



Request for Proposal for  
Early Childhood Action Plan Update  
Strategic Consultant and Writing Services  
Building Bright Futures State Advisory Council, Inc.

Building Bright Futures State Advisory Council, Inc. (BBF) seeks proposals and cost estimates for a qualified person(s) or firm to contract for consulting services to guide its update to the State of Vermont Early Childhood Action Plan as described in this Request for Proposal (“RFP”).

The consultant selected from the RFP will be engaged after competitive evaluation by BBF.

This request invites consultants to submit proposals for accomplishment of the items of work specified below under Scope of Work. Proposals should be prepared and submitted in accordance with the guidelines and requirements set for in this request.

**Sealed proposals:** Vendor will email their proposal to:  
[btruzansky@buildingbrightfutures.org](mailto:btruzansky@buildingbrightfutures.org)

The email must be clearly identified with the subject line of the email “ECAP RFP”. The name of the consultant and contact person must be listed in your proposal and in the body of the email. Attach to the email your entire proposal in Adobe PDF format.

Assemble a 3 page proposal including:

1. Interest in the identified project
2. Summary of experience, qualifications and availability to provide service to BBF.
3. Proposed approach to the process
4. Proposed budget
5. Two professional references

6. Link or attach an example of relevant completed work

**Proposal Deadline:** 1:00 PM EST, Thursday, May 9<sup>th</sup>, 2019.

### **Scope of Services**

The consultant will provide strategic planning and project management for the ECAP Update in coordination with the BBF ECAP Coordinator. The consultant will work closely with the ECAP Coordinator to gather information to create an updated strategic plan document in compliance with expectations in the Preschool Development Grant awarded to the State in 2019. The consultant will gather information from experts in the Vermont early childhood field, existing strategic planning and framework documents, and previous constituent input to prepare a draft Plan presented to the State Advisory Council for approval. A final document will be prepared along the PDG B-5 timeline.

The consultant will help guide the inclusion of the following criteria and guiding questions into an updated Early Childhood Action Plan,

1. Research and Evidence Informed-What changes are needed to address gaps and unmet needs informed by data and research; in particular PDG Needs Assessment? Do we have information telling us this is a best practice?
2. Promotes Equity-What changes are needed to increase opportunity for those who historically have been excluded and reforms the ways in which institutions operate to lessen disparities and eliminate discrimination?
3. Support the Full Participation of Each and Every Child and Family-What practices are needed to support children of diverse cultures, languages, abilities, and life circumstances? What efforts will engage their families?
4. Measurable-Is this measurable using a Results Based Accountability framework to measure impact over time? Do we have information telling us this is a need? Do we have disaggregated data to track potential inequities?
5. Coordinated-Are we creating a process that facilitates collaboration among diverse partners and across sectors, coordination, and policy alignment to leverage existing and new resources efficaciously in Vermont's Birth-Eight system?
6. Leverage-Are there outdated or completed strategies? How can we strengthen strategies to use clear language, are timely, doable and build on current strengths and assets?

## **Deliverables**

### **Project Design and Management**

- a. In consultation with the ECAP Coordinator, create strategy, work plan, and tools to meet project deliverables, leveraging the BBF ECAP Implementation Cycle infrastructure including ECAP leadership team, monthly committee meetings, and July Action Plan summit
- b. Meet with ECAP Coordinator every 2 weeks to track project process and inform ongoing work
- c. Identify and plan for additional, targeted stakeholder engagement opportunities
- d. Fulfill reporting components

### **Meeting Attendance and Facilitation**

- a. Agenda planning with the ECAP Coordinator and facilitation or note taking as needed  
planning and facilitation for 5/23 Working Group Meeting and 7/22 ECAP Summit and additional meetings as identified.
- b. Create handouts/materials, participating in planning calls and email communication
- c. Support gathering input from regional councils, families and communities as needed

### **Content Development**

- a. Collect input on ECAP content changes identified by working group and ECAP committees
- b. Research and coordinate with other relevant State plans and reports
- c. Interview identified stakeholders to support content development as needed
- d. Use RBA framework to identify performance measures for ECAP results. Gather input from ECAP committees as well as with guidance from the Data and Evaluation committee
- e. Procure report components with key partners (letter, appendices, etc)

### **Writing**

- a. Manage content collection, organization, and complete initial draft for discussion by 6/12
- b. Capture feedback and incorporation of new content for 2nd draft by 8/2

Final Report due by September 30, 2019 contract may go until October 30, 2019 for follow up activities as needed.

