



## COMMUNITY CONVERSATIONS EARLY CHILDHOOD STRATEGIC PLANNING REQUEST FOR PROPOSALS

### Goal

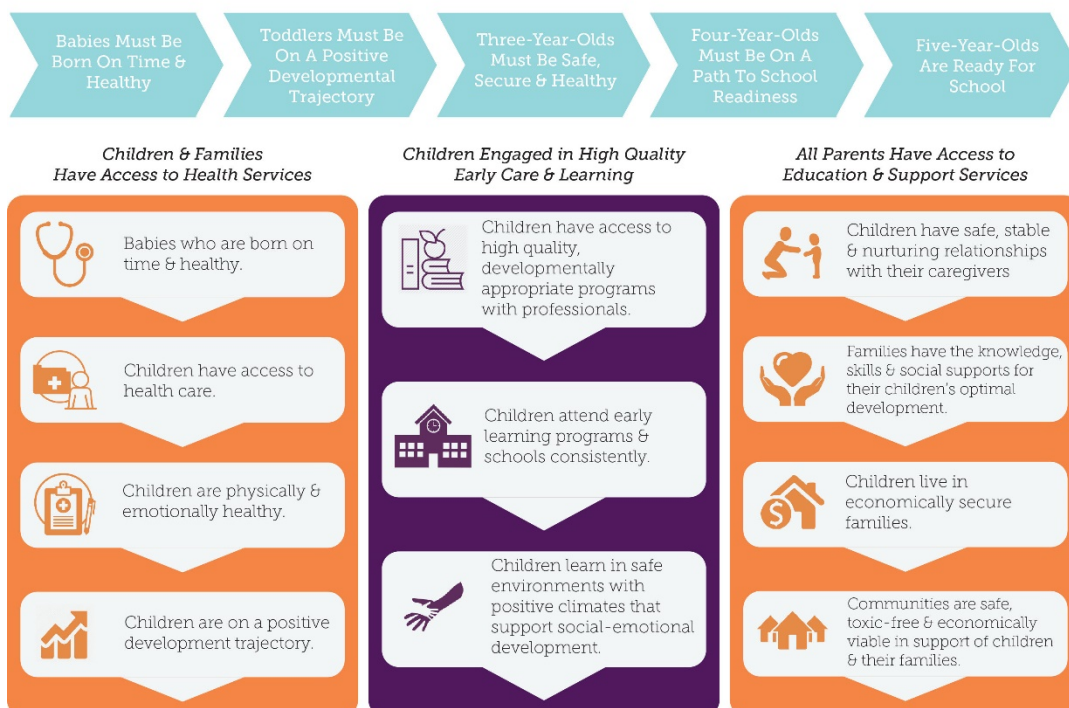
The Oklahoma Partnership for School Readiness (OPSR) was awarded funding from the Administration for Children and Families (ACF) for Oklahoma’s Preschool Development Grant Birth-Five, titled Oklahoma’s Future Begins with Children (OKFutures). The grant requires states to develop a birth to five strategic plan to create an equitable and sustainable system for improving developmental and academic outcomes for all children, especially those most vulnerable and underserved. This will be accomplished in collaboration among state and local agencies, early childhood partners and stakeholders.

With this proposal, **OPSR seeks to partner with local organizations to host community conversations among parents and early childhood professionals to inform the final B-5 strategic plan and implementation of the Oklahoma School Readiness Pathway.**

The goal of the Community Conversations is to provide communities a voice in describing the current state of Oklahoma early childhood education, areas for improvement and strategies for accomplishing goals. The conversations will utilize OPSR’s School Readiness Pathway as a framework by focusing on *Health, Early Care and Learning, and Family Support*.

The Oklahoma School Readiness Pathway serves as our roadmap to identify, monitor and report how Oklahoma is, or isn’t, meeting school readiness benchmarks. This pathway brings the latest research to the forefront and identifies areas for improvement in programs, policies and funding. Ultimately, the pathway’s goal is for Oklahoma’s early childhood system to be coordinated, aligned and adequately funded. The pathway illustrates how *Health, Early Care and Learning, and Family Support* influence a child’s readiness for school. Beginning at birth through school entry, this framework allows us to monitor outcomes and indicators that inform action including policy changes, effective investments and quality improvements.

## OKLAHOMA SCHOOL READINESS PATHWAY



**Purpose**

OPSR is seeking a community-based agency/organization to host a strategic planning meeting to inform the OKFutures' strategic plan. The purpose of this funding opportunity is to provide financial support for organizing, advertising, inviting and implementing a strategic planning event in a local community setting. Participants in the strategic planning meeting **will** include 1) parents of young children 2) health, family support, and early care and education providers and 3) business, government and faith-based leaders who are concerned about the well-being of young children and their families. The strategic planning event is to be scheduled during the month of June 2019.

**Contract Period**

Date of Award to June 30, 2019

**Eligible Applicants**

Eligible applicants include city, county or state governmental agencies, non-profit organizations or for-profit businesses. Individuals are not eligible to apply. A preference will be given to entities who serve or support programs for children birth to five and their families.

