



Request for Information (RFI)

for

Qualitative Evaluation of the Child Development Associate Credential Pilot Program for Family Child Care Providers

Family League of Baltimore (Family League), in support of the Baltimore City Child Care Resource Center (BCCCRC), is seeking a consultant to conduct a qualitative evaluation of BCCCRC's Child Development Associate (CDA) Credential Pilot Program for Family Child Care Providers.

Submission Deadline

March 30, 2018

By 4:00 pm

Budget estimate: \$4,000-\$6,000

ABOUT FAMILY LEAGUE

Family League seeks to increase equity and access to opportunities for all of Baltimore's children and youth, particularly those living in historically under-served communities. Family League leads collaboration, bringing together stakeholders from government, as well as the public and private sectors, to more effectively serve Baltimore families and help them reach their full potential. BCCCRC is a member of the School Readiness Coalition, which is powered by Family League as part of its B'more for Healthy Babies Leadership. BCCCRC is a program of Maryland Family Network and provides leadership and services to improve the quality, accessibility and affordability of child care in Baltimore city.

INTRODUCTION

The Institute of Medicine and National Research Council's 2015 report, *Transforming the Workforce for Children Birth Through Age 8*, reinforced research showing a direct correlation between the educational attainment of early care and education professionals and the quality of the care and instruction young children receive. Baltimore City's Kindergarten Readiness Assessment results also indicate that children coming from family child care are on-the-whole less ready for school than children coming from other formal settings.

BCCCRC received grant funding to work with 14 family child care providers over a two-year period to obtain the CDA Credential from the Council for Professional Recognition. The CDA credential is based on a core set of competency standards, and is internationally recognized as a stepping stone in the early childhood education field. Additionally, it is included as a professional development strategy for early childhood educators in both Maryland State Department of Education's (MSDE)'s *Comprehensive Literacy Plan for birth-to-grade 12* and *Master Plan on Professional Development for Teachers and Providers of Early Childhood Education*.

PROJECT DESCRIPTION

Family League seeks a consultant to conduct a qualitative evaluation of the CDA Credential Program for the Family Child Care providers pilot. The goal of the evaluation is to determine if participating in the pilot results in:

- Any improvements in the quality of care provided;
- Changes in attitudes or aspirations regarding attaining higher education for the provider herself; and
- Increased understanding of and motivation to participate in existing MSDE quality initiatives.
- Additionally, the evaluation should explore program staff and participants' experiences in the pilot program and help shape recommendations on how to improve the pilot program's implementation with a second cohort of family child care providers.

Expected deliverables include:

- Determining methodology of evaluation and a set of guiding questions for structured interviews and/or focus groups;
- Interviews or focus groups with all BCCCRC program staff (2 people), pilot participants (14), and Baltimore City Community College instructor (1); and
- Final report with findings and recommendations on how to improve implementation of the pilot.

RFI SUBMISSION AND REQUESTED INFORMATION

Applicants should submit a proposal that outlines their approach to fulfilling the scope described in this RFI.

Proposals must include the following:

- Cover Letter:** On the applicant's official letterhead, provide a brief cover letter summarizing your organization and fit for this work. Applicants are asked to provide all contact information for key staff and business address.
- Experience:** Provide a concise profile of previous or existing work that demonstrates the applicant's experience in qualitative evaluation methods and/or early childhood education issues.
- Personnel:** List key personnel and provide resumes for any individual(s) who will conduct the work.
- Activities and Cost Structure:** Using the chart below, briefly describe the activities proposed to complete the deliverables and list the fees and costs associated with those activities. **The total budget should not exceed \$6,000.**

Activity	Rate and total # of hours
<i>Example:</i> Scheduling stakeholder interviews	\$50.00/hr. / per person or facilitator
Stakeholder Interviews	\$75.00/hr.
Materials	Detail as applicable

Proposals will be reviewed and evaluated according to these components, with particular emphasis on experience with qualitative methods and evaluations and reasonableness of cost structure.

Applicants are required to submit proposals via email to rfps@familyleague.org by March 30, 2018, no later than 4:00 pm. It is the responsibility of the applicant to ensure that the application process is completed by the deadline. Hard copies and late submissions will not be accepted. Questions can be emailed to the same address. Questions will be accepted through close of business (5:00 pm) on Thursday, March 22, 2018. All questions and responses will be publicly posted on the Family League website by March 27, 2018.

Family League reserves the right, in its sole and absolute discretion, to amend or modify any provision of this RFI, or to withdraw this RFI at any time prior to contract award. Family League shall not be bound by or liable under this RFI and/or any response thereto until a final written contract has been executed by the Family League and the grantee incorporating the terms and conditions of the award.

Selection will be announced on or about the week of April 9, 2018.

Family League’s Commitment to Equity and Inclusion

As Baltimore City’s appointed local management board (LMB), Family League is committed to strengthening Baltimore City-based businesses and providing equity and inclusion in its procurement process. It is the policy of the Organization that all Baltimore City-based small, minority and/or woman owned or led business and other historically underrepresented and underutilized business enterprises will be given the maximum practicable opportunity to compete and be awarded contracts to provide goods, services and activities administered by the Organization. You can learn more about the organization by visiting <http://familyleague.org/>.

GENERAL TERMS AND CONDITIONS

Contract Award

The submission of a proposal does not, in any way, guarantee a contract. Family League is not responsible for any costs incurred related to the preparation of a proposal in response to this RFI. Family League reserves the right to withdraw an award prior to execution of a contract with a grantee at Family League’s sole and absolute discretion.

Contract Performance Period

The start date of the contract term will be determined after award selection. Work is expected to be completed within 90 days of the start of the contract.

Contract Terms & Conditions

The successful applicant must comply with all terms and conditions applicable to consultant contracts executed by Family League. These terms and conditions can be found on the Family League website at www.familyleague.org. By submitting a proposal to this RFI, applicants attest that they have read and accept these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of the grant recipient as an addition to the contract.

Criminal Background Checks

All successful applicants must conduct criminal background checks for employees. These practices must comply with the terms and conditions applicable to contracts executed by Family League. All grantees must have established standard operating policies and procedures for conducting, reviewing, and if necessary, responding to the results of the record checks.