## **Desired Qualifications**

- expertise in strategic planning and composing a written strategic plan for a broad audience
- knowledge in Results Based Accountability framework
- understanding of equity and inclusion and ability to apply lens to existing work

- clear and accessible writing skills
- understanding of the human service and early childhood system in Vermont

### **Submittal Process and Details**

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted. BBF will be accepting written questions from April 25, 2018, through 5:00 PM, May 3, 2019, regarding this RFP.

Please submit questions via email to Beth Truzansky, Early Childhood Action Plan Coordinator, at [btruzansky@buildingbrightfutures.org](mailto:btruzansky@buildingbrightfutures.org). Written responses will be published on BBF's website at [www.buildingbrightfutures.org/ECAP RFP](http://www.buildingbrightfutures.org/ECAP RFP).

### **Estimated Timeline**

April 25, 2019 Release RFP.

May 3, 2019 Questions due to BBF by 5:00 PM

May 6, 2019 Responses to Questions emailed to all

May 9, 2019 Proposals due by 1:00 PM

May 14, 2019 RFPs reviewed by BBF

The above dates are subject to change at the option of BBF.

### **Consultant Selection Procedures**

BBF's ECAP Update Proposal Review Committee will review all proposals and evaluate them based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. BBF may select as many top ranked vendors as it deems necessary for inclusion within the negotiating list.

### **Evaluation Criteria**

1. Experience with related activities or programs
2. Ability to complete the project in a timely manner and within budget
3. Location of office. Preference may be given to those Vendors located within Vermont

### **Proposal Terms and Milestones for Payment**

BBF reserves the right to reject any and all proposals received in response to this Request for Proposal. If a proposal is selected, it will be the most advantageous in terms of quality of service, the Vendor's qualifications, and capabilities to provide the specified service, and other factors that BBF may consider. BBF reserves the right, at its discretion, to waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by BBF to be in the best interests of BBF even though not the lowest bid. The price

quotations stated in the Vendor's proposal will not be subject to any price increase from the date on which the proposal is opened by BBF to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Vendor to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between BBF and the awarded Vendor. The selected Vendor may not subcontract any of the work specified in this RFP without prior written consent of BBF.

### **Insurance**

Vendor shall take out and maintain during service to BBF under a contract such public liability and property damage insurance as shall protect Vendor, its subcontractors, and BBF from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with BBF, whether such operations be by Vendor or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to BBF. The Vendor shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the BBF. Vendor shall indemnify and hold BBF harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Vendor to provide accurate and/or complete data and information to BBF as outlined and required by the terms and conditions of its contract with the BBF.

## Appendix A Sample Provider Agreement



### CONSULTING AGREEMENT

This Consulting Services Agreement (the "Agreement") is by and between Building Bright Futures State Advisory Council (the "Company") and \_\_\_\_\_ (the "Consultant").

#### **Background**

In 2014, Building Bright Futures crafted the Early Childhood Action Plan (ECAP), which codifies statewide strategies to realize the six goals for early childhood identified in the Early Childhood Framework. To review, those goals are:

1. All children have a healthy start.
2. Families and communities play a leading role in a child's well-being.
3. All children and families have access to high quality opportunities that meet their needs.
4. Vermont invests in prevention and plans for the future success of children.
5. Data and accountability drive progress in early childhood outcomes
6. The early childhood system is innovative and integrated across sectors in order to better serve children and families.

These ambitious goals have been the focus of BBF's ECAP Committees since 2014, and have driven real and tangible progress for Vermont's young children across sectors. With some of the work of the ECAP completed, and other aspects of the early childhood system evolving, the time is right to revisit the plan with the intent to update the strategies we use to serve Vermont families.

With funding from a federal grant, BBF is facilitating a process in 2019 to make these updates. This is a contract for a consultant to support BBF in updating the ECAP and meeting the deliverables under Activity 2: Strategic Plan in the Preschool Development Grant Birth to Five (PDG B-5) grant.

