

**Early Warning and Response Systems
Program Proposal Cover Letter**

Fill out completely and include as the front page of the application. Please make sure the information is typed and/or legible.

Applicant Name: _____

Title: _____

Organization Name: _____

Mailing Address: _____

City and State: _____ Zip _____

Phone: _____ Fax: _____

E-Mail Address _____

Proposed Total Contract Amount: \$ _____

The applicant understands that the submission of this document does not guarantee a contract, nor that any funding will be allocated at the level requested. Final contract provisions will take precedence over the information contained in the quotation.

The undersigned hereby affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge.

Authorized Signature: _____ Date: _____

Name and Title: (please type) _____

CONTINUOUS QUALITY IMPROVEMENT STRATEGY

Scope of Work

VSUW's mission is to improve lives by mobilizing the caring power of our community. VSUW's vision is ensuring all children and youth in Maricopa County are prepared for and succeed in school, college, work, and life. As aligned with our mission and vision, VSUW has developed a strategy to improve high school graduation rates and post-secondary success that supports the middle grades through an Early Warning and Response System. We are at a point in the lifecycle of this program to implement Continuous Quality Improvement (CQI) practices as we chart the path forward with work that is crucial to our organization's education outcomes.

- Put simply, CQI is a philosophy that encourages all team members to continuously ask: "How are we doing?" and "Can we do it better?" More specifically, can we do it more efficiently? Can we be more effective? Can we do it faster? Can we do it in a more timely way? Can we do it in a way that better meets the needs of our key constituents? Continuous improvement begins with the culture of improvement for the client, the practice, and the population in general. For our purposes, those stakeholders are defined as The Client: our students, schools, districts, volunteers, donors, and staff members
- The Practice: implementation of the work sitting around the Early Warning and Response System
- The Community of Support: community based organizations, youth development, resiliency and skill-building programs, family resources

CQI begins with a clear vision of the transformed environment, identification of necessary changes to achieve that vision, and input from engaged team members who understand the needs for the practice. In short, the journey to the desired future state involves a transformation of people, process, and technology.

Besides creating this inquisitive CQI culture in a program, the key to any CQI initiative is using a structured planning approach to evaluate the current practice processes and improve systems and processes to achieve the desired outcome and vision for the desired future state. Tools commonly used in CQI include strategies that enable team members to assess and improve education delivery and services.

Applying CQI to a practice means that the team must understand what works and what does not work in the current state and how the program will change education and QI aims. The CQI plan identifies the desired outcome and the evaluation strategies that enable the team to

determine if they are achieving that outcome. The team also intervenes, when needed, to adjust the CQI plan based on continuous monitoring of progress through an adaptive, real-time feedback loop.

This program is currently delivered within Phoenix union High School District and Partner K-8 districts.

Deliverables:

Apply a formal, research-based Quality Improvement framework to our Early Warning and Response System/Destination Graduation program that moves Destination Graduation from its current state to a more desirable future state, to include at a minimum:

1. An evaluation of current state inclusive of a comprehensive set of program stakeholders.
2. An articulated ideal future state also informed by program stakeholders.
3. A series of implementation recommendations that Valley of the Sun United Way could use as the foundation for determining future program composition
4. Analysis of key structural pieces required (staffing, etc.) to move from current state to future state.

Reporting and Invoicing:

1. Invoice/Reporting Schedule:
Consultant will provide monthly invoices that include a summary of completed services, any completed documents, and the number of billable hours
2. Payment Schedule:
VSUW funding will be paid monthly, upon Consultant's submittal of an invoice with number of hours at Consultant's billable hourly rate

TIMELINE

Proposals due: September 9, 2016
Announcement of decision: September 16, 2016
Beginning of project: September 19, 2016
Timeline for Recommendations: January 15, 2017
Set-up structure and processes through June 30, 2017

CONTRACT TERMS

Contract is valid through June 30, 2017.

SUBMITTAL PROCESS

Please send a complete written bid including costs to Julia Estrada at jestrada@vsuw.org. Proposal review and selection committee will be comprised of Valley of the Sun United Way staff.

PROJECT CONTRACT

If you have any questions, please contact:
Julia Estrada, Community Impact Director
Valley of the Sun United Way
602-631-4887
jestrada@vsuw.org