

Request for Proposals

CLASS and ECERS Assessor

Lawrence County Community Action Partnership

815 Cunningham Avenue

New Castle, PA 16101

April 30, 2014

Introduction

Lawrence County Community Action (hereinafter referred to as LCCAP) is a non-profit organization that operates the Head Start and Pennsylvania Pre-K Counts Grants within the County of Lawrence. There are approximately 500+ children serviced within the two grant awards. These children are divided into twenty-seven different classrooms. Each classroom has a range of eighteen - twenty children. There are currently a total of seven different locations within Lawrence County. Five of these locations are located within school districts. Partnerships have been developed with each of the school districts to house LCCAP Early Learning Classrooms. LCCAP owns and operates two buildings within the county that house the majority of the classrooms. The chart below is a reflection of the above stated locations, number of classrooms, and number of children served.

Ben Franklin Early Learning 815 Cunningham Avenue New Castle, PA 16101	16 Classrooms	316 Children
Ellwood City Early Learning Center 924 Crescent Ave Ellwood City, PA 16117	4 Classrooms	79 Children
Pulaski Elementary School 320 Shenango Street Pulaski, PA 16143	1 Classroom	20 children
Mohawk Elementary School 385 Mohawk School Road Bessemer, PA 16112	2 Classrooms	40 children
Hartman Elementary School 4 th & Crescent Avenue Ellwood City, PA 16117	2 Classrooms	38 Children
Laurel Elementary School 223 McCaslin Road New Castle, PA 16101	1 Classroom	20 Children
Croton Early Learning New Castle School District 420 Fern Street New Castle, PA 16101	1 Classroom	20 Children

Each classroom operates for a minimum of 128 days per program year. There are four classrooms that operate for 180 days and one classroom option operating on a year round calendar. Classroom hours of operation vary from four to five hours of preschool programming. Program calendars are attached to this RFP for ease of consideration in proper planning of implementation time.

Currently, LCCAP employs an Education Coordinator, a Classroom Quality Facilitator (Coach), and a Training and Quality Improvement Coordinator (Supervisor). These three individuals work together to collect and analyze data to determine program improvements and training needs. The Proposer will work directly alongside the three above listed individuals to share data analysis, schedule data collection, etc.

Intent of RFP

LCCAP is currently seeking to contract with a formal assessor to assess the early learning classrooms listed above. The assessor will formally evaluate all of the early learning classrooms yearly utilizing both the CLASS and ECERS tools.

The Early Childhood Environment Rating Scale-Revised Edition (ECERS-R) will be one of the monitoring tools utilized. This resource will provide descriptions of what to look for and the rules that are used for scoring. As part of the Standards set forth, a baseline of expectations for classroom performance in the Environmental Rating Scale is a final score of 5.25 over all for each Head Start classroom and 5.5 for Pre-K Counts. That information is used to identify weaknesses and strengths in all areas of the classroom environment, including space and furnishings, personal care routines, language-reasoning, activities, interaction, program structure, and interaction with parents and staff. ECERS evaluations are to occur in each classroom within the first 30 days of programming. This will vary based upon each program start date.

The Classroom Assessment Scoring System (CLASS) will be the additional monitoring tool utilized to assess classroom quality based on teacher-student interactions. C.L.A.S.S. Assessment is completed to address relationships between adults/children over the course of four twenty minute observations in the classroom and then scored after each period. This evaluation is to occur twice per year; once within the first sixty days of the start of the program year and the second during mid-Spring.

Proposal Requirements

Proposals must be received in the office of Nancy Welker, Director of Health and Education, 241 West Grant Street, New Castle, PA 16101 no later than 4:00 pm, May 30, 2014. All copies become property of Lawrence County Community Action Partnership at submission. All proposals must remain valid for 90 days from the date of submission. All proposals must be signed by the authorizing individual.

Proposals will be reviewed by a committee who will select the proposal that best meets the need of the agency. During the evaluation process, LCCAP reserves the right to request additional information or clarification from the proposers. The selection committee reserves the right to require interviews.

All qualified persons shall receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap status or gender. LCCAP is an equal opportunity employer. Selection will be based on the demonstrated successful experience, proposed program implementation and cost. Upon approval, LCCAP will enter a contract with the vendor submitting that proposal.

Proposer Requirements

Proposers must present a summary of their experience and expertise in working with early childhood children and staff. Proposers must provide proof of certification in CLASS reliability. Proposers must have attended Foundations of ERS and ECERS Assessment. Proof of both trainings and certification are required. Proposers are required to have current Clearances, Physical and TB test.

The proposal must include the following information: proof of ERS and CLASS trainings, current CLASS certification, professional backgrounds, education and experience and other qualifying characteristics describing their expertise.

The proposer must provide proof of professional liability through a Certification of Insurance. The proposer is also responsible for providing their own transportation to facilities within the County of Lawrence as listed above.

The proposer must specifically address each of the following in the proposal and indicate how each will be achieved:

1. Length of time required per each classroom to conduct ECERS.
2. Length of time required to analyze and compile data into a chart showcasing ECERS scores by classroom, sites and program a whole.
3. Length of time required per each classroom to conduct C.L.A.S.S.
4. Length of time required to analyze and compile data into a chart showcasing C.L.A.S.S. scores by classroom, sites and program as a whole.
5. Length of time spent sharing analyzed and compiled data with Administrative Staff.
6. Cost of data collection and analysis as it relates to C.L.A.S.S. in direct correlation to the time frames quoted above.
7. Cost of data collection and analysis as it relates to ECERS in direct correlation to the time frames quoted above.

Selection Process

When all proposals have been received, the selection committee will review to determine which proposal best meets the requirements of the proposal. Cost will be a major consideration; however demonstrated experience and success with past and present experiences are very important considerations as well.

All questions or requests for additional information should be addressed to:

Nancy Welker

Lawrence County Community Action Partnership

241 West Grant Street

New Caste, PA 16101

724-658-7258 ext. 1501

nwelker@lccap.org