



Mid-America Regional Council

# REQUEST FOR QUALIFICATIONS

---



## **MARC HEAD START**

Education Coordinator/ Coach  
Services

September 15, 2022

# 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.

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.

Capitalizing on well-established community connections, MARC serves as the grantee for Head Start and Early Head Start programs in metropolitan Kansas City in Clay, Platte and Jackson Counties. These programs provide comprehensive, high quality, birth through five early education services that facilitate healthy development, including physical and social/emotional development, and prepare children for school success. Head Start and Early Head Start programs will serve approximately 3,000 children and their families through contracted direct service providers including 8 local school districts and 9 community based early childhood agencies throughout Clay, Platte and Jackson Counties in Missouri. Services will be provided in center-based and home visiting programs for children from birth to five years and pregnant women. See attachment A for listing of all sites.

MARC employs a team of qualified early childhood professionals, each with specific areas of expertise, who support delegate and partnership agencies in the implementation of direct services to children and families. Accountability is maintained through strong contractual agreements, clearly defined procedures and structured systems. As the Federal Head Start grantee MARC is responsible for providing education coordinators/coaches who assist:

- One of the direct service providers listed in Attachment A with provision of early education services.
- Direct service providers to develop policies and procedures for educational services and establish systems for provision of services.
- Educators to implement identified curriculum models, screening tools, assessment systems, and behavior guidance approaches with fidelity.
- Educators to improve environments, routines and interactions through strategies that include classroom observations, document reviews, provision of individual and group coaching and

training.

- Educators to engage in practices such as continuity of care, multi-age grouping, family style dining, parent conferences and home visits.
- Providers to analyze child outcomes data, monitoring and self-assessment reports in order to develop program improvement plans.

MARC is seeking qualified individuals or agencies to provide education coordinator/coach services for educators as outlined in the scope of work below. MARC will accept applications to provide services for all locations as well as applications to serve selected locations and programs.

Responses will be accepted from individual(s) or agencies with the following credentials and experience: Bachelor's Degree in Early Childhood Education or related field. Previous experience with Head Start Education Content Area.

### **Scope of Work**

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

#### **Summary:**

The Education Coordinator/Coach is responsible for providing content area expertise about the Head Start Program Performance Standards pertaining to Education and Child Development Program Services to Tier 1 programs. This person will ensure implementation of the Tier 1 program's Scope of Work related to Education. The Education Coordinator/Coach will guide teaching and home visiting staff toward putting into practice theories and sound principles of child development and early childhood education. This person will provide monitoring of and support for implementation of curriculum with fidelity, provision of engaging environments and interactions, and assessment of children's progress toward school readiness goals.

#### **Duties and Responsibilities:**

- 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 Tier 1 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 and home visiting staff in interpretation of results and any needed follow-up.
- Support and monitor teachers and home-based educators 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 environments, teacher-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 and home visiting staff.
- Provide intensive, individualized coaching to at least two teachers/teaching teams or home-based educators at a time. Facilitate monthly group coaching sessions for all teaching and 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 Tier 1 programs.
- Provide technical assistance to Tier I staff to help them set priorities for the development of program improvement plans.
- Assist supervisor in the preparation of program performance reports and statistical reports for Tier 1 programs.
- With the Family Services, Mental Health/Disability, and Health Coordinators, assist Tier 1 programs in establishing and following a program transition protocol.
- 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.
- Other duties as assigned by MARC Head Start.

**Funding Timeframes:**

- The terms of this contract will extend from November 2022, through May 2023 and August 2023 through October 2023.
- The terms of this contract will include an average of 64 hours per month. Daily and weekly hours may fluctuate depending on the time of year and schedule of activities.
- Thereafter, MARC may extend the term of the contract for additional periods. This extension is contingent upon successful performance and services provided, and upon availability of funds.

- All awards are provisional pending approval of the MARC's federal grant application by The Administration for Children and Families.
- Should a respondent's contract be terminated for any reason, MARC reserves the right to return to the pool of respondents generated from this RFQ to select another qualified respondent.

Selected candidate 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. Proof of auto and liability insurance will also be required.

### **RESPONSE REQUIREMENTS**

Responses to this Request for Qualifications should be directed to Steven Lewis at the below address NO LATER THAN 5 p.m. CST on Monday, September 27, 2022.

Steven Lewis  
Head Start Director  
Mid-America Regional Council  
600 Broadway, Suite 200  
Kansas City, MO 64105-1659  
Email: [slewis@marc.org](mailto:slewis@marc.org)

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

- Name
- Address
- Phone number
- Email address
- Resume: Provide current resume with education 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 two references from employers or colleagues where similar knowledge and expectations were required.
- Proposed hourly fees

### **QUESTIONS**

Questions must be submitted in writing to Steven Lewis at [slewis@marc.org](mailto:slewis@marc.org) by 5pm CST

on September 23, 2022. Answers to all questions will be posted on the MARC website at <http://www.marc.org/Requests-for-Proposals> by close of business on September 26, 2022.

### **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. MARC may require the proposer selected to participate in negotiations, and to submit to such price, technical or other information may be 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.

### **OPEN RECORDS ACT AND PROPRIETARY INFORMATION**

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained

in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.”

#### **CONTACT FOR FURTHER INFORMATION**

Steven Lewis

[Slewis@marc.org](mailto:Slewis@marc.org)

**Attachment A**

<b>Enrollment</b>	<b>Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
26	Ability KC	3101 Main St.	Kansas City	MO	64111
36	Blue Springs School District	5000 NW Valley View Rd.	Blue Springs	MO	64105
51	Emmanuel Family & Child Development	2416 Swope Pkwy	Kansas City	MO	64130
51	Excelsior Springs School District	500 N Jesse James Rd.	Excelsior Springs	MO	64024
36	Front Porch Alliance	3210 Michigan Ave.	Kansas City	MO	64109
59	Grandview School District	2500 High Grove Rd.	Grandview	MO	64030
80	Guadalupe Centers	3201 Southwest Trafficway	Kansas City	MO	64111
72	Learn A Lot Academy	4010 Sterling Ave.	Kansas City	MO	64133
34	Lee's Summit School District-Meadow Lane	1421 NE Independence Ave.	Lee's Summit	MO	64086
34	Lee's Summit School District-Westview	200 NW Ward Rd.	Lee's Summit	MO	64063
24	Lee's Summit School District Home-Based	905 Bluestem	Lee's Summit	MO	64086
51	Raytown School District	8812 Gregory Blvd	Raytown	MO	64133