

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

Rev 1

<input checked="" type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No:
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: ___ YES ___ <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQCO1600006

TERM OF CONTRACT: 3 years terms with no Options-to-Renew

Requisition/Project Title:

Description: The Contractor will provide services in two phases. Phase 1 will focus on the development of a series of "guides" for facilitating understanding of the Crosscutting Concepts (the primary dimension of the Early Science Framework for Infants and Toddlers focused on learning objectives). Phase 2 will focus on implementation of the "guides" through workshops and coaching. Phase 2 will occur in two cohorts that will each last 10-12 months. In the first year of Phase 2 (Cohort 1), 8 classrooms will be selected to participate. In the second year of Phase 2 (Cohort 2), another 8 classrooms will be selected to participate; Cohort 1 classrooms will continue to be supported through coaching.

User Department(s): Community Action and Human Services Department

Issuing Department: Internal Services Department, Procurement Management Division

Contact Person: Claudia Portocarrero

Phone: 305-375-4252

Estimated Cost: \$249,000.00

Funding Source: 100% Federal Funds

ANALYSIS

Commodity/Service No: 952-90		SIC:	
Trade/Commodity/Service Opportunities			
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): ___ Yes ___ No			

RECOMMENDATIONS

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

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

Basis of Recommendation: Maintain SBE Bid Preference as current contract

Signed: *Claudia Portocarrero*

Date to DBD: 03/01/2016

Date Returned to DPM: _____

APPENDIX A

SCOPE OF SERVICES

The Contractor will provide services in two phases. Phase 1 will focus on the development of a series of “guides” for facilitating understanding of the Crosscutting Concepts (the primary dimension of the Early Science Framework for Infants and Toddlers focused on learning objectives). Phase 2 will focus on implementation of the “guides” through workshops and coaching. Phase 2 will occur in two cohorts that will each last 10-12 months. In the first year of Phase 2 (Cohort 1), 8 classrooms will be selected to participate. In the second year of Phase 2 (Cohort 2), another 8 classrooms will be selected to participate; Cohort 1 classrooms will continue to be supported through coaching.

- (a) The Contractor shall provide the following services to the County in Phase 1:
 1. Review of current and best practices
 - a. Review the County’s current curriculum: Creative Curriculum for Infants, Toddlers, and Twos.
 - b. Conduct one focus group with the PBO agency staff to understand the program’s curriculum approach.
 - c. Review the Infant and Toddler CLASS
 2. Development of Early Science Framework for Infants and Toddlers
 - a. Extend the Early Science Framework, currently focused on preschool children (ages 3 to 5), to include Practices, Crosscutting Concepts, and Core Disciplinary Ideas that are developmentally appropriate for Infants and Toddler (*the preschool version, developed as part of the Early Science Initiative, funded by the Buffet Early Childhood fund is attached*).
 - b. Develop a format/form and detailed process for high quality lesson planning, in collaboration with agency staff, considering infant and toddler best-practices (e.g., Head Start Performance Standards, the Creative Curriculum recommendations, NAEYC).
 - c. Conduct a focus group with agency staff and delegate staff (e.g., teachers, directors) to obtain qualitative feedback on the lesson plan format/form.
 3. Development of Exemplar Lessons
 - a. Develop STEM “guides” for the first 3 Crosscutting Concepts. For each, ideas will be provided to engage children in science Practices that will facilitate understanding of the concepts. Each guide will provide individualization for infants, and for toddlers.
 - b. Conduct a focus group with agency staff and delegate staff (e.g., teachers, directors) to obtain qualitative feedback on the initial guides.
 - c. Edit the initial 3 guides based on focus group feedback.
 - d. Pilot implementation of guides in 2 classrooms.
 - e. Finalize initial 3 guides based on pilot implementation.

- f. Develop the guides for the remaining Crosscutting Concepts (5-6 total).
- g. Conduct a focus group with agency staff and delegate staff (e.g., teachers, directors) to obtain qualitative feedback on the remaining guides
- h. Edit the remaining guides based on focus group feedback.
- i. Pilot implementation of remaining guides in 2 classrooms.

(b) The Contractor shall provide the following services to the County in Phase 2:

1. Workshops

- a. A series of 5 professional development workshops will be provided on the following topics:
 - i. Orientation and Introduction to the Early Science Framework for Infants and Toddlers & Understanding the STEM “guides.”
 - ii. Identifying opportunities for supporting STEM in the classroom.
 - iii. Scaffolding children’s STEM development.
 - iv. STEM Lesson Planning for Infants & Toddlers.
 - v. Implementing a high quality STEM lesson.
- b. The 5 workshops will be provided to two cohorts of teaching staff in succession (Cohort 1 followed by Cohort 2). For each cohort:
 - i. Each workshop will be facilitated twice (two locations; as specified by agency staff).
 - ii. Conduct one face-to-face coaching with teaching staff who attend the training, individually, after each workshop.
- c. Continued support of Cohort 1
 - i. Monthly coaching support and individualized training and support.

APPENDIX B

PRICE SCHEDULE

(Note: Price includes 10% indirect costs)

Phase 1	
Review of current and best practices - due in full at the beginning of the contract period	\$6,680.81
Development of Early Science Framework for Infants and Toddlers - half is due at the beginning - the other half is due upon completion	\$19,800.44
Development of Exemplar Lessons - half is due at the beginning - the other half is due upon completion	\$38,518.75
Phase 1 TOTAL	\$65,000.00

Phase 2	
Development - half is due at the beginning - the other half is due upon completion	\$30,820.44
Implementation: Cohort 1 (initial) - half is due at the beginning - the other half is due upon completion	\$68,671.11
Implementation: Cohort 2 (initial) - half is due at the beginning - the other half is due upon completion	\$54,566.30
Implementation: Cohort 1 (continued) - half is due at the beginning - the other half is due upon completion	\$29,942.15
Phase 2 TOTAL	\$184,000.00

Project TOTAL: \$249,000