

April 13, 2017



Family Reading Partnership

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REQUEST FOR PROPOSALS

The Family Reading Partnership is seeking proposals from qualified individuals to serve the agency as Early Childhood Specialist on a contract basis.

I. Background

Family Reading Partnership is a not-for-profit organization serving families of young children aged 0-5. We promote and support engagement of families, schools and the community around children's books to create a culture of literacy. Family Reading Partnership provides families with the knowledge, resources and support needed to inspire them to weave reading aloud to their babies and children into their daily lives.

Family Reading Partnership program impact is maximized by enthusiastic community partners who engage with us to make our books and resources available and provide support to families to read to their young children. These community partners include doctors, nurses, librarians, teachers, and family home educators who already have trusted relationships with families.

II. Scope of Work

The Family Reading Partnership seeks to maintain its focus on the needs of families and children from before birth to age five through the collaboration and assistance from a qualified individual who can successfully provide the following with an estimated range for effort of between 10-15 hours per week/40-60 hours per month as Early Childhood Specialist:

- 1. Administration and implementation of Every Baby! Every Day! Talk, Sing, Read, Play. Phase II** - Family Reading Partnership continues to engage the community to spread awareness of the needs for all babies through the Phase II of the Every Baby! Every Day! (EBED) initiative. Phase II of the EBED will strengthen and deepen relationships with community partners, resources for families and will engage new partners serving families of babies in Tompkins County. Family Reading Partnership seeks a consultant to execute EBED Phase II program efforts that are informed by best practice using current educational, health and behavioral information. EBED Phase II is funded through March 2018. Program elements included in EBED Phase II include:

- **Read-Along Love Songs for Babies-** Books and resources provided to families served by the Medicaid Obstetrics Maternal Services (MOMS) and Intervention Team nurses through the Tompkins County Health Department.
 - **Changing Table Chats-** A pilot initiative designed to provide catchy rhymes and songs for families using the baby changing tables in local businesses.
 - **Shopping For Words-** A pilot program intending to provide additional language cues for families to use while they are doing their shopping at the grocery store.
2. **Provide professional guidance for work with early childhood populations.**
Advise Family Reading Partnership in other program implementation to ensure books and other resources are of the highest quality and are age appropriate for very young children.
 3. **Assist in future program and funding development.** Assist in the development of future programming for the continued work associated with EBED and the continued funding in support of EBED.

<h3>III. Contents for Proposal</h3>

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below and shall be limited to five (5) pages (excluding attachments and appendices).

A. Submittal Letter- Include the RFP's title and submittal date, the name, address, email and telephone number. The letter shall state individual interest in the position and when they are available to work on the project.

B. Resume- Include detailed description about educational and professional experiences that qualify the work proposed under this RFP and how this expertise will enable Family Reading Partnership to benefit from that expertise. Include at least three (3) professional references, including contact names, contact telephone numbers and email addresses who can speak to the expertise and whom can be contacted by representatives of Family Reading Partnership.

C. Project Plan - This section should clearly convey the consultant's understanding of the nature of the work related to early childhood language development and family engagement and the general approach the consultant will use to complete the project. This section should include, but is not limited to, a discussion of the proposed approach. Include the steps that would be taken to complete the project including sufficient detail to show a clear understanding of the work and proposed approach. Please review the Family Reading Partnership website at www.familyreading.org and the information supporting EBED <http://www.familyreading.org/our-programs/every-baby-every-day/>

D. Costs- This section must provide a full description of the expected expenditures for the work described in this RFP including consultant fees, preparation of deliverables and other costs.

IV. Selection Criteria

Individuals submitting proposals are advised that all proposals will be evaluated to determine the consultant most qualified to meet the needs of Family Reading Partnership. The selection criteria will include, but not be limited to, the items listed below:

- a. Demonstrated understanding and responsiveness to the RFP.
- b. Referenced experiences and interactions from references provided.
- c. Past experience assisting other agencies in programming and implementing early childhood and/or family engagement programming.
- d. Effective description of commitment to early childhood development as it pertains to language development.
- e. Project understanding and approach including understanding of Family Reading Partnership.
- f. Oral Interview
- g. Completeness and quality of the proposal.
- h. Cost.

V. Process for Selecting Consultant and Award

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of Family Reading Partnership. If interviews are held, individuals will be notified of location, date, time and duration of such interview. Family Reading Partnership and the Selection Committee will make investigations as necessary regarding the qualifications and may include review by legal counsel. Individuals that have not been selected shall be notified in writing after the conclusion of the selection process.

Proposals will be evaluated based on the degree to which the proposed work plan meets or exceeds the stated requirements, the perceived sustainability of the proposed plan, the cost of the proposed work plan including reoccurring costs, the delivery and implementation timeframe for the work plan the reputation of the

individual included in the proposal, products included in the plan and Family Reading Partnership experience with the individual or work plan.

An award of the Contract will be made to the individual whose proposal conforms, as specified in this document, and that is most advantageous to Family Reading Partnership, price, and other factors being considered. Family Reading Partnership reserves the right to reject any and all proposals or part there of and waive any irregularities.

Start time to begin work shall be determined after approval of selected RFP by the Family Reading Partnership Board of Directors.

Interested parties are invited to submit one original signed proposal in PDF format. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope and delivered no later than 4:00 pm on May 31, 2017 to:

Family Reading Partnership
Attention: Early Childhood Consultant Search Committee
54 Gunderman Road
Ithaca, NY 14850

This Request for Proposals (RFP) does not commit Family Reading Partnership to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. Family Reading Partnership reserves the right to accept all or part of any proposal that it considers to be in the best interest of the organization.

Requests for information: Questions related to this RFP should be submitted to Aly Evans via email aly@familyreading.org no later than 12:00 noon on May 24, 2017.