The applicant must have a physical presence in the following locations: Ada, Enid, Lawton, Oklahoma City, Ponca City, Stigler, Stillwater, Tahlequah and Tulsa. One organization per location will be selected with the exception of Oklahoma City and Tulsa, in which two separate organizations may be selected. Applicants have the option to apply for multiple locations if they meet the criteria listed above.

**Available Funding**

Total Funding Available: \$55,000

Number of Awards: 11

Maximum Amount of Award (per event): \$5,000

**Contractor Deliverables**

See Attachment A

**Payment**

This is a reimbursement contract for completion of deliverables as outlined in Attachment B

**Award Notification**

Selected applicants will be notified by Tuesday, May 28<sup>th</sup> 5:00 pm CDT

**To Apply**

- One (1) electronic application must be emailed in .pdf format to Christopher Lee, Administrative Specialist at [clee@okschoollreadiness.org](mailto:clee@okschoollreadiness.org)
- Applications **MUST** be received by Friday, May 24, 2019 5:00 pm CDT

**Questions**

- All questions regarding this application must be submitted in writing to Christopher Lee at [clee@okschoollreadiness.org](mailto:clee@okschoollreadiness.org) and will be posted at [www.okschoollreadiness.org/okfutures/strategic-plan#community-conversation](http://www.okschoollreadiness.org/okfutures/strategic-plan#community-conversation). Failure to comply with this process may disqualify an organization from being eligible for funding.

**Application**

**Legal Name of Organization:** \_\_\_\_\_

**DBA or Common Name of Organization:** \_\_\_\_\_  
(If same as legal name, enter legal name)

**Mailing Address: Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State / Zip:** \_\_\_\_\_

**Phone with Area Code:** \_\_\_\_\_

**Federal Tax ID or EIN:** \_\_\_\_\_

**Organization Type:** \_\_\_\_\_

**Authorized Official for Organization:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Primary Contact for this Application:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Community Conversation Location(s):** \_\_\_\_\_

**Total amount requested:** \_\_\_\_\_

**Organization Qualifications:**

**Describe your organization's or agency's experience as outlined under Contractor Requirements.**

**Describe how you propose to fulfill Contractor Requirements.**

**Describe how your organization or agency is engaged with parents of children birth to five.**

The undersigned, being duly authorized to submit this application on behalf of the named organization, hereby certifies to the best of his/her knowledge, is true, complete, and accurately describes the proposed project, and that I have read and agree to the Attachment A: Deliverables and Attachment B: Payments.

**Agency Authorized Official**

**Oklahoma Partnership for School Readiness  
Foundation, Inc.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, Title

\_\_\_\_\_, Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A

### DELIVERABLES

Contractor shall:

- Secure a meeting space large enough for 20-40 persons. The meeting space will be sufficient to engage participants in small group conversations utilizing four corners (areas) in which posters will be displayed on the wall. Following the small group discussion, the meeting space should accommodate 30 or more participants around tables near the center of the room.
- Recruit at least 20 participants, 7 of which are parents of children under the age of five who participate in early childhood programs such as, Early Head Start, Head Start, Pre K and child care.
- Provide stipends to one parent/caregiver per household for participating in the strategic planning meeting of no more than \$40 in the form of gift cards for gas or groceries, if needed.
- Provide refreshments for participants.
- Identify at least two individuals to receive OPSR facilitation training who will be available to provide facilitation and/or note taking roles during the event.
- Assist OPSR in identifying community level data for the event.
- The contracting agency leadership agrees to deliver a welcome message to participants.
- Use and customize the OPSR press release template with pertinent event information and distribute to area media outlets such as newspaper and radio stations.
- Submit invoices within 30 days following completion of deliverables.
- Submit a final report in the format provided by OPSR within 30 days following the event.

**The OPSR agrees to support the Contractor by:**

- Providing state and community level data, facilitator questions and management of participant feedback during the event.
- Providing facilitators and note takers.
- Assisting Contractor in set-up for the event at least 1 hour in advance.
- Assisting the Contractor during the event with logistics and data collection.
- Assisting the Contractor with teardown and clean up after event.

**ATTACHMENT B****PAYMENTS**

- Requests for payment should be complete and submitted by the Contractor on the OPSR Invoice Form within 30 days following the completion of each deliverable.
- Funds paid to Contractor may occur in either one or two payments.
- Payment Option One:
  - Contractor shall host the event; complete all deliverables and provide required documentation as listed in Attachment A to OPSR.
  - OPSR will pay a maximum of \$5,000 to Contractor within 15 days of the receipt of documentation and signed invoice.
- Payment Option Two:
  - The event; secure the location, advertise/market and register at least 20 participants by 1 week prior to the event date and submit an invoice with documentation of the completion of payment.
    - OPSR will Pay \$2,000 to Contractor within 15 days of the receipt of documentation and signed invoice.
  - Host the event and provide follow-up documentation as required by the contract.
    - OPSR will pay \$3,000 to Contractor within 15 days of the receipt of documentation and signed invoice.