

Application for Service Delivery (Part 1: Service Summary Chart, Part 2: Scope of Work Details)

Responses to this section must reflect the Respondent's choice(s) of activities based on ability to deliver high-quality services outlined in Part 2: Scope of Work Details. The cost provided indicates the cost of the service described and does not include administrative overhead. Administrative overhead is capped at the federal percentage for those Respondents that receive federal funds. For Respondents who do not receive federal funds, an OEC cap of 15% over the cost of the delivery of service is allowable. This cap is a combined figure inclusive of the lead agency and any sub-grantee administrative cost.

Complete the Application for Service Delivery Parts 1 and 2 indicating your choice(s) for Activity funding consideration. The funds indicated represent a "not to exceed" amount for the period January 2020 through December 2021 (24 months) of services. Please indicate the Respondent's estimate to deliver the service and indicate the Respondent's administrative cost, as well as, the estimate administrative cost of potential sub-contractors, if applicable, not to exceed a federal administrative cap. If the organization does not have a federal administrative cap, do not exceed the OEC cap of 15%.

Please review the Scope of Work Details Chart before indicating Activity choices noting that each activity may indicate specific target audiences, coordination of activities for statewide implementation versus specific regional service delivery. **Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions.**

It is expected that Respondents are able to provide technical assistance using multiple strategies, such as face-to-face training, job-embedded coaching, program consultation, or facilitation of professional learning communities or communities of practice when appropriate. Needs assessments will be conducted where noted in the Scope of Work document and the data gathered from such assessments will be used by the OEC to provide guidance to all Respondents regarding technical assistance strategies.

The Application for Service Delivery (Part 1 and Part 2) should follow the Executive Summary and the Main Proposal.

Application for Service Delivery
Part 1: Service Summary Chart

Respondent Name:

Indicate Choice X	Activity #	Activity Name	Summary Activity Description (see Scope of Work Chart for details)	Amount not to exceed for 24 months of service	Proposed amount to perform the activity for 24 months of service	Respondent administrative overhead (combined total not to exceed 15%)	Sub-contractor administrative overhead (combined total not to exceed 15%)	Total request for funding (proposed amount for service plus combined admin)
	1	National Association for the Education of Young Children (NAEYC) Accreditation Support	Public supports (overviews, study groups, study group satellite activities): program staff in center / group home and school-based settings across 6 regions	\$2,000,000 total for combined regional services				
Indicate Region	Choice X	National Association for the Education of Young Children (NAEYC)	Public supports (overviews, study groups, study group satellite activities): program staff in	Amount not to exceed 24 months of service	Proposed amount to perform the activity for 24 months of service	Respondent administrative overhead (combined total not to exceed 15%)	Sub-contractor administrative overhead (combined	Total request for funding (proposed amount for service plus

Attachment A7: Application for Service Delivery – OEC-QIS-024

		Accreditation Support	center / group home and school-based settings in region of choice				total not to exceed 15%)	combined admin)
Region Name				\$150,000 (with option for \$100,000 for additional staff person)				
Region Name				\$150,000				
Region Name				\$150,000				
Region Name				\$150,000				
Region Name				\$150,000				
Region Name				\$150,000				

	2	Consultative Services to Programs and Providers	Per OEC request, respond to the needs of programs with compliance issues regarding licensing, legal, and early care and education contract or content (fragile compliance).	\$100,000				
	3	Quality Assurance and Technical Assistance Provider Support	<p>Conduct needs assessments to inform technical assistance strategies and informational needs.</p> <p>In conjunction with OEC, develop a quality assurance monitoring system for use across each technical assistance activity supported by funding in this RFP.</p> <p>Provide support for individuals and entities delivering technical assistance.</p>	\$250,000				

