



Request for Proposal for Consultation in Intermediary Literacy Initiative Development

Proposal Due By

April 5, 2024, by 5:00pm Eastern

Project Overview

The Indiana Afterschool Network (IAN) is conducting a planning process in order to develop a statewide program to support out-of-school time programs in ensuring their literacy programming is research-based. IAN seeks a consultant to partner with us to support planning and research, facilitate an advisory committee, conduct a landscape review in Indiana to identify model programs, and consult with experts in evidence-based literacy instruction. IAN will work in partnership and be actively involved with the consultant throughout the planning process.

IAN Background

IAN is a state-wide intermediary committed to providing the support and resources that out-of-school time programs need to create better outcomes for kids. We envision a thriving Indiana, where valued out-of-school time professionals empower all youth to realize their full potential – fostering personal growth, lifelong learning, and future readiness. IAN's mission is to advance learning beyond the school day by actively supporting providers with resources, training, and advocacy, while mobilizing a strong network of community partners. Together, we build access to high-quality out-of-school time programs for all youth across Indiana.

IAN uses an open Request for Proposal (RFP) system when seeking to contract with partnering organizations. IAN does not and shall not discriminate on the basis of race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), marital status, religion, age, disability, genetic information, service in the military, familial status, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Objectives

The objectives of IAN's Intermediary Literacy Initiative Development are to:

- Understand how school-day Science of Reading-based literacy instruction can be effectively supported in an out-of-school time setting.
- Understand how to leverage the strong relationships OST providers build with students to increase literacy.
- Understand broadly how schools in Indiana are implementing research-based literacy instruction.
- Determine how OST programs can best support components of Indiana's comprehensive Science of Reading initiative.
- Understand how IAN can best train and support OST providers to improve and use research-based literacy programming.
- Develop metrics and procedures to measure the effectiveness of OST literacy programming.

Scope of Project

The scope of this project is to:

- Serve as a partner with IAN to develop a statewide research-based initiative to support literacy through out-of-school time programs.
- Review and study existing research about Science of Reading and out-of-school time to identify intersections that can be leveraged in an OST program.
- Develop and convene an advisory committee of OST providers to ensure the planned initiative will serve the needs of providers well.
- Identify metrics that will show whether IAN's proposed programming helps OST programs support literacy. Identify metrics for OST programs to use to determine whether their support is increasing literacy for their students.

Deliverables

By July 1, 2024, IAN will receive:

- A written program description explaining research-based programming or initiatives IAN can lead to support OST programs in aligning their literacy program with the Science of Reading.
- Recommended metrics to show whether IAN's proposed programming helps OST programs support literacy.
- Recommended metrics for OST programs to use to determine whether their support is increasing literacy for their students.

Summary of Desired Qualifications

- 5+ years experience in out-of-school time, youth development, or early childhood education
- Strong ability to think and act strategically, while having practical implementation experience.
- Strong communication skills
- Strong organizational and time management skills
- Strong interpersonal and leadership skills
- Must demonstrate ability to work in and promote an inclusive environment that reflects the broad diversity and backgrounds represented by our providers, partners, and employees in which every individual feels respected and valued.

Project Budget: \$26,000

RFP Timeline

- RFP Launch – March 12, 2024
- Virtual Office Hours Session for questions – March 27, 2024, 11:30am-1:30pm, Eastern
- Proposal Submission Deadline – April 5, 2024, at 5:00pm Eastern
- Interviews conducted with selected finalists – April 12, 2024
- Project Consultant selected by April 15, 2024

Submission Requirements

- One PDF document, presenting the following requirements in whatever format you think is most clear and compelling:
 - Proposal contact name, email, and phone
 - Qualifications, including relevant knowledge and experience that illustrate how you have been successful with a project of similar scope and scale, and relevant work samples or overviews of similar projects
 - Plan of work to address the scope of this project and provide the deliverables listed above in required timeframe
 - Expected challenges, and how they will be addressed or minimized to achieved project goals
 - Proposed timeline, from kick-off to completion of deliverables
 - Proposed budget
- Please do not include generic marketing materials for your service.
- Please limit the submission to no more than 10 pages
- Submissions should be emailed to Lakshmi Hasanadka at LHASANADKA@indianaafterschool.org by April 5, 2024, at 5:00pm Eastern Time.

Questions:

- IAN will be hosting a Virtual Office Hours Session to answer any questions you may have. We will be available in an open Zoom room for the duration of the session, and we encourage interested parties to drop in at any time to learn more about the project and ask any questions they may have.
 - March 27, 2024, 11:30am-1:30pm.
 - To register, please visit: https://us02web.zoom.us/meeting/register/tZltc-2rrDgvEtFbjVS10vVd__H2JibSnGPO#/registration

IAN Info

- Website: www.indianaafterschool.org
- Facebook: www.facebook.com/INafterschool
- Twitter: twitter.com/INafterschool