

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

RFQ TITLE: Training of Trainers for Early Literacy Professional Development Modules – ESC Region 19 Head Start
RFQ NUMBER: 14-7015
RFQ OPENING DATE: January 9, 2014
CONTRACT TERM: Date of award February 1, 2014 through June 30, 2014
FUNDING SOURCE: ESC Region 19 Head Start
RFQ's ISSUED: 1
RESPONSES: 1
ADVERTISEMENT DATES: El Paso Times December 19, 2013 & December 26, 2013
BOARD MEETING DATE: January 16, 2014

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

TOTAL (estimated) **\$98,000.00 / year**

EXPLANATIONS:

Award of this contract will enable ESC Region 19 Head Start with the stated identified professional development for coaches, teachers and teacher assistants starting February 1, 2014 through June 30, 2014. The vendor agrees to the time frame stipulated by Region 19 Head Start Administration.

SPECIFICATIONS PROVIDED BY: Dr. Blanca Enriquez
ESC Region 19 Head Start Executive Director

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19

Martin Camacho
ESC Region 19

ORDER INFORMATION:

University of Pittsburg, Institute for Learning

Attn: Colleen Briner
3939 O' Hara Street, LDRC Suite 315
412-624-8319
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SPECIAL CONDITIONS

1. This proposal is part of a continued learning and program development need for Trainers for Early Literacy Professional Development 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.

Training of Trainers for Early Literacy Professional Development Modules 2014

Scope and Focus

The goals of this project are to: (1) prepare identified professional development for coaches, teachers and teacher assistants to be successful in facilitating the nine modules identified for use in the classroom; (2) prepare identified professional developers of site managers and assistant site managers to be successful in facilitating nine modules needed by the administrators to support the teachers and assume their instructional leadership roles; (3) provide quality feedback and guidance to both sets of professional developers so that they can know their readiness level for facilitation; and (4) assist the administrators who supervise these professional developers to make any necessary modifications to the modules that will strengthen them or make them more appropriate and user friendly to the needs of Region 19 ESC head Start, and (5) assist the Head Start Directors to videotape and edit: one complete lesson from pre-conference, lesson, and post conference and one Learning Walk Routine pre-conference and debriefing providing quality feedback and guidance to a teacher.

The chart below indicates which modules will be used with both sets of participants and which are designated for only one audience.

Module	Teachers/ Coaches	Administrators
Module 1. How can the Principles of Learning Help Preschoolers Get Smarter	X	X
Module 2. Academically Productive Talk in Language Arts	X	X
Module 3. Becoming Familiar with the Core Issues	X	NA
Module 4. Introduction to Rigorous Reading Comprehension	X	X
Module 5. Reading Aloud to Develop Comprehension	X	X
Module 6. Discussing the Reading Comprehension Lesson	X	NA
Module 7. How to Teach a Rigorous Comprehension Unit	X	X
Module 8. Introduction to Direct Vocabulary Instruction	X	X
Module 9. Leading with Trust	NA	X
Module 10. Quality Feedback from Descriptive Notes	NA	X
Module 11. Pre and Post Conferences with Teachers	X	X

February 1, 2014 – June 30, 2014

Module	Fellow Days	Cost
Objectives 1 & 3: Planning, setting goals and developing criteria for successful facilitation, and design of culminating projects	2	\$8,200.00
Objective 2: Professional Development for Trainers of Coaches, Teachers and Site Leaders	16	\$65,600.00
Objective 3: Critical and Quality Feedback on Culminating Projects (fellow offsite)	2	\$2,000.00
Objective 4: Assist with the modifications of modules (fellow offsite)	1	\$1,000.00
Objective 5: Producing, directing and editing video of one complete lesson from pre-conference, lesson, and post conference and one Learning Walk ® Routine pre-conference and debriefing providing quality feedback and guidance to a teacher.	2	\$8,200.00
University of Pittsburg License for use of copyrighted Learning Walk Protocol tools, access to the Principles of Learning, Accountable Talk and Clear Expectations online tools for all teachers, coaches and administrators, and special IFL websites, for 26 sites	N/A	\$13,000.00
Total Cost		\$98,000.00

Timeline for carrying out the five objectives in 2014

Objective	February	March	April	May	June
1	x				
2	x	x	x	x	x
3	x			x	x
4				x	x
5		x	x	x	x

Awarded Vendor - University of Pittsburg, Institute for Learning

Approved by: _____
(Kathy Becker- Board Chairman)

Date: _____
(January 16, 2014)