Attachment A7: Application for Service Delivery – OEC-QIS-024

	4	Program Leadership Initiative	Conduct three double sessions each year Following OEC's Program Leadership Initiative policies (including space requirements): offer three double-sessions of the CT Credit Assessed OEC Administration and Supervision of Young Children each year.	\$400,000				
	5	Standards, Curriculum and Assessment Support	In conjunction with OEC, develop and coordinate technical assistance related to standards, curriculum and assessment, including the provision of competency-based professional development options for teachers, family home providers,	\$560,000				

			and program administrators.					
	6	Rating Scales Capacity Building	<p>Maintain a master cadre of environment rating scales (ERS) reliable raters; maintain an ongoing cadre of OEC approved reliable raters for tools identified by OEC.</p> <p>Expand capacity to assess and improve program quality, using additional rating scales or tools.</p> <p>Offer informational sessions on rating tools and deploy reliable raters for monitoring of state funded programs.</p>	\$270,000				
	7	Trauma Informed Practice and Insecure Housing Support	Provide training and technical assistance on identifying and serving children and families experiencing	\$48,000				

			homelessness based on the McKinney-Vento definition					
	8	Early Childhood Teacher Credential (ECTC) Individual Review	<p>Manage portfolio reviews and intake process for individuals seeking the ECTC through the individual review route.</p> <p>Train and conduct annual inter-rater reliability session for portfolio reviewers.</p> <p>Support higher education ECTC program review process.</p> <p>Develop a stakeholder feedback loop to inform the ECTC IRR.</p>	\$100,000				
	9	Fiscal Management Training	Provide training for family childcare and center-based providers in	\$30,000				

			<p>business practices and fiscal management.</p> <p>Develop cadre of approved trainers using OEC developed materials.</p>					
	10	Adult Learning In-Service Model Development and Delivery	Provide non-credit bearing adult learning professional development using current OEC approved materials in a choice of models tailored to recipient (job-embedded coaching, professional learning community, modules with coaching, etc.).	\$100,000				
	11	CT Core Knowledge & Competency (CKCs)	Provide technical assistance in modalities identified by need (training,	\$200,000				

Attachment A7: Application for Service Delivery – OEC-QIS-024

		Frameworks Support	coaching, professional learning communities, etc.) on the CT Core Knowledge and Competency (CKC) Frameworks and companion self-assessment tools.					
				Totals				

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 1: *National Association for the Education of Young Children (NAEYC) Accreditation Support*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target Audience: licensed and license-exempt programs serving young children and meeting eligibility requirements for NAEYC Accreditation.</p> <p>Individualized program technical assistance: (1) programs within set eligibility windows with priority to programs that (a) receive state funds SR or CDC funding and/or (b) are actively receiving Care4Kids; OR (2) programs referred by the OEC for technical assistance specific to NAEYC process and/or criteria.</p> <p>Public supports (overviews, study groups, study group satellite activities): program staff in center / group home and school-based settings.</p> <p>Services to be delivered by one Respondent per region (total of six regions) in a collaborative approach through OEC coordination. Proposal should address general description of region to be served.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>6 Full Time Staff + 1 Full Time Staff for regional coordination and supports (6 full time staff = one full time staff member housed in each region, total of 6 regions, at \$150,000 each; plus 1 additional full time staff member housed within the central corridor of the state and providing shared caseload support for high volume regions @ \$100,000 (additional staffer uses materials across regions).</p> <p>Cost per region includes: salary, fringe, mileage, materials, 2 NAEYC conferences per year, admin, etc.</p> <p>A 7th full time staff member to support the overflow in high volume regions includes salary, fringe, mileage, professional development, admin, etc. excluding</p>	<p>CONTRACTOR RESPONSIBILITIES. Based on OEC policies, the Contractor shall provide via OEC-approved regional AQIS facilitation staff the following services to promote and support continuous program improvement and NAEYC accreditation efforts in Connecticut:</p> <ol style="list-style-type: none"> 1. AQIS Facilitation Staff <ol style="list-style-type: none"> a. Maintain a Professional Learning Community (PLC) of the regional facilitation staff which meets twice per month to ensure consistency, efficiency, and accuracy of work. b. Provide ongoing professional development for the AQIS facilitation staff. 2. Training. The Contractor shall deliver statewide training to said programs by performing the following tasks: <ol style="list-style-type: none"> a. Announce training offerings via multiple mechanisms including but not limited to: ecelistserve, RESC distribution lists, or NAEYC Accreditation lists;

