



## **Public Library Family Engagement Project REQUEST FOR PROPOSAL**

### **I. Introduction**

The Oklahoma Partnership for School Readiness Foundation, Inc., (OPSR) was awarded funding from the Office of Child Care, Administration for Children and Families (ACF), U.S. Department of Health and Human Services for the Preschool Development Grant Birth through Five (PDG B-5), Grant Number 90TP0037. This project is one hundred percent funded by the federal grant award.

Titled Oklahoma's Future Begins with Children (OKFutures), the grant requires states to "maximize parental choice and knowledge . . . by ensuring that parents are provided information about the variety of early care and education programs for children from birth to kindergarten entry . . . and promoting and increasing involvement by parents and family members, including families of low-income and disadvantaged children, in the development of their children and the transition of those children from an early childhood care and education program into an elementary school."

Library services for babies and toddlers are crucial and provide families with young children in Oklahoma information to develop language and pre-reading skills. Early brain development research has shown the positive impact that talking, singing, and reading to babies and toddlers can have on speech and language acquisition. A stimulating reading environment requires that Oklahoma families with babies and toddlers have sufficient access to reading materials and other programmatic resources offered by libraries. An early introduction to the library also offers a comfortable learning environment, promotes families' willingness to ask for assistance, and provides a place for families to access technology and other resources that meet their needs. For children with special needs such as those with disabilities and English language learners, early access to library services is even more important to build a head start prior to entering elementary school.

OPSR is partnering with the Oklahoma Department of Libraries and the Oklahoma Educational Television Authority on this project. Through this partnership, the following guiding principles for Oklahoma public and tribal libraries have been identified:

- Facilitate the right of every infant and toddler to an environment which includes toys, books, multimedia and resources for them and their families, as well as for caregivers and other adults who work with young children;
- Create an environment to encourage a love of reading and books;
- Encourage speech development of infants and toddlers;
- Inform families of the importance of reading aloud for development of language and reading skills, and provide outreach and tailored messages to vulnerable and underserved populations;
- Advocate for those who live with, care for and educate babies and toddlers, now and in the future;

- Promote the habit of regular library visits to lead to success at life-long literacy.

The OKFutures Needs Assessment has defined vulnerable or underserved populations as “children from marginalized communities or experiencing developmental disabilities, including children living in poverty (less than 100 percent of the federal poverty level) and families of low income (less than 200 percent of the federal poverty level); children from historically marginalized racial and ethnic groups; children involved in the child welfare system and foster care; children exposed to trauma and adverse childhood experiences (ACEs); children facing homelessness; children of parents who are incarcerated, have mental illness, or have substance abuse disorders; English learners; and children with developmental delays and disabilities.”

## **II. Purpose**

OPSR seeks to grant public libraries with funds to support new programs or expand existing infant-toddler library resources to equip families with knowledge and access to resources to support the development of their children. Projects will seek to provide greater opportunities for infants, toddlers, and their families to access crucial early childhood information in a welcome environment, to engage these families in rich learning resources tailored to their needs, and focus on outreach to families with infants and toddlers who are vulnerable or underserved to have equitable access to early literacy experiences.

## **III. Programs**

OETA’s Ready to Learn – OETA’s initiative supports libraries as they engage with families in their communities. Utilizing media-based community engagement resources such as Cat In the Hat and PBS Play and Learn Science, Ready to Learn offers the opportunity to create experiences for families with young children to engage in literacy and STEM activities using library resources. Through such experience, families gain an understanding of and value for their local library resources as they prepare their children for school. OETA provides training, curriculum and ongoing technical assistance. <https://www.cpb.org/ready-to-learn>

1,000 Books Before Kindergarten – This program provides an innovative and fun approach to establishing strong early literacy skills. Parents and caregivers can use log sheets, journals, or even the iPhone or Android App to track reading. The program is free. (<https://1000booksbeforekindergarten.org/>)

Read Sing Play - In August 2015, ALSC launched Babies Need Words Every Day: Talk, Read, Sing, Play. These shareable resources were designed to provide parents with proven ways to build their children's literacy skills. Babies Need Words Every Day resources include eight visually appealing posters that deliver simple, effective rhymes, games and other suggestions for immediate, enriching ways to communicate with babies. Free posters are available in English and Spanish. ALSC also provides a book list that suggests books for parents. Librarians should encourage their community partners to download and display these free printable resources. <http://www.ala.org/alsc/babiesneedwords>

## **IV. Funding**

### **Allowable Costs:**

Applicants may request up to \$2,000 for the following activities.  
Personnel: Costs for employee salary and wage

Fringe Benefits: Costs for employee fringe benefits

Travel: Costs to attend trainings or to conduct outreach to families and partners

Supplies: Books, paper, pens, markers, and other materials used in conjunction with program delivery

Contractual: Costs for website development, program advertising, or related outreach activities

Other: consultant costs, snacks (when allowable), printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs

### **Unallowable Costs:**

Grant funds may not be used for construction, or the purchase of property, organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.

