

ATTACHMENT A: Scope of Work Application - Service Summary Chart

Responses to this section must reflect the Respondent's choice(s) of activities based on ability to deliver high-quality services outlined in the Scope of Work Application. The cost reflects the total amount budgeted per activity, including 10% administrative funds. The administrative cap is a combined figure inclusive of the lead agency and any sub-grantee administrative costs. **Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions and where:**

- A single entity may respond to one or more regions AND
- Respondents by region must be the deliverer of services of the region(s) applied for AND
- AQIS facilitators must be employees, not contractors, of the responding entity per region.

If applying for Activity 1, applicants may elect to apply to implement Consulting Supports Development and Coordinator.

Complete the Application for Service Delivery Summary Chart after completing the Scope of Work Application.

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.

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, facilitation of professional learning communities or communities of practice as appropriate and per OEC approval.

Review the Scope of Work Application and then complete this Service Summary Chart indicating your activity choices.

Indicate Choice(s) Place an (X) here	Activity #	Activity (See Part 2 for Scope of Work Description)	Total Amount for 42 months (01.01.2023-06.30.2026)	Implementation amount not to exceed for 42 months of service	Admin Amount for 42 months of contract (~10% of total)	Notes	Response Max Pages
	1NC	North Central Accreditation Quality Improvement Support	Option A: \$1,311,317 Option B: \$1,565,159	Option A: \$1,192,107 Option B: \$1,422,872	Option A: \$119,210 Option B: \$142,287	Facilitators must be employees of the responding entity per region	
	1NE	North East Accreditation Quality Improvement Support	\$1,057,473	\$961,342	\$96,131	Facilitators must be employees of the responding entity per region	
	1NW	North West Accreditation Quality Improvement Support	\$1,057,473	\$961,342	\$96,131	Facilitators must be employees of the responding entity per region	
	1SC	South Central Accreditation Quality Improvement Support	Option A: \$1,311,317 Option B: \$1,565,159	Option A: \$1,192,107 Option B: \$1,422,872	Option A: \$119,210 Option B: \$142,287	Facilitators must be employees of the responding entity per region	
	1SE	South East Accreditation Quality Improvement Support	\$1,057,473	\$961,342	\$96,131	Facilitators must be employees of the responding entity per region	
	1SW	South West Accreditation Quality Improvement Support	\$1,057,473	\$961,342	\$96,131	Facilitators must be employees of the responding entity per region	
	AQIS	AQIS Additional Option: Consulting Supports Development and Coordinator	\$50,500	\$45,909	\$4,591	Facilitators must be employees of the responding entity per region	
	2	Standards, Curriculum and Assessment (SCA)	\$1,639,110	\$1,493,580	\$149,010		
	3	Early Childhood Teacher Credential (ECTC) Individual Review Route	\$206,112	\$187,375	\$18,737		
	4	Adult Learning In-service Coaching	\$18,865 (18 mos.)	\$17,150	\$1,715	Activity ends 06.30.2024	
	5	Technical Assistance Provider Supports	\$195,195	\$177,450	\$17,745	Mentoring Framework portion ends 06.30.2024	
	6	Coaching System Framework	\$110,000 (18 mos.)	\$100,000	\$10,000	Activity ends 06.30.2024	
	7	Quality Improvement Rating Scales	\$662,107	\$601,915	\$60,192		

Scope of Work Application
Activity 1 NC: North Central - Accreditation Quality Improvement Support

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services.
Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions and where:

- **A single entity may respond to one or more regions AND**
- **Respondents by region must be the deliverer of services of the region(s) applied for AND**
- **AQIS facilitators must be employees, not contractors, of the responding entity per region.**

If applying for Activity 1, applicants may elect to apply to implement Consulting Supports Development and Coordinator.

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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
 - If applying to implement Consulting Supports Development and Coordination, then application may be 5 pages or less for Activity 1
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP s in addition to items outlined in each activity unless otherwise noted.

Activity 1NC: North Central - Accreditation Quality Improvement Support

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: licensed and license-exempt programs serving young children engaging in continuous quality program improvement and meeting eligibility requirements for NAEYC Accreditation for Early Learning Programs.</p> <p>Individualized program technical assistance: (1) programs within set eligibility windows with priority to programs that (a) receive OEC’s School Readiness and/or Child Day Care Contract 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. Application process and AQIS policies will be set by the OEC.</p> <p>Public supports:</p> <ul style="list-style-type: none"> • Trainings (overviews, study groups, study group satellite activities) for program staff in center / group home and school-based settings. • Consultation supports for referred Early Childhood programs whose compliance with licensing, accreditation or other standards is determined to be fragile and places them at risk. Referral process and consulting support policies to be set by OEC in collaboration with the consulting support coordinator. 	<p>Based on OEC policies, the Applicant 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 statewide OEC AQIS facilitation staff which meets twice per month to ensure consistency, efficiency, and accuracy of work. 2. Training. The Applicant shall deliver statewide training to programs in the region by performing the following tasks: <ol style="list-style-type: none"> a. Announce training offerings via multiple mechanisms including, but not limited to: ECE Listserve, RESC distribution lists, or NAEYC Accreditation lists; b. Use OEC platforms to coordinate registration and implement training and/or coaching (as applicable); c. Provide the following sessions to programs that are new to NAEYC Accreditation: <ol style="list-style-type: none"> i. overview sessions of accreditation process, ii. ongoing study group sessions and satellite activities that support accreditation readiness; d. Provide the following to programs that are currently accredited by NAEYC: <ol style="list-style-type: none"> i. overview sessions covering the revised system changes; ii. ongoing study group sessions and satellite activities that dive more deeply into the 	<p>This region is located within the central corridor of the state and will provide overflow support in addition to regional supports. Please indicate which option the Contractor is applying for:</p> <p>____ Option A: Regional Supports (2 FTE) plus Overflow Supports (.5 FTE) NC.A Activity Implementation = \$ 1,192,107 NC.A Administrative = \$119,211 NC.A Total = \$1,311,318</p> <p>____ Option B: Regional Supports (2 FTE) plus Overflow Supports (1 FTE) NC.B Activity Implementation = \$1,422,872 NC.B Administrative = \$142,287 NC.B Total = \$1,565,159</p> <p>Staff are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria and working knowledge of NAEYC Accreditation process and standards, CT Statutes and Regulations for licensed child care programs, and OEC Quality Improvement System. Staff and/or subcontractors are expected to receive ongoing professional development, training, mentorship, or other support (as approved by OEC) in order to offer the specific services associated with Activity 1.</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.

NAEYC Accreditation system / standards and assessment items; and
iii. forum for program administrators engaged in the accreditation renewal process that are not receiving individualized technical assistance

3. Consulting Supports. In collaboration with the OEC and Consulting Supports Coordinator, the Applicant will deliver and/or secure consulting supports based on the needs of the referred program with compliance issues regarding licensing, legal, early care, and education content (fragile compliance) or contract compliance. Tasks include:
 - a. Matching referral to appropriate technical assistance provider;
 - b. Document supports through the development of a timeline, scope of work plan, and consulting log to ensure progress in the program's compliance with OEC licensing and/or movement towards accreditation readiness; and
 - c. When applicable, transition program to AQIS individualized technical assistance.
4. Technical Assistance. The Applicant shall provide individualized technical assistance to approximately 30 – 40 programs/month that have applied for and been accepted OR have been assigned by the OEC for AQIS support. Tasks include:
 - a. Individualized technical assistance to include monthly on-site working sessions at each program, and may include additional technical assistance support, as funds allow;
 - b. 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;
 - c. Document the NAEYC Accreditation process through the establishment of a timeline and a separate program improvement plan to drive progress toward the goal of achieving and/or maintaining NAEYC Accreditation; and
 - d. The applicant 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.

***Additional Option to Applicant:
Develop and coordinate a system to administer statewide consulting supports for fragile programs. These services shall assist programs in ensuring licensing compliance and accreditation readiness.**

1. Consulting Supports System Development:
During the first three months of the contract an AQIS facilitator of the applicant, in conjunction with the OEC, will develop a system to be used to coordinate statewide consulting supports and

Option A: Regional Supports (2 FTE) plus Overflow Supports (.5 FTE): Two and a half (2.5) Full Time Equivalent Staff Members for regional coordination and supports (2 full time equivalent staff members for the North Central region; plus .5 additional full time equivalent staff member housed within the central corridor of the state and providing shared caseload support for high volume regions), which may be made up of no more than four facilitation staff members, one of whom must be designated as the lead and who will coordinate the region's work, performing at least 60% of each of the activities, including on-site visits, group meetings and other activities of the region's AQIS project; additional staff must also perform work across each of the activities identified above.

Option B: Regional Supports (2 FTE) plus Overflow Supports (1 FTE): Three (3) Full Time Equivalent Staff Members for regional coordination and supports (2 full time equivalent staff members for the North Central region; plus 1 additional full time equivalent staff member housed within the central corridor of the state and providing shared caseload support for high volume regions), which may be made up of no more than four facilitation staff members, one of whom must be designated as the lead and who will coordinate the region's work, performing at least 60% of each of the activities, including on-site visits, group meetings and other activities of the region's AQIS project; additional staff must also perform work across each of the activities identified above.

Cost per region includes:
salary, fringe, mileage, materials, professional development, admin, etc.

FTE staff member to support the overflow in high volume regions includes salary, fringe, mileage, professional development, admin, etc. excluding materials as this is embedded in each region's budget.

Annual Professional Development Expectations include, but not limited to: NAEYC summer accreditation facilitation staff training; either the NAEYC's fall or June conference; and up to 30 hours in OEC Quality Assurance activities (20 transitional hours in first 6 months of contract) – three (3) TA Provider Support Meetings and one (1) OEC Convening Quality Improvement Contract.

