Coast Regional Early Learning Hub RFP #24-102-SH Request for Proposals Prenatal to Third Grade Project Evaluation



## BACKGROUND

The South Coast Regional Early Learning (SCREL) Hub is one of 16 early learning hubs across the state of Oregon. From Reedsport to Brookings, we support the alignment of services for young children and their families, so they have the resources they need to thrive. We work within and across sectors to promote equity and systems change in our region.

Our Vision is a community where all young children, prenatal to age five, experience an early start that results in positive health, education, and life outcomes regardless of zip code, race, and family income.

Our 3 system goals are:

1. The early childhood system is equitable: integrated, accessible, inclusive, anti-racist, and family centered.
2. All families with young children are supported to ensure their well-being.
3. All children are thriving in early childhood and beyond.

Our work is a part of the greater vision established in The Statewide Early Learning System Plan: Raise Up Oregon.

Learn more at: <https://www.oregon.gov/delc/about-us/pages/raise-up-oregon.aspx>

## REQUEST FOR PROPOSAL | Prenatal to Third Grade Project Evaluation

The South Coast Regional Early Learning Hub requests proposals from qualified evaluators for the Prenatal through 3<sup>rd</sup> Grade Alignment Project. This evaluation aims to assess the P3 initiative's efficacy in enhancing early learning, fostering alignment between early childhood professionals, community partners, and school districts, promoting a cohesive pre-kindergarten to third-grade experience, supporting school success, and mitigating educational disparities.

### Evaluation Period:

June 1, 2024 – June 1, 2025. Contracts are subject to annual renewal.

Budgetary limits are set at:

Year 1: \$55,000 with an opportunity to renew.

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## APPLICATION COVERSHEET

<b>Agency Name</b>
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	Name	Email Address	Phone Number
Primary Contact			
Secondary Contact			

Agency Mailing Address	Agency Fiscal Address (if different from mailing)
Agency EIN (Tax ID number)	

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### FUNDING

The SCREL Hub will negotiate a retainer prior to execution of a contract. The balance will be paid monthly upon receipt of an invoice and documentation from the contractor, contingent on adequate progress toward goals established through this RFP.

### RFP TIMELINE

SCHEDULE OF EVENTS	DATE	DETAILS
Procurement Release	4/3/2024	Link to website
Question & Answer Period	4/4/2024 – 4/30/2024	E-mail all questions to <a href="mailto:sscholey@screlhub.com">sscholey@screlhub.com</a> with “Question: P3 Evaluation RFP” in the subject line.
Proposal Submission Deadline	5/3/2024	Submission instructions included in pp. 12.
Interviews	5/6/2024 – 5/17/2024	Top 3 scoring consultants may be contacted to schedule an online interview.
Announcement of Successful Proposer(s)	5/22/2024	E-mail notifications will be sent out, including the next steps.
Anticipated Contract Negotiation Period	5/22/2024 – 5/31/2024	
Anticipated Contract Execution	6/1/2024	Contract execution timeline may be subject to change.

*The South Coast Regional Early Learning Hub reserves the right to modify this schedule. Changes will be posted on the SCREL Hub website: <https://screlhub.org/>*

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## Proposal Contact Information

Skaidra Scholey, P3 Coordinator | Email: [sscholey@screlhub.com](mailto:sscholey@screlhub.com)

Delivery Address Submit materials via email to [sscholey@screlhub.com](mailto:sscholey@screlhub.com). See detailed instructions on pp. 12.

## EVALUATION OBJECTIVES

South Coast Regional Early Learning Hub seeks an evaluation consultant to focus on the following Objectives in service of improving program performance, demonstrating accountability, informing decision making, and generating new knowledge about program effectiveness and impact.

1. Process and Outcome Measurement Tools: Design measurement tools for both process and outcome evaluation of the P3 initiative.
2. Data Infrastructure for Alignment: Assist the P3 team in refining data infrastructure, ensuring better community partner collaboration, improving outcomes for children and families, and fostering continuity of PreK to 3<sup>rd</sup> grade alignment; and
3. Capacity for Measurement and Data Improvement: Partner strategically to enhance the P3 team capabilities in Measurement & Data for Improvement.

