

Request for Information



State of Alaska
Department of Education & Early Development
Division of Finance & Support Services
801 West 10th Street, Suite 200
PO Box 110500
Juneau, Alaska 99811-0500

Date Issued: February 13, 2023

REQUEST FOR INFORMATION: HEAD START ASSOCIATION VIRTUAL ASSISTANT

Introduction:

The Department of Education and Early Development (DEED), Division of Innovation and Education Excellence (IEE), is seeking a vendor to provide administrative services support to the Alaska Head Start Association (AHSA), an organization which is dedicated to strengthening early learning programs through education leadership by representing all 17 Head Start programs in Alaska and creating a unified voice and point of contact for families and partners. The work is slated to begin on July 1, 2023, for 1 year with three optional renewals at the discretion of the state.

Background or Project Information:

There are 17 Head Start programs in Alaska, which serve different communities across the state. Head Start is a federal program, so each Head Start operates independently. The Alaska Head Start Association is an organization which facilitates the collaboration and coordination of these 17 programs across Alaska.

Additional Information:

<https://education.alaska.gov/headstart>

<https://www.akheadstart.org/>

ASHA Fact Sheets - See attachments

Scope of Work:

1. Facilitate the development of a workplan for the Department of Education and Early Development (DEED) and the Alaska Head Start Association (AHSA). The workplan will include a calendar of projects with due dates and milestones, an outline of tasks, and a clear description of the responsibilities of each party.
2. Plan the AHSA Annual Awards Ceremony in coordination with the AHSA Award committee. The planning process will include coordinating the facility (if in-person or arranging the online platform if virtual) agenda planning, organizing speakers, logistics, a timeline, and a clear description of the responsibilities of the committee and the offeror. This position will update [award categories/packets](#), receive nominations and upload to google docs for

Head Start directors to select winners, distribute award packets to members through e-zine, AHSA Facebook pages, and Head Start programs, and coordinate award plaques with vendor (including mailing, if not in person).

3. Coordinate with AHSA Executive Team to plan a meeting with all Head Start directors in the Fall, Spring, and Summer of 2024 and beyond. The plan will include an agenda, speakers, timeframe, logistics (Options for hybrid), facilitating content development, and facilitation of the meeting for Directors. This position will also schedule, host, and facilitate AHSA monthly meetings. One hour is dedicated to a directors' only portion and another hour is dedicated to AHSA programs and other partners and visitors, which include Region X, Region XI Head Start and Office of Childcare staff. The contractor will utilize a platform of their choice and provide minutes. These monthly meetings will include an agenda sent at least a week prior and emailing minutes and resources to participants afterwards. This position may be asked to set-up, host, and facilitate at most 2 meetings between DEED and AHSA. This position will also help any AHSA committee set up meetings and provide agendas and minutes for them.

4. Work with the AHSA data committee create a survey and gather information from directors, including pictures and stories. Design and publish the up to 2 annual factsheets for 2024 and beyond using data from the previous program year and surveys. Coordinate the printing and distribution of the Head Start Fact sheet for programs across the state, DEED, and the public. This fact sheet of data for each program year should be completed before the directors Spring meeting.

5. The Individual or Organization will be responsible to having someone be a point of contact for the Alaska Head Start Association (AHSA), responding to daily emails, and updating contact lists. This position will work perform managerial duties such as invoicing program for annual membership to AHSA, maintain a membership database and distribute membership cards, and provide monthly membership report to AHSA membership committees. This position will work with the AHSA membership committee to develop benefits for levels of membership, increase membership opportunities with the business community, update annual membership brochure and distribute to existing Head Start programs, and survey members annually or as needed.

6. This position will also serve as a social media manager and develop a monthly calendar of engaging posts for AHSA's Facebook page and respond to posts as appropriate or forward posts to committee for review, if necessary. Create and send a newsletter, twice monthly, including research, writing, and coordinating website updates with the webmaster, sending action alerts as requested by AHSA committees, maintaining non-profit management status (State biennial report, business license, IRS, SAMS, DUNS), and maintaining memberships such as NNSA, NIHSDA, AECAG, Foraker.

Minimum Experience Required:

- Vendor must have familiarity with Alaska early childhood programs
- Vendor must have experience working with diverse stakeholders, groups, or populations
- Vendor must demonstrate at least three years of similar or equivalent administrative work experience

Budget: \$80,000 Max (\$20,000 in FY24, FY25, FY26, and FY27)

Renewal options are exercised at the discretion of the State of Alaska

Response Information:

Interested parties are invited to submit responses to the following:

1. Provide a detailed narrative on how you meet or exceed the minimum experience required
2. Provide a detailed narrative describing your proposed plan for this project
3. Resume including 2-3 references

Interested parties must submit a written response by April 3, 2023, at 3:00 p.m. ADT. Responses must be sent to the Procurement Officer via email with the RFI Title in the subject line. Late submissions will be rejected.

Important Notice:

This Request for Information does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services, nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This Request for Information is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a solicitation in the future, most likely a request for quote from interested parties.

Procurement Officer contact information:

All questions and/or responses must be directed to the person listed below in writing via email with the RFI title in the subject line.

Kathy Blomquist
Procurement Officer
Email: eed.procurement@alaska.gov

Please note: The State does not accept responsibility for failed e-mailed response deliveries. It is the responsibility of the interested party to follow up with the individual listed above to ensure your response was received prior to the deadline specified above. Late submissions will be rejected.