____ Please indicate if applying for additional option: Development and Coordination of statewide Consulting Supports
Contract Total = \$50,500

	<p>services for fragile programs including, but not limited to:</p> <ul style="list-style-type: none"> • Referral form; • Processing of referral; • Secure cadre of consultants with a variety area of expertise; • Scope of work template; • Consultation log; and • Reporting requirements. <p>2. Statewide Coordination Consulting Supports: Coordinate, in collaboration with OEC, statewide implementation of consultation supports. Tasks will include, but not be limited to:</p> <ul style="list-style-type: none"> • Processing referrals; • Assign to appropriate regional AQIS; • Collaborate with regional AQIS staff to match referral to appropriate technical assistance provider; • Approve scope of work; and • Collect, analyze, and report on data. 	<p><u>January 1, 2023 – June 30, 2023</u> Total = \$8,500</p> <p>Development of consulting supports processes and coordination of consulting services; professional staff and clerical supports up to \$8,500, including benefits.</p> <p><u>July 1, 2023 – June 30, 2026</u> Total = \$42,000</p> <p>Coordination of consulting supports; professional staff and clerical supports up to \$14,000 annually, including benefits.</p>
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Reporting Requirements Specific to Activity 1NC:

A detailed description of activities completed or anticipated during each quarter including documentation of overviews, study groups, and technical support provided.

For each overview and study group, including but not limited to:

- a. # registered
- b. # and % attended
- c. # and % no shows
- d. unduplicated # programs represented

For programs under agreement for technical assistance, maintain a log updated at least monthly including, but not limited to the following data:

- 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 OEC funded (SR, CDC, SHS, SS, indicating all applicable);
- v. programs currently receiving Care 4 Kids;
- w. program status on monthly basis

For programs under agreement for technical assistance, maintain electronic files of program's:

- a. Timeline;
- b. Program Improvement Plan;
- c. Site visit notes; and
- d. Any other documents used to support program.

For programs receiving consulting supports, maintain a log updated at least monthly including, but not limited to the following data:

- a. Program legal name
- b. Address

- c. City
- d. Zip
- e. Program license type and license #
- f. Registry ID
- g. Topic area/content for consulting supports
- h. # of consulting hours to date

For programs receiving consulting supports, maintain electronic files of program's:

- a. Timeline;
- b. Scope of Work;
- c. Consulting Log; and
- d. Any other documents used to support program.

OEC Responsibilities Specific to Activity 1NC:

As described in the RFP section: Vision of Success

In addition, OEC will:

- Set Application process and AQIS policies
- Provide AQIS Contractor Manual
- Provide graphics, OEC approved language
- Organize quarterly AQIS Supervisors quality assurance meetings
- Collaborate and coordinate with Consulting Supports Coordinator
- Manage OEC AQIS Webpage

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

The applicant should describe prior experience in the following areas:

NAEYC Accreditation process and standards

Coordinating and offering technical assistance to a range of ECE providers in areas of continuous quality program improvement and NAEYC Accreditation

Collaboration with other individuals/organizations engaged in similar work

Data collection and reporting capability. Provide brief description here and details in writing section:

Applicant should describe their:

Ability to collect and process data as described above (Reporting Requirements)

Ability to utilize OEC systems for registration and learning management, including pulling data to compile reports

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Applicant should describe their plan to recruit and maintain a diverse cadre of ECE programs to engage in training activities and individualized technical assistance. Response should include how programs/providers with a range of education and experience and residing in different geographic locations within the region will be able to access supports.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

If applying to implement *Consulting Support Development and Coordinator*, writing section (no more than 1 full page). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 1NE: North East - Accreditation Quality Improvement Support

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. **Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions and where:**

- **A single entity may respond to one or more regions AND**
- **Respondents by region must be the deliverer of services of the region(s) applied for AND**
- **AQIS facilitators must be employees, not contractors, of the responding entity per region.**

If applying for Activity 1, applicants may elect to apply to implement Consulting Supports Development and Coordinator.

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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
 - If applying to implement Consulting Supports Development and Coordination, then application may be 5 pages or less for Activity 1
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 1NE: North East - Accreditation Quality Improvement Support

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: licensed and license-exempt programs serving young children engaging in continuous quality program improvement and meeting eligibility requirements for NAEYC Accreditation for Early Learning Programs.</p> <p>Individualized program technical assistance: (1) programs within set eligibility windows with priority to programs that (a) receive OEC’s School Readiness and/or Child Day Care Contract 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. Application process and AQIS policies will be set by the OEC.</p> <p>Public supports:</p> <ul style="list-style-type: none"> • Trainings (overviews, study groups, study group satellite activities) for program staff in center / group home and school-based settings. • Consultation supports for referred Early Childhood programs whose compliance with licensing, accreditation or other standards is determined to be fragile and places them at risk. Referral process and consulting support policies to be set by OEC in collaboration with the consulting support coordinator. <p>Services to be delivered by one Respondent per region (total of six regions) in a collaborative approach through OEC</p>	<p>Based on OEC policies, the Applicant 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 statewide OEC AQIS facilitation staff which meets twice per month to ensure consistency, efficiency, and accuracy of work. 2. Training. The Applicant shall deliver statewide training to programs in the region by performing the following tasks: <ol style="list-style-type: none"> a. Announce training offerings via multiple mechanisms including, but not limited to: ECE Listserve, RESC distribution lists, or NAEYC Accreditation lists; b. Use OEC platforms to coordinate registration and implement training and/or coaching (as applicable); c. Provide the following sessions to programs that are new to NAEYC Accreditation: <ol style="list-style-type: none"> i. overview sessions of accreditation process, and ii. ongoing study group sessions and satellite activities that support accreditation readiness; and d. Provide the following to programs that are currently accredited by NAEYC: 	<p>Contract Fiscal Amount: NE Activity Implementation = \$961,342 NE Administrative = \$96,134 NE Total = \$1,057,476</p> <p>Staff are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria and working knowledge of NAEYC Accreditation process and standards, CT Statutes and Regulations for licensed child care programs, and OEC Quality Improvement System. Staff and/or subcontractors are expected to receive ongoing professional development, training, mentorship, or other support (as approved by OEC) in order to offer the specific services associated with Activity 1.</p> <p>Two (2) Full Time Equivalent Staff Member for regional coordination and supports, which may be made up of no more than three facilitation staff members, one of whom must be designated as the lead and who will coordinate the region’s work, performing at least 60% of each of the activities including on-site visits, group meetings and other activities of the region’s AQIS project; additional staff must also perform work across each of the activities identified above.</p> <p>Cost per region includes: salary, fringe, mileage, materials, professional development, admin, etc.</p>

coordination. Proposal should address general description of region to be served.

- i. overview sessions covering the revised system changes;
 - ii. ongoing study group sessions and satellite activities that dive more deeply into the NAEYC Accreditation system / standards and assessment items; and
 - iii. forum for program administrators engaged in the accreditation renewal process that are not receiving individualized technical assistance
3. Consulting Supports. In collaboration with the OEC and Consulting Supports Coordinator, the Applicant will deliver and/or secure consulting supports based on the needs of the referred program with compliance issues regarding licensing, legal, early care, and education content (fragile compliance) or contract compliance. Tasks include:
- a. Matching referral to appropriate technical assistance provider;
 - b. Document supports through the development of a timeline, scope of work plan, and consulting log to ensure progress in the program's compliance with OEC licensing and/or movement towards accreditation readiness; and
 - c. When applicable, transition program to AQIS individualized technical assistance.
4. Technical Assistance. The Applicant shall provide individualized technical assistance to approximately 30 – 40 programs/month that have applied for and been accepted OR have been assigned by the OEC for AQIS support. Tasks include:
- a. Individualized technical assistance to include monthly on-site working sessions at each program, and may include additional technical assistance support, as funds allow;
 - b. 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;
 - c. Document the NAEYC Accreditation process through the establishment of a timeline and a separate program improvement plan to drive progress toward the goal of achieving and/or maintaining NAEYC Accreditation; and
 - d. The applicant 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.

***Additional Option to Applicant:
Develop and coordinate a system to administer statewide consulting supports for fragile programs. These services shall assist programs in ensuring licensing compliance and accreditation readiness.**

Annual Professional Development Expectations include, but not limited to: NAEYC summer accreditation facilitation staff training; either the NAEYC's fall or June conference; and up to 30 hours in OEC Quality Assurance activities (20 transitional hours in first 6 months of contract) – three (3) TA Provider Support Meetings and one (1) OEC Convening Quality Improvement Contract.

____ Please indicate if applying for additional option: Development and Coordination of statewide Consulting Supports
Contract Total = \$50,500

January 1, 2023 – June 30, 2023
Total = \$8,500

Development of consulting supports processes and coordination of consulting services; professional staff and clerical supports up to \$8,500, including benefits.

July 1, 2023 – June 30, 2026
Total = \$42,000

Coordination of consulting supports; professional staff and clerical supports up to \$14,000 annually, including benefits.

	<p>1. Consulting Supports System Development: During the first three months of the contract an AQIS facilitator of the applicant, in conjunction with the OEC, will develop a system to be used to coordinate statewide consulting supports and services for fragile programs including, but not limited to:</p> <ul style="list-style-type: none"> • Referral form; • Processing of referral; • Secure cadre of consultants with a variety area of expertise; • Scope of work template; • Consultation log; and • Reporting requirements. <p>2. Statewide Coordination Consulting Supports: Coordinate, in collaboration with OEC, statewide implementation of consultation supports. Tasks will include, but not be limited to:</p> <ul style="list-style-type: none"> • Processing referrals; • Assign to appropriate regional AQIS; • Collaborate with regional AQIS staff to match referral to appropriate technical assistance provider; • Approve scope of work; and • Collect, analyze, and report on data. 	
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Reporting Requirements Specific to Activity 1NE:

A detailed description of activities completed or anticipated during each quarter including documentation of overviews, study groups, and technical support provided.

For each overview and study group, including but not limited to:

- a. # registered
- b. # and % attended
- c. # and % no shows
- d. unduplicated # programs represented

For programs under agreement for technical assistance, maintain a log updated at least monthly including, but not limited to the following data:

- 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 OEC funded (SR, CDC, SHS, SS, indicating all applicable);
- v. programs currently receiving Care 4 Kids;
- u. program status on monthly basis

For programs under agreement for technical assistance, maintain electronic files of program's:

- a. Timeline;
- b. Program Improvement Plan;
- c. Site visit notes; and
- d. Any other documents used to support program.

