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| CONSULTANT INFORMATION | |
| Bidder: |  |

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| MINIMUM QUALIFICATIONS |
| *Please check all boxes that apply.*  Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.  Expertise in event logistics: Proven track record in planning, organizing, and executing events, including securing venues, coordinating food and audiovisual equipment, managing event schedules, acquiring day of support, and contracts for speakers.  21st CCLC program quality experience: Knowledge and experience in implementing and sustaining high-quality 21st Century Community Learning Centers (21st CCLC) programs, including familiarity with Quality Improvement Systems (QIS) and capacity building trainings.  Evidence-Based Practices: Experience in implementing evidence-based practices and strategies that have been proven to be effective in out-of-school time programs.  Compliance with Federal and State Regulations: Bidders must be knowledgeable about and comply with all relevant federal and state regulations, including those specific to the 21st CCLC program.  Collaboration and partnership building: The ability to collaborate with schools, community organizations, and other stakeholders is crucial. This includes experience in building and maintaining partnerships.  Facilitation skills: Ability to facilitate group discussions, training sessions, and workshops, ensuring active participation and engagement from all attendees.  Organizational leadership: Strong leadership skills with the ability to manage teams, set goals, and ensure the successful completion of projects.  Demonstrated capacity to successfully manage comprehensive projects, including successful management of budget, personnel, resources, and subcontractors if appropriate.  Consultants who do not meet the minimum qualifications noted above will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored. |

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| ADDITIONAL DESIRED QUALIFICATIONS |
| *Please check all boxes that apply.*  Demonstrate strong leadership skills: demonstrate the ability to lead and motivate a team, set clear goals, and ensure that everyone is working towards the same objectives.  Excellent communication skills: be able to communicate effectively with team members, stakeholders, and clients, ensuring that everyone is informed and on the same page.  Demonstrated time management: ensuring that deadlines are met and that the project stays on schedule.  Experience managing project budgets effectively, ensuring that the project is completed within the allocated budget.  Experience with project management tools: bidders should be familiar with and proficient in using project management tools and software to plan, track, and manage the project.  Demonstrate a proven track record of successfully managing similar projects. |

*I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.*

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Signature of Bidder Date Place Signed (City, State)

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Printed Name Title Organization Name