

**EDUCATION SERVICE CENTER REGION 19**  
**RFP AWARD SUMMARY**

**RFP TITLE:** 2012-2013 Instructional Leadership Development and Coaching-ESC Region 19  
Head Start  
**RFP NUMBER:** 12-6825  
**RFP OPENING DATE:** August 8, 2012  
**CONTRACT TERM:** Date of award until May 1, 2013  
**FUNDING SOURCE:** ESC Region 19 Head Start  
**RFP's ISSUED:** 1  
**RESPONSES:** 1  
**ADVERTISEMENT DATES:** July 14<sup>th</sup> & 24<sup>th</sup>, 2012  
**BOARD MEETING DATE:** August 16, 2012

**RECOMMENDED FOR AWARD** **University of Pittsburgh, Institute for Learning**

**TOTAL (estimated)** \$170,300.00

**EXPLANATIONS:**

Award of this contract will enable the ESC Region 19 Head Start Program to receive the stated instructional leadership development and coaching starting September 19, 2012 through May 1, 2013. This vendor provides these services including all associated costs for time, travel, licenses, and other associated expenses. The vendor agrees to the time frame stipulated by Region 19 Head Start Administration.

**SPECIFICATIONS PROVIDED BY:** Blanca Enriquez  
ESC Region 19 Head Start

**EVALUATION COMMITTEE:** Royce Cleveland  
ESC Region 19

Nancy Alvarado  
ESC Region 19

Martin Camacho  
ESC Region 19

**ORDER INFORMATION:**

University of Pittsburg, Institute for Learning  
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Contact: Nancy Israel, Executive Director  
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## **SPECIAL CONDITIONS**

1. This proposal is part of a continued learning and program development need for employees of the ESC Region 19 Head Start Program in El Paso, Texas.
2. Award basis will be 65% pricing, 20% past experience and performance with the product submitted, and 15% references verified as to the requested instructional leadership and coaching.
3. This program is time sensitive and the times stipulated are not negotiable.
4. Vendors wishing to be considered for award must provide a detailed proposal on company or agency letterhead as to the timeframes, product offerings, number of facilitators and their credentials/experience, education level, degrees obtained, and intended results as the end of the program.
5. Vendors will not be paid until each offering has been completed.
6. Any time, travel, room, materials, boarding, meals, and related expenses must be included with pricing submitted for award consideration. No other costs will be considered after the proposal has been awarded and during the implementation schedule.
7. Questions regarding this proposal should be directed to Dr. Blanca Enriquez at 915-790-4610 and/or Royce Cleveland at 915-780-5019. If required, an addendum will be issued.

### **INSTRUCTIONAL LEADERSHIP DEVELOPMENT AND COACHING – 2012-2013**

ESC Region 19 Head Start will engage in the advancement of language and pre-literacy development for preschool children in an effort to promote school readiness. This engagement will be accomplished through professional development and coaching sessions. The content of this development will center on the Institute For Learning (IFL) research based philosophy and pedagogy reflected in the following: Principles of Learning; Accountable Talk; Text Talk; Content Focused Coaching Model; Early Childhood Learning Walks; and all skills and knowledge related to these concepts of learning.

The responsive vendor must possess the knowledge, skills, and experience to deliver the professional development and coaching for 9 distinct groups of educators in a preschool setting. Described below are the professional development sessions and field experiences required for each group of educators.

- 1. New Employees to include 3 groups: teachers and teacher assistants, site managers and assistant site managers, and mentors.**

Develop 11 Professional Learning Modules for Early Childhood. Each module must be 2 hours in length and designed to orient new employees to the IFL work accomplished over the past three years. The modules must consist of an outline for the two-hour session and specify the objectives for the session, all handouts required, the readings required, a reflection, and a slide presentation with detailed annotations for the professional delivering the training. In addition, training must be provided on these modules using a Trainer of Trainers Model. The modules to be developed must address the following topics:

Module #1: Introduction to the Principles of Learning (POL)

Module #2: Introduction to Accountable Talk

Module #3: Introduction to Content Focused Coaching Model

Module #4: Introduction to Text Talk

Module #5: Introduction to How to Teach a Text Talk Lesson

Module #6: Discussing the Text Talk Lesson Experience

Module #7: How to Teach a Text Talk Unit

Module #8: Teaching Academic Vocabulary Directly  
Module #9: Introduction to the Early Childhood Learning Walk  
Module #10: Introduction to Quality Feedback (QF)  
Module #11: Pre and Post Conferences With Teachers

## **2. Site Managers and Mentors struggling with the implementation of the IFL Work**

A set of 5 coaching sessions that will include half day of coaching and half day of field work. Very specific goals and objectives must be identified and accomplished on the following scheduled days:

September 20, 2012	January 24, 2013	May 1, 2013
October 25, 2012	February 26, 2013	

## **3. Site Managers with demonstrated success in the implementation of the IFL Work**

A set of 4 one day sessions that will advance their knowledge and skills in forming Professional Learning Communities (PLC) in their centers, helping teachers observe and support each other's work, and discern depth of interaction in the PLCs. Very specific goals and objectives must be identified and accomplished on the following scheduled days:

September 19, 2012	January 23, 2013
October 24, 2012	April 30, 2013

## **4. Mentors and Professional Developers with demonstrated success in the implementation of the IFL Work**

A set of 4 one day sessions that will advance their knowledge and skills in improving their instructional conversations with teachers by studying comprehension, practicing follow-up queries, dealing with misconceptions, helping children talk to one another, making decisions about modeling, and supporting rigorous vocabulary. Very specific goals and objectives must be identified and accomplished on the following scheduled days:

September 19, 2012	January 23, 2013
October 24, 2012	April 30, 2013

## **5. Teachers and Teacher Assistants with demonstrated success in the implementation of the IFL Work**

A set of 4 one day sessions that will advance their knowledge and skills in helping children to improve their listening/speaking/reading comprehension and increase their vocabulary through rich instruction. Very specific goals and objectives must be identified and accomplished for each session. The scheduled days must be coordinated with the annual staff development schedule and will be negotiated with the responsive vendor.

**6. Teachers and Teacher Assistants struggling with the implementation of the IFL Work**

A set of 4 one day sessions that will improve their knowledge and skills in understanding and articulating learning and teaching IFL concepts, integrating the knowledge and skills into lessons, and demonstrated implementation of the IFL Work in the classroom. Very specific goals and objectives must be identified and accomplished for each session. The scheduled days must be coordinated with the annual staff development schedule and will be negotiated with the responsive vendor.

**7. Planning for Mathematics Curriculum and Professional Development**

A set of 4 one day sessions with an expert early childhood consultant-professor will engage in planning with Dr. Enriquez with a focus on mathematics instruction in early childhood. The planning will include classroom observations, conferring with the instructional team and a site team, as well as the mathematics team at the IFL. A plan for an early childhood mathematics curriculum and professional development will be created with an implementation timeline of 2013-2014. The scheduled days will be coordinated and negotiated with the responsive vendor.

**REQUIRED QUESTIONS – (cont)**

- 6. Provide three (3) references  
Provide names, phone numbers and emails

<b>BUSINESS NAME</b>	<b>CONTACT PERSON</b>	<b>MAILING ADDRESS</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
Dallas ISD	Jacqueline Landry	3700 Ross Avenue Dallas, TX 75204	972-925-8013	jlandry@dallasisd.org
Fort Worth ISD	Michael Sorum	100 N. University Dr. Ft. Worth, TX 76107	817-871-2704	Michael.sorum@Fwisd.org
Prince George County Public Schools	Gladys Whitehead	14201 School Lane Upper Marlboro, MD 20772	301-808-8240	<a href="mailto:gladysw@pgcps.org">gladysw@pgcps.org</a>

Approved by: \_\_\_\_\_

**(Kathy Becker- Board President)**

Date: \_\_\_\_\_

**(August 16, 2012)**