### **I. Contract Period**

Date of Award - February 29, 2020

### **II. Eligible Applicants**

Eligible applicants are legally established Oklahoma Public Libraries, Library Systems,<sup>1</sup> Individual Sites within Library Systems, and Tribal Libraries. Individuals are not eligible to apply. A preference will be given to entities that currently serve or support infants and toddlers and their families or provide evidence of such focus in their application.

### **III. Available Funding**

Total Funding Available: \$224,000

Number of Awards: 112

Maximum Amount of Award: \$2000

### **IV. Application Instructions**

- Complete Attachment A: Application
- Complete Attachment B: Budget and Budget Justification
- Complete Attachment C: Independent Contractor Agreement (including the accompanying W-9)
- Email Attachments A, B, and C to [contact@okschoollreadiness.org](mailto:contact@okschoollreadiness.org)
- Applications MUST be received by **Friday, December 13, 2019 at 5:00 pm CDT**

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<sup>1</sup> Library Systems may submit an application on behalf of multiple Sites within the Library System for up to \$2,000 per Site, so long as the Individual Library Site(s) within the Library System do not simultaneously apply for Project funding.

**ATTACHMENT A: Application**

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

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

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

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

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

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

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

**Primary Contact for Organization:**

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

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

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

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

**Primary Contact for this Request:**

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

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

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

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

## 2. Background

Please provide information about your library. Funds for this grant are intended to build capacity, therefore we are requesting an accurate description of your current resources. You will not be penalized if you do not currently have capacity in all areas, rather, this information will serve to inform areas for capacity building.

Describe the community that your library serves:

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Location :

Estimated population of your community (refer to [https://www.oklahoma-demographics.com/cities\\_by\\_population](https://www.oklahoma-demographics.com/cities_by_population) for assistance if needed):

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Average number of visitors each year:

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Estimated percent of visitors who are families with children under 6:

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Types of services (if any) currently being provided for infants and toddlers:

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Do you have a website and/or use social media? If yes, describe:

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Do you have staff dedicated to children's services? If yes, describe:

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## 3. Project Description

Refer to Section III. Programs. Describe the program you will implement and provide information on who you will serve, and how it will meet the needs of families with children under the age of three:

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**Describe how you will prioritize vulnerable or underserved children as defined in Section I. Introduction:**

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**Describe how your organization or agency will measure success of the proposed project.**

**4. Deliverables**

**If selected, my organization agrees to the following Project expectations:**

- Provide an Infant-Toddler enrichment program as described in Section III. Programs;
- Designated staff will attend any required training and participate in virtual and on-site technical assistance;
- Use and customize an OPSR press release template pertinent to the Public Library Family Engagement Project, in partnership with OETA Ready to Learn and Oklahoma Department of Libraries, for distribution to area media outlets such as newspaper, radio, and social media websites;
- Obtain parent consent and provide pictures and stories as necessary to be used in conjunction with OPSR’s dissemination plan; and
- Submit (1) an initial invoice for Project costs to OPSR no later than January 31, 2020 (up to \$1,500) and (2) submit a final invoice alongside a progress summary to OPSR by February 29, 2020 (up to \$500).

**OPSR agrees to support the grantee by:**

- Reviewing all invoices and providing reimbursement in a timely manner (no later than 30 days after the invoice has been received);
- Being available for technical assistance, support and other questions as needed in the implementation of this project; and
- Featuring libraries who receive grants in the monthly OPSR partner newsletter, communications with the OPSR Board, Administration for Children and Families, and other media outreach.

**5. Budget and Budget Justification (Attached below)**

**ATTACHMENT B: Budget**

Category	Amount Requested	Total
Personnel: Costs for employee salary and wage		
Fringe Benefits: Costs for employee fringe benefits		
Travel: Costs for staff to attend trainings or to conduct outreach to families and partners		
Supplies: Books, paper, pens, markers, or other materials used in conjunction with program delivery		
Contractual: Costs for website development, advertising		
Other: consultant costs, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs		
Totals:		

Provide a BRIEF narrative for expenses, which explains estimated costs and justifies the need for the total cost:

**ATTACHMENT C:**  
**INDEPENDENT CONTRACTOR AGREEMENT**

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And

The Oklahoma Partnership for School Readiness Foundation, Inc.

This Independent Contractor Agreement (the “Agreement”) is entered into this \_\_\_ day of \_\_\_ between the Oklahoma Partnership for School Readiness Foundation, Inc. (“Foundation”), and \_\_\_\_\_ (“Contractor”) (each of whom is referred to herein as a “party” and is collectively referred to as the “parties”). This contract is supported 100% by the Preschool Development Grant Birth through Five Initiative (PDG B-5), Grant Number 90TP0037, from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.

