

**CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY
INSTRUCTIONS FOR PROPOSALS**

One original and one copy should be submitted. The proposal package consists of the following:

1. Cover letter that is signed and dated by an individual authorized to legally bind the applicant's organization.
2. The application form signed and dated.
3. A proposal narrative:
 - Describe how the tasks outlined in the Scope of Services section will be accomplished. How will you meet program objectives?
 - What experience do you or your organization have with this type of activity? What can you or your organization bring to this project that others cannot?
 - Who will be involved in the supervision and implementation of this activity?
 - Who will handle the financial aspects of the project?
4. A budget proposal for each year requested in the scope of services.
5. Resume of parties who will work on the proposal
6. References
7. Any additional materials that support the application

Completed proposals are due by 5:00 pm, May 24, 2021, and should be mailed or delivered to:

**Children & Youth Partnership for Dare County
534 Ananias Dare Street
Manteo, NC 27954**

The contract will be awarded to the organization, group, or individual submitting the best responsible application complying with the requirements of the Request for Proposal (RFP), provided the application is reasonable and is in the best interest of the Partnership to accept. The applicant selected will be notified at the earliest practical date. The decision regarding the acceptability of any application shall remain entirely with the Children & Youth Partnership for Dare County. The criteria for making this judgment will include but not be limited to demonstrated capacity and general responsiveness to the RFP. For further information or assistance, please call (252) 441-0614.

Attached:
Proposal Specifications



Children & Youth Partnership for Dare County

Ensuring that our children, youth, families, and community all thrive.

Proposal Application

Project Title: _____

Name of Organization: _____

Street Address/Post Office Box: _____

City: _____

County: _____ State/Zip: _____

Contact Person: Name & Title: _____

Address: _____

Telephone: _____

Fax: _____ Email: _____

Federal Tax Identification Number or Social Security Number: _____

Type of Organization:

Private

For profit

Non-profit

Public Agency

501(c) 3

Other, please specify _____

Project Beginning Date: _____ Project Ending Date: _____

Budget (FY2021/22): _____

Budget (FY2022/23): _____

Budget (FY2023/24): _____

Total Budget: _____

Authorizing Signature

Title

Date



Professional Development Scope of Services and Specifications

Children and Youth Partnership for Dare County (CYP) is seeking proposals for a Professional Development program for child care providers in Dare County for the period of July 1, 2021 – June 30, 2024.

A Professional Development Specialist will implement this activity. Early Childhood Education Coaching & Advising for Higher Education is designed to help child care providers increase their educational levels. A number of strategies may be implemented:

A Professional Development Specialist (PDS) may assist participating child care centers and family child care homes in Dare County to design a Facility Level Professional Development Plan. The plans will outline what education is needed for each staff member at the facility to attain education points on the NC Rated license. The PDS may also help directors and teachers to create individual professional development plans. These plans may focus on educational goals leading to higher education points on the NC Rated license and may also include other personal educational and professional goals for the individuals. Assistance with submitting the required paperwork to DCDEE workforce may also be provided. The PDS will collect and disseminate information and provide technical assistance in the area of early childhood education coursework. Assistance may be offered around the following types of issues: services available at College of the Albemarle, registration, placement tests, obtaining textbooks, credit transfer, and enrollment at 4-year degree institutions, the WAGES\$ Early Childhood Project, including AWARD\$, T.E.A.C.H. Early Childhood Scholarships, local scholarships and awards, and education incentives.

Depending on funding, Education Incentive Supplements may be available to child care staff attaining established educational milestones. Each year written criteria for each incentive will be established. The PDS will oversee and maintain records for any and all incentive supplements implemented.

The goals of this program are to increase the level of education of Dare County's early learning professionals and to motivate early learning teachers to continue their professional development,

Outputs

10 teachers/administrators from at least 5 licensed facilities will receive professional development/ higher education advising to encourage/support enrollment in ECE courses [NCPC]

5 teachers/administrators receiving PD support will earn at B or higher in 3 or more credits towards higher ECE education or earn the NC Early Childhood Credential within 6 months of enrollment in coursework.

Outcomes

- By June 30 of each fiscal year, the percentage of children enrolled in centers with 7 lead teacher education points will be at 50% or higher
- By June 30 of each fiscal year, the percentage of children enrolled in centers with 7 or more administrator education points will be at 60% or higher

Proposals should address the method to achieve the goals and objectives identified in this request for proposal and provide timelines for accomplishing them. An explanation of how the program will be staffed should be included, as well as the organization's/individual's level of preparedness to implement the program.

Projects will be awarded in June 2021. The initial contract period will be July 1, 2021 through June 30, 2024. Separate annual budgets for FY 2021-22, 2022-23, and 2023-24 should be submitted as a part of the proposal. The contract may be renewed each year through 2024 contingent on availability of funds, a satisfactory evaluation of performance, and mutual agreement of both parties to enter into subsequent contracts