InterMountain
EDUCATION SERVICE DISTRICT

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# REQUEST FOR QUALIFICATIONS

# FOR

# Ready to Learn Project Coordinator

# April 1, 2013 – March 31, 2014

**Grant Award 13-09-4p**

**February 6, 2013**

**QUALIFICATIONS DUE:** **NO LATER THAN 4:30 PM, FEBRUARY 27, 2013**
**LATE PROPOSALS MAY NOT BE ACCEPTED**

**Request for Qualifications**

February 6, 2013

**Ready to Learn Project Coordinator**

$5,500 per month

Grant-funded 12-month project with opportunity for renewal

Proposed start date: April 1, 2013

The Ready to Learn Project Coalition is seeking qualified proposals for a 12-month project providing skilled coordination for a multi-agency, community-based kindergarten readiness program serving students birth to age 5. Funds for this project are available through a Library Services and Technology Act Grant. At the discretion of the Coalition, additional funding may be available to continue the project through 2017. The project area covers the counties of Umatilla, Union, Grant, Baker and Wallowa in eastern Oregon. Coalition members include six public libraries, the InterMountain Education Service District and the Oregon College Savings Plan. A predominate portion of the work will occur face-to-face in the Pendleton area. The contractor must possess a valid Business License prior to beginning work. *Compensation includes all mileage and travel expenses.*

This project will combine resources from public libraries, public education, the Oregon State Treasury, and multiple community and business partners to focus on the goal of kindergarten readiness. The scope of work includes providing overall project coordination in fulfillment of the grant objectives; organizational and administrative assistance to the Project Team and Work Groups; selection and coordination of Field Staff; report writing; developing content for early learning newsletters; supplemental grant writing and implementing a project marketing campaign.

The successful candidate will demonstrate considerable experience in complex project management combined with a knowledge base in early learning. Indicators of this knowledge may include college level coursework in education, librarianship or early childhood education. Prior experience managing grant-funded projects and responding to the needs of a board or steering committee is a plus. Must be able to manage and balance multiple priorities; have reliable, winter-worthy transportation and current automobile insurance; and access to personal computer and communication devices necessary for the completion of the project. The successful proponent must be able to pass a criminal background check/fingerprinting and drug screening. Time spent in addressing components of the grant may include evenings and weekends. Space will be made available at the IMESD in Pendleton for all necessary team meetings and preparation. The full grant proposal is attachment 1 to the Scope of Work.

## APPLICATION PROCESS
## Please Read Carefully

A complete proposal will include a description of experience and qualifications that demonstrates the project requirements listed below, a copy of valid business license*, answers to the questions, and three professional references. Materials should be sent in electronic AND paper format to the email and address below. Please submit 1 paper copy. PAPER AND ELECTRONIC COPIES MUST BE RECEIVED BY 4:30 p.m., WEDNESDAY FEBUARY 27, 2013.

** If not currently licensed, please acknowledge that you understand a copy of your valid license must be provided prior to beginning work.*

### Selection Scoring for Project Requirements

**Will be rated 1-10 with 10 most qualified.**

1. Complex Project Management Experience.
2. College Level Coursework in Librarianship or Education.
3. Knowledge of the key components of early learning and relation to kindergarten readiness.
4. Technical skills needed to meet the needs of the project including use of laptop, word processing, spreadsheet, email, and presentation software i.e., PowerPoint.
5. Experience designing and executing a marketing campaign.
6. Experience working with a Board of Directors, project team or steering committee.
7. Understanding of Oregon's 40-40-20 Vision.
8. Successful experience in Grant Writing and Administration.

**Pass/Fail**

9. Possess valid business license or qualify to obtain one.
10. Reliable transportation and adequate insurance.
11. Ability to provide bulk of service in Pendleton area.
12. Access to own cell phone, laptop and personal office space.

### Questions

1. Please provide a brief overview of your understanding of the “40-40-20” vision for education in Oregon.
2. Please provide an outline of the key components of early learning and how they relate to kindergarten readiness.
3. What experience have you had designing and executing a marketing campaign to launch a community project or program?
4. What experience have you had selecting and leading a team focused on specific outcomes?
5. What interested you about this project?

### Submittal Information

**Submit no later than February 27, 2013, 4:30 p.m., 1 paper copy and an electronic copy to:**

InterMountain ESD
Attn: Wendy Simer
2001 SW Nye Avenue
Pendleton, OR 97801
wendy.simer@imesd.k12.or.us