



REQUEST FOR APPLICATIONS (RFA):

Cultivating Prenatal-to-5 (P-5) Community-Based Facilitators

Issue Date: May 15, 2023

Due date for 2023 Applicants: June 29, 2023, 5pm PST

Contents

I. INTRODUCTION	3
II. BACKGROUND	3
III. WESTED CONTACT	5
IV. SOLICITATION KEY DATES AND TIMELINE	5
V. PROJECT SCOPE & REQUIREMENTS	6
VI. PROPOSAL OUTLINE	7
VII. REVIEW PROCESS	8
VIII. COMPLIANCE WITH LAWS	8
IX. WRITTEN QUESTIONS AND ADDENDA	8
X. SUBMISSION	8

I. INTRODUCTION

WestEd is requesting applications from community-based professionals, trainers, knowledge sharers, consultants, community educators, etc. who have an interest in supporting prenatal-to-five (P-5) providers in ways that can transform systems and practices for our youngest children in multidisciplinary spaces by engaging in deep learning with others in the field. We want you to join us for the Cultivating P-5 Community-Based Facilitators (CCBF) Program. The Program is a Workforce Development initiative that supports King County’s P-5 community members who seek to share wisdom, learning, and practice in their communities and beyond. Through mentorship and facilitated discussions the program hopes to build culturally responsive skills and practices associated with the three foundational topics: (1) healthy child development, (2) infant and early childhood mental health, and (3) racial equity.

This RFA contains background information on Best Starts for Kids and WestEd and outlines specific information that must be included in the applications submitted. Applications must be submitted online via [this link](#) and be received no later than 5pm PST on June 29, 2023 to be considered for the 2023 (July) - 2024 (April) cohort.

II. BACKGROUND

Every child is born full of possibilities. The vision of Best Starts for Kids, the community-driven initiative, is to support every baby born or child raised in King County, WA so they reach adulthood happy, healthy, safe, and thriving.

In order for children and their families to have positive experiences and form trusting relationships with the providers who serve them, providers themselves must be supported—through ongoing opportunities for knowledge-building as well as self-care and reflective time with supervisors and peers. The latter is especially crucial for those workers service children and families who have experience trauma, institutional racism, and lack of opportunity—and who might themselves have experienced adversities.

As a result, in its implementation plan, Best Starts for Kids set aside funding for trainings and other learning opportunities on the priority topics areas:

1. Healthy Child Development
2. Racial Equity Training
3. Infant and Early Childhood Mental Health

Best Starts recognizes that there are many reasons for present-day challenges in the early childhood workforce with recruitment, morale, and retention. We must support and grow the incredible people, who together form a wide continuum of care, and who dedicate themselves to caring for our youngest children and their families. The challenges require a broad, systemic, policy solution that involve multiple partners across sector and at

different levels. Currently, Best Starts is seeking to support prenatal to five workers to achieve three overarching goals:

1. Increase knowledge of early childhood development and other relevant topics to improve the quality of their services and foster trusting relationships with the children and families they serve.
2. Create opportunities for peer connections, mutual support, and self-care through cohort groups and one-on-one reflective consultation.
3. Increase worker capacities to strengthen equitable outcomes for children and families by promoting understanding of and engagement with racial equity concepts and practices.

Best Starts for Kids set aside funding for trainings/workshops and other learning opportunities to support this endeavor through its Prenatal to Five Workforce Development strategy. The purpose of this RFA is to identify, support and cultivate community facilitators who have expertise in Healthy Child Development, Racial Equity and Infant and Early Childhood Mental Health. The program will provide mentorship from highly experienced leaders and support in building skills and practices to conduct culturally responsive trainings in the community. Participants will also engage in networking and learning in community.

Applications will be held by WestEd – who is the Systems and Community Support Coordinator for this body of work.

About WestEd

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 900 employees, located in 13 offices across the United States.

Throughout WestEd's over 50-year history we have maintained a strong commitment to staff diversity. Individuals of different ethnicities, races, abilities, gender identities, and sexual orientations, as well as from different cultural, linguistic, and socioeconomic backgrounds, work at all levels of the organization. We value the range of perspectives provided by this diverse workforce and the ways in which those perspectives enrich and inform our agency and the work we do. Read more about [WestEd's Commitment to Diversity, Equity, and Inclusion](#).

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women’s business enterprises and labor surplus area business when possible. The selected vendor may be required to undertake affirmative steps to utilize such businesses in subcontracts if this contract is federally funded. A vendor qualifies as a small business it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201, Subsector 541618) by having average annual receipts for the last three fiscal years not exceeding \$16.5 million.

