

Request for Proposal (RFP)

Project Management and Meeting Facilitation

Northern Early Childhood Support Network

[Northern Early Childhood Support Network - Great Start to Quality](#)

RFP Release Date: November 30, 2021

RFP Due Date: December 19, 2021 by 5:00pm

Northern Early Childhood Support Network Region

The NECSN is one of four Early Childhood Support Networks in the state of Michigan and supports the following 36 counties in rural Northern Michigan: Alcona, Alger, Alpena, Antrim, Baraga, Benzie, Charlevoix, Cheboygan, Chippewa, Crawford, Delta, Dickinson, Emmet, Gogebic, Grand Traverse, Houghton, Iosco, Iron, Kalkaska, Keweenaw, Leelanau, Luce, Mackinac, Manistee, Marquette, Menominee, Missaukee, Montmorency, Ogemaw, Ontonagon, Oscoda, Otsego, Presque Isle, Roscommon, Schoolcraft, and Wexford.

INTRODUCTION

The Eastern Upper Peninsula Intermediate School District is soliciting proposals for consulting services in meeting facilitation and project management (including data collection) to support the Northern Early Childhood Support Network (NECSN).

The Northern Early Childhood Support Network (NECSN) is composed of thirty-six (36) counties in Northern Lower Michigan and the Upper Peninsula. The NECSN is designed to provide development of, and facilitate access to, a coordinated, easy-to-navigate early childhood system for providers and families that addresses the needs of the whole child.

The NECSN facilitates cross-sector collaboration within the northern region for maximum utilization of federal, state and local resources to promote quality childcare provision and equitable access to early childhood support and services. The NECSN provides systems development, professional learning and technical assistance for the Great Start Network, which includes the Great Start to Quality Resource Centers, Great Start Collaboratives and Parent

Coalitions within the Northern region. The ECSNs are funded by the Michigan Department of Education through federal Child Care Development Funds.

PERIOD AND LOCATION OF SERVICES

The period for performance for this request for proposals is January 2022 through September 2022.

Virtual meetings will be the primary mode for conducting business with 6-8 face-to-face meetings to take place during the RFP period.

SCOPE OF SERVICES

The Eastern Upper Peninsula Intermediate School District (EUPISD) is seeking bids for the following:

Meeting Facilitation

- Schedule, plan, and facilitate NECSN meetings
- Prepare meeting materials and agendas in coordination with the NECSN Management Team
- Maintain statewide information repository (google drive)
- Collect and organize agendas, notes, materials, and other documents as requested
- Utilize consensus-building strategies to achieve stakeholder agreement on the work
- Collaborate with agencies, NECSN management team, and stakeholders in between meetings to advance the process.

Project Management

- Track progress on identified action items
- Prepare, write, and edit project documents including memos, templates, etc. using perform version control for group products.
- Provide monthly updates and elevate issues to NECSN Management Team as needed
- Participate in the NECSN Management Team meetings as requested
- Review background materials and documents as advised by NECSN Management Team
- Provide strategic recommendations regarding process, structure, and stakeholder membership as needed

- Develop strategic recommendations for the NECSN Management Team regarding the most efficient way to organize the work to achieve project goals

REQUIRED QUALIFICATIONS

- Facilitation: Applicant must have extensive experience facilitating and building consensus in stakeholder processes.
- Project Management: Applicant must have experience and demonstrated success leading and coordinating projects with small and large teams to achieve desired outcomes in the most efficient, effective way.

SUBMISSION OF PROPOSALS

Applicants must provide the following information in electronic PDF format.

- Cover letter, no more than 1 page in length
- Statement of qualifications, no more than 2 pages in length, curriculum vitae, or resume that addresses the qualifications
- Two references of colleagues or clients
- Hourly rate to be charged for a virtual setting.
- Hourly rate to be charged for face-to-face meetings.
 - Meeting locations for bid purposes:
 - EUPISD – Sault Ste. Marie, MI
 - Northwest Education Services – Traverse City, MI
- A statement of any relevant constraints, limitations, or potential conflicts of interest – if applicable.

BUDGET ASSUMPTIONS

- Applicant will be based within or close enough to the Northern ECSN region to allow travel to meetings. The applicant may participate in identified meetings virtually. Virtual participation requires video and audio.
- Applicant will identify hourly rates for face-to-face and virtual meetings.
- Applicant will identify estimated other direct costs including travel related expenses.

SELECTION PROCESS

The EUPISD, in coordination with the NECSN Management Team, will select based on review of proposals. Anticipated award in January 2022.

SUBMISSION OF PROPOALS

Bid proposals must be submitted by December 22, 2021 at 5:00 pm.

Email proposals to Katie Lohff at klohff@eupschools.org. The email subject line should read: NECSN RFP [Your Name/Organization].

Thank you in advance for your consideration in providing a bid for the work with the Northern Early Childhood Support Network.

If you have any questions or require additional information, please contact

Jessica Savoie

Director Early Childhood Education

Eastern Upper Peninsula Intermediate School District

jessicas@eupschools.org

906-259-8038.