



District 1199C Training & Upgrading Fund
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www.1199ctraining.org

REQUEST FOR PROPOSALS:
**Remote Coaching Technology for Early Childhood Education Apprentices:
Pilot Implementation Guidance & Support**

BACKGROUND: The District 1199C Training & Upgrading Fund (“the Training Fund”) is a 45-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 of the 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 high school equivalency preparation, 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).

Since 2017, the Training Fund has operated Registered Apprenticeship programs in the ECE sector, including a combination of on-the-job learning/coaching, and classroom instruction at the Child Development Associate, Associate’s Degree, and Bachelor’s Degree levels.

Beginning in 2020-21, thanks to generous grant funds awarded to the Training Fund by the Professional Development Organization (PDO) at the Public Health Management Corporation (PHMC) and the William Penn Foundation (WFP), the Training Fund is piloting a web-based coaching/mentoring system for ECE Apprentices. The pilot system will utilize Coaching Companion, an application developed by [the EarlyEdU Alliance](#) at the University of Washington’s College of Education. Through this request for proposals, the Training Fund’s ECE Department is soliciting an outside consultant to support the work of implementing this pilot at a number of ECE facilities in Philadelphia.

PROJECT DESCRIPTION and SCOPE OF WORK: Consultant activities under the awarded contract are expected to include:

- One-on-one and group work with Apprentices and on-site Coaches at approximately seven (7) pilot sites. Pilot sites are ECE facilities in Philadelphia currently sponsoring Registered Apprentices.
- Culturally-competent and -responsive professional development support for Apprentices and on-site Coaches at all pilot sites, delivered on a schedule and oriented around National Association for the Education of Young Children (NAEYC) competencies for early educators.
- Development of shareable professional development products connecting the information delivered in bullet #2 above with the Coaching Companion platform.
- Regular engagement with the Training Fund’s ECE Department; sporadic engagement, as needed, with funders and other partners.
- Assistance to the Training Fund in meeting all funder requests for reports and information.

- Other duties, within reason, directly connected to this Scope of Work as negotiated on a contract/memorandum of understanding prior to commencing work.

SUBMISSION INSTRUCTIONS and APPLICATION DEADLINE: The deadline for full applications is 4:59 PM (Eastern) on November 30th, 2020. 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 4 pages, maximum**. Proposal submissions should be addressed to Teresa Collins, Acting Executive Director of the District 1199C Training Fund; submissions should be emailed to Ms. Collins at tcollins@1199ctraining.org, CCing Peter Chomko at pchomko@1199ctraining.org.

Depending on the volume of responses received, a second round of interviews may be conducted among “finalist” applicants.

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, including a detailed timeline and list of suggested deliverables
- Applicant description, and documentation of experience/capacity, responding to “Qualified Applicants/Selection Criteria” section
- Proposed project budget (may be submitted as spreadsheet attachment) – applicants should submit an initial six-month budget in the amount of \$50,000 for the period January 1st-June 30th, 2020

Applicants should also attach résumés/vitae for key personnel.

If you have any questions, please contact Peter Chomko (pchomko@1199ctraining.org). **Questions may be submitted up to 5:00 PM (EST) on November 25th, 2020.** Questions and answers will be posted to the Training Fund’s website, www.1199ctraining.org/RFPs.

Proposal Submission / Applicant Selection Timeline:

November 19 th , 2020	RFP released
November 25 th , 2020	Deadline for submitting questions
November 30 th , 2020	Proposals due: late responses will not be considered
December 1 st -18 th , 2020	Proposal review period, candidate interviews, and selection process
December 21 st , 2020	Latest possible notification date
January 1 st , 2021	Finalize contract/project start date (approx.)
December 31 st , 2021	Project end date (est. based on current funding; may be extended)

QUALIFIED APPLICANTS and SELECTION CRITERIA: Eligible applicants should:

- Possess subject matter expertise in the ECE field; experience working with front-line early educators at all academic/credential levels is strongly preferred.
- Demonstrate high levels of cultural competency working with and educating/training diverse populations; our definition of “diversity” is not limited to race/ethnicity, and includes other

demographic variables as well as individuals' educational backgrounds, English proficiency, and more.

- Demonstrate a commitment to diversity, equity and inclusion at all times.
- Be able to document successful completion of similar projects (references are not required at this point).
- Familiarity with Registered Apprenticeship is preferred but not required; applicants may substitute any form of prior experience with workplace mentoring, work-based learning, or similar practices. **Applicants with training, technical assistance and/or professional development experience in the ECE sector will receive the strongest consideration.**
- Prior experience using Coaching Companion is preferred but not required.
- Location in or around Philadelphia, PA or the larger mid-Atlantic region is preferred but not required. At this time, all work will be conducted remotely due to the COVID-19 pandemic.

The Training Fund welcomes applications from small and women- or minority-owned businesses.

OWNERSHIP OF MATERIALS: Unless otherwise specified, 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.