



REQUEST
FOR
PROPOSALS

EARLY CHILDHOOD CURRICULUM, ASSESSMENT, AND TEACHING METHODOLOGY

Literature Review and Long-Term Evaluation
Plan

Proposals Due: October 20, 2023 by 5:00pm EST



early childhood by design

CONTACT:

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🌐 www.earlychildhoodbydesign.com

Introduction

Creating high quality early childhood programs starts with environments that are aesthetically pleasing, functional, safe, and promote learning. At Early Childhood by Design (ECBD), we look at program design holistically. High quality programs also require professional development that is intentionally designed so that teachers and leaders are knowledgeable about the foundations of early childhood and leadership, and program structures that are thoughtfully created to maximize outcomes for children and families.

The vision? All young children, their families, and early childhood educators and leaders can access, navigate, and enjoy educational environments that inspire creativity, foster development and learning, and nurture the potential in each unique individual. This is accomplished through our mission to promote high quality early childhood education by collaborating with stakeholders to develop intentionally designed and well prepared places and spaces, knowledgeable teachers and leaders, and thoughtfully created program structures that yield learning environments that maximize child outcomes.

ECBD is currently collaborating with a large, for-profit early childhood organization to support the research and evaluation efforts behind the design and implementation of their internal, proprietary curriculum, assessment, and teaching methodology. This project directly aligns with our mission to promote high quality early childhood education, and to ensure program structures and design maximizes child outcomes for all.

I. Request for Proposals

Early Childhood by Design is requesting submission of proposals from individuals or organizations to a) author a literature review that aligns with and supports our client's proprietary early childhood curriculum approach and teaching methodology and b) design a long-term program evaluation plan that measures the overall impact and effectiveness of such curriculum and teaching methods.

Experts must have experience providing comprehensive, longitudinal program evaluations and an understanding of early childhood education. The evaluation experts will work closely with Early Childhood by Design and the early childhood client's program leadership to advance the client's applied research in early childhood education. A deep knowledge of child development, early childhood education curriculum and pedagogy, and child and program assessment are key. The client has identified funding for a six-month agreement for this process. Proposals should include a detailed budget not to exceed \$30,000, and a related timeline for consideration.

II. Scope of Work

The chosen respondent will approach this work in two phases. The first phase will consist of curating the breadth and depth of current, existing research in teaching and learning for children age birth to five, and aligning that research into a comprehensive literature review or report that supports the principles and practices of the client's internally designed, proprietary curriculum approach and teaching methodology.

The second phase will consist of leading the development of a long-term education evaluation plan for the client. This plan will include recommendations for the use of existing data and identify new or additional data collection methods that will

provide the information necessary to demonstrate the overall effectiveness and impact of the company's internal, proprietary curriculum, child assessment, and teaching methodology. The chosen respondent will convene all necessary stakeholders and facilitate a process of designing a comprehensive vision and plan to be implemented either by the client itself, or through the support of a subsequent research partner. Submissions must provide a detailed process framework for achieving the desired goals. The selected respondent will ensure all tasks, activities, and functions are completed effectively and in a timely manner, towards the following deliverables:

- A comprehensive literature review document that includes an alignment with the client's internal, proprietary curriculum, assessment, and teaching methodology.
- A long-term evaluation plan/framework document that outlines all activities, tools, data points needed over time for the client to demonstrate the effectiveness and impact of their internal, proprietary curriculum, assessment, and teaching methodology, how those activities shall be implemented, and what supports are needed to do so.

III. Proposal Submittal Requirements

The RFP shall be saved as a single PDF and submitted electronically to lisa@earlychildhoodbydesign.com no later than October 13, 2023 by 5 p.m. Submissions will not be accepted after that date and time. The RFP must be double-spaced with Arial 12-point font size using one-inch margins and produced in portrait orientation. The complete RFP submittal package must include:

A. Cover Letter (Limited to 1 page)

The cover letter must include a brief overview of the organization, the project lead's name, title, and contact information. Please include the name and

contact information of the person who is authorized to make decisions or represent the organization and their capacity within the organization (if different from the project lead).

