Arizona Foundation for
LEGAL SERVICES
& EDUCATION
THE ARIZONA BAR FOUNDATION

We the People Technical Assistance Coordinator
Request for Proposals

This is an exciting opportunity to:

- ✧ Transfer your knowledge of We the People (WTP) to new and existing WTP teachers.
- ✧ Impact hundreds of students by assisting them in their hearings.
- ✧ Earn a **$400 stipend** for doing something for which you have a passion.

Technical Assistance Coordinator Role:
The Technical Assistance Coordinator will serve as a liaison between the Arizona Bar Foundation and the schools/districts in Arizona for the purpose of assisting teachers in their WTP program implementation. The Technical Assistance Coordinator will work closely with the Arizona Bar Foundation to effectively assist educators in Arizona and will serve in this capacity from August – May of the fiscal year.

As a Technical Assistance Coordinator, you will…

- ✓ Serve as a **Liaison** between the Foundation and the educators participating in the program.
- ✓ **Encourage** educators to attend civic education training hosted by the Arizona Bar Foundation**.**
- ✓ **Contact** educators previously trained to encourage their participation in the program.
- ✓ **Assist** educators in their program implementation via phone, email, and in-person*.

**In-person assistance is optional*

Requirements to serve in this capacity:

- ✓ Working knowledge of the WTP program
- ✓ Effective communication skills
- ✓ Ability to respond to WTP assistance emails/phone calls within 2 business days
- ✓ Connections to multiple educators, schools, and/or school districts

Completing a Proposal:
Please complete (type) pages 2-3 and email the completed proposal to Deepika.Padmavati@azflse.org.
Please note, this opportunity is dependent on the availability of funding.

Proposal Due Date: July 28.
For more information, please contact:
Deepika.Padmavati@azflse.org

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We the People Technical Assistance Coordinator

Proposal

Name: _____

Current Occupation: _____

School/District/LEA (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

E-mail Address: _____

School Year Submitting Proposal for: _____

WRITTEN STATEMENT

Please type your response below or attach a response to this sheet not exceeding two pages.

1) List your We the People program classroom implementation experience below:

2) List your We the People competition/showcase and/or classroom hearing experience below:

3) Include any other information you feel will assist you in successfully serving as a We the People Technical Assistance Coordinator.

4) Will you be coaching a team who will be participating in the We the People Competition/Showcase during this school year?

☐ Yes ☐ No

I have read and understand the Technical Assistance Coordinator Scope of Work and Payment Matrix and feel I can meet all the requirements outlined.

_____

Printed Name

_____ _____

Signature Date

We the People: The Citizen & the Constitution
Technical Assistance Coordinator
Scope of Work

Scope of Professional Services: The Technical Assistance Coordinator will serve as a mentor to educators implementing the We the People: The Citizen and the Constitution program and as a liaison between the Arizona Bar Foundation and Arizona schools/districts.

We the People Technical Assistance Coordinator Responsibilities (Required)

The We the People: The Citizen and the Constitution program educates students in grades 4-12 about the importance of our constitution and how to become participatory citizens. The primary role of the Technical Assistance Coordinator is to encourage participation from teachers by mentoring them through the curriculum. The following are the responsibilities relative to this goal:

- Mentor Arizona educators via email, phone, virtual meeting, or in-person to assist them with the program
- Contact previously competing/showcasing educators to encourage returning to the regional event
- Contact previously trained We the People educators to encourage implementation of the program
- Facilitate virtual technical assistance opportunities hosted by the Foundation
- Volunteer at the We the People State Competition/Showcase
- Encourage educators to attend civic education trainings provided by the Foundation
- Provide necessary documentation/supporting information to the Foundation and as needed for grant reporting purposes

Documentation/Reporting (Required)

Submit the following documentation (template provided by the Foundation):

- End year report due **May 31**.
- Invoice due **May 31**.
- Alert the Foundation's Chief Learning Officer immediately and no longer than 24 hours about emergency situations requiring Foundation attention.

We the People: The Citizen & the Constitution
Technical Assistance Coordinator
Payment Matrix

Technical Assistance Coordinator Payment Matrix	
Activity	**Payment**
Mentor current We the People educators, promote the Foundation's civic education trainings, and encourage previously trained educators to implement the program	**$400**

Materials

Stipend does not include the cost of materials associated with technical assistance. Reimbursement for copies, printing and all other materials are available upon prior written approval from the Arizona Foundation for Legal Services & Education.

Travel

Travel allowance, not included in the payment matrix, is available in some cases for specific travel associated with technical assistance. **Prior authorization** regarding travel expenditures is required.

Payment

One payment for the contract period will be disbursed upon completion of the delivered objectives and is contingent upon:

- Submission of a signed contract and W-9 form.
- Completion of the objectives in the scope of work and necessary documentation.
- Submission of an end year report due May 31.
- Submission of an invoice due May 31 for services provided during the period in accordance with the terms of payment.
- Availability of funding from grantors.

Payment Dispute Terms

If the Sub-Contractor has a dispute with the Foundation regarding payment or obligations set forth in this contract that has not been resolved after communication efforts have been exhausted with the Foundation's Chief Learning Officer, the Sub-Contractor may contact the Executive Director/CEO in writing to state their concern, attempts made to reach the resolution and desired resolution not reached.

REGIONAL COMPETITION MAP