For programs receiving consulting supports, maintain a log updated at least monthly including, but not limited to the following data:

- a. Program legal name
- b. Address
- c. City
- d. Zip
- e. Program license type and license #
- f. Registry ID
- g. Topic area/content for consulting supports
- h. # of consulting hours to date

For programs receiving consulting supports, maintain electronic files of program's:

- a. Timeline;
- b. Scope of Work;
- c. Consulting Log; and
- d. Any other documents used to support program.

OEC Responsibilities Specific to Activity 1NE:

As described in the RFP section: Vision of Success

In addition, OEC will:

- Set Application process and AQIS policies
- Provide AQIS Contractor Manual
- Provide graphics, OEC approved language
- Organize quarterly AQIS Supervisors quality assurance meetings
- Collaborate and coordinate with Consulting Supports Coordinator
- Manage OEC AQIS Webpage

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

The applicant should describe prior experience in the following areas:

NAEYC Accreditation process and standards

Coordinating and offering technical assistance to a range of ECE providers in areas of continuous quality program improvement and NAEYC Accreditation

Collaboration with other individuals/organizations engaged in similar work

Data collection and reporting capability. Provide brief description here and details in writing section:

Applicant should describe their:

Ability to collect and process data as described above (Reporting Requirements)

Ability to utilize OEC systems for registration and learning management, including pulling data to compile reports

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Applicant should describe their plan to recruit and maintain a diverse cadre of ECE programs to engage in training activities and individualized technical assistance. Response should include how programs/providers with a range of education and experience and residing in different geographic locations within the region will be able to access supports.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

If applying to implement *Consulting Support Development and Coordinator*, writing section (no more than 1 full page). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 1NW: North West - Accreditation Quality Improvement Support

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. **Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions and where:**

- **A single entity may respond to one or more regions AND**
- **Respondents by region must be the deliverer of services of the region(s) applied for AND**
- **AQIS facilitators must be employees, not contractors, of the responding entity per region.**

If applying for Activity 1, applicants may elect to apply to implement Consulting Supports Development and Coordinator.

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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
 - If applying to implement Consulting Supports Development and Coordination, then application may be 5 pages or less for Activity 1
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 1NW: North West - Accreditation Quality Improvement Support

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: licensed and license-exempt programs serving young children engaging in continuous quality program improvement and meeting eligibility requirements for NAEYC Accreditation for Early Learning Programs.</p> <p>Individualized program technical assistance: (1) programs within set eligibility windows with priority to programs that (a) receive OEC’s School Readiness and/or Child Day Care Contract 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. Application process and AQIS policies will be set by the OEC.</p> <p>Public supports:</p> <ul style="list-style-type: none"> • Trainings (overviews, study groups, study group satellite activities) for program staff in center / group home and school-based settings. • Consultation supports for referred Early Childhood programs whose compliance with licensing, accreditation or other standards is determined to be fragile and places them at risk. Referral process and consulting support policies to be set by OEC in collaboration with the consulting support coordinator. 	<p>Based on OEC policies, the Applicant 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 statewide OEC AQIS facilitation staff which meets twice per month to ensure consistency, efficiency, and accuracy of work. 2. Training. The Applicant shall deliver statewide training to programs in the region by performing the following tasks: <ol style="list-style-type: none"> a. Announce training offerings via multiple mechanisms including, but not limited to: ECE Listserve, RESC distribution lists, or NAEYC Accreditation lists; b. Use OEC platforms to coordinate registration and implement training and/or coaching (as applicable); c. Provide the following sessions to programs that are new to NAEYC Accreditation: <ol style="list-style-type: none"> i. overview sessions of accreditation process, and 	<p>Contract Fiscal Amount: NW Activity Implementation = \$961,342 NW Administrative = \$96,134 NW Total = \$1,057,476</p> <p>Staff are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria and working knowledge of NAEYC Accreditation process and standards, CT Statutes and Regulations for licensed child care programs, and OEC Quality Improvement System. Staff and/or subcontractors are expected to receive ongoing professional development, training, mentorship, or other support (as approved by OEC) in order to offer the specific services associated with Activity 1.</p> <p>Two (2) Full Time Equivalent Staff Member for regional coordination and supports, which may be made up of no more than three facilitation staff members, one of whom must be designated as the lead and who will coordinate the region’s work, performing at least 60% of each of the activities including on-site visits, group meetings and other activities of the region’s AQIS project; additional staff must also perform work across each of the activities identified above.</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.

- ii. ongoing study group sessions and satellite activities that support accreditation readiness; and
 - d. Provide the following to programs that are currently accredited by NAEYC:
 - i. overview sessions covering the revised system changes;
 - ii. ongoing study group sessions and satellite activities that dive more deeply into the NAEYC Accreditation system / standards and assessment items; and
 - iii. forum for program administrators engaged in the accreditation renewal process that are not receiving individualized technical assistance
 - 3. Consulting Supports. In collaboration with the OEC and Consulting Supports Coordinator, the Applicant will deliver and/or secure consulting supports based on the needs of the referred program with compliance issues regarding licensing, legal, early care, and education content (fragile compliance) or contract compliance. Tasks include:
 - a. Matching referral to appropriate technical assistance provider;
 - b. Document supports through the development of a timeline, scope of work plan, and consulting log to ensure progress in the program's compliance with OEC licensing and/or movement towards accreditation readiness; and
 - c. When applicable, transition program to AQIS individualized technical assistance.
 - 4. Technical Assistance. The Applicant shall provide individualized technical assistance to approximately 30 – 40 programs/month that have applied for and been accepted OR have been assigned by the OEC for AQIS support. Tasks include:
 - a. Individualized technical assistance to include monthly on-site working sessions at each program, and may include additional technical assistance support, as funds allow;
 - b. 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;
 - c. Document the NAEYC Accreditation process through the establishment of a timeline and a separate program improvement plan to drive progress toward the goal of achieving and/or maintaining NAEYC Accreditation; and
 - d. The applicant shall not be obligated to provide support for programs that fail to show progress with action plans or do not attend support sessions;

Cost per region includes: salary, fringe, mileage, materials, professional development, admin, etc.

Annual Professional Development Expectations include, but not limited to: NAEYC summer accreditation facilitation staff training; either the NAEYC's fall or June conference; and up to 30 hours in OEC Quality Assurance activities (20 transitional hours in first 6 months of contract) – three (3) TA Provider Support Meetings and one (1) OEC Convening Quality Improvement Contract.

____ Please indicate if applying for additional option: Development and Coordination of statewide Consulting Supports
Contract Total = \$50,500

January 1, 2023 – June 30, 2023
Total = \$8,500

Development of consulting supports processes and coordination of consulting services; professional staff and clerical supports up to \$8,500, including benefits.

July 1, 2023 – June 30, 2026
Total = \$42,000

Coordination of consulting supports; professional staff and clerical supports up to \$14,000 annually, including benefits.

	<p>monthly progress is required to receive support.</p> <p>*Additional Option to Applicant: Develop and coordinate a system to administer statewide consulting supports for fragile programs. These services shall assist programs in ensuring licensing compliance and accreditation readiness.</p> <ol style="list-style-type: none"> 1. Consulting Supports System Development: During the first three months of the contract an AQIS facilitator of the applicant, in conjunction with the OEC, will develop a system to be used to coordinate statewide consulting supports and services for fragile programs including, but not limited to: <ul style="list-style-type: none"> • Referral form; • Processing of referral; • Secure cadre of consultants with a variety area of expertise; • Scope of work template; • Consultation log; and • Reporting requirements. 2. Statewide Coordination Consulting Supports: Coordinate, in collaboration with OEC, statewide implementation of consultation supports. Tasks will include, but not be limited to: <ul style="list-style-type: none"> • Processing referrals; • Assign to appropriate regional AQIS; • Collaborate with regional AQIS staff to match referral to appropriate technical assistance provider; • Approve scope of work; and • Collect, analyze, and report on data. 	
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Reporting Requirements Specific to Activity 1NW:

A detailed description of activities completed or anticipated during each quarter including documentation of overviews, study groups, and technical support provided.

For each overview and study group, including but not limited to:

- a. # registered
- b. # and % attended
- c. # and % no shows
- d. unduplicated # programs represented

For programs under agreement for technical assistance, maintain a log updated at least monthly including, but not limited to the following data:

- 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 OEC funded (SR, CDC, SHS, SS, indicating all applicable);
- v. programs currently receiving Care 4 Kids;
- u. program status on monthly basis

For programs under agreement for technical assistance, maintain electronic files of program's:

- e. Timeline;
- f. Program Improvement Plan;
- g. Site visit notes; and
- h. Any other documents used to support program.

For programs receiving consulting supports, maintain a log updated at least monthly including, but not limited to the following data:

- i. Program legal name
- j. Address
- k. City
- l. Zip
- m. Program license type and license #
- n. Registry ID
- o. Topic area/content for consulting supports
- p. # of consulting hours to date

For programs receiving consulting supports, maintain electronic files of program's:

- i. Timeline;
- j. Scope of Work;
- k. Consulting Log; and
- l. Any other documents used to support program.