**1. SCOPE OF WORK.**

**A. General.** The Contractor agrees to provide services for the Foundation as set forth in the application and based upon the availability of funds. The amount of this contract shall not exceed \$2,000.

**B. Assignment.** See the attached Application (“Attachment A”) for a description of Deliverables to be performed under this contractor agreement.

**C. Rate.** See the attached Budget (“Attachment B”) for rate.

**D. Travel Expenses.** See the attached Budget (“Attachment B”) for a description of allowable travel expenses.

**2. PROPERTY RIGHTS.**

**A. Title to Certain Tangible Property.** All tangible or written materials in the possession or control of Contractor which in any way relate or pertain to the Foundation’s business, whether furnished to Contractor by the Foundation or other outside resources, or prepared, compiled, or acquired by Contractor in performing the Services, shall be the joint property of the Foundation and Contractor. At any time upon request of the Foundation, and in any event promptly upon termination of this Agreement, Contractor shall deliver all such materials to the Foundation. The provisions of this Section 2.A do not apply to library program supplies purchased in accordance with this agreement, which will remain the property of Contractor.

**3. CONTRACTOR STATUS.**

**A. Independent Contractor.** Contractor agrees to perform the Services as an independent contractor under the direction of the Foundation’s Board of Directors. Contractor, in its performance of this Agreement, has and hereby retains the right to exercise full control and supervision over the accomplishment of the objectives set forth in Section 1, subject to the provisions of Section 16. This agreement does not create a partnership, agency, joint venture, employment or third-party beneficiary contract. Contractor is not a principal, partner, co-venturer, franchisee, or employee of the Foundation, and Contractor shall not make any representation to the contrary to any person or take any action which would imply otherwise. Contractor shall not bind, nor attempt to bind, the Foundation to any obligation with any third party, unless expressly authorized by the Foundation in writing to

do so for that particular limited purpose. The Foundation does not and will not have actual, potential or any other control over Contractor, except as otherwise expressly set forth in this Agreement.

**B. Taxes on Compensation.** Contractor shall pay any federal, state, or local taxes or assessments applicable to the compensation paid under this Agreement.

**C. Reporting of Compensation.** The Foundation shall report to the IRS all amounts paid to Contractor pursuant to this Agreement as non-employee compensation and provide Contractor annually an IRS Form 1099 outlining annual non-employee compensation paid to Contractor. Contractor shall complete, execute, and deliver to the Foundation a Form W-9, "Request for Taxpayer Identification Number and Certification," upon the execution of this Agreement.

**D. No Entitlement to Benefits.** Contractor shall not be entitled to (i) participate in or receive benefits under any the Foundation programs maintained for its employees, including, without limitation, life, medical and disability benefits, pension, profit sharing or other retirement plans or other fringe benefits or (ii) any direct or indirect compensation of any kind as a result of the performance of this Agreement, except for the fees provided for herein.

#### **4. FEES.**

**A. Payment for Services.** The Foundation shall pay Contractor within thirty (30) days of receipt of an invoice from Contractor.

**B. Expenses.** Except to the extent this Agreement provides otherwise, Contractor shall be reimbursed for reasonable and necessary expenses approved by an authorized representative of the Foundation.

#### **5. TERM AND TERMINATION.**

**A. Term.** The term of this Agreement will become effective as of the date first written above and remain in effect until February 29, 2020, based upon pending approval from the Administration for Children and Families.

**B. Termination.** Either party may terminate this Agreement at any time without liability to the other party, by providing seven (7) days' prior written notice to the other party.

**C. Continuing Obligations.** Termination of this Agreement shall not terminate (i) the Foundation's obligations under Section 1 and 4 accruing prior to such termination, (ii) each party's obligations under Sections 3, 6, 7, and 8 that by their sense and context, are intended to survive such termination.

#### **6. CONFIDENTIALITY.**

**A. Definition.** As used herein, the term "Confidential Information" refers to any and all confidential information relating to the Foundation's business activities and includes, without limitation, the terms and conditions of this Agreement, as well as information relating to the Foundation's business processes, products, services, strategies, objectives, financial information, technical information, data, marketing materials, business plans, and employees. Confidential Information shall include, but not be limited to, any information or communications of the Foundation that (i) is a trade secret or (ii) is subject to a privilege against disclosure or use in litigation, including, without limitation, information or communications subject to the attorney-client, attorney work product, or settlement negotiation privileges. For purposes of this Agreement, communications from or to the Foundation and their attorneys (including attorneys serving as employees of the Foundation) shall be presumed subject to the attorney-client privilege unless and until the Foundation determines otherwise. Such Confidential Information is the exclusive property of the Foundation and may be used by Contractor solely in the performance of her obligations under this Agreement. Notwithstanding anything to the contrary above, Confidential Information does not include information that (a) is now, or hereafter becomes, publicly known or available through lawful means; (b) is disclosed to the

receiving party without confidential or proprietary restriction by a third party who rightfully possesses and rightfully discloses the information; (c) is independently developed by the receiving party without any breach of this Agreement; or (d) is the subject of a written permission to disclose provided by the disclosing party.

