

**Preschool Development Grant (PDG)
Application-Development Contractor Solicitation**

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Tennessee Department of Education

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SOLICITATION INTRODUCTION

One (1) fee-for-service contract will be awarded to provide grant application development and writing services for the Tennessee Department of Education's federal Preschool Development Grant application, forecasted for release September 2, 2019 and due November 1, 2019. This contract is planned to be awarded beginning in early September 2019 and ending mid-November 2019, with timeline contingent on Preschool Development Grant application release.

Contractor must meet the following minimum requirements:

- Contractor has deep knowledge of the [Preschool Development Grant's](#) history (nationally and in Tennessee) and basic knowledge of the Rules of the Tennessee State Board of Education, [Chapter 0520-12-01: Standards for School-administered Child Care](#), and the Tennessee Early Learning Development Standards ([TN-ELDS](#)).
- Contractor has Bachelor's Degree in journalism, communications, English, or related field.
- Contractor has ability to commit to a compressed development schedule with a high volume of work expected between September 2 and November 1, 2019.
- Contractor has 3+ years' experience with grant proposal development, including deep knowledge of the cycle:
 - Developing grant proposal outlines that are aligned with a specified scope and evaluation criteria described in the grant application;
 - Conducting grant proposal kickoff meetings, reviews, and necessary logistics for timely proposal submission;
 - Assessing grant proposal package to ensure high-quality compliance with all submission requirements.
- Contractor has exceptional organization skills, ability to effectively work under pressure with a collaborative mindset, use independent judgment, and produce quality work products within tight time constraints.
- Contractor has excellent writing and computer skills (Microsoft Suite).

The awarded contract is planned to begin in September 2019 (timeline contingent on actual Preschool Development Grant application release date), not to exceed \$15,000 total.

Contractor's compensation shall be contingent upon satisfactory provision of goods and services set forth as minimum requirements and responsibilities. Travel will not be required and, as such, travel expenses shall not be reimbursable.

Contractor shall be compensated on the following payment methodology:

Deliverable	Goods or Services Description	Amount (per compensable increment)
Preparation tasks and initial consultation	Prior to development of grant application outline, Contractor shall consult with the State to inform, compile, and deliver a brief, but robust research summary, representative of birth-to-	\$5,000.00

	five early care and education systems' landscape in Tennessee.	
Grant application outline delivery	Prior to development of grant application first draft, Contractor shall consult with the State to inform, compile, and deliver a grant application delivery outline.	\$2,000.00
Grant application first draft	Prior to development of grant application final draft, Contractor shall consult with the State to inform, compile, and deliver a grant application first draft.	\$3,000.00
Grant application final draft	No later than 4 p.m. Central Time on the business day two weeks prior to the federal grant submission deadline, Contractor shall deliver a grant application final draft. The final draft shall incorporate any feedback received from the State on the first draft.	\$5,000.00

RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall support the development of a robust application for the federal Preschool Development Grant through consultation, research, and grant writing to support the State in equipping high-quality birth-to-five education systems in Tennessee. As requested by the State, the Contractor shall:

- Participate in up to two (2) one-hour calls with the State each week during the term of the contract;
- Consult with State staff to inform, compile, and deliver a research summary representative of birth-to-five education systems' landscape in Tennessee;
- Consult with State staff to inform, compile, and deliver a grant application delivery outline;
- Consult with State staff to inform, compile, and deliver a grant application first draft;
- Develop a grant application, including, but not limited to: needs' assessment, needs' statement, program narrative, discussion of impact, budget narrative, and other components identified by the State or federal grant application requirements;
- Deliver a grant application final draft no later than 4 p.m. Central Time on the business day two weeks prior to the federal grant submission deadline;
- Regularly communicate with the State on grant application status and any deviation from established timeline or goals; and
- Incorporate feedback provided by the State.

Responses to this solicitation must be submitted electronically to Jessica.Lord@tn.gov no later than **4pm Central Time, September 20, 2019**. For consideration, responses must include all of the following:

- Letter of intent highlighting technical qualifications and experiences (see rubric)
- Current resume highlighting technical qualifications and experiences (see rubric)
- Relevant work sample (i.e., grant application, proposal document, or research summary)



If you have any questions, please feel free to contact Jessica Lord at the email address stated above.

The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses related this solicitation. Contracts are subject to funds availability and final approval by the State procurement offices.

APPLICATION PROCESS

Applicants must address all items (below) and provide the information and documentation as required.

An Application Evaluation Team, made up of three or more State employees, will independently evaluate and score the Respondent's application materials. Each evaluator will use the following whole number, raw point scale for scoring each item:

0=little value 1=poor 2=fair 3=satisfactory 4=good 5=excellent

The evaluation scores will be averaged. The contract will be awarded for provision of these services to the applicant with the top score.

Technical Qualifications, Experiences, and Approach	Item Score	Evaluation Factor	Raw Weighted Score
Respondent demonstrates deep knowledge and understanding of the Preschool Development Grant's history.		25	
Respondent has 3+ years' experience with grant proposal development, including deep knowledge of the process.		25	
Respondent demonstrates experience working effectively under pressure and producing quality work products within tight time constraints.		20	
Respondent demonstrates basic knowledge of the Rules of the Tennessee State Board of Education, Chapter 0520-12-01: Standards for School-administered Child Care, and the Tennessee Early Learning Development Standards (TN-ELDS).		10	
Respondent has Bachelor's Degree in journalism, communications, English, or related field.		10	
Respondent demonstrates strong organizational, writing, and computer skills.		10	