OEC Responsibilities Specific to Activity 1NW:

As described in the RFP section: Vision of Success

In addition, OEC will:

- Set Application process and AQIS policies
- Provide AQIS Contractor Manual
- Provide graphics, OEC approved language
- Organize quarterly AQIS Supervisors quality assurance meetings
- Collaborate and coordinate with Consulting Supports Coordinator
- Manage OEC AQIS Webpage

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

The applicant should describe prior experience in the following areas:

- NAEYC Accreditation process and standards
- Coordinating and offering technical assistance to a range of ECE providers in areas of continuous quality program improvement and NAEYC Accreditation
- Collaboration with other individuals/organizations engaged in similar work

Data collection and reporting capability. Provide brief description here and details in writing section:

Applicant should describe their:

- Ability to collect and process data as described above (Reporting Requirements)
- Ability to utilize OEC systems for registration and learning management, including pulling data to compile reports

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Applicant should describe their plan to recruit and maintain a diverse cadre of ECE programs to engage in training activities and individualized technical assistance. Response should include how programs/providers with a range of education and experience and residing in different geographic locations within the region will be able to access supports.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

If applying to implement *Consulting Support Development and Coordinator*, writing section (no more than 1 full page). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 1SC: South Central - Accreditation Quality Improvement Support

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. **Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions and where:**

- **A single entity may respond to one or more regions AND**
- **Respondents by region must be the deliverer of services of the region(s) applied for AND**
- **AQIS facilitators must be employees, not contractors, of the responding entity per region.**

If applying for Activity 1, applicants may elect to apply to implement Consulting Supports Development and Coordinator.

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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
 - If applying to implement Consulting Supports Development and Coordination, then application may be 5 pages or less for Activity 1
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 1SC: South Central - Accreditation Quality Improvement Support

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: licensed and license-exempt programs serving young children engaging in continuous quality program improvement and meeting eligibility requirements for NAEYC Accreditation for Early Learning Programs.</p> <p>Individualized program technical assistance: (1) programs within set eligibility windows with priority to programs that (a) receive OEC’s School Readiness and/or Child Day Care Contract 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. Application process and AQIS policies will be set by the OEC.</p> <p>Public supports:</p> <ul style="list-style-type: none"> • Trainings (overviews, study groups, study group satellite activities) for program staff in center / group home and school-based settings. • Consultation supports for referred Early Childhood programs whose compliance with licensing, accreditation or other standards is determined to be fragile and places them at risk. Referral process and consulting support policies to be set by OEC in collaboration with the consulting support coordinator. 	<p>Based on OEC policies, the Applicant 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 statewide OEC AQIS facilitation staff which meets twice per month to ensure consistency, efficiency, and accuracy of work. 2. Training. The Applicant shall deliver statewide training to programs in the region by performing the following tasks: <ol style="list-style-type: none"> a. Announce training offerings via multiple mechanisms including, but not limited to: ECE Listserve, RESC distribution lists, or NAEYC Accreditation lists; b. Use OEC platforms to coordinate registration and implement training and/or coaching (as applicable); c. Provide the following sessions to programs that are new to NAEYC Accreditation: <ol style="list-style-type: none"> i. overview sessions of accreditation process, and 	<p>This region is located within the central corridor of the state and will provide overflow support in addition to regional supports. Please indicate which option the Contractor is applying for:</p> <p>___ Option A: Regional Supports (2 FTE) plus Overflow Supports (.5 FTE) SC.A Activity Implementation = \$ 1,192,107 SC.A Administrative = \$119,211 SC.A Total = \$1,311,318</p> <p>___ Option B: Regional Supports (2 FTE) plus Overflow Supports (1 FTE) SC.B Activity Implementation = \$1,422,872 SC.B Administrative = \$142,287 SC.B Total = \$1,565,159</p> <p>Staff are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria and working knowledge of NAEYC Accreditation process and standards, CT Statutes and Regulations for licensed child care programs, and OEC Quality Improvement System. Staff and/or subcontractors are expected to receive ongoing professional development, training, mentorship, or other support (as approved by OEC) in order</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>	<ul style="list-style-type: none"> ii. ongoing study group sessions and satellite activities that support accreditation readiness; and d. Provide the following to programs that are currently accredited by NAEYC: <ul style="list-style-type: none"> i. overview sessions covering the revised system changes; ii. ongoing study group sessions and satellite activities that dive more deeply into the NAEYC Accreditation system / standards and assessment items; and iii. forum for program administrators engaged in the accreditation renewal process that are not receiving individualized technical assistance <p>3. Consulting Supports. In collaboration with the OEC and Consulting Supports Coordinator, the Applicant will deliver and/or secure consulting supports based on the needs of the referred program with compliance issues regarding licensing, legal, early care, and education content (fragile compliance) or contract compliance. Tasks include:</p> <ul style="list-style-type: none"> a. Matching referral to appropriate technical assistance provider; b. Document supports through the development of a timeline, scope of work plan, and consulting log to ensure progress in the program's compliance with OEC licensing and/or movement towards accreditation readiness; and c. When applicable, transition program to AQIS individualized technical assistance. <p>4. Technical Assistance. The Applicant shall provide individualized technical assistance to approximately 30 – 40 programs/month that have applied for and been accepted OR have been assigned by the OEC for AQIS support. Tasks include:</p> <ul style="list-style-type: none"> a. Individualized technical assistance to include monthly on-site working sessions at each program, and may include additional technical assistance support, as funds allow; b. 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; c. Document the NAEYC Accreditation process through the establishment of a timeline and a separate program improvement plan to drive progress toward the goal of achieving and/or maintaining NAEYC Accreditation; and d. The applicant 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>to offer the specific services associated with Activity 1.</p> <p>Option A: Regional Supports (2 FTE) plus Overflow Supports (.5 FTE): Two and a half (2.5) Full Time Equivalent Staff Members for regional coordination and supports (2 full time equivalent staff members for the North Central region; plus .5 additional full time equivalent staff member housed within the central corridor of the state and providing shared caseload support for high volume regions), which may be made up of no more than four facilitation staff members, one of whom must be designated as the lead and who will coordinate the region's work, performing at least 60% of each of the activities, including on-site visits, group meetings and other activities of the region's AQIS project; additional staff must also perform work across each of the activities identified above.</p> <p>Option B: Regional Supports (2 FTE) plus Overflow Supports (1 FTE): Three (3) Full Time Equivalent Staff Members for regional coordination and supports (2 full time equivalent staff members for the North Central region; plus 1 additional full time equivalent staff member housed within the central corridor of the state and providing shared caseload support for high volume regions), which may be made up of no more than four facilitation staff members, one of whom must be designated as the lead and who will coordinate the region's work, performing at least 60% of each of the activities, including on-site visits, group meetings and other activities of the region's AQIS project; additional staff must also perform work across each of the activities identified above.</p> <p>Cost per region includes: salary, fringe, mileage, materials, professional development, admin, etc.</p> <p>FTE staff member to support the overflow in high volume regions includes salary, fringe, mileage, professional development, admin, etc. excluding materials as this is embedded in each region's budget.</p> <p>Annual Professional Development Expectations include, but not limited to: NAEYC summer accreditation facilitation staff training; either the NAEYC's fall or June conference; and up to 30 hours in OEC Quality Assurance activities (20 transitional hours in first 6 months of contract) – three (3) TA Provider Support Meetings and one (1) OEC Convening Quality Improvement Contract.</p>
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	<p>*Additional Option to Applicant: Develop and coordinate a system to administer statewide consulting supports for fragile programs. These services shall assist programs in ensuring licensing compliance and accreditation readiness.</p> <p>1. Consulting Supports System Development: During the first three months of the contract an AQIS facilitator of the applicant, in conjunction with the OEC, will develop a system to be used to coordinate statewide consulting supports and services for fragile programs including, but not limited to:</p> <ul style="list-style-type: none"> • Referral form; • Processing of referral; • Secure cadre of consultants with a variety area of expertise; • Scope of work template; • Consultation log; and • Reporting requirements. <p>2. Statewide Coordination Consulting Supports: Coordinate, in collaboration with OEC, statewide implementation of consultation supports. Tasks will include, but not be limited to:</p> <ul style="list-style-type: none"> • Processing referrals; • Assign to appropriate regional AQIS; • Collaborate with regional AQIS staff to match referral to appropriate technical assistance provider; • Approve scope of work; and • Collect, analyze, and report on data. 	<p>____ Please indicate if applying for additional option: Development and Coordination of statewide Consulting Supports Contract Total = \$50,500</p> <p><u>January 1, 2023 – June 30, 2023</u> Total = \$8,500</p> <p>Development of consulting supports processes and coordination of consulting services; professional staff and clerical supports up to \$8,500, including benefits.</p> <p><u>July 1, 2023 – June 30, 2026</u> Total = \$42,000</p> <p>Coordination of consulting supports; professional staff and clerical supports up to \$14,000 annually, including benefits.</p>
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Reporting Requirements Specific to Activity 1SC:

A detailed description of activities completed or anticipated during each quarter including documentation of overviews, study groups, and technical support provided.

For each overview and study group, including but not limited to:

- a. # registered
- b. # and % attended
- c. # and % no shows
- d. unduplicated # programs represented

For programs under agreement for technical assistance, maintain a log updated at least monthly including, but not limited to the following data:

- 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 OEC funded (SR, CDC, SHS, SS, indicating all applicable);
- v. programs currently receiving Care 4 Kids;
- u. program status on monthly basis

For programs under agreement for technical assistance, maintain electronic files of program's:

- m. Timeline;
- n. Program Improvement Plan;
- o. Site visit notes; and
- p. Any other documents used to support program.

For programs receiving consulting supports, maintain a log updated at least monthly including, but not limited to the following data:

- q. Program legal name
- r. Address
- s. City
- t. Zip
- u. Program license type and license #
- v. Registry ID
- w. Topic area/content for consulting supports
- x. # of consulting hours to date

For programs receiving consulting supports, maintain electronic files of program's:

- q. Timeline;
- r. Scope of Work;
- s. Consulting Log; and
- t. Any other documents used to support program.

