REQUEST FOR PROPOSAL
Early Head Start Child Care Partnerships Program Evaluation

SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>December 6, 2019</td>
<td>5:00 P.M. MST</td>
<td>Via e-mail &amp; <a href="http://www.earlylearningventures.org">www.earlylearningventures.org</a></td>
</tr>
<tr>
<td>Deadline to Submit Questions</td>
<td>December 12, 2019</td>
<td>5:00 P.M. MST</td>
<td><a href="mailto:tgarcia@earlylearningventures.org">tgarcia@earlylearningventures.org</a></td>
</tr>
<tr>
<td>Response to Written Questions</td>
<td>December 13, 2019</td>
<td>5:00 P.M. MST</td>
<td>Via email &amp; <a href="http://www.earlylearningventures.org">www.earlylearningventures.org</a></td>
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<tr>
<td>Proposal Deadline</td>
<td>December 20, 2019</td>
<td>5:00 P.M. MST</td>
<td>18 Inverness Place East. Englewood, CO 80112 OR <a href="mailto:tgarcia@earlylearningventures.org">tgarcia@earlylearningventures.org</a></td>
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<tr>
<td>Vendors Notified</td>
<td>January 4, 2020</td>
<td>5:00 P.M. MST</td>
<td>Via individual Vendor e-mail</td>
</tr>
<tr>
<td>Contract Preparation / Negotiation</td>
<td>January 6-10, 2020</td>
<td>TBD</td>
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BACKGROUND

As part of the federal Early Head Start–Child Care Partnership (EHS-CCP) grant initiative, Early Learning Ventures (ELV) makes Early Head Start services available to 350 infants, toddlers and their families in Adams, Arapahoe, Garfield, Mesa, Morgan, and Pueblo Counties. Within this Child Care Partnership model ELV works with 40 licensed child care centers and family child care homes (approximately 85 learning environments) in this innovative model to increase program quality as well as school readiness for all children and families. The ELV Partnership model supports programs in five areas that are key to program quality: 1) Business Development; 2) Leadership Development; 3) Professional Development; 4) Family Development; and 5) Community Development.

FOCUS OF THE PROGRAM EVALUATION

As it relates to this RFP, ELV requests proposals from qualified organizations with an understanding or interest in early care and education to conduct a Program Evaluation exploring the relationship between Early Head Start – Child Care Partnership implementation and quality programming as defined by local, state, federal, or other renowned standards. The recipient of the award will work closely with ELV staff, partner organizations, and child care providers to develop the appropriate assumptions, analyze currently existing data, gather any necessary additional data, and draft the final report. It is estimated that the project will primarily focus on the analysis of existing data related to ELV partnerships with approximately 40 child care sites located across Adams, Arapahoe, Garfield, Mesa, Morgan, and Pueblo Counties.
For this purpose, ELV is most interested in being able to quantify impact data in order to determine if the current application of resources and focus of data tracking and monitoring have a direct connection to the delivery of what is considered high quality service for children and families. Data could be considered by EHS-CCP site, county, ELV Specialist assignment, by type (center or FCC), or by grant implementation year (1-6). An analysis of existing data within the ELV Alliance CORE Data Management System would be a strong focus of this project. This existing data pertains directly to Alliance CORE system utilization, Continuous Improvement Plans, teacher retention, teacher qualifications, QRIS performance, EHS enrollment, coaching logs, family involvement and family engagement data. Existing data not currently maintained within the Alliance CORE system such as teacher-child interactions, authentic observational assessment and budget management data may also be considered. There is also a possibility that additional data collection will need to be conducted in order to support a complete evaluation.

This will ultimately help ELV to answer the following research question: What is this model’s impact on program quality, including program administration, classroom quality, and the quality of caregiving and facilitation of learning?

**PROCESS FOR SUBMISSION OF A PROPOSAL**

1. Submit clarifying questions in writing to tgarcia@earlylearningventures.org no later than December 12, 2019 at 5:00 PM MST.
   a. Questions from any Vendor will be answered in writing via email and made public on the Early Learning Ventures website.
2. Submit Proposal to Early Learning Ventures, 18 Inverness Place East, Englewood CO 80112, one (1) original via standard mail OR one signed electronic copy in PDF format via email to tgarcia@earlylearningventures.org with “Evaluation Proposal” in the subject line. Letters of Intent must be received and time stamped no later than 5:00 PM MST on December 20, 2019, either version.
3. Evaluate and notify Vendors no later than 5:00 PM MST on January 4, 2020.
4. Identified Vendor and ELV will negotiate contractual agreement terms, budget, and develop approach for scope of work the week of January 6, 2020.
5. In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be issued to all recipients of this RFP.

