

### BACKGROUND

The South Coast Regional Early Learning (SCREL) Hub is one of 16 early learning hubs across the state of Oregon. 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.

Our vision is a community where:

- The Early Learning System is Aligned, Coordinated, and Family-Centered
- Children are Raised in Healthy, Stable, and Attached Families
- Children Arrive Ready for Kindergarten

Our work is a part of the greater vision established in The Statewide Early Learning System Plan: Raise Up Oregon.

Learn more at: <https://www.oregon.gov/delc/about-us/pages/raise-up-oregon.aspx>

This RFP pertains to the Coordinated Enrollment and Coordinated Intake and Referral aspect of SCREL Hub work. This coordinated work refers to the process of Early Learning Hubs collaborating with partners to coordinate efforts to inform families in our region, collect applications, and determine eligibility for programs including

- Home Visiting
- Childcare
- Preschool
- Parent Education

### Scope of Work

The primary objective is to effectively partner with one or more contractors to build an online platform for eligibility screening, program matching to family needs and eligibility criteria, and providing easily understood information regarding early learning, home visiting, and parent education/assistance programs in the South Coast region. This RFP will create and rollout a screening and program matching platform over a period of six months to one year.

## FUNDING

The SCREL Hub will negotiate a retainer prior to execution of a contract. The balance will be paid monthly upon receipt of an invoice and documentation from contractor, contingent on adequate progress toward goals established through this RFP.

## RFP TIMELINE

- RFP release – Thursday, November 2<sup>nd</sup>, 2023
- RFP application deadline – Thursday, November 16<sup>th</sup>, 2023
- Notice of awards – Tuesday, November 21<sup>st</sup>, 2023
- Contract executed – Monday, November 27<sup>th</sup>, 2023

## PROJECT TIMELINE

- First meeting with agency team – By Tuesday, December 5<sup>th</sup>, 2023
  - Phase I completion – December 31<sup>st</sup>, 2023
  - Phase II completion – February 31<sup>st</sup>, 2024
  - Phase III completion date – July 31<sup>st</sup>, 2024\*
- \*extended timeframe allowable for Phase III

### Phase I Information Collection

#### Information Collection

- What are our eligibility screening, program information sharing, and platform goals?
- What are all of the organizations/services involved in this project?
  - What are the eligibility criteria for these organizations/services?
  - What are the necessary pieces of family information to apply for these organizations/services?
- What are our target populations?
- What are the best strategies for organizations to communicate with these populations?
- How can a platform meeting our goals be integrated into our current website?

## Phase II Design and Implementation

### Primary Items

- Platform that integrates into current website including
  - Eligibility screening tool
  - Program finding tool
  - Back-end directory on regional programs easily updated by staff
  - Integration with current application process
- User testing of tools to ensure accessibility

## Phase III Evaluation and Maintenance

Contractor will provide recommendation to SCREL Hub Leadership Team regarding:

- Structure and staffing to support and maintain platform
- Data points to be used to measure success
- Potential future adjustments to platform
- Long term platform maintenance needs

## APPLICATION

The Application should be 2-4 pages, single-spaced, 12-point font.

### I. COVER PAGE

Complete Appendix A.

### II. APPLICANT INFORMATION

Describe your firm, its history, financial stability and its capabilities to address the goals and deliverables in this proposal. Please note your commitment to non-profit agencies, if there is one, along with any details if your business identifies as one or more of the following: minority-owned business, small business, woman-owned business, veteran-owned business, or labor surplus firm. Please include any other criteria the applicant deems appropriate

### III. ORGANIZATIONAL CAPACITY

Complete the table below to indicate main points of contact and roles for members of the project team.

	Name and title	Email address	Phone number
<b>Project sponsor/ oversight</b>			
<b>Project lead</b>			
<b>Finance</b>			
<b>Other</b>			
<b>Other</b>			
<b>Other</b>			

#### **IV. EXPERIENCE**

Discuss your experience addressing each of the deliverables above. Provide recent digital examples of your work in each area (not included in page count).

#### **V. BUDGET**

Provide a detailed budget, including costs for each phase and total cost.

#### **VI. SUBMISSION**

Submit application to [sstephens@screlhub.com](mailto:sstephens@screlhub.com) by Wednesday, November 8<sup>th</sup>, 2023.

**Appendix A**  
**APPLICATION COVERSHEET**

<b>Agency Name</b>
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	<b>Name</b>	<b>Email Address</b>	<b>Phone Number</b>
<b>Primary Contact</b>			
<b>Secondary Contact</b>			

<b>Agency Mailing Address</b>	<b>Agency Fiscal Address (if different from mailing)</b>
<b>Agency EIN (Tax ID number)</b>	