



## **REQUEST FOR QUALIFICATIONS**

### **Be Strong Families Parent Café Facilitation and Support**

**RFQ# SH101**

**August 4, 2022**

### **Background**

The Southwestern Oregon Workforce Investment Board (SOWIB) is a non-profit organization serving as the local workforce development board for Coos, Curry, and Douglas Counties. Its mission is to develop, oversee and implement the area's strategic plan for workforce development and allocate federal and other resources to appropriate workforce development activities and services, as prescribed in the Workforce Innovation and Opportunity Act (WIOA).

The South Coast Regional Early Learning Hub is the region's early learning hub for Coos, Curry and Coastal Douglas Counties. From Reedsport to Brookings, we support the alignment of services for young children and their families, so they have the resources they need to thrive. We work within and across sectors to promote equity and systems change in our region. SOWIB serves as SCREL's backbone agency.

SCREL is soliciting proposals from qualified individuals or entities to provide Be Strong Families Parent Café facilitation and support on behalf of the organization.

### **Scope of Work**

The intention of this RFQ is to establish a roster of qualified consultants who can be available to work with the SCREL Hub on Be Strong Families Parent Cafes. Such activities may include, but are not limited to: Parent Café support, room leader facilitation, group facilitation, one on one parent support, translation, interpretation, data collection and content creation.

Once a Parent Cafe opportunity arises, SCREL staff will reach out to qualified consultants from the roster developed from this RFQ. Consultants will be compensated in accordance with terms and rates outlined in the responses to this RFQ. **SCREL projects a maximum budget of \$15,000** to support Be Strong Families Parent Cafe efforts through June 30, 2023.

### **RFQ Responses**

Responses to this RFQ must include the following components:

- Name of Responder—individual or company
- Contact Name, Phone, Address and Email
- Rates and fees (i.e. hourly rates, retainer fees, etc.)
- Knowledge, skills, experience, training related to Be Strong Families Parent Café's

### **Submission Criteria**

To be considered for any or all of this work, individuals or companies must submit a letter of interest and proposal with the requested information outline above.

Proposals may be submitted at any time. They can be emailed to [enrollment@screlhub.com](mailto:enrollment@screlhub.com).

### **Evaluation**

Responses will be evaluated by SCREL and SOWIB staff. If the response adequately demonstrates the expertise and experience as requested in the RFQ response criteria, the responder will be added to a roster of qualified consultants. When a specific opportunity arises, SCREL will solicit services from the roster based on availability of consultants, fit for the funding opportunity, and/or other considerations. Successful response to this RFQ does not entitle responders to paid work by SCREL. All responders will be notified of the outcome of their response.