**PROPOSAL CONTENT REQUIREMENTS**

Prospective vendors interested in being considered for the Program Evaluation in the designated geographic area are required to submit a Proposal, not to exceed four (4) pages, describing their intent to provide services as described in this RFP and signed by a duly authorized official of the proposing organization. At minimum, the Proposal should also include the following:

1. Proposed Approach: The proposal must provide a statement regarding the proposed approach to the project outlining the activities that will be necessary, the methods and data analysis techniques that will be used to address the research question and the format of the final report.
2. Qualification Statement: The proposal must provide evidence that demonstrates the applicant has the knowledge, skills, abilities and experience to successfully complete the work. This includes a copy of the applicant’s vitae, and an example of similar work in early childhood or another area completed by the applicant. The applicant must also provide references that can attest to the quality of their work.

3. Cost Estimate: The proposal must provide a cost estimate for this work as well as a budget narrative that justifies the project cost.

EVALUATION OF PROPOSALS

There are three evaluation criteria that will be used to judge proposals, each given equal weight:

1. The strength of the proposed approach.
2. The proposer’s qualifications, quality of past work, and references.
3. The size and justification of the project’s cost.

AWARDS

Award(s) will be made to the Applicant(s) who demonstrate through their Proposal that they are regularly established in the business of Program Evaluation and who have a track record of performing the required service within the geographic region. After awards are made, the selected Vendor will work with ELV to develop a budget and scope of work for direct services. The successful applicant(s) will be expected to begin immediately after the award to ensure the project deadline is met.

ESTIMATED PROJECT DELIVERY

Program Evaluation delivery, including all materials and final reports, should be no later than April 30, 2020. Agreement budgets will be comprised of to two parts: federal share and non-federal share (in-kind contributions).

PROFESSIONAL ASSOCIATIONS

The requested services are guided by Industry Standards, Industry Associations and applicable laws. The following is a list of the websites on which prospective vendors can find the specific information referenced within the Head Start Act and the Head Start Program Performance Standards:

http://eclkc.ohs.acf.hhs.gov

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Answers to Questions on ELV’s RFP: EHS-CCP Program Evaluation

1. Can you clarify what is meant by “agreement budgets will be comprised of two parts: federal share and non-federal share (in-kind contributions)? Does this imply an in-kind contribution from the vendor and/or the participating preschool sites?

   A: Yes, this does refer to an in-kind contribution from the vendor. While the federal funding for the EHS-CCP program is intended to cover 80% of program budget, which leaves ELV responsible for raising the other 20%. Proposals including an in-kind contribution of under 20% would still be considered in comparison with the overall projected cost.

2. Is there a budget ceiling for this project evaluation?

   A: While there is no specific pre-determined budget ceiling, the given timeframe is firm. This will likely directly limit the budget more than anything else, but we remain open to considering all project cost justifications included in the proposal.

3. Is ELV core data available on any of the 40 participating providers prior to implementation of the EHS-CCP grant initiative?

   A: Data is available on child care partners prior to EHS-CCP implementation for some more than others. In most cases this will depend on the timing of their original ELV Affiliate Agreement and the extent to which they utilized ELV’s available business services. EHS specific data was not collected prior to establishing a child care partnership with each site.

4. Who is the audience for the final evaluation report?

   A: The final report would be available publicly, and we intend to share directly with ELV Program Governance, current and potential funders, potential partners, ECE and child care policymakers and early care and education advocates locally and nationally. We also intend to use findings for program improvement purposes.

5. In a prior study to evaluate ELV’s EHS-CCP partnership model, measures such as the PAS, BAS, ECWES, and ECJSS were used. Will the data set from the prior study be available for use by the vendors responding to this RFP, and has any data using these instruments been collected since the prior study?


   However, CLASS Infant and CLASS Toddler are the only tools from this study that ELV has continued to use regularly.
6. We want to understand the scale of the research project and design: is it the expectation of ELV that this proposal will be a validation study of the partnership model, or does it purely aim to quantify the impact of the partnership model?

A: It could be characterized as an aim to quantify the impact of the ELV’s Shared Services Approach to Early Head Start Child Care Partnerships as the timeframe limits the opportunity for a full validation study.

7. Does ELV have a funding range for this proposal?

A: Please refer back to question #2.

8. We would like to know more about site visits—does ELV expect site visits that include focus groups, interviews, etc., and if so, what is the expected cadence/intensity of these visits?

A: There is currently a limited expectation of new data collection. ELV anticipates the primary focus to be on existing data. If new data collection is deemed necessary and can be done within the given timeframe, please include a proposed scope within the proposal. ELV expects site or staff contact to focus on clarification of existing data.

9. We would like to know more about the quantitative component—is there specific data that ELV anticipates the contractor will collect first hand or mine from other data sources? And for existing data, are the data timestamped so that longitudinal methods would be possible?