	<p>materials as this is embedded in each region's budget.</p>	<p>b. Provide NAEYC Accreditation overview sessions for programs new to NAEYC Accreditation; and</p> <p>c. Provide the following sessions to programs that are currently accredited by NAEYC:</p> <ul style="list-style-type: none">i. overview sessions covering the revised system changes, andii. ongoing study group sessions and satellite activities that dive more deeply into the NAEYC Accreditation system. <p>3. Technical Assistance. The Contractor shall perform the following tasks:</p> <ul style="list-style-type: none">a. Provide individualized technical assistance to programs that have applied for and been accepted, OR have been assigned by the OEC for support. Application and policies will be set by the OEC;b. Individualized technical assistance to include monthly on-site working sessions at each program, and may include additional technical assistance support, as funds allow;c. Monthly support group meetings for all accepted programs receiving this level of technical assistance, the content of which shall not be limited to NAEYC Accreditation updates.
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		<p>d. The Contractor shall not be obligated to provide support for programs that fail to show progress with action plans or do not attend support sessions; monthly progress is required to receive support.</p>
<p>OEC Responsibilities Specific to Activity 1: As described in the Proposal Overview In addition, OEC will provide policy and guidance to Contractor(s) regarding balancing service delivery across high volume areas.</p>		
<p>Respondent Personnel Plan (see OEC criteria checklist):</p>		
<p>Prior experience with this activity:</p>		
<p>Reporting Requirements Specific to Activity 1: A detailed description of activities completed or anticipated during each quarter including documentation of overviews, study groups, and technical support provided.</p> <p>For each overview and study group, including but not limited to:</p> <ol style="list-style-type: none"> a. # registered b. # and % attended c. # and % no shows d. unduplicated # programs represented <p>For programs under agreement for technical assistance, maintain a log updated at least monthly including but not limited to the following data:</p> <ol style="list-style-type: none"> a. program legal name b. address c. city d. zip 		

- e. contact name
- f. contact email address
- g. contact phone #
- h. program license # (including program license # (DCCC / DCEX license type AND number for license- exempt programs)
- i. program NAEYC legacy ID# (if applicable)
- j. program organization ID#
- k. NAEYC enrollment date;
- l. NAEYC application date;
- m. NAEYC submission date (goal or actual);
- n. if accredited, NAEYC expiration date,
- o. date application / referral for support
- p. date to TA provider
- q. support expiration date
- r. total # children served;
- s. total # classrooms;
- t. total # staff;
- u. program status on monthly basis

Data collection and reporting capability:

Plan to reach intended target audience, as applicable:

Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 2: *Consultative Services to Programs and Providers*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target Audience: Settings include family child care providers, center- and school-based programs, and their oversight or governance entities.</p> <p>Per OEC request, respond to the needs of programs with compliance issues regarding licensing, legal, early care and education content (fragile compliance) or contract compliance.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p>	<p>Receive referrals from OEC regarding fragile compliance and match those referrals to appropriate technical assistance provider(s).</p>
<p>OEC Responsibilities Specific to Activity 2: As described in the Proposal Overview</p> <p>In addition: Create a process to address referrals from multiple divisions of the OEC.</p>		

