



2300 SW 17th Road

Ocala, FL 34471

Request for Proposals #24-104

Child Care Director Coaching

Introduction

The Early Learning Coalition of Marion County (hereinafter referred to as the “Coalition”) is soliciting proposals to establish a contract through a competitive process. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor (hereinafter referred to as the “Contractor”) to deliver professional coaching services to child care directors to support their role in the field of early childhood education. Coaching will provide guidance and assist with identifying areas of stress and anxiety while working to develop techniques to handle these situations. Services will ultimately result in increased quality within the center by elevating the directors’ professionalism, overall health, and ability to support staff, families, and children.

Purpose of the Request

Child care providers are relied upon to support working families in whatever the situation. During the recent pandemic, they were required to remain open to serve first responders and other essential workers, while the public school systems were closed. In addition, child care providers were expected to continue service, despite falling enrollments and staff shortages.

Providers routinely work long hours with low pay and as a result experience high levels of stress and anxiety. A 2022 *Teaching Strategies* survey of 2,300 early childhood educators reported:

- Almost half of early childhood educators are experiencing high levels of burnout and stress.
- Forty five percent of early child educators are battling mental health challenges and burnout.
- Almost the same percentage, 43%, say staffing shortages are affecting their stress level. Mental health challenges are also partly why early childhood educators are considering a career change, according to the survey.
- Twenty percent of early childhood educators said they are considering leaving the profession. Of that group, 40% cited mental health as their reason, and 43% said compensation is driving their decision — though only 8% of early childhood educators say they’re planning to leave in the next year.

Clearly, there is a need to provide mental health support to assist child care providers in working through challenges inherent in this system.

Background

The Early Learning Coalition of Marion County is a 501(c)(3) corporation organized under the laws of the state of Florida and has been determined exempt by the Internal Revenue Service

under the provisions of IRS Code, Section 501(c)(3). The Florida Office of Early Learning has certified the Coalition as a local early learning coalition for the purposes of implementing programs authorized by Florida Statute Chapter 1002. Our principal function is the provision of oversight, and policy guidance to the early childhood School Readiness and Voluntary Prekindergarten Education systems in Marion County, Florida. Our mission is to provide leadership and foster partnerships to optimize a quality learning environment for our children through child care, Voluntary Pre-Kindergarten, and parent education.

Available Funding and Eligibility Requirements

Funding for this project is provided through American Rescue Plan. Early Learning Discretionary funds were awarded to the Coalition through the Division of Early Learning and this project was approved as a part of the spending plan. The term of any resulting award is anticipated to run through June 30, 2024, and is contingent on the funding availability and adherence to the requirements of the grant.

Eligibility

Proposals will be received from organizations and individuals with experience in professional coaching services with a preferred specialty in early childhood development and or education. The prospective Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the prospective Contractor or any of its officers, directors, employees, agents or subcontractors of which the contractor has knowledge, or a statement that there is none. The Coalition reserves the right to reject a proposal based on this information.

Scope of Work to Include:

- Weekly coaching sessions with directors of child care facilities contracted with ELCMC to offer School Readiness and/or Voluntary Prekindergarten services.
- Coaching sessions will be six weeks for one hour per session for each eligible child care director.
- Coaching will focus on early childhood professionalism and the needs of the director to support his/her career path and elevation of quality in their work environment.
- Coaching Services to initiate February 5, 2024, with the last session of coaching to occur no later than June 24, 2024.
- Contract may be extended for up to one year upon mutual written agreement of both Parties.

Deliverables

- Develop and conduct a pre and post evaluation to measure gains experienced as a result of coaching services.
- Provide pre/post evaluation including a final brief narrative report for each coached participant.
- Final product to be delivered by August 2, 2024.

Selection Process

All proposals received by the required deadline will be reviewed to ensure all necessary attachments and documentation are complete and included. Proposals that are incomplete, late,

or submitted by noneligible applicants will not be reviewed by the grant review committee. Nothing may be added to any application after it has been submitted. Complete applications from eligible applicants will then be forwarded to the grant review committee who will review, score, and rank the applications. Award notices will be provided by January 31, 2024.

Evaluation Criteria

The review committee will evaluate applications based on the following criteria:

Capacity for Addressing the Needs and Implementing the Strategy

- Capacity of applicant (including prior history of administering state grants)
- Personnel planned
- Infrastructure of applicant
- Prior training or demonstrated ability to accomplish the work

Program Description

- Clarity of proposed ideas
- Identification of approach
- Provision of evidence for proposed approach

Implementation Plan

- Details of critical steps needed to implement
- Detailed and realistic timeline

Budget and Narrative

- Line-item budget and budget narrative are detailed, accurate and are in alignment with the proposed strategy.
- Calculations are provided and demonstrate how costs were determined (e.g., cost allocation formulas).
- Budget reflects generally accepted accounting principles and is consistent with policies, regulations, and procedures that uniformly apply to all costs charged and expended by the agency/organization.
- Related costs are justified and calculated using the State of Florida travel rate limitations for mileage, per diem and lodging.

Proposal Submissions

Proposals must include the following components to be considered complete and responsive for funding. Incomplete proposals will not be reviewed or scored:

- Cover Letter
- Brief overview and background of the organization submitting this proposal
- Narrative Response to Scope of Work
- Budget and Budget Narrative
- Samples (or links to) of similar work
- 501[c][3] determination letter (if applicable)
- Three professional references
- The proposal should be submitted via email as an attachment in PDF format

Submit all proposals to Elizabeth Deola at edeola@elc-marion.org.

Timeline:

Activity	Date - Timeline Updated	Time	Address/Method
Request for Proposal Release Date	January 16, 2024	COB	www.elc-marion.org website
Intent to Submit Due	January 23, 2024	COB	Elizabeth Deola, edeola@elc-marion.org
Written Inquiries Due	January 26, 2024	3:30pm	Elizabeth Deola, edeola@elc-marion.org
Written Responses Issued	January 26, 2024	5:00pm	Elizabeth Deola edeola@elc-marion.org
Proposals Due	January 29, 2024	COB	Elizabeth Deola edeola@elc-marion.org
Review and Approval by Board of Directors/Executive Committee	January 31, 2024	COB	Carrie Theall, ctheall@elc-marion.org
Anticipated Contract Effective Date	February 5, 2024	COB	Elizabeth Deola edeola@elc-marion.org

*** Times and locations are subject to change. Applicants who have submitted a “Notice of Intent to Submit” will be notified of any changes made to the Schedule of Events. Changes will be posted at www.elc-marion.org.**

Point of Contact:

The **sole** point of contact for purposes of this RFP is:

Elizabeth Deola, Chief Program Officer
edeola@elc-marion.org

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any respondent.