A: ELV’s hope is that the evaluation team will be able to rely on Alliance CORE data, however of the evaluation team determines that data is missing, there may be a need to mine from other sources. Data in Alliance CORE is timestamped.

10. The proposal discusses 'impact' and we want to know if ELV has developed a logic model or has other guiding documents?

A: While a logic model for this program is not currently available, this could be an outcome of this project. Other guiding documents are available detailing program goals, measurable objectives, framework visuals, and can be found attached to this document.

11. How frequently does ELV (and/or partners) want to meet with the evaluation team, and what role does ELV want to play in defining the scope of the evaluation and/or interpreting the findings?

A: Regular contact between ELV Management and the Evaluation should be established during contract negotiation where the scope would be determined in partnership. Regular contact could be more frequent in early and late stages of the project. ELV will
expect the Evaluation Team to rely on the data, but ELV staff will be available for clarification purposes as needed.

12. What is ELV’s expectation for the format of the final deliverable?

A: ELV’s expectation is a written report with explanations of the methodology, findings, and recommendations to include narrative and visual components. ELV also expects the evaluator to facilitate a visual presentation based on the final report to a group of stakeholders, and answer their questions.
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<tr>
<th>Program Goal</th>
<th>Objective to be attained by 7/31/20</th>
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<tr>
<td>Increase access to EHS services in identified Qualified Opportunity Zones where ELV affiliate members serve eligible children and families</td>
<td>School Readiness: In alignment with the Head Start Early Learning Outcomes Framework and the Colorado Early Learning and Development Guidelines at least 80% of EHS enrolled children will meet or exceed the Widely Held Expectations within their assessed age groups based on three My Teaching Strategies checkpoints for all five learning domains.</td>
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<td>Tracking monthly family engagement programming activities to determine the percentage that align with challenges reflected in the community needs assessment</td>
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<td>ELV Management will provide monthly opportunities for collaboration with each of the local CCCAP administrators in an effort to identify and implement effective layered funding strategies.</td>
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<td>Infant, toddler and family development programming will be delivered through collaboration with national, state, county and other local partnerships leading to an increased and sustainable expertise within the early care and education workforce.</td>
<td>Make at least 70 QCCP/EHS programming activities and resources available to non-EHS ELV affiliate child care providers and families through no cost incidental impact.</td>
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<td>Retain a minimum of 75% of infant and toddler teachers working in Early Head Start learning environments for the program year with progress tracked monthly and quarterly</td>
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<td>At minimum, all teachers have access to 3 hours of intensive coaching per month for at least 6 months of the program year</td>
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<td>Differentiate EHS service delivery by emphasizing a shared services approach to strong business foundations, leadership principles, and commitment to continuous improvement leading to a sustainable business model for high quality early care and education.</td>
<td>Support compliance with Head Start Program Performance Standards through full utilization of ELV Business Services and facilitation of the Child Care Partnership site-specific Continuous Improvement Plan (CIP) with a minimum of monthly follow-up per CIP objective</td>
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<td>Through full utilization of ELV Business Services and monitoring compliance with Head Start Program Performance Standards, 100% of Child Care Partner’s CIP objectives will be either in-progress or fully met and maintained</td>
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<td>ELV will offer quarterly Director, Learning, and Collaborating (DLC) groups to EHS Child Care Partnership site leadership with a focus on leadership and management principles</td>
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Quality Child Care Partnership Model
In partnership with the Early Head Start Child Care Partnerships

ELV Client Support
ELV Child Care Partnership Specialist
ELV Credentialed Coaches
ELV Child Care Partnership Specialist
ELV Service Coordinators/Service Providers

Contact us.
18 Inverness Place East
Englewood, CO 80112
Tim E. Garcia: 303.789.2664 ext. 232
tgarcia@earlylearningventures.org
www.EarlyLearningVentures.org

STRONGER Together
ELV Child Care Partnership Specialist Role
(CCPS Specialist)

**Workload Targets For A Typical Full Time CCP Specialist**

- 2-4 Child Care Partner Sites
- 6 EHS Learning Environments
- 12-18 EHS Teachers
- 20-25 EHS Families

**CCP Specialist Competencies**

- Facilitation of Continuous Improvement Process
- Execute in collaboration, a comprehensive Family Engagement Program
- Provide Practice-Based Coaching (PBC) for EHS teachers
- Implementation of EHS comprehensive services
- Monitoring and compliance

**Monitoring Tools**
- Alliance CORE & Relevant Reporting
- Outlook Calendars
- ELV Dashboard
- Individual Supervisions
- QCCP Staff Meetings
- My TeachingStrategies
- Local Site Visits
- Parent, Teacher, and Site Leadership Surveys
- Continuous Improvement Plan (CIP)
- Community Meetings
- My Teachstone (CLASS)
- Coaching Plans and Coaching Logs