



REQUEST FOR PROPOSALS

StateFedConnect Community of Practice Facilitator/Strategist

Scope of Work

The Alliance for Early Success is seeking a facilitator/strategist to support our [StateFedConnect community of practice \(CoP\)](#), which provides an opportunity for state-based early childhood advocates to inform and be informed about federal policy and appropriations so they can advocate with their members of Congress.

The facilitator/strategist will work with Alliance staff and 3-5 state advocates, who will serve as an advisory council. The facilitator/strategist will have access to the Alliance network of [state](#) and [national](#) grantees (experts in health, early education, family economic security, home visiting, child welfare, etc.) to bring in as experts/presenters on the monthly StateFedConnect calls.

Responsibilities:

- Foster a sense of community
- Maintain knowledge of current events in Congress and federal agencies, to translate and make relevant to state advocates (in partnership with guest policy experts)
- Each month, plan and facilitate:
 - 1 60-minute StateFedConnect Zoom call (two-way communication)
 - 1-2 additional 30-min “Ask Me Anything” office hours to convey just-in-time information and/or respond to state advocates’ specific needs and questions
- Invite and prepare policy experts to present on the monthly StateFedConnect Zoom call
- Prepare the run-of-show for each call and write [call notes](#) after each call for posting on the website
- Maintain ongoing communications with state advocates in the CoP
- Host periodic trainings on the federal policy process
- Serve as thought partner with Alliance staff and Advisory Council
- Maintain a list of Congressional staff working on early childhood policy issues and facilitate introductions to state advocates when needed

Qualifications:

- Be comfortable and skilled at virtual facilitation of large and small group conversations
- Be approachable and responsive to state advocates
- Be knowledgeable about the federal policy process – new legislation, reauthorizations, appropriations, administrative actions, and congressional time frames.

- Have experience in diversity, equity, and inclusion and a demonstrated commitment to creating and cultivating a safe environment where all individuals feel respected and valued equally
- Be organized, detail-oriented, responsive with logistics and communications
- Have knowledge of early childhood federal policy.

Compensation

This contract role will likely require about 10 hours each month.

This is a contract role(s), which will be structured as a 12-month opportunity with an option for renewal. An ideal facilitator who meets all the required qualifications should expect to be compensated at a minimum rate of \$150 per hour.

How to Respond to RFP

Please submit a proposal through the online portal at earllysuccess.org/rfp-statefedconnect-facilitator that includes the following items:

- Summary of your understanding of the project goals and a high-level timeline of activities (1-2 pages)
- Description of relevant experience on similar projects (applicants are welcome to submit work samples, but not required) (1-2 pages)
- Resume or CV for project staff

Selection Process

The Alliance for Early Success understands diversity strengthens our network. We strongly encourage members of traditionally under-represented communities to apply, including people of color, LGBTQ-identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.

The Alliance is committed to a fair and transparent selection process. The Alliance will host a webinar for potential applicants to learn more about the StateFedConnect initiative and facilitator/strategist scope of work. The selection team will review all proposals as part of the selection process, considering the following factors: price/rate, quality of services, experience, and content of the proposal. Once all proposals are received and reviewed, the team will select the top submissions to invite them for individual meetings (virtual) to discuss the opportunity. A final decision will be made following these meetings. We will communicate the status of each submission throughout the process.

RFP Key Dates

- March 18: RFP open for submissions
- April 4, 2-3 pm ET: Webinar for interested applicants. Register here: https://earllysuccess.zoom.us/webinar/register/WN_8FdUugImR2adXSSde3ljhA
- April 15: RFP submission deadline
- By May 2: RFP awarded and finalist notified