



REQUEST FOR PROPOSALS (RFP)

Request for Facilitation Services for meetings of the Durham Preschool Collaborative

DEADLINE for proposals: 5pm, January 5, 2026

NOTIFICATION of selection by January 30, 2026

CONTRACT PERIOD is from March 1, 2026 – June 30, 2027

PROJECT SUMMARY

[Durham PreK](#) (DPK) is a universal public preschool program for Durham's four-year-olds funded by Durham County and administered by Early Years (EY).

EY, as the management agency hired by Durham County Government to coordinate and lead the local universal preschool initiative, posts this request for proposals to facilitate meetings to support the Durham Preschool Collaborative, established at the founding of DPK. This group, comprised of leaders from EY, Durham Public Schools, Families and Communities Rising (as administrator of Durham Head Start), and Durham's Partnership for Children (as administrator of NC Pre-K) work together to deliver services in public and private licensed sites across all public preschool funding streams.

To enrich and maintain this collaborative partnership model, EY seeks an independent contractor or group to facilitate vision and planning meetings.

ABOUT

Founded in 1974, the mission of EY is to lead efforts to strengthen accessible and affordable high-quality early care and education by providing support for families, communities and the workforce.

EY's organizational infrastructure supports local, state, regional and national level initiatives and projects which are research-based, family-friendly, data-informed and outcome-driven. EY keeps apprised of new research and program/intervention models across the country related to school-readiness, subsidized child care and early care and learning workforce development and participates at all levels on committees for workforce development and family support services.

Using a holistic approach, EY supports children and families, helps child care professionals improve the quality of early education children receive and ensures all families can afford and access the high-quality early care and education that is so important for a child's early development. EY provides free childcare referral services and scholarships to families seeking early care and education (ECE), technical assistance and support to ECE programs to improve access to high quality and statewide educational scholarships and salary supplements to child

care professionals through the T.E.A.C.H. Early Childhood,® Child Care WAGES,® and Infant-Toddler Educator AWARDS® Projects. Beginning in 2016 and continuing to present, EY designed and implemented the Durham Pre-K program, a countywide public preschool program available to all 4-year-olds throughout the county.

In addition, EY serves as a founding partner of the Child Care Resource & Referral Council (CCR&R), which coordinates CCR&R services in NC, and leads the statewide Birth to Three Quality Initiatives Project. The T.E.A.C.H. Early Childhood® National Center is housed at EY, licenses its successful programs to 23 states and provides consultation to support a highly educated and compensated ECE workforce. EY has also conducted numerous ECE system studies particularly but not solely focused on the workforce. Through its Meal Services Program, Early Years also provides nutritious meals to children at child care centers, where they may eat 50-100 percent of their meals.

SCOPE OF SERVICES

To enrich and maintain the DPK collaborative partnership model, EY seeks an independent contractor or group to facilitate vision and planning meetings. The meetings will be held in person; however, a virtual strategy using the Zoom platform may be employed as noted.

Expected meetings in this RFP include:

- 1) 7 leadership team meetings (approximately 12 participants) lasting 3 hours each from February 2026 – June 2027; potentially 3 of 7 may be held virtually,
- 2) 4 manager level meetings (approximately 15 participants) at 3 hours each from February 2026 – June 2027; potentially 1 of 4 may be held virtually,
- 3) 2 full team meetings (approximately 26 participants) at 2 hours each from February 2026 – June 2027; and
- 4) 1 DPK [Governance Committee](#) meeting (approximately 30 participants) at 3 hours in January 2027.

PROPOSAL SUBMISSIONS

Submissions should consist of the following:

- Letter of interest
- Overview and background of the firm or individual submitting this proposal.
- Proposal narrative, including your understanding of the Scope of Work and other information you would like to include.
- Responses should include a description of the experience and credentials of the applicant:
 - Applicants must have experience supporting projects that use mixed delivery models that incorporate non-profit and governmental leaders and resources.
 - Applicants must assign a consistent facilitation team to lead all meetings
- Three reference contacts for similar projects, including names and contact information for individuals who can speak about the team's qualifications and experience. At least two of the references must be *client references*.

- Detailed and itemized cost proposal to encompass all factors necessary for implementation. Applicants should include pricing for each meeting in the contract period inclusive of all services for each successful meeting:
 - Plan meeting agendas
 - Organize and provide meeting tools and materials to meet participants' needs
 - Facilitate all meetings
 - Complete expansive summary notes for all meetings
 - Develop evaluation tools for each meeting
 - Coordinate communications with participants
 - Local travel
- Each agency, organization or individual shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions regarding the proposal.

SELECTION CRITERIA

Applicants will be judged based on the following criteria:

- Qualifications of the team
- Ability to show understanding of the scope
- Past experience on projects that focus on collaboration and shared resources
- References
- Stability of firm
- Total cost

Past experience facilitating meetings for non-profit organizations, local government and school systems is necessary. **Preference will be given to applicants with direct experience working with leaders of early childhood initiatives.**

To comply with the Durham County MWBE program, EY invites and encourages participation in this RFP by businesses owned by minorities, women and the disabled to perform functions under this RFP.

COST FRAMEWORK

Proposed pricing should describe the meeting costs per hour, per meeting type or audience. During the contract period the length of meetings may need to be adjusted. Therefore, hourly costs should be described. Proposals should include costs for agenda pre-planning sessions with EY leadership.

SELECTION PROCESS

- Applications are due by 5pm on Monday, January 5. No applications will be considered if received after this date.

- The selected applicant should expect to demonstrate capacity to begin this work by March 1, 2026.
- Questions about the RFP should be emailed to rfp@earlyyearsnc.org no later than Monday, December 15, 2025. All questions and their answers will be published to <https://www.earlyyearsnc.org/about/rfpupdates/> as they are available. All Submissions will be evaluated thereafter.
- Early Years reserves the right to request meetings with finalists.
- The selection of a proposal is anticipated by January 30, 2026. EY reserves the right to extend the review period.

PROPOSAL DELIVERY ADDRESS

Proposal submissions should be sent to:

Early Years
rfp@earlyyearsnc.org

EY reserves the right to reject all proposals. This RFP does not commit EY to award a contract.