



**Request for Proposal
Consultant Position with Building Bright Futures**

Title: Vermont Insights Project Manager

Proposal Deadline: 5:00 PM EST, November 6, 2019.

1. Introduction and Background

Building Bright Futures State Advisory Council, Inc. (BBF) seeks a qualified person to support project management, data analysis, policy guidance and partner communication. This work will support the function of [Vermont Insights](#), BBF's data platform, and execute a needs assessment project with our early childhood partners outlined in the Pre-School Development Grant Birth-Five (PDGB5) awarded to the State of Vermont in 2018 and executed from November 15, 2019-December 30, 2020. The goal of the PDGB5 grant is to fund states to conduct a comprehensive statewide birth through five needs assessment followed by in-depth strategic planning, while enhancing parent choice and expanding the current mixed delivery system consisting of a wide range of provider types and settings.

The consultant selected from the RFP will be engaged after competitive evaluation by BBF. The consultant will bring diverse skills to support Vermont Insights and Building Bright Futures as described in the Scope of Work on page 2 of this RFP.

The consultant will work closely with the BBF Executive Director and Vermont Insights team (including the Executive Director, Policy Analyst and contracted web designers). This individual(s) will serve as the project manager for the Needs Assessment, which similarly, will involve supporting the Executive Director and BBF Policy Analyst in managing key data stewards and compiling data across agencies (as appropriate), evaluating service provision capacity and evaluating existing data gaps, and creating the final report.

Critical to improving the overall quality and integration of the early childhood service system is Vermont Insights, BBF's strategy to expand community access to early childhood data. A key component of BBF's charge is in advising the governor, administration, legislature and key stakeholders on the current status of children and families in Vermont by identifying and

utilizing the most up-to-date, high quality data to inform service provision and policy. Vermont Insights has a unique role in bringing together Vermont-specific, cross-sector, and cross-agency data in one publicly accessible online platform. Vermont Insights has developed the capacity to easily publish and use data on a uniform online platform. Vermont is among a handful of states across the country that has accomplished this goal. Over 1,600 Vermonters - in policy, organizational, and community venues - across 86 cities and towns - use data found online at Vermont Insights' website. Vermont Insights is the first platform of its kind in Vermont, it is a go-to data resource for Vermont-specific child, family, and community data. Vermont Insights currently includes 58 interactive data reports related to Vermont's children, families, and communities. Given the complementary skill set needed for the work of the needs assessment and Vermont Insights Data and Policy team, at least one consultant will be hired to complete these tasks.

2. Scope of Work

A. Project Design and Management of the PDGB5 Needs Assessment (Grant Activity 1)

- Develop project plan to oversee assessment activities and analysis including timeline, benchmarks, partners and development to produce final report in compliance with expectations in the Preschool Development Grant
- Maintain communication and strong partnerships with early childhood partners including: Child Development Division, Department of Health, State Head Start Office, Agency of Education, Let's Grow Kids, members of the Data and Evaluation committee
- Compile and review other recent relevant assessments, evaluations and reports
Due: 12/30/20
- Oversee the collection and writing of a final Needs Assessment Report of Vermont's Birth-Five early childhood mixed delivery system. Due: 3/30/20

B. Data Management, Analysis and Quality Improvement (Grant Activities 1, 3 and 5)

- Assist in data preparation, analysis and dissemination of key findings of the quality and capacity of early care and education (ECE) programs. Individual will collaborate with other stakeholders to determine what data should be contributed or collected to determine capacity. This analysis will explore the strengths and weaknesses of existing studies, such as *Stalled at the Start* (Let's Grow Kids, 2016). Work with partners to more clearly determine the capacity of full and part time ECE and pre-k services for birth-5 across the state and compare this to potential demand. Due 1/31/20

- Support the Executive Director and the Early Childhood Investment ECAP Committee in analyzing early childhood investment state-wide that will identify gaps and elucidate need across the Birth to Five early care, health and education system in Vermont. Due 3/30/20
- Implement projects, interpret data, and prepare interim and final reports at the direction of and in collaboration with the Executive Director and VI Team. Conduct an analysis of gaps in available data needed to track child and system outcomes described in Vermont's Early Childhood Action Plan (ECAP). The consultant will support this project with input from BBF's Data and Evaluation Committee to be included in the needs assessment report, as well as strategies to address those gaps to be included in the Early Childhood Action Plan. Due: 3/30/20
- Build capacity for Vermont Insights to host publicly accessible early childhood data, reports and information by supporting the Executive Director and policy analyst in building strong relationships with EC partners across sectors to identify key indicators and data sets to include on Vermont Insights, developing policy briefs and managing data questions and requests.
- Strengthen the content, functionality, and design of Vermont Insights
- Partner with BBF's Communications Director to strengthen the Vermont Insights dissemination plan
- Support the development of performance metrics

C. Evaluation Design (Grant Activity 3)

- Support the creation of an evaluation tool, methods and data analysis to support a family engagement assessment. The purpose of the assessment is to inform how to improve how families are provided with timely, accurate information about programs, services, and supports in a culturally and linguistically sensitive manner; improve systems to smooth families' transition experiences within and across the EC system and into kindergarten; increase opportunities for families to play a leadership role in Vermont's B-5 EC system. Final Family Engagement Report due: 6/30/20

3. Reporting and Record Keeping

The consultant will be required to contribute to quarterly reports and meet bi-weekly with the Executive Director, Deputy Director and VI Team. All time will be positively reported through a monthly timesheet. 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.