## ABOUT THE P3 ALIGNMENT PROJECT

The Prenatal through 3rd Grade Alignment (P3) Project is a well-established community development project housed at the South Coast Regional Early Learning Hub. The P3 project works with early learning programs, home visiting and family support programs, school districts, community-based organizations, and other community partners to increase coordination and collaboration across organizations. All are working toward improving access to high quality early childhood programming and resources for children and families on the south coast. We support research-based strategies that strengthen relationships between early learning providers, elementary schools, and families, to build a strong continuum of support for children from birth through early elementary school.

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The P3 project has historically employed a coordinator to oversee and carry out the Theory of Action, work with an evaluation team, convene partners, and manage projects. The strategies employed in the P3 Theory of Action are organized into region-wide approaches and community-specific strategies in the Port Orford-Langlois School District catchment area. We have strong engagement from the 10 school districts and 13 elementary schools within these districts through the elementary school principal roundtables, kindergarten transition support and funding, and shared outreach.

The community-specific focus area is working within the community of Port Orford to convene and align leaders and early learning champions. Bringing partners together through the Port Orford Early Learning Collaborative has been an incubator for several tangible projects including: 1) a parenting education course, Make Parenting a Pleasure, led by the youth therapist at the local health clinic, 2) a shared self-regulation curriculum with the ASL immersion preschool, Kindred Curry Preschool, Curry County Head Start teachers, and Driftwood Elementary School kindergarten teacher, with the support of the Port Orford-Langlois superintendent and elementary school principal, and 3) an ASL story time workshop series for the Kindred Curry Preschool's summer programming.

Overall, these efforts reflect a holistic approach to supporting education and childhood development, involving collaboration with schools, community organizations, and libraries to create a nurturing environment for children to thrive. By supporting our partners through coordination and funding streams, the P3 project is making a positive impact on the lives of young learners and fostering stronger, more vibrant communities.

### OVERARCHING GOALS

- Increase access to childhood services and expand educational opportunities and programming for our youngest and most marginalized population.
- Align preschool to kindergarten strategies and support providers and early elementary school educators to facilitate smooth transitions into K-12 education in each community.
- Promote active community engagement in advocating for early literacy.
- Identify and support community champions to establish early learning collaboratives in their respective communities along the south coast.

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- Track region-wide data. For example: we compile regional data and collect parent and provider feedback in order to direct resources to our most vulnerable populations and ensure that services are effective and best meet family needs.
- Capture parent voice and experiences.
- Develop project-based outcomes.
- Assess, identify, and support community-based groups to establish a set of public facing goals that ensures region wide literacy gains for young children and families.

## Phase 2: Strategic Expansion and Outcomes (2025 - 2026)

As the P3 project delves into its Phase 2 from 2025 to 2026, it is poised to achieve transformative outcomes:

- A vibrant community spirit, where families, local partners, and educators co-own the P3 initiative's vision and successes.
- An ongoing community of practice within the SCREL Hub region, acting as a cradle for early learning innovation.
- A unique opportunity to guide statewide policy by showcasing the benefits of a synchronized early learning community development approach.

A note about rural development - the nature of P3 work is more impactful when partnering with early learning champions who are embedded in their communities. The south coast is rural, with unique community centers approximately 25 miles from the next town. There is a sense of individuality in each community and school district. The strongest relationships and partnerships are fostered amongst people who are in community together and are working towards shared goals.

## YEAR I TIMELINE OF WORK

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Phase	Scope of Work Elements	Anticipated Timing
<b>Start-Up Phase</b>	Contract Negotiation & Execution Period	May – June 2024
<b>Work Phase 1: Design</b>	<p>Work with the SCREL Hub to finalize the evaluation design and establish a clear Work Plan.</p> <p>Deliverables: Evaluation Design and Work Plan.</p>	June – August 2024
<b>Work Phase 2: Implementation</b>	<p>Implement process evaluation as designed in Work Phase 1. Any planned primary data collection should occur between August and May.</p> <p>Deliverables: Data collection protocols, Interim Progress Report.</p>	August 2024 – May 2025
<b>Work Phase 3 Reporting</b>	<p>Report evaluation findings and recommendations to the SCREL Hub staff and stakeholders.</p> <p>Deliverables: Technical report with strategy recommendations, community-facing brief, presentations.</p>	June 2025

## DATA & METHODS

This evaluation should utilize a mixed methods approach, integrating both qualitative and quantitative data. The consultant can use a blend of primary data collection and secondary data sources relevant to the evaluation's objectives. The evaluation team will work with the SCREL Hub to develop data sharing agreements and determine locally accessible and relevant data available for analysis.