OEC Responsibilities Specific to Activity 1SC:

As described in the RFP section: Vision of Success

In addition, OEC will:

- Set Application process and AQIS policies
- Provide AQIS Contractor Manual
- Provide graphics, OEC approved language
- Organize quarterly AQIS Supervisors quality assurance meetings
- Collaborate and coordinate with Consulting Supports Coordinator
- Manage OEC AQIS Webpage

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

The applicant should describe prior experience in the following areas:

NAEYC Accreditation process and standards

Coordinating and offering technical assistance to a range of ECE providers in areas of continuous quality program improvement and NAEYC Accreditation

Collaboration with other individuals/organizations engaged in similar work

Data collection and reporting capability. Provide brief description here and details in writing section:

Applicant should describe their:

Ability to collect and process data as described above (Reporting Requirements)

Ability to utilize OEC systems for registration and learning management, including pulling data to compile reports

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Applicant should describe their plan to recruit and maintain a diverse cadre of ECE programs to engage in training activities and individualized technical assistance. Response should include how programs/providers with a range of education and experience and residing in different geographic locations within the region will be able to access supports.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

If applying to implement *Consulting Support Development and Coordinator*, writing section (no more than 1 full page). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 1SE: South East - Accreditation Quality Improvement Support

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. **Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions and where:**

- **A single entity may respond to one or more regions AND**
- **Respondents by region must be the deliverer of services of the region(s) applied for AND**
- **AQIS facilitators must be employees, not contractors, of the responding entity per region.**

If applying for Activity 1, applicants may elect to apply to implement Consulting Supports Development and Coordinator.

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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
 - If applying to implement Consulting Supports Development and Coordination, then application may be 5 pages or less for Activity 1
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 1SE: South East - Accreditation Quality Improvement Support

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: licensed and license-exempt programs serving young children engaging in continuous quality program improvement and meeting eligibility requirements for NAEYC Accreditation for Early Learning Programs.</p> <p>Individualized program technical assistance: (1) programs within set eligibility windows with priority to programs that (a) receive OEC’s School Readiness and/or Child Day Care Contract 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. Application process and AQIS policies will be set by the OEC.</p> <p>Public supports:</p> <ul style="list-style-type: none"> • Trainings (overviews, study groups, study group satellite activities) for program staff in center / group home and school-based settings. • Consultation supports for referred Early Childhood programs whose compliance with licensing, accreditation or other standards is determined to be fragile and places them at risk. Referral process and consulting support policies to be set by OEC in collaboration with the consulting support coordinator. 	<p>Based on OEC policies, the Applicant 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 statewide OEC AQIS facilitation staff which meets twice per month to ensure consistency, efficiency, and accuracy of work. 2. Training. The Applicant shall deliver statewide training to programs in the region by performing the following tasks: <ol style="list-style-type: none"> a. Announce training offerings via multiple mechanisms including, but not limited to: ECE Listserve, RESC distribution lists, or NAEYC Accreditation lists; b. Use OEC platforms to coordinate registration and implement training and/or coaching (as applicable); c. Provide the following sessions to programs that are new to NAEYC Accreditation: <ol style="list-style-type: none"> i. overview sessions of accreditation process, and ii. ongoing study group sessions and satellite activities that support accreditation readiness; and 	<p>Contract Fiscal Amount: SE Activity Implementation = \$961,342 SE Administrative = \$96,134 SE Total = \$1,057,476</p> <p>Staff are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria and working knowledge of NAEYC Accreditation process and standards, CT Statutes and Regulations for licensed child care programs, and OEC Quality Improvement System. Staff and/or subcontractors are expected to receive ongoing professional development, training, mentorship, or other support (as approved by OEC) in order to offer the specific services associated with Activity 1.</p> <p>Two (2) Full Time Equivalent Staff Member for regional coordination and supports, which may be made up of no more than three facilitation staff members, one of whom must be designated as the lead and who will coordinate the region’s work, performing at least 60% of each of the activities including on-site visits, group meetings and other activities of the region’s AQIS project; additional staff must also perform work across each of the activities identified above.</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.

- d. Provide the following to programs that are currently accredited by NAEYC:
 - i. overview sessions covering the revised system changes;
 - ii. ongoing study group sessions and satellite activities that dive more deeply into the NAEYC Accreditation system / standards and assessment items; and
 - iii. forum for program administrators engaged in the accreditation renewal process that are not receiving individualized technical assistance

- 3. Consulting Supports. In collaboration with the OEC and Consulting Supports Coordinator, the Applicant will deliver and/or secure consulting supports based on the needs of the referred program with compliance issues regarding licensing, legal, early care, and education content (fragile compliance) or contract compliance. Tasks include:
 - a. Matching referral to appropriate technical assistance provider;
 - b. Document supports through the development of a timeline, scope of work plan, and consulting log to ensure progress in the program’s compliance with OEC licensing and/or movement towards accreditation readiness; and
 - c. When applicable, transition program to AQIS individualized technical assistance.

- 4. Technical Assistance. The Applicant shall provide individualized technical assistance to approximately 30 – 40 programs/month that have applied for and been accepted OR have been assigned by the OEC for AQIS support. Tasks include:
 - a. Individualized technical assistance to include monthly on-site working sessions at each program, and may include additional technical assistance support, as funds allow;
 - b. 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;
 - c. Document the NAEYC Accreditation process through the establishment of a timeline and a separate program improvement plan to drive progress toward the goal of achieving and/or maintaining NAEYC Accreditation; and
 - d. The applicant 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.

***Additional Option to Applicant:**

Cost per region includes: salary, fringe, mileage, materials, professional development, admin, etc.

Annual Professional Development Expectations include, but not limited to: NAEYC summer accreditation facilitation staff training; either the NAEYC’s fall or June conference; and up to 30 hours in OEC Quality Assurance activities (20 transitional hours in first 6 months of contract) – three (3) TA Provider Support Meetings and one (1) OEC Convening Quality Improvement Contract.

____ Please indicate if applying for additional option: Development and Coordination of statewide Consulting Supports
Contract Total = \$50,500

January 1, 2023 – June 30, 2023
Total = \$8,500

Development of consulting supports processes and coordination of consulting services; professional staff and clerical supports up to \$8,500, including benefits.

July 1, 2023 – June 30, 2026
Total = \$42,000

Coordination of consulting supports; professional staff and clerical supports up to \$14,000 annually, including benefits.

	<p>Develop and coordinate a system to administer statewide consulting supports for fragile programs. These services shall assist programs in ensuring licensing compliance and accreditation readiness.</p> <ol style="list-style-type: none"> 1. Consulting Supports System Development: During the first three months of the contract an AQIS facilitator of the applicant, in conjunction with the OEC, will develop a system to be used to coordinate statewide consulting supports and services for fragile programs including, but not limited to: <ul style="list-style-type: none"> • Referral form; • Processing of referral; • Secure cadre of consultants with a variety area of expertise; • Scope of work template; • Consultation log; and • Reporting requirements. 2. Statewide Coordination Consulting Supports: Coordinate, in collaboration with OEC, statewide implementation of consultation supports. Tasks will include, but not be limited to: <ul style="list-style-type: none"> • Processing referrals; • Assign to appropriate regional AQIS; • Collaborate with regional AQIS staff to match referral to appropriate technical assistance provider; • Approve scope of work; and • Collect, analyze, and report on data. 	
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Reporting Requirements Specific to Activity 1SE:

A detailed description of activities completed or anticipated during each quarter including documentation of overviews, study groups, and technical support provided.

For each overview and study group, including but not limited to:

- a. # registered
- b. # and % attended
- c. # and % no shows
- d. unduplicated # programs represented

For programs under agreement for technical assistance, maintain a log updated at least monthly including, but not limited to the following data:

- 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 OEC funded (SR, CDC, SHS, SS, indicating all applicable);
- v. programs currently receiving Care 4 Kids;
- u. program status on monthly basis

For programs under agreement for technical assistance, maintain electronic files of program's:

- u. Timeline;
- v. Program Improvement Plan;
- w. Site visit notes; and
- x. Any other documents used to support program.

For programs receiving consulting supports, maintain a log updated at least monthly including, but not limited to the following data:

- y. Program legal name
- z. Address
- aa. City
- bb. Zip
- cc. Program license type and license #
- dd. Registry ID
- ee. Topic area/content for consulting supports
- ff. # of consulting hours to date

For programs receiving consulting supports, maintain electronic files of program's:

- y. Timeline;
- z. Scope of Work;
- aa. Consulting Log; and
- bb. Any other documents used to support program.

OEC Responsibilities Specific to Activity 1SE:

As described in the RFP section: Vision of Success

In addition, OEC will:

Set Application process and AQIS policies

Provide AQIS Contractor Manual

Provide graphics, OEC approved language

Organize quarterly AQIS Supervisors quality assurance meetings

Collaborate and coordinate with Consulting Supports Coordinator

Manage OEC AQIS Webpage

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

The applicant should describe prior experience in the following areas:

NAEYC Accreditation process and standards

Coordinating and offering technical assistance to a range of ECE providers in areas of continuous quality program improvement and NAEYC Accreditation

Collaboration with other individuals/organizations engaged in similar work

Manage OEC AQIS Webpage

Data collection and reporting capability. Provide brief description here and details in writing section:

Applicant should describe their:

Ability to collect and process data as described above (Reporting Requirements)

Ability to utilize OEC systems for registration and learning management, including pulling data to compile reports

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Applicant should describe their plan to recruit and maintain a diverse cadre of ECE programs to engage in training activities and individualized technical assistance. Response should include how programs/providers with a range of education and experience and residing in different geographic locations within the region will be able to access supports.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

If applying to implement *Consulting Support Development and Coordinator*, writing section (no more than 1 full page). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 1SW: South West - Accreditation Quality Improvement Support

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. **Please note that Activity 1 is the only activity which OEC is accepting applications specific to one or more regions and where:**

- **A single entity may respond to one or more regions AND**
- **Respondents by region must be the deliverer of services of the region(s) applied for AND**
- **AQIS facilitators must be employees, not contractors, of the responding entity per region.**

If applying for Activity 1, applicants may elect to apply to implement Consulting Supports Development and Coordinator.

