

# REQUEST FOR QUALIFICATIONS

## MID- AMERICA EARLY LEARNING

### *Collaborative Network Specialist*

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Mid-America Regional Council



#### Key Information:

Request for qualifications issued publicly	Monday October 30, 2023
Deadline for questions / additional information	Monday November 6, 2023
Final responses to questions released	Monday November 6, 2023
Closing date for proposals	Friday November 10, 2023
Selected individuals notified	Friday November 17, 2023
Contracts finalized	Friday November 27, 2023
Anticipated contract start-date	Friday December 1, 2023

## 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/Early Head Start and Early Learning 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.

MARC's Department of Early Learning was recently awarded a contract with the Missouri Department of Elementary and Secondary Education (DESE) Office of Early Childhood (OEC) to implement and provide oversight for a Collaborative Network to increase childcare workforce knowledge and skills when working with children in early education. MARC's Department of Early Learning is seeking a qualified individual to serve as a Collaborative Network Specialist and perform activities as outlined in the scope of work below. This consultant will work in collaboration with the MARC Collaborative Network Coordinator to provide facilitation of best practices in center-based programs through training, coaching and providing resources to infant/toddler teachers and center directors, strengthening capacity in delivering high quality learning services to children and staff.

Qualified candidates will possess the following:

- An associate degree or higher in Early Childhood Education, Family Studies, Child Development, Social Work, or a closely related field approved by state agency.
- At least (2) years of professional experience in the area of early childhood education and development and/or possess a Child Development Associate (CDA) credential specific to Preschool, Infant-Toddler or Family Child Care; and
- At least (3) years' professional experience working with children in a childcare setting.

### SCOPE OF WORK

The following represents the scope of work to be completed during the contracted time.

- Build relationships with early care and education providers in the community to help determine needs and recruit for services.
- Conduct *CLASS* observations in center-based or home-based programs.
- Support administrators and monitor effective childcare environments, adult-child interactions, and curriculum implementation utilizing *CLASS* scores.
- Utilize strength-based coaching techniques to provide intensive, on-site coaching to visits twice (2) per month to a caseload of early education providers in center-based or home-based programs, supporting their implementation of developmentally appropriate practice.
- Facilitate or arrange monthly professional development cohorts for classroom-related training for provider staff.
- Responsible for adequate prep work required to prepare for a site visit which may include researching and gathering community resources, copying curriculum handouts, and preparing learning activities to model.

- Documents the support provided to assigned early learning programs and tracks successes, challenges and strategies of programs.
- Responsible for entering all enrollment and participant program data elements using a DESE designated and/approved enrollment form/system database tracking system each month for services provided in the preceding month.
- Responsible for conducting a DESE approved/designated pre and post knowledge assessment survey at the start of service and upon completion to determine any change in quality of care.

## **FUNDING TIMEFRAMES**

- The terms of this contract will cover 6 months from December 1, 2023, through May 23, 2024.
- 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 20-25 hours per week 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. The 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 Dr. Toni Sturdivant at the below address NO LATER THAN 5 p.m. CDT on Friday, November 10 2023.

### **Dr. Toni Sturdivant**

Director of Early Learning and HS  
 Mid-America Regional Council 600  
 Broadway, Suite 200  
 Kansas City, MO 64105-1659  
[tsturdivant@marc.org](mailto:tsturdivant@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 regarding experiences to coaching, training and mentoring best practices using the CLASS assessment tool; Provide education and skills necessary to perform the required work. Indicate specific credentials that make the individual well suited to meet MARC's requirements.

Proposed hourly fees range between 40-45hr

### **QUESTIONS**

Questions must be submitted in writing to Dr. Toni Sturdivant at [tsturdivant@marc.org](mailto:tsturdivant@marc.org) by 5pm CST on November 6, 2023. Answers will be posted on the MARC website at <http://www.marc.org/Requests-for-Proposals> by close of business day.

### **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:** Dr. Toni Sturdivant, [tsturdivant@marc.org](mailto:tsturdivant@marc.org)