## **Consultant Scope of Work**

The consultant will provide strategic planning and project management for the ECAP Update in coordination with the BBF ECAP Coordinator. The consultant will work closely with the ECAP Coordinator to gather information to create an updated strategic plan document in compliance with expectations in the Preschool Development Grant awarded in 2019. The consultant will gather information from experts in the Vermont early childhood field, existing strategic planning and framework documents, and previous constituent input to prepare a draft Plan presented to the State Advisory Council for approval. A final document will be prepared along the PDG B-5 timeline.

The Consultant agrees to the following deliverables within the term of this Agreement, approximate hours noted:

<b>Project Component</b>	<b>Details</b>	<b>Estimated Hours</b>
<b>Project Design and Management</b>	<ul style="list-style-type: none"> <li>-In consultation with the ECAP Coordinator, create strategy, work plan, and tools to meet project deliverables, leveraging the BBF ECAP Implementation Cycle infrastructure including ECAP leadership team, monthly committee meetings, and July Action Plan summit</li> <li>-Meet with ECAP Coordinator every 2 weeks to track project process, barriers</li> <li>-Identify and plan for additional, targeted stakeholder engagement opportunities</li> <li>-Outline report components</li> </ul>	<b>24</b>
<b>Meeting Attendance and Facilitation</b>	<ul style="list-style-type: none"> <li>-Agenda planning with the ECAP Coordinator and facilitation or note taking as needed</li> <li>-participation of 5/23 Working Group meeting</li> <li>-planning and facilitation for 7/22 ECAP Summit</li> <li>-Creating handouts/materials, participating in planning calls and email communication</li> </ul>	<b>36</b>
<b>Content Development</b>	<ul style="list-style-type: none"> <li>-Collect input on ECAP content changes identified by working group and ECAP committees</li> <li>-Research and coordinate with other relevant State plans and reports</li> <li>- Interview identified stakeholders to support content development as needed</li> <li>-Use RBA framework to identify performance measures for ECAP results. Gather input from ECAP committees</li> </ul>	<b>40</b>

	and with guidance from the Data and Evaluation committee to the extent possible. -Procure report components with key partners (letter, appendices, etc)	
<b>Writing</b>	-Manage content collection, organization, and complete initial draft for discussion by 6/12 -capture feedback and incorporation of new content for 2nd draft by 8/2 -Final by 9/30	<b>24</b>
<b>Deliverable Hours Total (approximate)</b>		<b>124</b>

**Term** The term of this Agreement will begin on May 15th, 2019 and end on October 30th, 2019. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

**Terms of Payment** The Consultant will be paid at a rate of \$\_\_\_\_ per hour for consulting time. The Consultant will work a total of 124 hours with no more than 175 hours. The total cost paid to the Consultant from May 15th, 2019 - October 30th, 2019 will not exceed \$\_\_\_\_. The Consultant shall submit monthly invoices to the Company's Executive Director by the 15th of the subsequent month and the Company agrees to pay such invoices within 15 days.

**Expenses** The Consultant shall pay all of Consultant's expenses incurred as a result of work under this contract unless otherwise agreed in writing.

**Work Location** The Consultant understands that work will be carried out remotely as well as at scheduled meetings.

**Independent Contractor Status** The parties to this Agreement acknowledge and agree that the Consultant is acting as an independent contractor in connection with its services and other provisions of this Agreement. The Consultant is not the agent or employee of the Company. The Consultant understands that the Company will not provide to the Consultant benefits and services available to Company employees, nor will the Company withhold any federal or state taxes except as required under applicable tax laws, which shall be determined in advance of the execution of this Agreement. The Consultant understands that all tax returns required by the Internal



Revenue Code and the State of Vermont including, but not limited to, income, withholding, sales and uses, and rooms and meals, must be filed by the Consultant. This Agreement is a contract among independent and separate parties who agree to carry out separate and distinct duties and/or services as set for in this Agreement.

**Workers' Compensation** Consultant represents and warrants that Consultant does not have employees. Consultant knowingly and voluntarily waives coverage of the Workers' Compensation Statute, 21 V.S.A. Section 601 *et seq.* (the "Statute"). In addition, the parties to this Agreement wish to set forth their understandings concerning workers' compensation coverage, as required by and in accordance with the Statute and in particular, the provisions for exemption of certain unincorporated businesses from the Statute pursuant to Section 601(14)(F) of the Statute as follows:

The Parties agree that the Consultant's services are distinct and separate from the work that is performed by the Company. The Consultant represents and warrants that he/she controls the means and manner of the services he/she shall provide under this Agreement. The Consultant warrants to the Company that he/she is in business for him/herself. The Consultant warrants to the Company that he/she holds him/herself out for work for the general public and does not perform work exclusively for or with the Company.

