



**District 1199C Training & Upgrading Fund**  
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***REQUEST FOR PROPOSALS:***

**Program Evaluation, CDA-to-Associate's Degree Early Childhood Education Apprenticeship**

**BACKGROUND:** The District 1199C Training & Upgrading Fund ("the Training Fund") is a forty-three-year-old, Philadelphia-based labor-management education and training partnership. The Training Fund is a resource for more than 50 regional healthcare and human services worksites represented in our labor affiliate, District 1199C-National Union of Hospital & Health Care Employees; as well as for more than 5,000 low- and moderate-income residents of the Greater Philadelphia annually.

The Training Fund's community programs include basic adult literacy, college and GED® prep, academic bridge classes, and occupational training programs in six healthcare and human services career pathways – allied health, behavioral health, community health, health information, nursing, and Early Childhood Education (ECE).

Registered Apprenticeship is a workforce development strategy, traditionally employed in the building trades and related fields, that combines classroom training with paid on-the-job learning. The CDA-to-Associate's Degree ECE Apprenticeship Program is a partnership between the Training Fund, Community College of Philadelphia (CCP), Delaware Valley Association for the Education of Young Children (DVAEYC), and Philadelphia's community of ECE employers and advocates, which commenced in 2017.

The ECE Apprenticeship Program includes 36 Apprentices at over 15 different employer sites, all located within Philadelphia city limits. Apprentices receive career counseling, tutoring and other services from the Training Fund; on-site mentoring through a program developed and managed by DVAEYC; tuition support through the T.E.A.C.H. scholarship program; and academic advising from CCP faculty. All Apprentices are enrolled in CCP's Associate's Degree in Education: Early Childhood (Birth to 4<sup>th</sup> Grade), and are all scheduled to have completed their degrees by December 2019.

**PROJECT DESCRIPTION and SCOPE OF WORK:** This request for proposals (RFP) solicits a qualified consultant to evaluate the ECE Apprenticeship Program's implementation and progress towards individual participants' outcomes (e.g. skills growth and credential attainment), as well as its impact on the apprentices' outlook on their career goals both with respect to degree attainment and in the field of Early Childhood Education.

Applicants responding to this RFP should develop a draft/summary evaluation plan detailing their proposed approach to evaluating the Apprenticeship Program. Evaluation plans must include the administration of validated measurement tools, such as the Classroom Assessment Scoring System (CLASS).

Applicants may suggest any list of deliverables which they feel will best communicate the results of their work, but must include at a minimum a detailed interim report to be delivered by 2018, as well as two final reports to be delivered no later than the 1<sup>st</sup> Quarter 2020: one for internal review, and one for external dissemination. Applicants should include a proposed timeline which includes these deliverables.

Applicants may submit questions about the Apprenticeship Program's design/components in response to this RFP in order to guide the development of their proposed evaluation plan. Applicants

may also wish to review an overview of the Program included in a policy paper published by New America and available online at:

<https://www.newamerica.org/education-policy/policy-papers/rethinking-credential-requirements-early-education/>

*Budget:* Approximately \$55,000 will be available to complete this project between now and the 1<sup>st</sup> Quarter 2020.

**SUBMISSION INSTRUCTIONS and APPLICATION DEADLINE: A letter of intent to apply is required no later than November 15, 2017.** The letter of intent and proposal submissions should be sent to Peter Chomko, [pchomko@1199ctraining.org](mailto:pchomko@1199ctraining.org).

All proposals submitted in response to this RFP will be reviewed by Training Fund staff. Proposals should be in either Microsoft Word or PDF format, with an overall length of no more than 15 pages (excluding written/visual product sample). Submissions should be emailed to Peter Chomko, [pchomko@1199ctraining.org](mailto:pchomko@1199ctraining.org).

Depending on the volume of responses received, a second round of interviews may be conducted among “finalist” applicants; successful applicants should expect to complete at least one interview before the contract is finalized.

Proposals should include:

- A cover page which details:
  - Applicant name(s)
  - Primary contact name and title
  - Primary contact phone and email address
  - Website (if applicable)
- Project narrative responding to this RFP’s “Project Description/Scope of Work” section, outlining the applicant’s proposed evaluation plan and including a detailed timeline and list of suggested deliverables
- Applicant description, and documentation of experience/capacity, responding to “Qualified Applicants/Selection Criteria” section and including contact information for at least two references, per “References” section
- Proposed project budget (may be submitted as spreadsheet attachment)

Applicants should also attach résumés/vitae for key personnel, and at least one example of a written and/or visual product recently developed as part of a similar project.

If you have any questions, please contact Peter Chomko, [pchomko@1199ctraining.org](mailto:pchomko@1199ctraining.org). **Questions may be submitted up to 5:00 PM (EST) on November 15, 2017.** Questions and answers will be posted to the Training Fund’s website, [www.1199ctraining.org/RFPs](http://www.1199ctraining.org/RFPs).

*Proposal Submission / Applicant Selection Timeline:*

November 4, 2017	RFP released
November 15, 2017	Letter of intent due
November 15, 2017	Deadline for submitting questions
November 20, 2017; 11:59 PM (EST)	Proposal deadline: late responses will not be considered
November 22 – 30, 2017	Candidate interviews and selection process
December 4, 2017	Notification date
December 11, 2017	Finalize contract / Project start date (approx.)
April 1, 2020	Project end date (approx.)

**QUALIFIED APPLICANTS and SELECTION CRITERIA:** Eligible applicants should be:

- Able to document successful completion of similar projects, including providing two references (see “References” section).
- Capable of gathering and analyzing data, and reporting/summarizing data in ways that are clear, concise and actionable.
- Familiar with the Early Childhood Education field (required) and workforce development (preferred).
- Certified to administer, or affiliated with an individual/entity certified to administer, the validated measurement tool (e.g. Classroom Assessment Scoring System [CLASS]) identified in the evaluation plan.
- Location in the mid-Atlantic United States – in order to defray travel costs and facilitate flexible scheduling during employer and target population engagement phases – is *preferred*, but ***not*** required.

**REFERENCES:** Please provide contact information for two recent clients and/or partners for whom you have recently completed similar projects. Please provide:

- Client name/organization, and contact information (phone and/or email)
- Dates of service, and brief (1-3 sentence) description of services provided

**OWNERSHIP OF MATERIALS:** All Intellectual Property and other original materials developed, produced, conceived or authored by the contractor (and contractor’s agents or subcontractors) pursuant to this RFP, and any and all modifications, whether in finished or incomplete form, shall belong exclusively to the District 1199C Training & Upgrading Fund at all times. The parties intend that all Materials be considered as work-for-hire under applicable law.

The term “Intellectual Property” means any and all intellectual property, including all rights in and to all ideas, designs, concepts, techniques, inventions, software, documentation, discoveries, reports, designs, specifications, works of authorship, data technologies, processes, methodologies, data or improvements, and print and audio-visual materials, such as design, photographs, layouts, artwork, whether or not patentable or copyrighted.

Please note, this work will be supported through a different funding stream than that which has funded the ECE Apprenticeship Program. Apprenticeship Program implementation is generously supported by the William Penn Foundation; program evaluation is being funded through another generous contribution by Vanguard Charitable. We are grateful to all of our funding partners for their contributions to this valuable work.