

**Washington State Department of Early Learning (DEL)
 Informal Bid Request
 09-109 ARRA Grant Writing Consultant**

Project Title

Consultation to assist the Department of Early Learning in applying for the American Recovery and Reinvestment Act of 2009 (ARRA) funding that supports State Advisory Councils to develop and implement a plan on Early Childhood Education and Care for children from birth to school entry.

Funding Application Informal Bid #: 09-109

Funds Available

DEL cannot not exceed \$19,000 in payments for these services.

Completed funding application packets are due by Monday, October 5, 2009 at 4:00 p.m. emailed to the bid coordinator listed below.

Bid Coordinator	Jennifer Jennings-Shaffer
E-mail address	Jennifer.Jennings-Shaffer@del.wa.gov
Mailing Address	PO Box 40970
City, State, Zip Code	Olympia WA 98504
Courier Address	649 Woodland Square Loop SE
City, State, Zip Code	Lacey WA 98503

Selection Process and Timeline

Funding Application Due	10/5/09
DEL Finalizes Evaluation of Funding Applications	10/6/09
DEL Completes Negotiation of Contract	10/9/09
DEL Announces Successful Contractors/Projects	10/6/09
Contract Work Period	Date of Execution to 1/31/10

Project Background

The American Recovery and Reinvestment Act of 2009 (ARRA) (P.L. 111-5) made funding available to improve coordination and collaboration among early childhood education and care programs and services. The Administration for Children and Families (ACF) has announced the availability of \$100,000,000 total funds made available by ARRA to be awarded to eligible States, Commonwealths and Territories to enable States to develop and implement a plan established by their State Advisory Council on Early Childhood Education and Care for children from

birth to school entry. In the Improving Head Start for School Readiness Act of 2007 (Head Start Act, 42 USC 9801 et seq.), Congress authorizes the Governor of each State to designate or establish such a Council.

The overall responsibility of the State Advisory Council will be to facilitate the development or enhancement of high-quality systems of early childhood education and care designed to improve school readiness. The State Advisory Council will work to strengthen state-level coordination and collaboration among the various sectors and settings of early childhood programs in the State. The Council will conduct periodic statewide needs assessments on the quality and availability of programs and services for children from birth to school entry, identify opportunities for and barriers to coordination and collaboration among existing Federal and state-funded early childhood programs, and develop recommendations for: (1) increasing overall participation of children in existing Federal, State, and local child care and early education programs, including outreach to underrepresented and special populations; (2) the establishment or improvement of core elements of the State early childhood system, such as a statewide unified data collection system; (3) a statewide professional development system and career ladder for early childhood educators; and (4) high-quality State early learning standards. The Council will also assess the capacity and effectiveness of institutes of higher education in the State toward supporting the development of early childhood educators.

States shall also use the funds to carry out activities to facilitate the development or enhancement of high-quality systems of early childhood education and care designed to improve school readiness through one or more of the following activities: promoting school readiness of children birth to five; supporting professional development, recruitment and retention initiatives for early childhood educators; enhancing existing early childhood and development programs and services in existence on the date of the grant award; and carrying out other activities consistent with the State's plan.

The Contractor shall help with the following:

- Assist the Department of Early Learning in writing a grant application for federal funding appropriated by ARRA to support the work of the State Advisory Council, including the following specific content pieces:
 - ✓ Sections of the Project Description: Objectives and Needs for Assistance; and Approach;
 - ✓ Statewide strategic report addressing the responsibilities of the Council;

- ✓ A description of the how the State will make effective use of the funds to create an early childhood education and care system by developing or enhancing programs and activities consistent with that report;
 - ✓ A description of the State's early learning standards and the State's goals for increasing the number of children entering kindergarten ready to learn; and
 - ✓ A description of how the State plans to sustain activities beyond the grant period
- Provide suggestions and recommendations for the following grant application document production:
 - ✓ Budget and Budget Justification

Applicant Information (Please type or print neatly.)

Legal Business Name (as legally registered with the IRS)	
Doing Business as (DBA)	
Washington Uniform Business Identifier (UBI)	
Contact Person	
Mailing Address	
City, State, Zip Code	
Phone	
Fax	
E-mail	

Tax Status

- 501c3
- Tribal Organization
- Public or Government Entity
- Other Not-for-Profit

Funding Amount Requested:

\$ _____

(Up to \$10,000.00 may be requested.)

As the authorized representative of the bidding organization, I certify that I have the authority to submit this proposal. I further certify that the information contained in this proposal is true and accurate. I understand that my organization will not receive reimbursement for any costs incurred in preparing this proposal. Should my organization be awarded funding, I understand that our submitted project proposal will be incorporated into the final contract.

Printed Name and Title	
Signature	
Date	

Project Proposal (Please type or print neatly. If you complete this form electronically, the Contractor Response box will expand to allow complete responses. If you complete this application manually, please print or type neatly on 8.5"x11" paper and limit your Project Description to no more than 10 pages.)

Applications will be evaluated by DEL based on the response to the information requested above. All items must be addressed for the application to be considered responsive. The deadline for submission to response is local time in Lacey, Washington. **LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.**

Bidders assume the risk for the method of delivery chosen. DEL assumes no responsibility for delays caused by any delivery service.

DEL reserves the right at its sole discretion to reject any or all bids for any reason whatsoever prior to the execution of a contract. This Letter to Request Bids does not obligate DEL to contract for the services specified herein. The final selection, if any, will be the bid, which in the opinion of DEL best meets the requirements set forth in the Informal Bid Request and is in the best interest of the state of Washington. DEL is not obligated to select the lowest priced bid. DEL shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Informal Bid Request.

In submitting a bid in response to this Informal Bid Request, the bidder agrees to accept the terms set forth in this Informal Bid Request. The selected bidder will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the bidder to submit its own standard contract terms and conditions in response to this Informal Bid Request.

Any request for information about this project, are to be directed to the Bid Coordinator named on page 1 of this Informal Bid Request.

Project Description	
Contractor Response- Please be clear and concise.	
<ul style="list-style-type: none"> • Please identify how you are qualified to assist with this work and how you can assure you have the time needed to complete the project within the time allowed. • Please identify your work experience, volunteer work, education, and/ or background that qualifies you to assist the Department of Early Learning writing this federal grant. 	

Organizational Structure	
Identify any other key staff that will work on this project and include resumes for each.	
Attach a budget and timeline for the proposed project.	Attachment