

# ECIC – Child Care Innovation Fund Request for Proposal (RFP)

<b>RFP:</b> Senior Project Manager (Contract)	<b>Proposal Due By:</b> 9/24/22	<b>Early Childhood Investment Corporation – Child Care Innovation Fund</b>
<p><b>Project Overview:</b> The Early Childhood Investment Corporation is seeking a Senior Project Manager (Contract) to work with our Child Care Innovation Fund Team to advance child care innovations and ultimately improve child care policies in MI. The Senior Project Manager will be responsible for steering large, concurrent complex projects and their related Teams from project conception to completion. Working closely with the Senior Director of Child Care Innovation, you will lead the development and implementation of detailed project plans; monitor, track, and control project-based outcomes and deliverables; identify and support the procurement of necessary resources; oversee and facilitate the preparation of all required ECIC and grantee reporting. You will coach and mentor project teams to expand their capabilities, facilitating project team meetings to ensure performance, progress, and to address problems or risks that arise.</p>		
<p><b>About the Early Childhood Investment Corporation</b> Created in 2005 to be a statewide leader in early childhood, ECIC collaborates to increase public and private investment in the earliest years, to elevate issues affecting young children and their families, and continuously improve Michigan’s comprehensive early childhood system, ensuring every child has the opportunity to succeed in school and in life.</p>		
<p><b>Project Goals:</b></p> <p>Goal 1: Expand access to quality, affordable child care for working families in MI.          Goal 2: Support grantees to invest federal dollars in a correct and timely manner.          Goal 3: ECIC and grantee performance aligns with agreed upon performance expectations as documented in contracts.          Goal 4: ECIC and grantee progress and impact is accurately documented and reported upon to the funder.</p>		
<p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>• Manage a portfolio of complex projects within initiatives that span across business units or lines of business.</li> <li>• Plan, organize, and facilitate all related work in this project with an equity-focus ensuring that historically underrepresented and marginalized communities are included and represented within project decisions.</li> <li>• Identify and support the procurement of necessary resources, estimate and track project budgets, set and track project scopes and schedules, and wrap all information into detailed project plans.</li> </ul>		

- Plan and facilitate internal project teams and motivate them to hit project milestones and complete project deliverables on time and within budget.
- Expand the capabilities of project teams by coaching and mentoring the teams to use best practice project management methodologies and implement a continuous quality improvement approach.
- Create project management and reporting templates and tools, providing training and consultation on their effective use.
- Monitor, track, and control project outcomes, facilitating regular, ongoing project team meetings to ensure performance metrics are met, progress is documented, and to address problems or risks that arise.
- Prepare verbal and written reports on project status, progress, metrics, deliverables, results, and quality assurance activities, using agreed upon format and templates.

**Project Timeline:** October 1, 2022 – September 30, 2024; Initial one year contract – 10/1/22 – 9/30/23 with option for renewal based on performance.

#### **Evaluation Metrics and Criteria**

- Criteria #1: Able to commit to dedicated weekly schedule
- Criteria #2: Overall Quality of Submission Requirements & Reasonableness of Cost
- Criteria #3: Alignment of Prior Work Experience with this Project

#### **Submission Requirements**

- Hourly Rate and Estimated Effort for requested Scope of Work
- Two samples of past senior-level project management work that is similar in scope and scale to the requested Scope of Work
- Name and contact information of two previous clients who could be contacted to provide references for your work.

**All responses to this Request for Proposals are due by 9/24/22**

#### **Successful company or candidate should have these skills and abilities:**

- Demonstrated authentic commitment to equity, inclusion, and diversity, skilled in the use of an equity lens.
- BA, MBA or MPA or MSW w/ planning, administration specialty preferred
- 5 -7 years of related experience on increasingly complex projects
- Project Management Professional (PMP) Certification Highly Preferred; PgMP, CAPM and/or comparable project management certifications considered
- Highly skilled in Microsoft 365 applications – Excel, SharePoint, Teams, Outlook, Word, and PowerPoint
- Highly skilled in using data management software and systems and in conducting data analysis
- Excellent time management skills with a proven ability to meet deadlines
- Ability to use a variety of techniques to facilitate efficiency in learning, problem-solving and task completion
- Adept at integrating multiple elements of assigned work to reach planned goals
- Exceptional written and verbal communication

<ul style="list-style-type: none"> <li>- Demonstrated leadership through coaching, mentoring, and team building work experience</li> <li>- Problem-solving mindset.</li> </ul>		
<b>Project Due By:</b> Year 1: 10/1/22 – 9/30/23; Option for contract renewal for a second year based on contractor performance		<b>Budget:</b> \$108,000.00
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