The Consultant acknowledges and agrees that he/she is not treated as an employee of the Company for any reason, including without limitation, for purposes of income or employment taxation. The Consultant acknowledges and agrees that he/she is not considered to be an employee (as defined by the Statute) of the Company. The Consultant represents and warrants to the Company that he/she is working independently and that he/she shall be the only person performing the services under this Agreement. The Consultant represents and warrants to the Company that he/she has no employees and agrees that he/she shall not hire any employees to perform any aspect of the services under this Agreement. The Consultant represents and warrants that he/she has not contracted with any other person(s) to perform any aspect of the services under this Agreement, and Consultant agrees that he/she shall not contract with any other persons to perform any aspect of the services under this Agreement.

The Consultant acknowledges that he/she has the right to purchase workers' compensation insurance and acknowledges that he/she has knowingly and voluntarily elected not to purchase workers' compensation insurance. The Consultant shall indemnify, defend and hold the Company harmless from any and all loss, cost and expense, including reasonable attorneys' fees, involving or arising out of any claim made by any person claiming to be an employee, contractor or otherwise working on behalf of the Consultant in connection with the services to be performed by Consultant under this Agreement.

**Confidential Information** The Consultant agrees that any information received by Consultant during the course of providing services to the Company will be deemed to be confidential. The information may only be used in the provision of services under this Agreement and may not be revealed to any third parties during this Agreement or after its expiration within prior written consent of the Company. Upon expiration of this Agreement, Consultant shall return all confidential information to the Company, including duplicate copies in any format.

**Conflict of Interest** The Consultant is free to enter into this Agreement. Further, the Agreement does not violate the terms of any agreement between the Consultant and any third party. The consultant is expressly free to perform services for other parties while performing services for the Company.

The Consultant has the duty to avoid conflicts of interest with the Company, and where one arises or becomes known to the Consultant, the Consultant will disclose the conflict to the Company's Executive Director.

**Ownership of Work Product** All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas concepts, techniques, inventions, processes, or works of authorship developed or created by Consultant while performing the services under this Agreement (collectively, the "Work Product") shall belong exclusively to the Company and shall, to the extent possible, be considered work made for hire for the Company within the meaning of Title 17 of the United States Code. Consultant automatically assigns at the time of creation of the Work Product, without any requirement of further consideration, any right, title or interest Consultant may have in such Work Product. Upon the request of the Company, Consultant shall take such further action, including the execution and delivery of instruments of conveyance, as may be appropriate to give full and proper effect to such assignment.

**Safety** To the extent the Consultant performs any of the services at the Company, Consultant agrees to comply with all applicable state and federal rules and regulations as to safety, OSHA, etc., and with all Company policies related to safety.

**Professional Ethics** If during the course of work performed on behalf of the Company, the Consultant becomes aware of any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics, Consultant will communicate this information in a timely manner to the Company's Executive Director.

**Termination/Breach of Agreement** Both parties to this Agreement may terminate this Agreement without cause upon thirty (30) days written notice. In the event of a material breach of the terms and conditions of this Agreement by any party, the other party shall

provide the breaching party with written notice of the claimed breach. If the party who is alleged to be in breach fails to cure the breach within one week, then the party who has asserted the breach may terminate this Agreement by written notice.

**Consultant Closeout and Reporting** Should activities under this agreement be completed prior to the agreement term, the consultant will provide a final close out report of all activities completed in accordance with the agreement. Any request for reimbursement of additional cost not previously submitted must be accompanied with a clear description of the work completed and the funding requested. All agreement data, reports, and work products must be provided to BBF before final payment can be made to consultant.

**Miscellaneous** This Agreement is the entire agreement and understanding between the parties relating to the subject matter hereof. This Agreement shall not be modified except by written agreement signed and dated by each of the parties. This Agreement shall be entered into within and shall be governed by and interpreted in accordance with the laws of the State of Vermont.

**Duly Authorized Signatures**

**Date**

Consultant: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name \_\_\_\_\_

**Date**

Building Bright Futures : \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name \_\_\_\_\_