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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
 - If applying to implement Consulting Supports Development and Coordination, then application may be 5 pages or less for Activity 1
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 1SW: South West - Accreditation Quality Improvement Support

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: licensed and license-exempt programs serving young children engaging in continuous quality program improvement and meeting eligibility requirements for NAEYC Accreditation for Early Learning Programs.</p> <p>Individualized program technical assistance: (1) programs within set eligibility windows with priority to programs that (a) receive OEC’s School Readiness and/or Child Day Care Contract 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. Application process and AQIS policies will be set by the OEC.</p> <p>Public supports:</p> <ul style="list-style-type: none"> • Trainings (overviews, study groups, study group satellite activities) for program staff in center / group home and school-based settings. • Consultation supports for referred Early Childhood programs whose compliance with licensing, accreditation or other standards is determined to be fragile and places them at risk. Referral process and consulting support policies to be set by OEC in collaboration with the consulting support coordinator. 	<p>Based on OEC policies, the Applicant 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 statewide OEC AQIS facilitation staff which meets twice per month to ensure consistency, efficiency, and accuracy of work. 2. Training. The Applicant shall deliver statewide training to programs in the region by performing the following tasks: <ol style="list-style-type: none"> a. Announce training offerings via multiple mechanisms including, but not limited to: ECE Listserve, RESC distribution lists, or NAEYC Accreditation lists; b. Use OEC platforms to coordinate registration and implement training and/or coaching (as applicable); c. Provide the following sessions to programs that are new to NAEYC Accreditation: <ol style="list-style-type: none"> i. overview sessions of accreditation process, and ii. ongoing study group sessions and satellite activities that support accreditation readiness; and 	<p>Contract Fiscal Amount: SW Activity Implementation = \$961,342 SW Administrative = \$96,134 SW Total = \$1,057,476</p> <p>Staff are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria and working knowledge of NAEYC Accreditation process and standards, CT Statutes and Regulations for licensed child care programs, and OEC Quality Improvement System. Staff and/or subcontractors are expected to receive ongoing professional development, training, mentorship, or other support (as approved by OEC) in order to offer the specific services associated with Activity 1.</p> <p>Two (2) Full Time Equivalent Staff Member for regional coordination and supports, which may be made up of no more than three facilitation staff members, one of whom must be designated as the lead and who will coordinate the region’s work, performing at least 60% of each of the activities including on-site visits, group meetings and other activities of the region’s AQIS project; additional staff must also perform work across each of the activities identified above.</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.

- d. Provide the following to programs that are currently accredited by NAEYC:
 - i. overview sessions covering the revised system changes;
 - ii. ongoing study group sessions and satellite activities that dive more deeply into the NAEYC Accreditation system / standards and assessment items; and
 - iii. forum for program administrators engaged in the accreditation renewal process that are not receiving individualized technical assistance
- 3. Consulting Supports. In collaboration with the OEC and Consulting Supports Coordinator, the Applicant will deliver and/or secure consulting supports based on the needs of the referred program with compliance issues regarding licensing, legal, early care, and education content (fragile compliance) or contract compliance. Tasks include:
 - a. Matching referral to appropriate technical assistance provider;
 - b. Document supports through the development of a timeline, scope of work plan, and consulting log to ensure progress in the program’s compliance with OEC licensing and/or movement towards accreditation readiness; and
 - c. When applicable, transition program to AQIS individualized technical assistance.
- 4. Technical Assistance. The Applicant shall provide individualized technical assistance to approximately 30 – 40 programs/month that have applied for and been accepted OR have been assigned by the OEC for AQIS support. Tasks include:
 - a. Individualized technical assistance to include monthly on-site working sessions at each program, and may include additional technical assistance support, as funds allow;
 - b. 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;
 - c. Document the NAEYC Accreditation process through the establishment of a timeline and a separate program improvement plan to drive progress toward the goal of achieving and/or maintaining NAEYC Accreditation; and
 - d. The applicant 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.

***Additional Option to Applicant:**

Cost per region includes: salary, fringe, mileage, materials, professional development, admin, etc.

Annual Professional Development Expectations include, but not limited to: NAEYC summer accreditation facilitation staff training; either the NAEYC’s fall or June conference; and up to 30 hours in OEC Quality Assurance activities (20 transitional hours in first 6 months of contract) – three (3) TA Provider Support Meetings and one (1) OEC Convening Quality Improvement Contract.

____ Please indicate if applying for additional option: Development and Coordination of statewide Consulting Supports
Contract Total = \$50,500

January 1, 2023 – June 30, 2023
Total = \$8,500

Development of consulting supports processes and coordination of consulting services; professional staff and clerical supports up to \$8,500, including benefits.

July 1, 2023 – June 30, 2026
Total = \$42,000

Coordination of consulting supports; professional staff and clerical supports up to \$14,000 annually, including benefits.

	<p>Develop and coordinate a system to administer statewide consulting supports for fragile programs. These services shall assist programs in ensuring licensing compliance and accreditation readiness.</p> <ol style="list-style-type: none"> 1. Consulting Supports System Development: During the first three months of the contract an AQIS facilitator of the applicant, in conjunction with the OEC, will develop a system to be used to coordinate statewide consulting supports and services for fragile programs including, but not limited to: <ul style="list-style-type: none"> • Referral form; • Processing of referral; • Secure cadre of consultants with a variety area of expertise; • Scope of work template; • Consultation log; and • Reporting requirements. 2. Statewide Coordination Consulting Supports: Coordinate, in collaboration with OEC, statewide implementation of consultation supports. Tasks will include, but not be limited to: <ul style="list-style-type: none"> • Processing referrals; • Assign to appropriate regional AQIS; • Collaborate with regional AQIS staff to match referral to appropriate technical assistance provider; • Approve scope of work; and • Collect, analyze, and report on data. 	
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Reporting Requirements Specific to Activity 1SW:

A detailed description of activities completed or anticipated during each quarter including documentation of overviews, study groups, and technical support provided.

For each overview and study group, including but not limited to:

- a. # registered
- b. # and % attended
- c. # and % no shows
- d. unduplicated # programs represented

For programs under agreement for technical assistance, maintain a log updated at least monthly including, but not limited to the following data:

- 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 OEC funded (SR, CDC, SHS, SS, indicating all applicable);
- v. programs currently receiving Care 4 Kids;
- u. program status on monthly basis

For programs under agreement for technical assistance, maintain electronic files of program's:

- cc. Timeline;
- dd. Program Improvement Plan;
- ee. Site visit notes; and
- ff. Any other documents used to support program.

For programs receiving consulting supports, maintain a log updated at least monthly including, but not limited to the following data:

- gg. Program legal name
- hh. Address
- ii. City
- jj. Zip
- kk. Program license type and license #
- ll. Registry ID
- mm. Topic area/content for consulting supports
- nn. # of consulting hours to date

For programs receiving consulting supports, maintain electronic files of program's:

- gg. Timeline;
- hh. Scope of Work;
- ii. Consulting Log; and
- jj. Any other documents used to support program.

OEC Responsibilities Specific to Activity 1SW:

As described in the RFP section: Vision of Success
 In addition, OEC will:
 Set Application process and AQIS policies
 Provide AQIS Contractor Manual
 Provide graphics, OEC approved language
 Organize quarterly AQIS Supervisors quality assurance meetings
 Collaborate and coordinate with Consulting Supports Coordinator
 Manage OEC AQIS Webpage

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

The applicant should describe prior experience in the following areas:
 NAEYC Accreditation process and standards
 Coordinating and offering technical assistance to a range of ECE providers in areas of continuous quality program improvement and NAEYC Accreditation
 Collaboration with other individuals/organizations engaged in similar work

Data collection and reporting capability. Provide brief description here and details in writing section:

Applicant should describe their:
 Ability to collect and process data as described above (Reporting Requirements)
 Ability to utilize OEC systems for registration and learning management, including pulling data to compile reports

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Applicant should describe their plan to recruit and maintain a diverse cadre of ECE programs to engage in training activities and individualized technical assistance. Response should include how programs/providers with a range of education and experience and residing in different geographic locations within the region will be able to access supports.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

If applying to implement *Consulting Support Development and Coordinator*, writing section (no more than 1 full page). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 2: Standards, Curriculum and Assessment

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. 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, facilitation of professional learning communities or communities of practice as appropriate and per OEC approval.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B in the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 2: Standards, Curriculum and Assessment

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target audience: Early care and education programs and providers serving you</p> <p>In conjunction with OEC, develop, coordinate, and implement technical assistance related to standards, curriculum, and assessment. This technical assistance will include the provision of competency-based professional development options for teachers, teaching teams, and/or program administrators. Technical assistance will focus on the provision of developmentally appropriate curriculum and assessment practices and will include training on the following:</p> <ul style="list-style-type: none"> • The CT Early Learning and Development Standards (CT ELDS) • Supporting All Children Using the CT ELDS • The CT Documentation and Observation for Teaching System (CT DOTS) • Supporting Dual Language/Multi-lingual Learners • Partnering with families 	<p>Implementation of OEC approved trainings on standards, curriculum, and assessment (including training on CT ELDS and CT DOTS). A range of trainings designed for providers from various settings with differing competency levels should be offered on an ongoing basis.</p> <p>Complete the following training development work:</p> <ul style="list-style-type: none"> • Revisions to existing trainings based on data, research, OEC input, and new resources. • Revision or expansion of current trainings to ensure content addresses needs of programs serving infants and toddlers • Development of additional trainings (including specific training on supporting dual language learners) in collaboration with OEC. • Development of a range of professional development delivery options based on provider need <p>Develop an annual project plan to include:</p> <ul style="list-style-type: none"> • A review of data and input considered in the development of the plan. • The projected titles, number of sessions, delivery method, and region (if applicable) of trainings to be offered. • The number of programs to receive coaching support and the anticipated hours of coaching support. • A plan for gathering or using data to adjust the project plans. <p>Maintain a cadre of 12-15 trainers/coaches for Activity 2. (Note that additional trainers or coaches may complete work for Activity 2, but a maximum of 15 TA providers will be paid for TA support through Activity 2).</p> <ul style="list-style-type: none"> • Ensure appropriate geographic coverage so that training can be offered regionally. • Recruit and/or retain trainers who have specialized knowledge related to infant and toddler curriculum and assessment 	<p>Activity implementation = \$1,490,100 Administrative = \$149,010 Total = \$1,639,110</p> <p>Coordination of activities to include a combination of clerical and professional staff up to \$24,200 annually</p> <p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria. Staff and/or subcontractors are expected to receive training, mentorship, or other support (as approved by OEC) in order to offer the specific trainings associated with Activity 2.</p> <p>Facilitation of online learning modules not to exceed \$43,200</p> <p>Development of new trainings and improvement of existing competency-based professional learning offerings: not to exceed \$36,000</p> <p>Offer training related to standards, curriculum, and assessment (including CT ELDS and CT DOTS). Not to exceed \$190,000</p> <p>Provide program support to improve standards, curriculum, and/or assessment practices to include a combination of methods of delivery such as training, mentoring, coaching for administrators or providers, etc.): not to exceed \$865,000</p> <p>Distribution of printed CT ELDS and CT DOTS materials not to exceed \$18,900</p>

