



Reading Is Fundamental, Inc. Request for Proposal (RFP) January 8, 2009

A. Purpose, Background, and Description of Services

1. Purpose

Reading Is Fundamental, Inc. is soliciting proposals from RIF programs, childcare centers, community centers, libraries and other community-based organizations interested in receiving RIF's Family of Readers train-the-trainer workshop. RIF intends to select up to six organizations to each host a train-the-trainer workshop within the region of South Texas.

2. Background

In 2008, the Meadows Foundation gave RIF funds to provide community leaders in South Texas with train-the-trainer workshops based on oral language and literacy development.

3. Description of Service

Family of Readers is a family reading service that focuses on educationally at-risk children, from birth through elementary school, and their families. Family of Readers helps parents develop the skills and self-assurance to take a leading role in supporting their children's reading and learning while their children learn to love books.

Service Goals:

- Improve family reading habits and enhance the time families spend sharing books with their young children.
- Promote parents' confidence within themselves as participants in their children's education.
- Foster supportive relationships among parents who face similar challenges.
- Encourage Family of Readers' trainers to become effective facilitators for the parents they serve.

The four-hour workshops consist of seven sessions and teach trainers how to deliver family literacy sessions to parents of children from birth through elementary school. Parents learn about children's literacy development and participate in skills workshops on topics such as how to read aloud to children, creating a home literacy environment, choosing good books for children, and supporting children's writing development. Parents are encouraged to apply their newly acquired skills in their everyday experiences with their children.

B. Term of Project

RIF will complete six workshops in the South Texas region between April 1 and August 1, 2009. Each trainer will receive a program manual, *Read with Me* DVD and DVD guide, and a hardback children's book collection. Subsequent to receiving training, trainers are encouraged to share Family of Readers workshops to families within their communities.

C. Qualification Criteria

Selected programs will be required to:

- Determine point of contact (POC) for coordination of training if not yourself.
- Secure the training site.
- Coordinate with RIF to set date and time for the training.
- Determine form of recruitment for participants (25 participants per training).
- Determine deadlines for invitation.
- Distribute invitation to potential participants.
- Confirm final number and names of participants four weeks prior to training.
- Provide a flip chart stand, chart paper, and TV/DVD.
- Determine shipping location for all materials.
- Make POC accessible to RIF for final check-in in final weeks prior to training.
- Have POC present at training site to assist with any final logistical items.
- Provide follow-up survey to RIF within six weeks of training date.
- Provide brief report summarizing how the community has benefitted as a result of receiving training within six months of training date.

D. RFP Content Requirements

Responses to this RFP should include the following information:

- Confirmation of your program's ability to meet the above selection criteria.
- Completion and submission of attached proposal cover sheet in electronic or paper format.
- Attach a description of your organization, including the following:
 - Name of organization.
 - Mission, vision and/or organizational goals.
 - Populations served by organization (families, parents, children, teen parents, etc.).
 - Services provided by your organization.
 - Describe how this train-the-trainer opportunity will benefit your community.

Submit proposals by **February 15, 2009**, attention Rebecca Armstrong at rchrystal@rif.org.

Selection of programs will be made at the discretion of Reading Is Fundamental, Inc. Please direct questions regarding this RFP to Rebecca Armstrong at 202-536-3485 or email rchrystal@rif.org.

Tentative Timeline

February 15, 2009	Proposal Deadline
March 10, 2009	Applicants notified of selection
April-August 1, 2009	Training completed at six programs in South Texas

About Reading Is Fundamental, Inc.

Reading Is Fundamental, Inc. (RIF), founded in 1966, motivates children to read by working with them, their parents, and community members to make reading a fun and beneficial part of everyday life. RIF's highest priority is reaching underserved children from birth to age 8. Through community volunteers in every state and U.S. territory, RIF provides 4.5 million children with 16 million new, free books and literacy resources every year. For more information and to access reading resources, visit RIF's website at www.rif.org.

Deadline for submissions: February 1, 2009

**Reading Is Fundamental, Inc.
Family of Readers Family Literacy Program
Proposal Cover Sheet**

Organization Name

Address

Contact

Phone

Email

Please make sure that the following are included with your proposal:

- Original proposal confirming your program's ability to meet the above selection criteria.
- An electronic file (pdf or Word document) of RFP Cover Sheet and attachment.

By signing below, we are applying for selection as a hosting organization for the Family of Readers train-the-trainer workshop. If selected, we agree to the terms and conditions outlined in the request for proposals from RIF dated January 8, 2009.

Signature

Name

Title

Date