Create a central database for tracking referrals and outcomes.
Respondent Personnel Plan (see OEC criteria checklist):
Prior experience with this activity:
Reporting Requirements Specific to Activity 2: As described in Common Reporting Requirements
Data collection and reporting capability:
Plan to reach intended target audience, as applicable:
Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 3: *Quality Assurance and Technical Assistance Provider Support*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target Audience: Individuals and entities delivering technical assistance under funding through this RFP.</p> <p>Conduct needs assessment to determine consultation and professional learning needs across program settings (family child care, center-based, and public schools programs as appropriate) to inform technical assistance strategies for OEC guidance to contractors.</p> <p>In conjunction with OEC, develop a Quality Assurance Monitoring System for use across each technical assistance activity supported by funding in this RFP.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Respondent may contract with information technology experts, content experts, etc. at market rate for expertise to guide the development and implementation of a Technical Assistance Support Work Plan and Needs Assessment plan and implementation. Costs for all details of Activity 3 not to exceed \$250,000.</p>	<ol style="list-style-type: none"> 1. Work in conjunction with OEC to define quality assurance criteria. 2. Conduct needs assessments of technical assistance providers' learning needs, program setting consultation needs, program setting professional learning needs and preferred delivery mechanisms. 3. Implement quality assurance process including conducting a field test to refine scope of QA criteria and process for implementation. <p>Examples: Conduct observations (in person and/or by video) of activities as informed by the criteria and determined by OEC.</p> <p>Review materials used by technical assistance providers</p> <p>Utilize CT Core Knowledge and Competency Framework for Technical Assistance Providers as self-reflection tool.</p>

		<p>4. Provide assistance to technical assistance providers across all funded activities to support implementation of quality assurance criteria.</p> <p>Design supports that model best practices in professional learning.</p> <p>Examples: Professional learning communities Coaching Reflective supervision Training/Convenings</p>
<p>OEC Responsibilities Specific to Activity 3: As described in the Proposal Overview</p>		
<p>Respondent Personnel Plan (see OEC criteria checklist):</p>		
<p>Prior experience with this activity:</p>		
<p>Reporting Requirements Specific to Activity 3: As described in Common Reporting Requirements</p> <p>In addition: A detailed description of activities completed or anticipated during each quarter including documentation of quality assurance criteria development, implementation process, types of activities for technical assistance provider supports, etc.</p> <p>Data collected per funded activity and per technical assistance provider through mechanism determined by OEC using quality assurance process and tools developed.</p>		

Other reporting as determined based on development of the quality assurance system.

Data collection and reporting capability:

Plan to reach intended target audience, as applicable:

Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 4: *Program Leadership Initiative*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target audience: Early care and education administrators.</p> <p>For credit-based or credit-equivalency coursework:</p> <ol style="list-style-type: none"> 1. Current Program Administrators: Those individuals involved in and responsible for the day- to -day operations of OEC licensed centers and group homes serving children birth to age 5. These may include program directors, executive directors, site managers, program coordinators, hybrid administrators/teachers, and head teachers with daily administrative duties. 2. Administrators committing to attend the mandatory enrollment meeting and the full hours of course time. 3. Administrators who have active, up-to-date accounts in the Connecticut Early Childhood Professional Registry. 4. Administrators applying to the following courses are eligible after filing proof of successful completion of a comprehensive introductory administration and supervision survey course in the OEC Registry (i.e. NAC, EC 206 Administration and 	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Items include:</p> <ul style="list-style-type: none"> • Compensation in alignment with community college course offerings • Textbook costs • Cost for guest experts • Food • Technology • Space • Facilitation materials • Credit Assessment Program cost • Administrative support for enrollment 	<p>Based on the OEC Program Leadership Initiative Policy Manual, and after the OEC identifies which credit-based coursework will be offered, the Contractor shall provide the following services to promote and support program leadership competency building:</p> <ol style="list-style-type: none"> 1. Contract with instructors. 2. Secure dates, locations, AV needs, content expert guest lecturers, textbooks and other course materials, and food services. 3. Announce offerings via multiple mechanisms including but not limited to: ecelistserve, RESC distribution lists, director network groups, CAEYC. 4. Manage registration intake, review and, with OEC approval against Registry data, confirmation of spaces. 5. Provide course lists to the OEC and instructors as requested.