4. Applicant Eligibility and Requirements

Desired Qualifications

- Expertise in managing complex projects, maintaining positive working relationships with teams and meeting timelines
- Experience with a range of research methodologies, data collection and statistical analysis procedures; policy analysis and program evaluation; project management and reporting; Results Based Accountability Framework
- Understanding of the human service and early childhood system in Vermont
- Experience working with administrative data and collaborating with agency and community partners to analyze such data to inform gaps in service provision and capacity
- Must hold a graduate-level degree: Masters or PhD in Public Health, Health Policy and Management, Developmental Psychology, Education, or a related field; or equivalent experience in program/project management, data management and analysis and program evaluation
- Work with others cooperatively, communicate clearly, demonstrate a willingness to be a team player, and contribute to a work environment that focuses on shared goals and collective impact
- Experience with statistical software (SPSS, STATA, excel or similar tools) and developing reports and dashboards in Tableau (or similar tool) is desired
- Clear and accessible writing skills, strong analytical and critical thinking skills

Location: Candidate can work in BBF's central office in Williston, VT with the opportunity to work virtually for a portion of the time as needed. Candidates may not need to report to the Williston office daily, though need to be available to attend meetings with the project team and state-wide partners.

5. Funding and Submittal Process

A budget of up to \$55,000 is available. Contract can begin as early as November 15, 2019 and ending December 30, 2020, contingent upon the availability of funds.

Please submit proposals to: kmobbs@buildingbrightfutures.org. The email must be clearly identified with the subject line of the email "Vermont Insights 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

Deadline: 5:00 PM EST, November 6th, 2019.

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted. Please submit questions via email to Katie Mobbs at kmobbs@buildingbrightfutures.org.

Timeline

October 23, 2019	Release RFP
November 6, 2019	Proposals due by 5:00 PM
November 15, 2019	Contract award

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

6. 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 Consultant'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 if 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.

Independent Contractor Status- Vendor is being retained by the Company only for the purposes and to the extent set forth in this Agreement. Vendor's relationship with the Company shall be and will remain as an independent contractor. Vendor shall not be considered under the provisions of this Agreement as having employee status and is not eligible to participate in any benefits provided by the Company to its employees. Vendor shall be responsible for all taxes on the consulting payments received by Vendor from the Company. Vendor shall not have any authority to and shall not bind the Company without the Company's prior written consent and authorization.

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.

7. Evaluation and Selection

BBF's Vermont Insights Consultant proposals will be evaluated 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.

RCRITERIA FOR SCORING	Total possible points	Applicant Score
1. INFORMATION FROM THE BIDDER		
A. Quality of the Bidder's Experience	40	
<ul style="list-style-type: none"> • Bidder demonstrates knowledge of, and expertise in the early childhood system. • Bidder demonstrates experience with project management, data analysis evaluation. • Bidder demonstrates experience with reporting expectations required under a grant agreement with BBF. • The bidder has experience working with Vermont government agencies and partners. • Bidder demonstrates relevant qualifications and experiences outlined in the RFP • Experience with statistical software (SPSS, STATA, Excel or similar tools) and developing reports and dashboards in Tableau (or similar tool) 		
B. Bidder's Capacity to Perform	35	
<ul style="list-style-type: none"> • Bidder demonstrates capacity to execute this scope of work 		

<ul style="list-style-type: none"> • Bidder demonstrates ability to maintain relationships with project partners in Vermont's early childhood system • Bidder demonstrates expertise in managing complex projects • Bidder demonstrates prior experience with a range of research methodologies, data collection and statistical analysis procedures; policy analysis and program evaluation; project management and reporting; Results Based Accountability Framework • Experience working with administrative data and collaborating with agency and community partners to analyze such data to inform gaps in service provision and capacity • Clear and accessible writing skills, strong analytical and critical thinking skills 		
2. TECHNICAL PROPOSAL/PROGRAM SPECIFICATIONS		
A. Responsiveness to Specifications	15	
<ul style="list-style-type: none"> • Bidders description of how they will respond to the scope of work contained in section 2 of the bid. • Completeness and reasonableness of the bidder's budget which will include project costs 		
B. Capacity and proximity to participate in team meetings	10	
<ul style="list-style-type: none"> • proximity to BBF Central office and ability to participate in team meetings 		
OVERALL TOTAL SCORE	100	
CRITERIA FOR SCORING	Total	Score

Appendix A
Sample Vendor: Agreement



CONSULTING AGREEMENT

This Consulting Services Agreement (the "Agreement") is by and between Building Bright Futures State Advisory Council (the "Company") and [Chosen Vendor] (the "Consultant").

1. Introduction and Background

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- Experience with statistical software (SPSS, STATA, excel or similar tools) and developing reports and dashboards in Tableau (or similar tool) is desired
- Clear and accessible writing skills, strong analytical and critical thinking skills

5. Term and Terms of Payment

Terms of Payment: The Consultant will be paid at a rate of XXX per hour for consulting time. The Consultant will work no more than XXX hours. The total cost paid to the Consultant from November 15, 2019 - December 30th, 2020 will not exceed \$55,000. 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. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

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 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 _____