	<ul style="list-style-type: none"> • Provide ongoing support/updates to trainers and coaches providing TA for Activity 2, including facilitating participation of trainers/coaches in OEC TA meetings. • Work to recruit and support a diverse cadre of trainers <p>Provide Training-of-trainers and ongoing support to other trainers approved by OEC to present on CT ELDS and CT DOTS.</p> <p>Use OEC platforms to coordinate registration and implement training and/or coaching.</p> <p>Distribution of printed CT ELDS and CT DOTS materials.</p>	
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Reporting Requirements Specific to Activity 2:
The following will be provided to OEC on a designated schedule:

- List of approved trainers/coaches
- Ongoing use of OEC platforms to document all technical assistance activities conducted as a part of this scope of work.
- A quarterly report on activities, including data on trainings offered, completions and evaluation results.

OEC Responsibilities Specific to Activity 2:
As described in the RFP section: Vision of Success
In addition, OEC will:
Support contractor in making decisions about trainer cadre and criteria for reviewing applications for program support
Provide trainer approval criteria, systems for registration and learning management, support communication with ECE programs
Provide graphics, OEC approved language
Organize quarterly TA provider meetings

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:
The respondent should describe prior experience in the following areas:
The use of CT ELDS and CT DOTS
Coordinating and offering technical assistance to a range of ECE providers
Supervision of a cadre of individuals engaged in similar work
Providing technical assistance that includes consistent messaging about pedagogy and practice and individualized support for programs and providers

Data collection and reporting capability. Provide brief description here and details in writing section:
Respondent should describe their:
Ability to collect and process applications for support
Ability to utilize OEC systems for registration and learning management, including pulling data to compile reports

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:
Respondent should describe their plan to recruit and maintain a diverse cadre of trainers and their plan to recruit teachers and programs to participate in TA. Response should include how programs/providers with a range of education and experience and residing in different geographic locations within CT will be able to access TA.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 3: Early Childhood Teacher Credential Individual Review Route Coordination

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. 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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 3: Early Childhood Teacher Credential Individual Review Route Coordination

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>The Early Childhood Teacher Credential (ECTC) Individual Review Route is a process for individuals who hold a non-early childhood degree with at least 12 early childhood credits to reach the highest qualified staff member (QSM) requirement for state funded programs. This activity supports a coordinator to manage the process.</p> <p>The process includes:</p> <ul style="list-style-type: none"> • Managing portfolio reviews and intake process for individuals seeking the ECTC through the individual review route (IRR). • Conducting annual inter-rater reliability session for portfolio reviewers. • Working with OEC on updating materials, gathering stakeholder feedback, marketing, data collection, and managing reviewer payment process. <p>The ECTC Individual Review Route is allowed through legislation. Should legislation change, this activity, along with its scope of work, would change to meet any new legislative requirements.</p>	<p>Provide and supervise activity of the coordinator who will:</p> <ul style="list-style-type: none"> • Recruit through a public process at least 4-6 ECTC portfolio reviewers. • Review and implement ECTC guidelines, including but not limited to rubric development, candidate guidance document, NAEYC professional standards and competencies, and other documents as applicable. • Collect portfolio examples across the range of standards representing Fully Met, Partially Met, Not Met to use as reliability training materials. • Coach candidates through the ECTC portfolio process • Manage portfolio reviewer comments to summarize, manage reviewer process. <p>Provide resources to perform duties, including but not limited to, space and materials to conduct annual inter-rater reliability training.</p>	<p>Activity implementation = \$187,375 Administrative = \$18,737 Total = \$206,112</p> <p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria. Staff and/or subcontractors are expected to receive training, mentorship, or other support (as approved by OEC) in order to offer the specific trainings associated with Activity 3.</p> <p>Coordinator position not to exceed \$45,000 per year including benefits.</p> <p>Portfolio Reviews: \$23,500 to read portfolios in accordance with OEC guidelines for up to 12 portfolios per year not to exceed 40 portfolios during the term of the contract, 2 readers per portfolio at \$200 per portfolio, per reader for first review. Up to 75% of portfolios may need a second review (30 portfolios) at rate of \$125 per reviewer (2).</p> <p>Reviewer Rater Reliability: \$4,500 to attend 3 reliability sessions, 1 per year. Rate is \$250 per person up to 6 people for duration of training session as determined by OEC. Generally, a 4-hour training but could be up to 6 hours annually.</p> <p>Tech Support: \$1,875 for duration of contract Administration: \$18,737</p>

Reporting Requirements Specific to Activity 3:

As described in the RFP section: Vision of Success

In addition: Quarterly report on progress by participant (entry point, timeline for completion, reviewer assignments, completers by quarter).

OEC Responsibilities Specific to Activity 3:

As described in the RFP section: Vision of Success

In addition: Engage in planning and delivering rater reliability training, review of documents, and support for review cases that need auditing or third review.

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

Respondent should describe their prior experience in the following areas:

Familiarity with the revised NAEYC preparation standards

Work with individuals developing portfolio types of assessment

Knowledge of the CT ECTC

Data collection and reporting capability. Provide brief description here and details in writing section:

Respondent should describe their:

Ability to track data related to progress of individual toward completion of their assignment

Ability to develop a system of capturing feedback from portfolio reviewers

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Respondent should describe their:

Ability to market the ECTC

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 4: Adult Learning In-service Coaching

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. 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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B in the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 4: Adult Learning In-service Coaching (end date June 30, 2024)

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target audience are those interested in becoming an OEC approved technical assistance provider in the field of early childhood. Up to eight participants over eighteen months as verified by the OEC.</p> <p>Participants must have taken one or more of the prior adult learning models called Adult Learning Training of Trainers, 1,2 or 3.</p> <p>Provide non-credit bearing adult learning content through a coaching partnership and a professional learning community with up to eight participants identified by OEC as needing to complete adult learning content.</p> <p>Coaches and facilitator should be familiar with the CT Technical Assistance Provider Core Knowledge and Competencies, hold OEC approved status, and be able to meet with candidates in person or virtually to conduct coaching sessions.</p>	<p>Recruit and/or identify two coaches and a professional learning community facilitator to serve as the implementers. After collaborating with OEC, deliver in conjunction with OEC an orientation to the coaches outlining the scope of work and fee structure.</p> <p>Coaching logs and professional learning community presentation materials developed shall be placed in an OEC learning management system.</p> <p>Each participant receives three hours of individual coaching and three hours of professional learning community engagement.</p> <p>If it is found that there are fewer than eight eligible participants, funds may be used for a cohort to enroll in EDU 290 Adult Learning course offered by the CT Community College system or individually fund enrollment in a 3-credit adult learning course.</p>	<p>Activity implementation = \$17,150 Administrative = \$1,715 Total = \$18,865</p> <p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria. Staff and/or subcontractors are expected to receive training, mentorship, or other support (as approved by OEC) in order to offer the specific trainings associated with Activity 4.</p> <p>Two coaches at \$150 per hour to serve up to eight participants between January 1, 2023, and June 30, 2024.</p> <p>Coaching time (\$6,300) includes 1.5 hours of planning time per participant, 3 hours of individual contact coaching time per participant. three hours of attendance at the professional learning community.</p> <p>Coaches and facilitator time (\$8,100) three hours each technical assistance provider meeting (total of 4 meetings in the time period of this activity), three hours attendance at two OEC convenings.</p> <p>Professional learning community facilitator time (\$750) includes two hours of planning time and three hours of delivery.</p> <p>Adult learning in-service coordinator time (\$2,000) includes managing applications, coach and facilitator coordination, completions to OEC.</p> <p>Administrative funds = \$1,715 for general administrative functions and overhead.</p>

Reporting Requirements Specific to Activity 4:
See common reporting requirements in Vision for Success

In addition: Utilize a learning management system provided by OEC to place products and plans associated with this activity. For example, Power Point presentations, coaching plan per participant, etc.

OEC Responsibilities Specific to Activity 4:

As described in the RFP section: Vision of Success

In addition:

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 coaches' orientation.

