

Introduction:

Rockville Science Center is seeking letters of interest for a one-hour Science focused class for young children, ages 3 to 6. The goal of the class is to engage children in hands-on, interactive learning activities that spark curiosity and foster an early love for science and discovery.

Rockville Science Center is a vibrant, inclusive community hub for all ages, providing hands-on, interactive science programs that inspire curiosity and foster learning. Located in the heart of Rockville, our center benefits from a scientifically engaged and highly educated community. As we look to the future, we envision expanding our space and resources to better serve our community. We are looking to expand our offerings to younger ages.

Through this Request for Information (RFI) process, we will select a group of vendors for follow-up, which will include asking you for much more in-depth project plans and budgets. In this initial phase we're only requesting that you provide a few pages of introduction and case studies so we can familiarize ourselves with the options for potential partners. We are specifically aiming to make it quicker for vendors to respond so that we're able to get replies from potential partners who wouldn't otherwise take the time to write a detailed letter of interest.

Letter of interest Guidelines:

Letters of interest should be submitted by **February 14, 2025** and will be reviewed by Rockville Science Center 's selection committee. The selected vendor(s) or individual(s) for follow-up will be notified by **February 28, 2025**.

Program Overview:

- **Target Audience:** Children ages 3 to 6 years old
- **Duration:** 1 hour for 4 to 6 weeks (with a possibility to add more times)
- **Location:** Rockville Science Center
- **Content Focus:** Science topics. The class should be designed to be developmentally appropriate for young children and foster engagement through hands-on, interactive activities.

Expected Outcomes:

- Foster curiosity and enthusiasm for science in young children.
- Encourage hands-on, experiential learning that is developmentally appropriate.

- Ensure a safe and positive environment that supports children’s growth and exploration.
- Provide materials or resources that children can interact with during the class.

Letter of interest Requirements:

Letters of interest should include the following elements:

1. **Class Description:** A brief overview of the class topic, including the science concept to be covered and the types of activities that will be included. This can include case studies from other projects.
2. **Learning Objectives:** Clear and measurable objectives for what the children will learn or experience during the class.
3. **Materials and Equipment:** A list of any materials or equipment required for the class, including any supplies that must be provided by Rockville Science Center versus those the proposer must supply.
4. **Instructor Qualifications:** Information about the instructor(s), including relevant experience teaching young children, particularly in science education.
5. **Budget:** A general estimated budget, including any fees for instructor time, materials, or other associated costs. We understand this will need to be refined but would like an estimate.

Selection Criteria:

Letters of interest will be evaluated based on the following criteria:

- Creativity and age-appropriateness of the proposed activities.
- Clear, measurable learning objectives.
- Experience working with young children (ages 3 to 6).
- Overall engagement and interactivity of the class.
- Ability to meet safety and logistical requirements.
- Cost-effectiveness and value for the proposed budget.

Timeline:

- **Letter of Interest Submission Deadline:** February 14, 2025
- **Notification for Additional Information:** February 28, 2025

- **Proposed Class Date(s):** beginning April, 2025

How to Submit:

Please submit your letter of interest to info@rockvillesciencecenter.org by February 14, 2025. If you have any questions or require further information, please contact Ginny Bonifacino at gbonifacino@rockvillesciencecenter.org.

We look forward to reviewing your letter of interest and selecting a partner to bring a fun and educational science experience to young children!

Sincerely,

Rockville Science Center Board