



Request for Proposals

*Public Policy Participation Training for
Great Start Collaborative Coordinators,
Parent Liaisons and Parent Coalitions*

*Proposals Due By 12:00 Noon (EST)
on January 18, 2008*

Project Summary:

The Early Childhood Investment Corporation (ECIC) was established in 2005 to provide statewide oversight of the Great Start initiative. The ECIC provides capacity-building assistance to local Great Start Collaboratives (GSC) in the areas of program development, administration, organizational development, communication, fiscal management, technology, contracts management and fundraising. The ECIC also assists the local GSC in identifying best or effective practices.

Statement of Problem

There is an identified need to increase the participation of Great Start Collaborative Coordinators, Parent Coalition Liaisons and Parent Coalitions in the education of public policy decision-makers on the link between early childhood development and the impact of investment decisions on early childhood resources and the economic development in the State of Michigan. The ECIC is seeking bidders with the ability to provide training to new Great Start Collaborative Coordinators and Parent Coalition Liaisons to increase their ability to participate, and to help other Collaborative members to participate, in the public policy decision-making process at the local, state, and national level. Likewise, the training for the Parent Coalitions will increase their ability to participate in the education of public policy decision-makers.

Public Policy Participation Training Focus (Minimum Activities)

The bidders shall provide a joint training for new Great Start Collaborative Coordinators and Parent Coalition Liaisons and two follow-up trainings to be done regionally. The purpose of the trainings is to build the capacity of the Great Start Collaborative Coordinators and Parent Coalition Liaisons to participate in the public decision-making process at the local, state and federal level. The outcome of the trainings will be the increased participation of coordinators and liaisons in the education of decision-makers on the importance of early childhood development and impact that investment decisions have on early childhood resources and future success of children in the State of Michigan.

The bidders shall provide up to ten introductory trainings to the Great Start Collaborative Parent Coalitions. The purpose of the training is to build the capacity of the individual parents and Parent Coalitions to participate in the public decision-making process at the local, state and federal level. The outcome of the training will be the increased participation of parents in the education of decision-makers on the importance of early childhood development and the impact of investment decisions have on early childhood resources and future success of children in the State of Michigan.

The ECIC will work with the successful bidder on the development of specific training content.

Geographic Location

The training will be done regionally, with the ECIC identifying the specific regions.

Price

All submissions must include total price to satisfactory complete all the trainings activities identified above. The bidder's proposed price should be submitted with the bid packet and should include information indicating how the price was determined. The pricing information should be in a separate sealed envelope.

Timeframe

The ECIC anticipates the training to begin February 1, 2008, with completion by September 30, 2008. Any work begun by the contractor prior to this notification, will NOT be reimbursed by the ECIC.

Schedule

- 1) The responses to the Request for Proposals (RFP) with financial proposals are due **January 18, 2008**
- 2) ECIC will establish a rating and reading review team and finish the process by **January 24, 2008**
- 3) Selection of the contractor will occur by **January 25, 2008 by 5:00 pm.**
- 4) Successful bidder will begin ASAP with the goal of all training completed by **September 30, 2008.**

Payment Schedules

The successful bidder will be responsible for deliverables based on timelines in a contract with ECIC for the project. A payment schedule will be developed that will link reimbursement to completion of, or indicators of substantiated progress on deliverables.

Selection Criteria

Responses to this RFP will be judged, based on the following criteria:

1. The proposal presents a clear and concise description of the work to be undertaken with a credible presentation of how the efforts will achieve the deliverables, outcomes or goals as described in this RFP.
2. The bidder has experience and expertise necessary to conduct the work being proposed.
3. The proposed price is reasonable given the proposed scope of work.
4. The proposed consulting firm or consultant has successfully completed equally specialized trainings.

RFP Contents-Submittal Requirements should be organized in the following manner

1. Summary response to the RFP (1 page).
2. Training approach and summary of training materials and proposed content (no more than 2 pages).
3. A statement of organizational capabilities including relevant effort in the past 5 years to indicate appropriate experience and expertise to successfully complete the work as described in this RFP. The statement should include a list of proposed staff and/or contractors including their roles and experience and expertise related to the scope of work to be performed.
4. The financial proposal should include a budget for each of the training tasks outlined above and a total cost.

General Information

This Request for Proposal (RFP) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Early Childhood Investment Corporation.

1. Contract Award

Contract award negotiations will be undertaken with those bidders whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to ECIC, price and other factors considered. ECIC reserves the right to consider proposals or modifications thereof received at any time before the award is made, if such action is in the best interest of ECIC.

If a contract is awarded, the selected bidder will be required to comply with the General Provisions, which will be a part of the contract.

2. Rejection of Proposals

ECIC reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of ECIC. This RFP is made for information or planning purposes only. ECIC does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The ECIC is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. All submissions must be bound securely, in an 8 1/2" X 11" format.
5. Inquiries

Questions that arise as a result of this RFP must be submitted in writing to the ECIC. All questions must be submitted on or before the date specified on the cover letter.

Deliver five copies no later than January 18, 2008 by 5:00 pm to the attention of:

**Chris Kolb
Vice President for Public Affairs
Early Childhood Investment Corporation
221 N. Pine
Lansing, Michigan 48933**

ECIC reserves the right to propose modifications to an applicant's proposal – including membership of the team, methodology, total cost or individual budget line items. ECIC also reserves the right to reject any and all proposals or call for additional submittals. ECIC may call previous clients of other projects completed by the bidder even if they are not on a reference list. ECIC reserves the right to negotiate a final project cost with any bidder the ECIC determines to have submitted a high quality proposal and has demonstrated the experience and expertise to successfully deliver the products described in this RFP. This RFP may be modified or canceled at any time prior to contracts being awarded.