Describe your prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

Respondent should describe their prior experience in the following areas:

Coaching

Professional learning communities

Connecticut's adult learning focus for technical assistance providers

Data collection and reporting capability. Provide brief description here and details in writing section:

Respondent should describe their:

Ability to track progress of individual's competency development

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Not applicable – OEC will provide target audience based on internal review of Registry records for current OEC approved technical assistance providers.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 5: Technical Assistance Provider Supports

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. 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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 5: Technical Assistance Provider Supports

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: Individuals and entities delivering technical assistance under funding through this RFP, and when possible, the broader technical assistance community. Bilingual and diverse population of potential technical assistance providers.</p> <p>Four segments:</p> <ol style="list-style-type: none"> 1. Technical Assistance Provider Meetings: Provide three professional learning sessions per state fiscal year, each 3 hours, to all technical assistance providers and sub-contractors across all activities for state fiscal years 2024, 2025, 2026. OEC will confirm the list. In addition, provide logistics to support four OEC convenings, one per fiscal year, of technical assistance providers. Fiscal years 2023, 2024, 2025, 2026. 2. Coaching Supports: Implement a Community of Practice for peer learning and guidance on coaching principles and practices. Survey CQIS contracted technical assistance providers and sub-contractors to self-select into participation and set meeting frequency according to needs. 3. Mentoring Framework: Develop a mentoring framework that includes peer support to enhance training, coaching, and general consultation skills. Framework may include similar structure for early childhood settings interested in peer mentoring to build internal capacity for learning. Product due to OEC by June 30, 2024. 4. Increase the Number and Diversity of Active Technical Assistance Providers: Collaborate with professional development entities and diverse communities to recruit interested candidates into the OEC technical assistance provider system. Coordinate and facilitate two events to invite potential new technical assistance providers into the OEC approved technical assistance system. 	<p>The role of the Contractor for this activity is to be attune to the needs of the technical assistance provider field, starting with those working under the CQIS contracts.</p> <p>Each of the four segments reflect components for an emerging technical assistance provider system. The respondent is expected to:</p> <ul style="list-style-type: none"> • Design and deliver professional learning experiences in alignment with best practices and OEC’s foundational documents (CT ELDS and DOTs, CT CKCs, NAEYC documents, etc.) and exemplify the OEC TA provider core knowledge and competencies • Understand and differentiate TA components (training, coaching, consulting, mentoring) while supporting others in their skill building efforts. • Reach beyond CQIS contractors to support capacity expansion for OEC technical assistance provider system. • Collaborate with OEC on systems development and share innovations that would cultivate diverse capacity. <p>Develop an annual plan for:</p> <ul style="list-style-type: none"> • Assessing the learning needs of the technical assistance providers. • Plan to address as many needs as possible. • Securing the content and expertise needed to carry out the meetings. 	<p>Activity implementation = \$177,450 Administrative = \$17,745 Total = \$195,195</p> <p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria. Staff and/or subcontractors are expected to receive training, mentorship, or other support (as approved by OEC) in order to offer the specific trainings associated with Activity 5.</p> <p style="text-align: right;">TA Provider meetings = \$62,250 Coaching Supports = \$39,950 Mentoring Framework = \$35,250 <i>(ends June 30, 2024)</i> Recruitment = \$40,000</p>

Reporting Requirements Specific to Activity 5:

As described in the RFP section: Vision of Success

In addition: Provide work products, description of logistics, frequency of meetings, and outline of content to OEC in the learning management system or other designated OEC system. Track attendance by section outlined in the activity and provide results in the quarterly report.

OEC Responsibilities Specific to Activity 5:

As described in the RFP section: Vision of Success

In addition: Engage in planning for events and engagement in events as needed or appropriate.

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

Respondent should describe their prior experience in the following areas:

Expertise in providing technical assistance

Design and delivery of training and coaching

Data collection and reporting capability. Provide brief description here and details in writing section:

Respondent should describe their:

Ability to collect data on the needs of learners and evaluate feedback from learning events

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Respondent should describe their:

Ability to connect with agencies and individuals who provide technical assistance to the early childhood field

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document:

Scope of Work Application
Activity 6: Coaching System Framework

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. 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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B in addition to items outlined in each activity unless otherwise noted.

Activity 6: Coaching System Framework (end date June 30, 2024)

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Propose coaching competencies, processes, resources, and how OEC could utilize coaching as a foundational professional learning component to support continuous quality improvement in family child care and center-based early childhood settings.</p>	<p>Utilize research, national standards, review of other states, best practice models to design a coaching system framework that outlines principles of best practice that can be utilized across any coaching model.</p> <p>Provide recommendations to OEC regarding implementation of a coaching system that could reach all early childhood settings (child care centers and family child care homes as the focus).</p> <p>Consider Connecticut work with Rush & Shelden in our Birth to Three system, Our Foundations of Coaching video: https://www.hfpg.org/foundations-of-coaching-in-early-childhood, Pyramid Model, and Connecticut Technical Assistance Core Knowledge and Competencies to outline a framework that will guide Connecticut technical assistance providers in coaching best practices.</p>	<p>Activity implementation = \$100,000 Administrative = \$10,000 Total = \$110,000</p> <p>Contractor may perform work within their agency and may sub-contract in whole or part.</p> <p>Staff and/or sub-contractors are expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or submit a plan to support staff to meet the OEC criteria. Although, consideration regarding the nature of this activity as research, meeting each of the staffing criteria is not necessary. Coaching experience is preferred.</p> <p>Break out proposed use of funds in the response section.</p> <p>No funds associated with attending OEC technical assistance provider quarterly meeting or OEC convenings. Contractor and/or sub-contractors may attend, virtually or in-person, as appropriate or as own time allows.</p>

Reporting Requirements Specific to Activity 6:

See common reporting requirements in Vision for Success

In addition: Provide a report describing the process and resources used to create your proposal.

OEC Responsibilities Specific to Activity 6:

As described in the RFP section: Vision of Success

In addition: OEC will provide past Connecticut work in this area as mentioned in the scope of work above.

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

Respondent should describe their prior experience in the following areas:

Coaching expertise

Research ability

Data collection and reporting capability. Provide brief description here and details in writing section:

Respondent should describe their:

Ability to collect and analyze information from various sources related to researching the history and need for a coaching framework.

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Respondent should describe their:

Knowledge regarding technical assistance providers scope of work and how coaching fits within it.

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document: Please include general cost breakout for planned use of funds.

Scope of Work Application
Activity 7: Quality Improvement Rating Scales

Responses to this section must reflect the Respondent’s choice(s) of activities based on ability to deliver high-quality services. 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, facilitation of professional learning communities or communities of practice when appropriate, etc.

Directions for completion:

- Please use space provided, no attachments
- Keep application to 4 pages or less
- Submit only the application(s) for the activities you choose
 - If more than one activity is chosen, attach each separately to your overall application

Respondent Agency Name:

Respondents are required to meet the contractor expectations outlined in section II B of the RFP in addition to items outlined in each activity unless otherwise noted.

Activity 7: Quality Improvement Rating Scales

Description	Respondent Scope of work	Fiscal Detail/Staffing
<p>Target Audience: Quality Improvement Rating Scale raters and early childhood programs serving young children</p> <p>Maintain a master cadre of environment rating scales (ERS) raters (including a state anchor) who meet OEC’s standards for reliability. The cadre will include raters for the following tools:</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>Support the use of scales for program quality improvement in coordination with OEC, including but not limited to the ITERS-3, ECERS-3, FCCERS-3, and the Business Administration Scale (BAS).</p> <p>Offer approximately 9 annual informational sessions on rating tools in collaboration with OEC.</p> <p>Support the use of the ERS as a part of OEC’s quality assurance for state funded early care and education programs.</p> <p>Participate in planning for potential integration of quality improvement rating scales as program improvement tools within the QIS.</p>	<p>Develop a statewide Quality Improvement Rating Scale Training Plan in collaboration with OEC to be adjusted based upon local/regional needs and OEC priorities. The Training Plan will include a proposal for overview sessions on tools used in CT, support for the use of tools for program improvement efforts, and details regarding subcontracting with the following entities for reliability training and support:</p> <ul style="list-style-type: none"> • The Environmental Rating Scale Institute (ERSI) • The McCormick Center for Early Childhood Leadership <p>Purchase and dissemination of quality improvement scale books to programs in conjunction with other components of this activity.</p> <p>Coordinate recruitment and/or application processes to identify raters, in collaboration with OEC.</p> <p>Use OEC systems to coordinate scheduling, registration, training, and evaluation. Coordinate updates to overview sessions as needed.</p> <p>Maintain accurate records of rater reliability, including initial reliability scores, ongoing reliability checks, and/or certification processes, as appropriate to the identified tools.</p> <p>Deploy reliable raters for monitoring of state funded programs (including the random assignment of raters, communication with programs about assignment of rater, and tracking of completion of observation and reports).</p>	<p>Activity implementation = \$601,915 Administrative = \$60,192 Total = \$662,107</p> <p>The State Anchor (whether staff or subcontractor) is expected to meet the OEC criteria for qualified technical assistance providers (see attachment C) and/or applicant must submit a plan to support the State Anchor to meet the OEC criteria. Other staff and/or subcontractors who will conduct ratings using the scales must reach and maintain reliability in accordance with OEC’s reliability standards.</p> <p>Staffing to coordinate work (clerical and professional) not to exceed \$121,800</p> <p>Provision of overview sessions by state anchor(s): \$18,000</p> <p>Provision of PD on program improvement using the BAS: \$3250</p> <p>State anchor responsibilities: \$49,200</p> <p>Costs to achieve and maintain reliability for an agreed upon cadre to include funding for reliability training and regular reliability and/or certification to maintain reliability on tools specified in the activity description. Stipend for raters achieving and maintaining reliability: \$348,100</p> <p>Funding for additional ERSI support not to exceed: \$15,000</p> <p>Purchase of books for dissemination to programs and raters not to exceed \$27,400</p>

Reporting Requirements Specific to Activity 7:

In addition: Records of assignment of raters, share ongoing tracking of ERS for state funded programs, Reliability scores for cadre of raters, data on offerings and participation in overview sessions
Data related to trends with scale use, findings, and supports to inform ongoing quality improvement work.

OEC Responsibilities Specific to Activity 7:

As described in the RFP section: Vision of Success

In addition, OEC will:

- Collaborate in identifying ongoing needs for Quality Improvement Scale raters, scheduling and presentation of overviews, clarification of OEC policies for state funded programs
- Collaborate as needed with contractor and rater cadre to identify locations for reliability work.
- Provide list of programs required to have an ERS and timeline for completion.
- Coordination across Staffed Family Child Care Networks and those trained in the use of the BAS and FCCERS-3

Prior experience with this activity (no attachments but you may list products and events). Provide brief description here and details in writing section:

Respondent should include information about knowledge and experience with ERS reliability process.

Data collection and reporting capability. Provide brief description here and details in writing section:

Plan to reach intended target audience, as applicable. Provide brief description here and details in writing section:

Writing Section (no more than 2 full pages). Describe your plan to carry out the activity as described in the context of the RFP expectations outlined in the main document: