

**Region IX Education Cooperative**  
**Request for Qualifications - Grant Activities Coordinator**  
**RFQ 19017**

Region IX Education Cooperative, on behalf of New Mexico Children, Youth and Families Department and the New Mexico Public Education Department seeks to contract with individuals or organizations to provide professional services relating to day-to-day management and implementation of the NMPED's activities associated with the Preschool Development Grant.

<b>Terms of Contract - Grant Activity Coordinator</b> <b>Preschool Development Grant</b>
<ul style="list-style-type: none"><li>● The contract period will begin June 1, 2019 and end December 31, 2019.</li><li>● This is a full-time contract position.</li><li>● Resumes will be accepted through May 23, 2019.</li><li>● Notification of award(s) will occur the week of May 27th.</li><li>● Offerors should expect to begin working June 3, 2019.</li><li>● Contractor will be required to travel throughout the state of New Mexico.</li><li>● Contractor will be reimbursed for travel at State DFA rates.</li></ul>



<b>Requirements - Grant Activity Coordinator</b> <b>Preschool Development Grant</b>
<ol style="list-style-type: none"><li>1. Master's Degree in Early Care and Education or related degree is preferred or a combination of education and experience.</li><li>2. Able to travel throughout the state</li><li>3. Provide professional liability insurance prior to contract execution</li><li>4. Extra consideration to contractors with (clearly document experience in resume)<ol style="list-style-type: none"><li>a. At least three documented years' experience working with preschool children</li><li>b. Documented two years' experience of successfully providing technical assistance, training, coaching, consulting or grant management</li></ol></li><li>5. Provide valid background check (issued within last six months) prior to contract execution</li><li>6. Provide equipment and supplies in order to complete scope of work</li><li>7. Registered with New Mexico Taxation and Revenue prior to contract execution support</li></ol>



<b>Scope of Work - Grant Activity Coordinator</b> <b>Preschool Development Grant</b>
<ol style="list-style-type: none"><li>1. Assist with the comprehensive needs assessment, ensure that the voices of public school stakeholders, school stakeholders, providers and parents are included.</li><li>2. Assist with the development of the State's Early Childhood Strategic Plan</li><li>3. Assist with focus groups to discuss findings from the needs assessment with community stakeholders at each identified region.</li></ol>

4. Collaborate with the members of the Governor's Early Learning Advisory Council to develop a 3-year strategic plan utilizing data, input, findings and recommendations from the statewide birth to five needs assessment as well as the input for the stakeholder engagement on the strategic plan.
5. Work with the PDG Project Manager and experts to design, deploy and implement leadership development training for providers, families, communities, stakeholders, the Early Learning Advisory Council and early learning state staff, including regional symposiums for local participation and collaborative development.
6. Sharing Best Practices-
  - a. Oversight, support and data collection for evidence-based early literacy training
  - b. Oversight, support and data collection for Pyramid Model Training and Coaching.
  - c. Support and data collection for culturally & linguistically responsive Instruction.
  - d. Oversight, support and data collection for Practice-based Coaching
7. Reporting: Monthly activity reports as well as in the quarterly grantee monitoring report similar to current reporting data submitted to funder.

Interested parties can submit resume and hourly rate here: [REGION IX REQUEST FOR QUALIFICATIONS 19017 GRANT ACTIVITIES COORDINATOR - PROPOSAL SUBMISSION](#)