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The selected consultant and the SCREL Hub will work closely together in partnership to identify data gaps and needs and determine what primary data collection is still needed to understand how the P3 initiative is supporting improved outcomes at both the system and community-specific levels.

### REPORTING

The consultant will be required to produce a series of final evaluation outputs to communicate the results from the project to the SCREL Hub staff, the SCREL Hub Governance Council, project funders, and other key audiences. The approach for data presentation and interpretation to guide program and policy recommendations is flexible, with the consultant's expertise guiding this. However, at a minimum, the following deliverables are anticipated:

**Technical Report** – A conclusive end-of-year report detailing the methodologies, results, conclusions, and recommendations to foster continuous improvement and strategic insight.

**Community Facing Brief** – A concise, user-friendly summary of the evaluation's findings, tailored for a broad audience, including the lay public.

**Summary Presentation** – The consultant should distill the primary insights and conclusions from the technical report into a slide deck presentation. This presentation will be delivered to essential stakeholders in 3-4 sessions.

### MINIMUM QUALIFICATIONS

We are seeking an evaluation consultant or evaluation consultant team who meet the following minimum qualifications:

1. Consultant team has knowledge and experience with culturally responsive evaluation practices, including demonstrated ability to conduct data collection approaches that deliver the perspectives of communities that have experienced historical and contemporary injustices in government policy, including communities of color, linguistically diverse communities, rural or geographically



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isolated populations, and other communities that have experienced barriers to participation in publicly funded programs.

2. Consultant team has demonstrated experience applying mixed methods (integrated qualitative and quantitative methods) to evaluate program outcomes holistically.
3. Principal Investigator and/or key members of the evaluation team have experience in conducting evaluation research to complement improvement science research to understand whether changes made by non-profit, community development organizations are effective in influencing improved outcomes.
4. Principal Investigator and/or key members of the evaluation team have evaluation/research experience related to early childhood education, elementary education, and dual- and multi-language outreach.
5. Principal Investigator and/or key members of the evaluation team have subject matter expertise and/or evaluation/research experience related to early intervention/early childhood special education and K-12 special education.
6. Consultant team demonstrates knowledge of district and school-run early childhood education delivery settings.
7. Consultant team has demonstrated experience with data collection (interviews, focus groups, surveys, etc.) with populations that speak a primary language other than English.

### PROPOSAL COMPONENTS FOR THE P3 ALIGNMENT PROJECT

Submit a detailed proposal including the elements included below. Make sure it is clear to an educated non-specialist and is within the specified page limits for each section, not to exceed 22 pages. Appendices for supplemental materials, like resumes or tables, are allowed, but they may not be closely reviewed due to time constraints.

#### **Experience and Expertise (3 pages Maximum):**

1. What is your organization's experience in conducting educational evaluations, particularly in the early childhood education domain?
2. Have you previously evaluated initiatives focused on prenatal through elementary grade alignment and early learning programs (please describe)?

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3. Describe your team's expertise in improvement science, human-centered design, and data-informed decision-making.
4. For any gaps in current understanding, how would your team approach learning to ensure you provide sound insights?

### **Applicant Information (1 page Maximum):**

1. Provide your business name, address, email, phone number, and tax identification number. Describe your firm, its history, financial stability and its capabilities to address the goals and deliverables in this proposal. Please note your commitment, if there is one to non-profit agencies along with details if your business identifies as one or more of the following: minority, small business, woman-owned business, veteran-owned business status of proposer or labor surplus firm. Please include any other criteria the entity deems appropriate to the South Coast Regional Early Learning Hub.