<p>Supervision, etc.) as a prerequisite to the Connecticut Early Childhood Professional Registry:</p> <ul style="list-style-type: none"> • Leadership in Programs for Young Children • Finance in Programs for Young Children • Human Resource Management (Personnel). <p>For non-credit professional development: As directed by OEC and as funds allow, a non-credit version of the material may be offered.</p>		<ol style="list-style-type: none"> 6. Communicate pertinent information in a timely manner with instructors, students, and the OEC. 7. Hold mandatory enrollment meetings. 8. Provide on-site support: Staff course days (on location to start and end the course; need not be on location every day but must be accessible). 9. Collect and summarize daily and overall evaluations. 10. Provide data regarding the participants per OEC direction. 11. Maintain attendance and completion data; transfer copies of said data to the OEC for any CCAP offerings for record. 12. Support instructors in submission of grades to the OEC in the contracted amount of time. 13. Provide copies of daily evaluations and overall evaluations to instructors; provide constructive feedback to instructors; inform instructors of professional development opportunities. 14. Training. The Contractor shall deliver statewide training to said programs by performing the following tasks:
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		For non-credit offerings: Follow the direction of the OEC to market, implement and analyze the offering(s) Maintain compliance to the PLI Policy Manual
OEC Responsibilities Specific to Activity 4: As described in the Proposal Overview		
Respondent Personnel Plan (see OEC criteria checklist):		
Prior experience with this activity:		
Reporting Requirements Specific to Activity 4: As described in Common Reporting Requirements		
Data collection and reporting capability:		
Plan to reach intended target audience, as applicable:		

Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 5: Standards, Curriculum and Assessment Support

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target audience: Early care and education settings.</p> <p>In conjunction with OEC, develop, coordinate, and implement technical assistance related to standards, curriculum and assessment, including the provision of competency-based professional development options for teachers, family home providers, and program administrators. This professional development will focus on CT tools including the CT ELDS, CT DOTS, and the supplementary guidance materials associated with these documents.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Development of competency-based professional learning offerings: not to exceed \$15,000</p> <p>Offer training on CT ELDS and CT DOTS designed for providers from various settings with varying competency levels: Not to exceed \$145,000</p> <p>Provide program support to improve standards, curriculum, and/or assessment practices that may include a combination of methods of delivery such as training, mentoring, coaching for administrators or providers, etc.): not to exceed \$400,000</p> <p>Reliability Study: Respondent may plan and conduct or contract with an entity with appropriate expertise to complete a study</p>	<p>Development of trainings in collaboration with OEC.</p> <p>Development of a professional learning plan to address local need and delivery mechanism needed in collaboration with OEC and adjusted based upon local/regional assessment of need.</p> <p>Coordinate registration, training evaluation, and provide support/updates to trainers.</p> <p>Develop research protocol in collaboration with appropriate experts and OEC, facilitate study recruitment and data collection in conjunction with training, and collaborate with OEC to finalize reliability study report.</p>

	<p>of reliability using CT DOTS in conjunction with training on data collection and analysis. Not to exceed \$30,000</p>	
<p>OEC Responsibilities Specific to Activity 5: As described in the Proposal Overview</p> <p>In addition: Recruit and approve applications to participate in PLCs Collaborate with contractor and cadre to identify locations for reliability work Provide list of programs required to have an ERS and timeline for completion.</p>		
<p>Respondent Personnel Plan (see OEC criteria checklist):</p>		
<p>Prior experience with this activity:</p>		
<p>Reporting Requirements Specific to Activity 5: As described in Common Reporting Requirements</p>		
<p>Data collection and reporting capability:</p>		
<p>Plan to reach intended target audience, as applicable:</p>		

Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 6: *Rating Scales Capacity Building*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target Audience: Technical assistance providers and early childhood programs serving young children</p> <p>Maintain a master cadre of environment rating scales (ERS) reliable raters; maintain a cadre of OEC approved raters for tools identified by OEC including but not limited to:</p> <ul style="list-style-type: none"> • Early Childhood Environment Rating Scale, Third Edition (ECERS-3) • Infant and Toddler Environment Rating Scale, Third Edition (ITERS-3) • Family Child Care Environment Rating Scale, Third Edition (FCCERS-3) <p>Collaborate with OEC to identify additional tools aligned to quality improvement efforts and develop a cadre of reliable raters to support system development and delivery.</p> <p>Offer informational sessions on rating tools.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Costs to achieve and maintain reliability for approximately 6 Environment Rating Scale raters for ECERS-3, ITERS-3, and FCCERS-3 in years 1 and 2.</p> <p>Approximately 200 participants for 8 informational sessions to be offered in Year 2.</p> <p>Cost for reliable raters to perform ratings minimum of 50 programs in Year 1 and Year 2.</p>	<p>Offer informational sessions on tools currently in use in CT. Development of additional informational sessions in collaboration with OEC as needed.</p> <p>Develop a statewide ERS training plan in collaboration with OEC, to be adjusted based upon local/regional needs.</p> <p>Coordinate registration, training, and evaluation, and provide support/updates to qualified trainers.</p> <p>Arrange reliability training in collaboration with OEC and rater cadre: including scheduling and payment of ERSI trainer and identification of sites for reliability work for ECERS-3 and ITERS-3 in Year 1.</p> <p>Arrange reliability training for additional tools as needed in collaboration with OEC.</p> <p>Maintain accurate records of rater reliability.</p> <p>Randomly assign programs to rater when rating is a part of OEC's Interim Quality Assurance Process.</p>

<p>Deploy reliable raters for monitoring of state funded programs.</p>		
<p>OEC Responsibilities Specific to Activity 6: As described in the Proposal Overview</p> <p>In addition: Collaborate in identifying the appropriate tools for increasing capacity in state to support program in continuous quality improvement work. Collaborate with contractor and rater cadre to identify locations for reliability work. Provide list of programs required to have an ERS and timeline for completion.</p>		
<p>Respondent Personnel Plan (see OEC criteria checklist):</p>		
<p>Prior experience with this activity:</p>		
<p>Reporting Requirements Specific to Activity 6: As described in Common Reporting Requirements</p> <p>In addition: Records of assignment of raters Reliability scores for cadre of raters</p>		

Data collection and reporting capability:
Plan to reach intended target audience, as applicable:
Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 7: *Trauma Informed Practice and Insecure Housing Training Support*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target Audience: Priority settings to be served include providers who receive Care 4 Kids subsidy.</p> <p>Provide training and technical assistance on identifying and serving children and families experiencing homelessness based on the McKinney-Vento definition (the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. 11434a).</p> <p>Coordinate activities with CT CCDF Plan.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Experience in working with families experiencing homelessness based on the McKinney-Vento definition and providers that serve those families.</p> <p>Review existing training materials in collaboration with OEC, Head Start Collaboration Office and Child Health and Development Institute (CHDI).</p> <p>Conduct a Training of Trainers for up to 15 participants utilizing funds to purchase the services of the facilitator and to provide stipends for up to 15 participants to attend the training of trainers.</p> <p>Provide technical assistance to providers in screening homeless families. A total of four trainings utilizing four of the</p>	<p>Provide technical assistance on identifying and serving children and families experiencing homelessness.</p> <p>Collaborate and build relationships with organizations working with the target population.</p> <p>Review developed TOT materials with OEC identified partners.</p> <p>Hold TOT session (one full day)</p> <p>Offer four training sessions statewide utilizing participants trained in the training of trainers as the facilitators.</p> <p>Provide statewide technical assistance to providers in screening homeless families based on the McKinney-Vento definition and serving families experiencing homelessness. Technical assistance to include training, coaching, and professional learning communities.</p>

	participants from the training of trainers to facilitate the sessions.	
OEC Responsibilities Specific to Activity 7: As described in the Proposal Overview		
Respondent Personnel Plan (see OEC criteria checklist):		
Prior experience with this activity:		
Reporting Requirements Specific to Activity 7:		
Data collection and reporting capability: As described in Common Reporting Requirements		
Plan to reach intended target audience, as applicable:		
Comments to OEC about this activity:		

