



Request for Proposal (RFP) #NAEYC-HEC-2025

Project Title: NAEYC Higher Ed. Accreditation Consultant for Early Childhood Education Program

Client: Bunker Hill Community College (BHCC)

Project Launch Date: Upon contract execution and no later than January 20, 2026

Deadline for Proposals: December 5, 2025

Contact Information:

- Wissal Nouchrif
- Interim Dean of Professional Studies
- Bunker Hill Community College
- Mail to: wnouchri@bhcc.edu

Introduction

Bunker Hill Community College (BHCC) is seeking proposals from qualified consultants to facilitate and manage the foundational work for the NAEYC accreditation process for the Early Childhood Development Associate Degree program. This initiative aims to ensure that the program meets the rigorous, competency-based, and data-driven standards set by NAEYC while allowing for academic freedom.

Background

With more than 50 years of academic excellence, Bunker Hill Community College (BHCC) is one of Massachusetts' largest community colleges, serving approximately 16,000 students annually. With campuses in Charlestown and Chelsea, BHCC offers a broad range of educational opportunities throughout Greater Boston. BHCC fosters a welcoming and supportive learning environment for students by offering associate degrees and certificates, early college and dual enrollment, community education, corporate training, and industry-specific programs.

Project Objectives

- **Course Outcomes Update Process:** Work with the department chair to learn about the aspects of the course outcomes update process which have already been initiated.

- **Data Collection and Tracking Systems:** Take the lead, in collaboration with the department chair and any other relevant college team, in designing data collection and tracking systems for accreditation preparations, application, and ongoing assessment.
- **Faculty Education:** Take the lead in educating all ECE full-time and adjunct faculty about NAEYC higher ed. requirements for course outcomes and key assessments.
- **Course Modifications:** Collaborate with a small group of faculty on a subset of four courses to make course modifications which meet the NAEYC requirements for course outcomes and key assessments (subset of courses to be determined by the Dean of Professional Studies, Education Department Chair, and consultant).

Scope of Work

The selected consultant will:

- Conduct a gap analysis to summarize the current program status against NAEYC accreditation standards for the designated subset of courses.
- Develop a data collection and tracking system (tools, templates, or software recommendations) ready for implementation.
- Create faculty training materials (handouts, guides, and recordings).
- Revise course documents for the designated subset of courses, including updated course outcomes and key assessments.
- Submit progress reports on a recurring schedule.
- Provide a final report and recommendations, including a roadmap for full program compliance and a sustainability plan.

Proposal Requirements

Interested consultants should submit a proposal that includes:

- **Executive Summary:** A brief overview of the consultant's qualifications, experience, and understanding of the project.
- **Technical Approach:** A detailed plan outlining the approach to achieving the project objectives and scope of work.
- **Project Timeline:** A proposed timeline with key milestones and deliverables.
- **Budget:** A detailed budget breakdown, including all costs associated with the project.

- **Experience and Qualifications:** A summary of relevant experience and qualifications, including examples of similar projects completed.
- **References:** Contact information for at least three references from similar projects.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project objectives and scope
- Quality and feasibility of the technical approach
- Relevant experience and qualifications
- Proposed timeline and ability to meet deadlines
- Cost-effectiveness and budget justification
- Feedback from references
- Highest Responsible and Responsive Proposer that offers the Best Value to the College

Submission Instructions

Proposals should be submitted electronically in PDF format to wnouchri@bhcc.edu by December 05, 2025. Late submissions will not be considered.

Questions and Clarifications

For any questions or clarifications regarding this RFP, please contact Wissal Nouchrif at wnouchri@bhcc.edu.