REQUEST FOR QUALIFICATIONS

MID-AMERICA HEAD START
EARLY CHILDHOOD

Education Coordinator/Coach Services

Mid-America Regional Council
July 12, 2019

Key Information:

- Request for qualifications issued publicly: Friday July 12, 2019
- Deadline for questions / additional information: Friday July 19, 2019 by 5pm CDT
- Final responses to questions released: Monday July 22, 2019 by 5PM CDT
- Closing date for proposals: Friday, July 26, 2019, by 5pm CDT
- Selected individual notified: Friday, August 2, 2019
- Contract negotiations: August 6 - 9, 2019
- Contracts finalized: Friday August 30, 2019
- Anticipated contract start-date: September 1, 2019
REQUEST FOR QUALIFICATIONS

BACKGROUND
The Mid-America Regional Council (MARC) is a nonprofit association of city and county governments and the metropolitan planning organization for the Kansas City region. MARC promotes regional cooperation and develops innovative solutions while providing a forum for the region to work together to advance social, economic, and environmental progress.

MARC serves as the grantee for Head Start and Early Head Start services in Missouri’s Clay, Platte and Jackson Counties. MARC contracts with well-established early childhood programs and school districts throughout these three counties who serve as Direct Service Providers for comprehensive, high quality, birth through five early education services for 2,411 children and their families. Direct Service Provider contracts are awarded in three categories designated as Tier 1, Tier 2 or Tier 3. Tier 1 contracts are those that require a maximum amount of support and technical assistance from MARC.

As part of its contractual obligation to Tier 1 Direct Service Providers, MARC has agreed to provide staff support in the coordination of the education requirements for Head Start and Early Head Start services and on-site coaching for education staff. It is for this reason that we are seeking a qualified individual to perform these activities as outlined in the scope of work below. This consultant will work in collaboration with the MARC Education Manager to provide staff support for Head Start and Early Head Start education services at one Direct Service Provider location or home visiting program and will provide coaching for no more than four classrooms or four home visiting staff.

MARC is seeking individuals who have experience in Head Start and are familiar with the Desired Results Development Profile (DRDP), Creative Curriculum, Project Construct and Parents as Teachers.

Qualified candidates will have at a minimum, one of the following:
- A baccalaureate or advanced degree in early childhood education;
- A baccalaureate or advanced degree in another field with 30 hours of coursework related to early childhood education, 18 of which are in child development and/or early childhood curriculum;
- A Missouri state certificate to teach early childhood education.

A Master’s degree in child development or early childhood education and experience working in a Head Start program is strongly preferred.

SCOPE OF WORK
The following represents the scope of work to be completed during the contracted time.
- Maintain a thorough knowledge and understanding of the Head Start Program Performance Standards related to Education and Child Development Program Services, and how to meet them.
- Provide information to Direct Service Provider administrators, staff, and parents on the best practices in the field of early childhood education.
- Coordinate timely completion of developmental screenings for newly enrolled children. Ensure that record-keeping of developmental screenings is accurate and timely. Support teaching staff in interpretation of results and any needed follow-up.
- Support and monitor teachers or home visitors with collection of evidence in children’s portfolios and rating of children’s progress. Prepare aggregated child outcomes reports and share data with teaching staff, administrators, families, and governing bodies. Facilitate data analysis and program improvement planning related to child outcomes.
- Support and monitor effective classroom or home visiting environments, adult-child interactions, and curriculum implementation.
- Support effective participation of dual language learners.
• Work with Mental Health/Disabilities Coordinator to support inclusion of children with special needs.
• Facilitate or arrange for professional development opportunities such as orientation and classroom-related training for teaching staff.
• Provide intensive, individualized coaching to at least two teachers/teaching teams or home visitors at a time. Facilitate monthly group coaching session for all teaching or home visiting staff.
• Support and monitor completion of parent conferences and home visits. Ensure accurate record-keeping.
• Contribute to the program improvement planning process for Direct Service Provider programs.
• Provide technical assistance to Direct Service Provider staff to help them set priorities for the development of program improvement plans.
• With the Family Services, Mental Health/Disability, and Health Coordinators, assist Direct Service Provider programs in establishing and following a program transition protocol.
• Assist supervisor in the preparation of program performance reports and statistical reports for Direct Service Provider programs.
• Act as a liaison between Tier 1 programs and grantee content area coordinators. Along with program administrator, support inter-disciplinary planning.
• Act as a member of the grantee education team, contributing to grantee-wide educator trainings, planning, and development of policies and procedures.

**Funding Timeframes:**

- The terms of this contract will cover 14 months from September 1, 2019 through October 31, 2020.
- Thereafter, MARC may extend the term of the contract annually for 12-month periods. This extension is contingent upon successful performance and services provided, and upon availability of funds.
- Should a respondent’s contract be terminated or relinquished for any reason, MARC reserves the right to return to the pool of respondents generated from this RFQ to select another qualified respondent.
- Although this budget is based on an estimated 12-16 hours per week / 48-64 hours per month, these hours may fluctuate based on the time of year and schedule of activities. In some months, the hours may be more and in others, such as the summer months, the hours may be less.

Selected candidate / agency should be aware that this is a federally funded project and as such the contract will be subject to all terms and conditions applicable to federal grants. Selected candidate must also provide documentation of a clear criminal background check and TB screening.
RESPONSE REQUIREMENTS
Responses to this Request for Qualifications should be directed to Liz Smith at the below address NO LATER THAN 5 p.m. CDT on Friday, July 26, 2019.

Liz Smith, Head Start
Director Mid-America
Regional Council 600
Broadway, Suite 200 Kansas City, MO 64105-1659
Email: lsmith@marc.org

Please provide your response in electronic format (PDF). The following items should be addressed in your response.

- Name
- Address
- Phone number
- Email address
- Resume: provide current resume with education, certifications and work experience.
- Background: Provide additional information on background, including experience, education and skills necessary to perform the required work. Indicate specific credentials that make the individual well suited to meet MARC’s requirements.
- References: provide three references of clients or employers where similar knowledge and expectations were required.
- Proposed hourly fees

QUESTIONS
Questions must be submitted in writing to Liz Smith at lsmith@marc.org by 5pm CST on July 19, 2019. Answers will be posted on the MARC website at http://www.marc.org/Requests-for-Proposals by close of business on Monday July 22, 2019.

ENGAGEMENT
This Request for Qualifications does not commit MARC to award a contract or pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received as a result of this request if it is considered in the best interest of MARC and may require the proposer selected to participate in negotiations, and to submit to such price, technical or other information needed to finalize a particular engagement for services.

AFFIRMATIVE ACTION POLICY/DRUG-FREE WORKPLACE
MARC hereby notifies all respondents that it will affirmatively ensure that minority and women-owned business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, disability, veteran status in consideration of the contract award. It is an objective of MARC to use minority and women-owned businesses to the maximum extent feasible in carrying out its activities. Please indicate in your response if your firm is a minority or women owned business and provide your current certification(s). Consultant must agree to comply with the requirements of the Drug-Free Workplace Act of 1988, P.L. 100-690, and Sections 5151 through 5160

CONTACT FOR FURTHER INFORMATION: Liz Smith, lsmith@marc.org