B. Proposed Approach (Limited to 4 pages)

Provide a detailed approach to addressing the scope of work described above. Describe how the desired results outlined in this RFP will be accomplished within the 6-month timeline. The following components must be addressed in the proposal response:

- *Strategy:* The proposal must include a detailed process for achieving the deliverables described in the Scope of Work; clearly outlining the specific, effective or research-based steps and strategies that will be employed.
- *Timeline:* The plan must include an estimated phased timeline for the proposed activities.
- *Diversity, Equity & Inclusion:* The proposal must include key considerations and strategies that will be utilized to ensure representation, equity, and inclusion within the process and ultimately in the deliverable content.
- *Relevant Experience:* Provide a summary of the resource capability, management, experience and subject matter expertise in child development, early childhood education curriculum and pedagogy, and child and program assessment. Describe direct experience and examples of work related to evaluating early childhood programs, evaluating child outcomes, and/or evaluating teacher/program outcomes. Provide a general scope of program evaluation services including examples of evaluations completed in the last 5 years and the general method of data and information collection and reporting.

C. References (No page limit)

Respondents must provide three (3) references to the proposal which will not be included in the page limit. References should be recently familiar with the quality and reliability of respondent's work specifically related to the described qualification requirements.

D. Budget (No page limit)

Include qualifications, hourly rate for each person assigned to this project, and breakdown of costs as relevant to the proposed approach. The budget may not exceed a total of \$30,000.

IV. Proposal Evaluation Criteria

Proposals will be reviewed against the following criteria which may include but not be limited to:

A. Qualifications

The proposal shall include the qualifications of the respondent in conducting similar consulting and research/program evaluation services, and specific examples and outcomes of such work. The chosen respondent will need to demonstrate a deep understanding and experience in child development, early childhood education curriculum and pedagogy, and child and program assessment.

B. Proposed Approach

The proposed plan should demonstrate an understanding of the Scope of Work and should specifically describe the proposed strategies for each of the identified deliverables.

C. Cost Effectiveness

The proposed costs must show hourly staffing rates and must be within the stated budget. The proposal should describe the organization or individuals' unique or innovative features that will enhance the respondent's ability to provide quality consulting services and an explanation of the rationale for the proposed budget.

V. Confidentiality

Proposals submitted to ECBD for consideration will be held in confidence and not made available to other respondents for review or comparison. Proposals submitted and information specified in each proposal will remain the property of ECBD. All information in this RFP is confidential and will not be disclosed to anyone other than the client and those responding to this RFP. Respondents may designate the portions of the proposal that are proprietary in nature, and ECBD agrees not to disclose those portions except for the purpose of evaluating the proposal. All financial information submitted by the bidder will be used for evaluation purposes only and will be held in the strictest confidence.

VI. Contracting

The contract with the selected organization or individual will be with the undisclosed client. Organizations or individuals selected will be evaluated by both ECBD and client representatives. ECBD and the client reserves the right to request additional information from the applicant in support of their proposal, before making any selection. Submitting a proposal and/or responses to follow up questions does not obligate ECBD or the client to contract with an organization or individual. The selected proposal may not reflect the exact scope of work that will be finalized in the agreement with the client. The final scope of work will be agreed upon with ECBD and the client.

VII. RFP Key Activities and Dates

- Release of RFP and instructions for submission will be available on ECBD's website: www.earlychildhoodbydesign.com on September 29, 2023.
- Final Date to submit questions regarding the RFP is October 13, 2023 by 5 p.m.
- Responses to RFP questions will be posted on ECBD's website by October 17, 2023.
- **Due Date for Proposal Submissions** – October 20, 2023 by 5 p.m.
Submissions will not be accepted after that date and time.
- Notification of next steps will occur on or before October 27, 2023.

Contact

Please direct any questions or correspondence regarding this RFP to:

Dr. Lisa Grant, Executive Director and Founder

Early Childhood by Design

lisa@earlychildhoodbydesign.com