**Request for Applications**: The Partnership for Children of Wayne County is seeking two-year bid applications from agencies to implement, coordinate and manage the Dolly Parton’s Imagination Library Initiative. Proposals should address early childhood literacy for children ages birth to five years in Wayne County and must adhere to the Scope of Work to be eligible. Prospective contractors are encouraged to submit written questions in advance.

**REQUEST FOR APPLICATIONS**

Dolly Parton’s Imagination Library Statewide Expansion

Multi-Year Bid: Fiscal Year 2017-2018 and 2018-2019

**SECTION I – OVERVIEW**

**INTRODUCTION**

The Partnership for Children of Wayne County (PFCW) is soliciting Request for Applications to establish a contract through competitive negotiations. The purpose of this Request for Applications (RFA) is to acquire services of a qualified Project Lead to provide early childhood literacy for children ages 0-5 in Wayne County through the Dolly Parton’s Imagination Library Initiative.

**BACKGROUND**

North Carolina Session Law 2017-57 Section 11B.9 provides funding to the Smart Start Network to implement Dolly Parton’s Imagination Library (DPIL) for FY 2017-2018 and FY 2018-2019. Currently 49% of counties implement Dolly Parton’s Imagination Library, serving 8% of eligible children across the state. The goal is to take the initiative statewide. The statewide goal is to have over 41.5% (250,000/602,152) enrolled by FY 2019.

**SCOPE OF WORK** (Implement, Coordinate and Manage DPIL Expansion Initiative)

1. **Recruit Families** – Develop and implement a recruitment plan for 2000 new DPIL enrollees for fiscal year 2017-18 and 2000 new DPIL enrollees for fiscal year 2018-19.
2. **Outreach Communication** – Promote registration through a variety of outlets
3. **Data Entry** – Utilize the Dolly Parton’s Imagination Library and Dollywood Foundation Book Ordering System databases as a means of data management for program participants.
4. **Undelivered Books Control** – Pick up undelivered books from the post office and deliver them to other locations for public use on a weekly basis.
5. **Evaluation Participation** – Encourage families to participate in the survey that provides feedback on the program as well as documentation of outcomes.
6. **Enrollment Reporting and Verification** – Provide regular enrollment updates to ensure that targets are fine-tuned.

**SYSTEM OF SUPPORT**

The Partnership for Children of Wayne County will provide a system of support to meet the Scope of Work and deliverables.

**FUNDING**

The Project Lead will receive a supplement of $1.80 per year enrolled child. These funds will be used to support implementation of the program.

**SECTION II – APPLICATION SUBMISSION REQUIREMENTS**

**APPLICATION SUBMISSION REQUIREMENTS**

Complete and submit a letter of application directly to issuing agency, The Partnership for Children of Wayne County, via email to:

**Charles C. Ivey, Executive Director**

**Partnership for Children of Wayne County, Inc.**

800 N. William Street

Goldsboro, NC 27530

(919) 735-3371 Ext. 225

**civey@pfcw.org**

In addition to a statement of interest, submit answers to the following questions:

**Individual Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe the background/strength of your organization.
2. How long has agency delivered proposed or similar services?
3. What is the number of proposed staff, volunteers and partner organization for the program?
4. What is your capacity to perform the ***Scope of Work*** to the DPIL initiative? Board Strength? Support System?
5. What are your funding streams and how have you sustained funding?
6. How do you plan to engage early childhood, family support and early literacy initiatives in collaborating with Dolly Parton’s Imagination Library?
7. How do you plan to use various media outlets to promote Dolly Parton’s Imagination Library?

Letter of application must be received by the issuing agency

***no later than 12:00 noon Monday, October 23, 2017.***