**B. Obligations upon Termination.** Upon termination of this Agreement or upon notice from the Foundation, Contractor shall either return all Confidential Information, together with any copies thereof, to the Foundation or certify she has destroyed any Confidential Information in her possession. Contractor shall also upon termination maintain the confidentiality of any and all Confidential Information in accordance with Section 6.C below.

**C. Maintaining Confidentiality.** As long as such Confidential Information remains confidential, Contractor shall not, without the express written consent of the Foundation, directly or indirectly communicate or divulge to, or use for his own benefit or for the benefit of any other person or entity, any Confidential Information, except that Contractor may disclose such matters to the extent that disclosure is (i) required in the course of performing the Services or (ii) made pursuant to the requirement or request of a governmental agent or court of competent jurisdiction to the extent such disclosure is required by a valid law, regulation, subpoena or court order, and provided further, that, prompt notice thereof is given (unless such notice is prohibited by law) to the disclosing party of any such requirement or request.

**7. RESTRICTIONS ON PERFORMING SOLICITATIONS FOR OTHERS.** This Agreement is not exclusive in that Contractor shall remain free under this Agreement to perform work for and otherwise become engaged in the business activities of entities other than the Foundation during the term of this Agreement.

**8. IMPROPER PAYMENTS.** Contractor will not use any funds received under this Agreement for illegal or otherwise improper purposes related to the Agreement. Contractor will not pay any Foundations, fees, or rebates to any employee of the Foundation nor favor any employee of the Foundation with gifts or entertainment of significant cost or value.

**9. AUDIT.** Contractor shall keep sufficient records to readily disclose the basis for any charges, expenses or credits, ordinary or extraordinary, billed or due to the Foundation under this Agreement.

**10. ASSIGNABILITY.** This Agreement may not be assigned by either party without the prior written consent of the other party.

**11. NOTICES.** All notices made pursuant to this Agreement shall be made in writing and delivered by personal delivery or via email, and if given by Contractor to the Foundation, shall be addressed to:

Debra Andersen, Executive Director  
Oklahoma Partnership for School Readiness Foundation, Inc.  
421 NW 13<sup>th</sup> Street, Suite 270  
Oklahoma City, OK 73103

*And if Notice is given by the Foundation to Contractor, it shall be addressed to:*

Name:

Address:

**12. SERVICE COORDINATION.**

**A. The Foundation Coordinator.** Contractor’s Services shall be performed under the direction of Kim Jumper-Brown, who shall be the individual responsible for coordinating with Contractor on performance of the Services and issues arising under this Agreement, until and unless the Foundation provides notice of a replacement.

NAME: Kim Jumper-Brown  
PHONE: (405) 429-4219  
EMAIL: kbrown@okschoolreadiness.org

**B. Contractor Contact Information.**

NAME:  
PHONE:  
EMAIL:

**13. AMENDMENTS.** This Agreement, may be altered, amended, modified, or superseded only in a writing executed jointly by the Foundation and Contractor.

**14. COMPLETE AGREEMENT.** Both parties acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the complete and exclusive statement of the agreement between the parties, which supersedes all proposals oral or written and other communications between the parties relating to the Service.

**15. GOVERNING LAW.** The rights and obligations of the parties to this Agreement shall be governed by and construed in accordance with, the laws of the State of Oklahoma without regard to the choice of law principles thereof. Contractor hereby consents to the jurisdiction of the federal and state courts located in Oklahoma County, Oklahoma, over any proceeding initiated with respect to the enforcement or interpretation of this Agreement.

**16. SEVERABILITY.** If any term or provision of this Agreement shall, to any extent, be determined to be invalid or unenforceable by a court or body of competent jurisdiction, then (a) both parties shall be relieved of all obligations arising under such provision and this Agreement shall be deemed amended by modifying such provision to the extent necessary to make it valid and enforceable while preserving its intent, and (b) the remainder of this Agreement shall be valid and enforceable.

**17. COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same agreement. Facsimile signatures shall be deemed original signatures.

IN WITNESS WHEREOF, the parties have duly executed this Agreement.

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

\_\_\_\_\_  
\_\_\_\_\_

Debra Andersen, Executive Director

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

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