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 8: *Early Childhood Teacher Credential (ECTC) Individual Review*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Manage portfolio reviews and intake process for individuals seeking the ECTC through the individual review route (IRR).</p> <p>Train and conduct annual inter-rater reliability session for portfolio reviewers.</p> <p>Support higher education ECTC program review process.</p> <p>Develop a stakeholder feedback loop to inform the ECTC IRR.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Coordinator to facilitate ECTC individual review process as outlined by OEC. Part time position not to exceed \$40,000 per year including benefits.</p> <p>Reviewers to read portfolios in accordance with OEC guidelines for up to 12 portfolios per year, 2 readers per portfolio at \$100 per portfolio, per reader.</p> <p>External reviewer per OEC approval to support OEC as a second review of higher education ECTC program approval at a cost not to exceed \$4,000 per year.</p>	<p>Supervise activity of the Coordinator using the OEC ECTC guidelines.</p> <p>Recruit through a public process at least 4-6 ECTC portfolio reviewers.</p> <p>Provide resources to perform duties, including but not limited to, space and materials to conduct annual inter-rater reliability training.</p> <p>Contract with OEC approved ECTC higher education program approval reviewer, manage the contract, and report out on scope of work assigned by OEC.</p>

<p>OEC Responsibilities Specific to Activity 8: As described in the Proposal Overview</p> <p>Develop OEC process to support Coordinator with Registry verification of Respondents.</p>
<p>Respondent Personnel Plan (see OEC criteria checklist):</p>
<p>Prior experience with this activity:</p>
<p>Reporting Requirements Specific to Activity 8: As described in Common Reporting Requirements</p> <p>In addition: Semi-annual reporting of Coordinator activity by participant progress in ECTC process. Semi-annual reporting of ECTC portfolio reviewer assignments, timeliness of reading, accuracy with reliable standards, and costs not to exceed 12 portfolios per year. Report on progress of ECTC higher education program reviewer as colleges are assigned for review. Timeliness of review, communication summary of reviewer and college for feedback loop, general supports provided by review for technical assistance to the colleges.</p>
<p>Data collection and reporting capability:</p>
<p>Plan to reach intended target audience, as applicable:</p>

Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 9: *Fiscal Management Training*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Provide training in business practices and fiscal management.</p> <p>Develop cadre of approved trainers using OEC developed materials.</p> <p>Settings to be served include state -funded programs, family child care homes, and those who receive Care 4 Kids subsidy.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Conduct Training of Trainers to instruct trainers (minimum of 4) on delivery of content.</p> <p>Provide 4 sessions for family child care providers and 4 sessions for center-based providers.</p>	<p>Contract with OEC approved facilitator for finalization of Train the Trainer Manual, Training of Trainers, and content for CT developed content.</p> <p>Contract with the National Center for Quality Assurance (NCQA) for approved federal trainers to deliver a Training of Trainers on federal content.</p> <p>Deliver Training: 4 sessions for Family child care providers, and 4 sessions for center-based providers. Each session is 4 two-hour trainings.</p> <p>Monitor for fidelity to training model and content.</p>
<p>OEC Responsibilities Specific to Activity 9:</p>		

As described in the Proposal Overview
Respondent Personnel Plan (see OEC criteria checklist):
Prior experience with this activity:
Reporting Requirements Specific to Activity 9: As described in Common Reporting Requirements
Data collection and reporting capability:
Plan to reach intended target audience, as applicable:
Comments to OEC about this activity:

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 10: *Adult Learning In-Service Model Development and Delivery*

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target audience is those interested in becoming technical assistance providers in the field of early childhood with specific interest in recruiting bilingual participants.</p> <p>Provide non-credit bearing adult learning content using developed materials in a choice of models tailored to recipient (job-embedded coaching, professional learning community, modules with coaching, etc.).</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Conduct Training of Trainer event utilizing OEC approved facilitator.</p> <p>Contract for trainers to facilitate appropriate model designed to meet needs of participants in learning and practicing adult learning strategies.</p> <p>Contract with approved trainers to conduct up to 8 cohorts of not more than 25 people each.</p>	<p>Provide a Training of Trainers event including space, materials, technology, etc. utilizing an appropriate professional learning model that meets the needs of the participants and models adult learning strategies.</p> <p>Including: professional learning communities, job-embedded coaching when possible, observation of skills at a training event, self-reflection on sets of skills, modules/meetings, etc.)</p> <p>Review CT credit-based adult learning course materials provided by OEC as basis for design, to be modified, if necessary, to accommodate for differing approaches to in-service delivery.</p>
<p>OEC Responsibilities Specific to Activity 10: As described in the Proposal Overview</p> <p>In addition:</p>		

<p>Provide content utilized in the credit-based adult learning course. Support Contractor with recruitment of cadre of adult learning trainers to attend the training of trainers, inclusive of higher education faculty that will be teaching the credit-bearing version. Co-facilitate the training of trainers.</p>
<p>Respondent Personnel Plan (see OEC criteria checklist):</p>
<p>Prior experience with this activity:</p>
<p>Reporting Requirements Specific to Activity 10: As described in Common Reporting Requirements</p> <p>In addition: A detailed description of activities completed or anticipated during each quarter including documentation of adult learning content and process modifications in relationship to the method of in-service chosen for delivery.</p>
<p>Data collection and reporting capability:</p>
<p>Plan to reach intended target audience, as applicable:</p>
<p>Comments to OEC about this activity:</p>

Application for Service Delivery
Part 2: Scope of Work Activity Details

Respondents are required to meet the common criteria outlined in section II B Common Activity Responsibilities in addition to items outlined in each activity.

Activity 11: CT Core Knowledge & Competency Frameworks Support

Description	Fiscal Detail/Staffing	Respondent Scope of work
<p>Target audience includes program administrators and staff.</p> <p>Provide technical assistance in modalities identified by need (training, coaching, professional learning communities, etc.) on the CT Core Knowledge and Competency (CKC) Frameworks and companion self-assessment tools.</p>	<p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see appendix xxx) and/or submit a plan to support staff to meet the OEC criteria and any other criteria set by OEC that may be specific to the activity.</p> <p>Contract with experts to participate in development of CKC companion resource guides to support CKC use with directors and staff not to exceed \$50,000.</p>	<p>Develop resources with OEC regarding best practices in the use of the CKCs for program directors and the use of reflective supervision in professional development goal setting.</p> <p>Provide job-embedded coaching for staff and program administrators on how to utilize the CKCs as a PD tool in a reflective supervision process.</p> <p>Offer informational training, if a need is identified, using approved CKC trainers utilizing existing OEC CKC training materials for CKCs for Professionals or CKCs for TA Providers.</p>
<p>OEC Responsibilities Specific to Activity 11: As described in the Proposal Overview</p>		
<p>Respondent Personnel Plan (see OEC criteria checklist):</p>		
<p>Prior experience with this activity:</p>		

Reporting Requirements Specific to Activity 11: As described in Common Reporting Requirements A detailed description of activities completed or anticipated during each quarter including documentation of content development for CKC tools.
Data collection and reporting capability:
Plan to reach intended target audience, as applicable:
Comments to OEC about this activity: