

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input checked="" type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No. SS9739-4/23
<input type="checkbox"/> Re-Bid	<input checked="" type="checkbox"/> Other (Legacy)	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQCO1500003 TERM OF CONTRACT: 2 year with NO options-to-renew

Requisition/Project Title: High Scope Curriculum Training Services

Description: Services are sought for the provision of ongoing and systematic Head Start/Early Head Start classroom observations, assessments of participant children's development, and feedback to, and mentoring of, Program teachers.

User Department: Community Action and Human Services Department

Issuing Department: Internal Services Department Contact Person: Maria Carballeira Phone: 305-375-4260

Estimated Cost: \$200,000 for 2-year initial term Funding Source: Federal (U.S. Dept. of Health & Human Services) REVENUE GENERATING: NA

ANALYSIS

Commodity/Service No: <u>924</u>		SIC:	
Educational Services			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> If this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Maria Carballeira

Date to SBD: 6/30/2015

Date Returned to PM: _____

APPENDIX A SCOPE OF SERVICES

Miami-Dade County, hereafter referred to as the County, as represented by the Community Action Agency and Human Services' Head Start Program (CAA) is contracting for HighScope Pre-School curriculum to provide 20 days of training for 40 Head Start/ Early Start Grantee and delegated staff.

This contract will provide the CAA with the ability to procure curriculum training and assistance to teachers working with the Head Start/Early Start Program provided by the Contractor. The curriculum focuses on developmentally appropriate practices for pre-school children. The Head Start/Early Start Program provides comprehensive child development services to economically disadvantaged children and families with a special focus on helping preschoolers develop early reading and math skills

The curriculum utilizes best practices recommended by the National Association for Education of Young Children and provides ongoing classroom observation, feedback and mentoring to teachers through systematic observations of classrooms over time, and involves interviews with teachers and ongoing assessment of children's development. Contractor's representative will visit classroom provide observation, feedback and mentoring to teachers. In addition, instruction and guidance will be provided to new teachers entering the Head Start/ Early Start program. HighScope Educational Research Foundation (HERF) will provide new teachers Preschool Curriculum Courses (PCC). New teachers will attend courses over a four-week period. The PCC course is an in-depth study of the High Scope Curriculum. The goal of the training is to assist teachers in implementing the high scope curriculum. HERF will provide teachers with an opportunity to become certified. The Teacher Certification, which is conducted by HERF recognizes teachers whose practice reflects a high degree of knowledge about child development and skill in the implementation of the curriculum.

The services stipulated herein will be utilized for all training, curriculum, and resource materials for all participants, including the lesson plans for the initial 30 days.

The Contractor must provide non-federal resources equivalent to 25% of the share to be paid by the County. Trainings will be held as required by CAA.

1) Services to be Provided:

Week long meetings shall be held with the Contractor and Miami-Dade County's Head Start staff. The Contractor shall provide the following services at the direction of the County's CAA, including details in writing regarding the specific assignment, deliverables, etc. The services to be provided are as follows:

1. Provide twenty (20) days of training on the Preschool Curriculum Course to forty (40) Head Start grantee and delegate staff. Training shall be provided to grantee and delegate staff as specified below;
 - a) Four (4) week-long (five day) trainings shall be provided on dates as required by CAA.
 - b) All media/audio-visual materials used during trainings; DVD, video, and audio cassettes.

- c) Staff to conduct the trainings
2. Provide forty (40) copies (one per participant) of the following training, curriculum, and resource materials needed for the Preschool Curriculum Course:

- a) High Scope Curriculum
- b) Lesson Plans for the First 30 Days
- c) Essentials of Active Learning
- d) Active Learning Participant Guide
- e) Learning Environment Participant Guide
- f) Adult-Child Interaction Participant Guide
- g) COR Participant Guide
- h) Intro to KDI's Training Booklet
- i) Daily Routine Cards
- j) Laminated KDI Card; Participant Handouts
- k) HighScope Totebag
- l) Letter Links
- m) Small Group Times to Scaffold Early Learning
- n) PQA Form A
- o) PQA Participant Guide
- p) PQA Label #1
- q) PQA Label #2
- r) Dally Routine Participant Guide Part 1
- s) Scaffolding Children's Learning at Small Group Time
- t) Large Group Time
- u) You Can't Come to My Birthday Party
- v) Steps in Resolving Conflicts Poster
- w) Fee, Fie, Phonemic Awareness
- x) I'm Older Than You I'm Five
- y) Language, Literacy and Communication KDI Training Booklet
- z) Math KDI Training Booklet
- aa) Social Emotional Training Booklet
- bb) Movement in Steady Beat
- cc) Rhythmically Moving #1 CD
- dd) Rhythmically Moving #2 CD
- ee) Rhythmically Moving #3 CD
- ff) Rhythmically Moving #4 CD
- gg) COR Observations Items
- hh) Complete Desk Poster
- ii) Approaches to Learning Training Booklet
- jj) Creative Arts KDI Training booklet
- kk) Physical Development Training booklet
- ll) Science & Technology Training Booklet
- mm) Social Studies Training Booklet
- nn) HighScope Lunch Tote
- oo) HighScope Lapel Pin.

2) Responsibility of the County:

1. The County shall provide audio-visual equipment, easels and flip charts for use during the trainings; typical requirements are an LCD projector and screen, VCR/DVD player and TV.

2. Provide meeting space to accommodate participants in groups of 5-6 at tables and chairs.



December 12, 2014

Cathleen L. Armstead, Ph.D.
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Head Start/Early Head Start
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Dear Cathleen,

The HighScope Foundation is the only authorized agent that can offer training on the HighScope Curriculum. The Curriculum remains the intellectual property of HighScope and, therefore, any services pertaining to this content are protected by the United States Office of Trademarks and Copyrights. Any duplication or use of such material must be approved by the President of the HighScope Educational Research Foundation.

Furthermore, HighScope's reputation for presenting high quality experiences to educators extends for more than thirty years. Thousands of educators participate in HighScope's courses each and every year. And, the Foundation prides itself on remaining available to provide teachers with the support they need long after course work is complete.

HighScope is the sole source for HighScope Workshops, HighScope combined Preschool Curriculum Course and the Training of Trainers Course, and the HighScope Curriculum.

If there are questions regarding HighScope's work, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Marianne McDonnell'.

Marianne McDonnell
Senior Manager of Business Development
HighScope Educational Research Foundation