III. WESTED CONTACT

All communications, including any requests for clarification, concerning this RFA should be addressed in writing to the following:

Diana de la Lanza
bsk-wested@wested.org

IV. SOLICITATION KEY DATES AND TIMELINE

RFQ Activity	Dates
RFA Released	May 15, 2023
Information Session	June 20, 2023
Application Deadline	June 29, 2023
Acceptance Letters	Early July 2023
Orientation	Late July 2023

V. PROGRAM INFORMATION

The Cultivating Prenatal-to-five (P-5) Community-Based Facilitators (CCBF) Program is a Workforce Development initiative that supports King County's P-5 community members who seek to share wisdom, learning, and practice in their communities and beyond. Through mentorship and facilitated discussions the program hopes to build culturally responsive skills and practices associated with the three foundational topics:

1. Healthy Child Development
2. Infant and Early Childhood Mental Health
3. Racial Equity

The program will include a variety of sessions that all participants are expected to attend. These include.

1. Four Large Group Sessions (all participants)
2. Six Small Group Sessions (smaller cohorts)
3. Monthly Individual Mentorship Opportunities
4. Individual work between sessions towards final project

Timeline

Applications will be accepted until June 29, 2023 for the 2023-2024 cohort. Acceptance letters and invitations will be shared in early July 2023. An orientation will take place in late July 2023. Large group, small group, and individual sessions will take place from October 2023 to in April 2024.

Application Review

This RFA invites professionals, knowledge sharers, or community educators who have an interest in supporting prenatal-to-five (P-5) providers in ways that can transform systems and practices for our youngest children in multidisciplinary spaces by engaging in deep learning with others in the field via the facilitations of learning opportunities to prenatal-to-five providers in King County, Washington.

WestEd will use the following areas of focus to review applications:

- Experience in sharing knowledge related to the three areas of focus:
 - Healthy Child Development
 - Infant and Early Childhood Mental Health
 - Racial Equity
- Ability to create or facilitate workshops in the community
- Interests and hopes for participation in this program

- Previous experience supporting P-5 children and families and/or experience supporting P-5 professionals
- Ability to facilitate and share knowledge in languages other than English
- Ideas for implementation of knowledge attained in community-based areas
- Lived experiences (life, education, work) that would serve to support P-5 community providers

Application process

To simplify the review process, the responses will be collected via an online form. The application should include the following items and be organized in the manner specified below.

[2022 Workforce Development RFA P-5 CCBF online application form](#)

Please complete all the questions below in the online form and ensure there is enough detail in your responses for reviewers to understand what you are sharing. A profile in the registration site will be necessary to collect all the information required (please contact bsk-wested@wested.org if you need help creating your profile).

A complete online application will consist of the following elements (applications which do not include all elements will not score well in the review process):

1. Contact Information – Applicant’s name, email address, or any other ways to best contact you.
2. Location – This opportunity is for King County resident or service providers who support children and families in King County.
3. Languages the applicant can use when doing trainings/ knowledge sharing.
4. Applicants interest and hopes from participation in this program.
5. Listing of the communities the applicant anticipates would benefit from their participation in the program and plans for implementation of knowledge and skills gained.
6. Experience: (a) years of experience supporting prenatal to five children and families and (b) experiential level facilitating learning opportunities for providers supporting P-5 children and families.
7. Previous experience sharing knowledge in any of the three focus areas: (a) racial equity, (b) infant and early childhood mental health, and (c) healthy child development.
8. Process for creating and facilitating workshops that are:
 - Inclusive of various learners
 - Highly practical (having real world applications)
 - Anti-racist
 - Attuned to the participant audience

9. Applicant's lived experience (life, education, work) or anything else to help support applicant's participation in this program.

Previous experience levels are considered for reference and is not required to participate in this program.

V. REVIEW PROCESS

Responses should be submitted on the most favorable terms relevant to the RFA.

VI. WRITTEN QUESTIONS AND ADDENDA

Written questions or comments regarding this RFA must be in writing and received no later than (June 23, 2023). Questions should be emailed to Diana de la Lanza at bsk-wested@wested.org. All questions will be responded to via email.

WestEd reserves the right in its sole discretion to revise or amend this RFA prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFA.

VII. SUBMISSION

All applications are due June 29, 2023.

Responses should be submitted electronically via this [online application](#).

*Technical assistance is available to help you complete this application, if needed, and multiple languages. Best Starts has Technical Assistance providers who can provide assistance in Amharic, Arabic, Cantonese, French, Hindi, Japanese, Kiswahili, Korean, Malay, Mandarin, Oromiffa, Shanghainese, Spanish, Somali, Tigrigna, and Wolof, depending on availability. Please contact Jorji Knickr at jknickrehm@kingcounty.gov to request Technical Assistance.