### **Approach to Evaluation (3 pages Maximum):**

1. How will you design the evaluation to address the specific goals and objectives of the P3 Alignment Project?
2. What evaluation methodologies and data collection techniques will you employ to assess the impact of P3 on community partners, community-based organizations, schools, districts, children and families?

### **Equity Focus (2 pages Maximum):**

1. Describe your experience incorporating equity, diversity, and inclusion principles into educational evaluations. Provide details of historically underserved and at-risk populations you have experience working with.
2. How will you ensure that your data collection tools and instruments are culturally responsive and sensitive to diverse perspectives and student populations?

### **Data Collection and Analysis (3 pages Maximum):**

1. How will you gather data from various stakeholders to provide a comprehensive evaluation of the P3 initiative?
2. How will you use qualitative and quantitative data to triangulate findings and draw meaningful conclusions?

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3. How will you analyze data through an equity lens to identify disparities and equity-promoting practices within the P3 initiative?

### **Collaboration and Communication (3 pages Maximum):**

1. Explain your approach to collaborating and co-learning with clients and stakeholders.
2. How will you ensure that your evaluation findings are presented in a clear, accessible, and actionable manner for different audiences?
3. What is your team's style of Project Management? What tools and processes have you successfully utilized to ensure you meet deliverable deadlines and outcome goals?

**Resources and Timeline (3 pages Maximum):** Provide a detailed timeline for the Year 1 evaluation, including key milestones and deliverables. Outline the resources and team members dedicated to the evaluation, including their qualifications, roles, and estimated time dedicated to the project.

**Cost Proposal and Narrative (2 pages Maximum):** Submit a comprehensive budget for Year 1, breaking down estimated hours by task and hourly rates for each team member. Provide a complete Budget Narrative explaining Year 1 allocations.

**References and Past Performance (2 pages Maximum):** Provide references from previous clients for whom you have conducted similar educational evaluations. Highlight any achievements or outcomes from your past evaluations that demonstrate your capacity to conduct impactful evaluations and align to the minimum qualifications outlined on pp. 8-9.

**Prior Work Samples (Submit as Appendices, no page limit):** Offer at least three samples from the proposed evaluation team relevant to this project. Ensure one sample led by the principal investigator is included. If sub-consultants are involved, attach relevant work samples for them. Preferably, samples should relate to this RFP's scope and depict experiences detailed in qualifications and at least one sample should demonstrate messaging for a lay audience.

## SUBMITTING RESPONSES

Deadline: Responses must be received no later than 5:00 p.m. PST on Friday, May 3, 2024.

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Electronic Submissions: Submit your responses electronically via email to [sscholey@screlhub.com](mailto:sscholey@screlhub.com).

File Formats: Acceptable file formats are Adobe PDF and/or MS Excel.

### PROPOSAL EVALUATION & SELECTION CRITERIA

**Interviews:** The SCREL Hub might interview top contenders post proposal evaluation. Interviewed consultants should bring the Principal Investigator(s) listed in their proposal, and introducing other key team members is advised. Consultants should not introduce individuals that are not affiliated with their team or firm without prior notification.

**References:** The SCREL Hub may engage with one or several references, irrespective of whether they were listed by the Proposer.

**Selection:** A review committee comprised of the SCREL Hub staff and Governance Council members will review, interview, and select the Proposer based on best fit.

**Contract Negotiations:** The SCREL Hub may discuss certain proposal elements with the successful Proposer to best meet its needs. While negotiations can encompass any proposal aspect, standard contract terms are typically non-negotiable.

**Right to Award to Next Consultant:** Should a contract stemming from this solicitation terminate within 90 days, the SCREL Hub can revisit the solicitation process to potentially award another proposer.

**Changes to the RFP:** Modifications to this RFP may occur if the SCREL Hub deems them necessary. Any change will be officially communicated via an addendum from the SCREL Hub P3 Coordinator.

**Receiving Addenda and/or Question and Answers:** It remains the consultant's duty to stay updated on addenda, responses, or notifications from the SCREL Hub.

**No Conflict of Interest:** Consultants and their associates (officers, directors, trustees, partners, or employees) must not hold any business ties or familial relations with any official or employee from the SCREL Hub involved in the selection or evaluation process. The SCREL Hub will be the sole determiner regarding compliance.

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