Preschool Development Grant (PDG) Contractor Solicitation

March 13, 2018

PDG, Competitive Grant

Tennessee Department of Education

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Commissioner of Education

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**BACKGROUND**

Preschool Development Grant – Expansion (PDG-E) funds have supported local education agencies (LEAs) through the Memphis and Nashville areas to improve the quality of Tennessee’s Pre-K programs and services.

PDG-E’s objectives are:

* To significantly increase Pre-K access for eligible children in high needs communities
* To strengthen quality through upgrading existing Pre-K seats to include all elements of high-quality preschool programs
* To strength alignment of the birth to third grade continuum
* To build Tennessee’s Pre-K infrastructure as driven by measurable program improvements
* To support and expand the local communities’ infrastructure for future sustainability

The Shelby County Consortium (SCC) was established as a part of the expansion’s initiatives and includes the city of Memphis, Bartlett City Schools, Millington Municipals Schools, and the Achievement School District. In the Memphis area, 220 new seats were added in 2016 for a total of 880 in the first two years of the grant; conclusively, 216 eligible children were served by these spots.

The SCC opened six new classrooms in the fall of 2017, which met the proposed fifty classrooms (serving 1,000 slots) in Tennessee’s grant application. The Consortium continues to demonstrate the need for greater availability of preschool seats.

**SOLICITATION INTRODUCTION**

Two (2) fee-for-service contracts will be awarded to serve the Shelby County Consortium in the State of Tennessee. These contracts will be awarded beginning in April 2018 and ending December 31, 2018.

Contractors must meet the following minimum requirements:

* Contractor has early childhood degree and/or other relevant educational background
* Contractor has ability to travel within Shelby County as required
* Contractor has experience working in early childhood (teacher, coach, administrator)
* Contractor has knowledge of the [Preschool Development Grant](https://www2.ed.gov/programs/preschooldevelopmentgrants/index.html) (awarded to Tennessee through the U.S. Department of Education), the Rules of the State Board of Education, [Chapter 0520-12-01: Standards for School-administered Child Care](http://publications.tnsosfiles.com/rules_all/2018/0520-12-01.20180201.pdf), Tennessee’s [Read to be Ready](https://www.tn.gov/readtobeready/) program, and the Tennessee Early Childhood Education Early Learning Development Standards ([TN-ELDS](https://www.tn.gov/education/instruction/academic-standards/early-learning-development-standards.html)).
* Contractor has ability to commit to a weekly schedule of 20 hours during standard business hours
* Contractor has good interpersonal skills, is relational, and a strong collaborator
* Contractor has experience leading trainings and/or professional development
* Contractor has experience in data collection and analysis
* Contractor has demonstrated abilities to observe classroom instruction and provide appropriate feedback for continuous improvement
* Contractor has strong organizational skills
* Contractor has provided three (3) professional references

The awarded contracts will begin in April 2018, not to exceed $30,000 total per contract.

Contractor’s compensation shall be contingent upon satisfactory provision of goods and services set forth as minimum requirements and responsibilities. Travel expenses are compensated through the hourly contracted rate and shall not be additionally reimbursable.

Contractor shall be compensated on the following payment methodology:

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| **Deliverable** | **Goods or Services Description** | **Amount** (per compensable increment) |
| Weekly submission of documentation log | Preschool Development Grant-Expansion support at 20 hours/week | $34 per hour |

**RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor will support the implementation of the Preschool Development Grant-Expansion to provide oversight, technical assistance, training, and coaching to ensure pre-K classrooms supported by this grant meet the definition of high-quality preschool classrooms.

* The Contractor shall monitor PDG expansion and enhancement classrooms for compliance with goals and program elements specified by the grant in order to meet definition of high-quality preschools
* The Contractor shall collect data on classroom level activities, teacher interactions, and environmental quality of these classrooms
* The Contractor shall provide technical assistance to LEAs to develop an annual Scope of Work and budget
* The Contractor shall assist child care program evaluators as requested to address identified issues
* The Contractor shall collect and summarize data requested throughout the school year from the LEAs as well as annual family survey results and end of the year monitoring reports
* The Contractor shall maintain records of communication and visits to the PDG classrooms or grades K-3 as requested by the LEA or the Department of Education
* The Contractor shall support implementation of the Kindergarten Entry Inventory
* The Contractor shall assist with the development of training modules and/or identifying community resources to provide identified training needs
* The Contractor shall support program evaluations including training sessions conducted by Peabody Research Institute
* The Contractor shall collaborate and communicate with the state PDG team regarding any additional needs and requirements as set forth by the preschool development grant
* The Contractor shall represent the State as requested at meetings
* The Contractor shall participate in PDG activities and committees
* The Contractor shall send a bi-monthly report to Executive Director, Office of Early Learning, that documents work activities
* The Contractor shall maintain accurate and updated files
* The Contractor shall work in conjunction with the state to collect data and to complete all reports.
* The Contractor shall maintain detailed documentation logs on all activities, schedules, services provided and referred, travel, time, and communication logs; the logs shall be kept on file and provided to the State upon request

Responses to this solicitation must be submitted electronically to Jessica.Lord@tn.gov no later than 4pm CT, April 15, 2018. For consideration, responses must include all of the following: a letter of intent highlighting technical qualifications and experiences, a current resume, and three professional references.

If you have any questions, please feel free to contact Jessica Lord at email address stated above.

The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses related this solicitation. Contracts are subject to funds availability and final approval by the state procurement offices.

Applicants must address all items (below) and provide, in sequence, the information and documentation as required.

An Application Evaluation Team, made up of three or more State employees, will independently evaluate and score the Respondent’s application materials. Each evaluator will use the following whole number, raw point scale for scoring each item:

0=little value 1=poor 2=fair 3=satisfactory 4=good 5=excellent

The three evaluation scores will be averaged. The contracts will be awarded for provision of these services to the two applicants with the top score.

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| **Technical Qualifications, Experiences, & Approach**  | **Item Score** | **Evaluation Factor** | **Raw Weighted Score** |
| Respondent has early childhood degree and/or other relevant educational background  |  | 15 |  |
| Respondent has experience working in early childhood (teacher, coach, and/or administrator). |  | 15 |  |
| Respondent has experience in data collection and analysis  |  | 15 |  |
| Respondent has demonstrated abilities to observe classroom instruction and provide appropriate feedback for continuous improvement |  | 15 |  |
| Respondent has good interpersonal skills, is relational, and a strong collaborator. (20 minute interview) |  | 15 |  |
| Respondent has strong organizational skills |  | 10 |  |
| Respondent has knowledge of Preschool Development Grant, Chapter 0520-12-01 - Standards for School-administered Child Care, Read to be Ready, and TN-ELDS. |  | 5 |  |
| Respondent has experience leading trainings and/or professional development. |  | 5 |  |
| Respondent has provided three (3) professional references that demonstrate good fit for this opportunity.  |  | 5 |  |