



## Response to Questions

### Request for Proposal: Technical Assistance From Local Organizations to Host Community Conversations

**Question 1.** *Should applicants prepare separate applications if they are applying for more than one location?*

**Response 1.** Yes.

**Question 2.** *Are stipends only for parent participants or for all participants?*

**Response 2.** The organization should determine the most appropriate incentive(s) for other participants.

**Question 3.** *When will the two facilitators, per meeting, receive information about their duties?*

**Response 3.** Community Conversation hosts will be emailed a link to facilitator duties as soon as they are awarded the RFP.

**Question 4.** *Who sets the Community Conversation meeting dates?*

**Response 4.** The Oklahoma Partnership for School Readiness will work with organizations who are awarded the RFP to figure out mutual meeting dates.

**Question 5.** *What day is the facilitation training? What time does it begin and end?*

**Response 5.** The facilitator training is recorded and may be viewed at any time that is convenient for the facilitators.



## Response to Questions Cont.

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**Question 6.** *What community data will be identified by the contractor? Does OPSR have a time estimate for how long it will take to identify this data?*

**Response 6.** OPSR will consult with the contractor upon award to discuss specific community data the contractor feels will resonant well for participants. The contractor may already have community level data that can be included in the Community Conversation.

Jointly, OPSR and the contractor will identify the best strategy to obtain community level data considered pertinent for the conversation. It is anticipated this will take approximately 5-10 hours for this consultation and gathering of any additional data.

Additionally, the Community Conversations will be categorized by the three goals within the Oklahoma School Readiness Pathway. Visit <https://www.okschoolreadiness.org/the-pathway> to learn more about the Pathway.

**Question 7.** *What does "provide management of participant feedback during event" mean?*

**Response 7.** Provide assistance in gathering written responses during the Community Conversation following small group exercise and in recording verbal feedback from participants during small and large group discussions. The "Recorder" role may be assigned to one or both of the facilitators who receive training. Additional details on this process will be discussed with the contractor in the planning process.

**Question 8.** *The RFP states that a contractor will provide two people trained by OPSR at the Community Conversation. Does OPSR expect the contractor to provide any additional people to help at the event?*

**Response 8.** We anticipate that the contractor will provide the staff necessary to assist with logistics the day of the event. This includes monitoring registration, refreshments, room set up/take down. The number of staff required for this will be at the discretion of the contractor.

**Question 9.** *The RFP mentions both facilitators and a note taker in both the contractor and OPSR sections. Can OPSR provide additional information regarding the contractor's role in facilitating the event?*

**Response 9.** There will be three facilitators and two note takers needed for a Community Conversation. OPSR is requesting two local facilitators to ensure we have adequate staffing. For more information on facilitator training, see Question 5. OPSR will coordinate assignments upon award.