



Request for Proposals/Scopes NOEEN City Seats Business Administration Consultancy

Project Name or Description: NOEEN City Seats Business Administration Consultancy

Client: Agenda for Children and the New Orleans Early Education Network

Contact Person: Aimee Grainer, Managing Director of NOEEN (agrainer@agendaforchildren.org)

Due Date: May 14, 2021

Background

Launched in 2019, the New Orleans Early Education Network (NOEEN) City Seats Program is a municipally-funded birth-to-three early childhood program in New Orleans, Louisiana. Originally modeled after Early Head Start, City Seats offers free, high-quality, holistic early education to over two hundred economically-disadvantaged families citywide, as well as administrative, development, financial, and wraparound supports to participating child care centers. City Seats represents a historic investment in free, high-quality early education for New Orleans families.

Project Objectives + Goals

This consultancy is designed to maintain and cultivate industry-standard business administration skills, essential to the provision of high-quality early care and education, in each participating City Seats Program provider. A successful Consultant will accurately diagnose challenges hindering the growth or success of participating program partners; deliver targeted, engaging, data-driven professional development; speak knowledgeably to the particular challenges of contemporary early care and education, with cultural sensitivity; provide concrete, adaptive skills for surviving large- and small-scale economic crisis; launch collaborative, community-building best practice sessions; and provide measurable impact reports and prescriptions for ongoing growth.

Required Deliverables

The Consultant will provide a detailed scope of work designed to meet the objectives outlined above. This includes:

- a. Successful conclusion of an ongoing, year-long professional development plan designed to address concrete skills and/or challenges related to the field.
- b. Detailed reporting of participants' challenges, strengths, and growth over the life of the project.
- c. Provision of a mid-year and final impact report measuring the success of the project.
- d. Diagnosis of primary program challenges and prescription for ongoing growth.

Timeline

This project will cover the 2021-2022 City Seats Program year, beginning August 2021, and concluding August 2022.

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Elements of Proposal Required + Submission

Successful proposals will include the following components:

- a. Detailed scope of the business challenges the consultant aims to address and develop over the course of the project, with knowledgeable respect to the unique concerns of early educators.
- b. Project goals and the milestones the consultants will track towards their accomplishment.
- c. Description of the format and contents of project completion and progress reports.
- d. Clear, organized project schedule aligned with the timeline described herein.
- e. Budget and desired payment schedule and terms.
- f. Professional biographies for each member of the consultancy team.
- g. A minimum of two professional references.

Applications are due May 14 by 5 PM. Materials should be emailed to agrainer@agendaforchildren.org. Proposals will be reviewed on a rolling basis. Applicants may be contacted for additional information upon submission.

Evaluation of Scopes and Proposals

Proposals in Response will be evaluated on the basis of criteria set forth below:

<i>Skills & Experience</i>	Background and relevant experience with respect to early childhood best practices, successful business administration, leadership development, and management. Past experience executing independent consultancy or similar projects requiring exceptional self-motivation, organization, and communication skills a plus.	40%
<i>Capacity</i>	Organizational capacity to execute the proposed scope, all required deliverables therein, and to maintain clear lines of communication between all program partners.	30%
<i>Approach</i>	Approach is aligned with best practices, data-driven, and culturally-sensitive.	20%
<i>Cost</i>	The cost is appropriately aligned with the market rate and scope provided.	10%

Budget Scope

This project will be completed for a negotiable fee, commensurate with experience, and not to exceed \$30,000.

Basis of Award

Agenda for Children and NOEEN will select the Consultant whose proposal is determined to be the most advantageous to the long- and short-term growth of the project, aligned with desired objectives, and likely to meet all measures of success described herein. Final contracting is subject to successful negotiation of terms.