



**OREGON CHILD DEVELOPMENT COALITION**

**REQUEST FOR INFORMATION (RFI)  
FOR  
TRAINING SERVICES**

**Responses must be received  
no later than 3:00 p.m. (PDT)  
on November 1, 2019**

**Oregon Child Development Coalition is an Equal Opportunity Employer / Program**

## **PURPOSE**

The Oregon Child Development Coalition (OCDC) is issuing this Request for Information (RFI) in order to:

- determine the feasibility and cost of partnering with experienced trainers to expand the availability of high quality training experiences for employees.
- determine the availability and range of qualified experts capable of delivering customizable, onsite trainings which meet organizational needs across the state.

## **OCDC OVERVIEW**

Driven by its mission since 1971, Oregon Child Development Coalition, a 501(c)(3) tax-exempt organization, is one of the largest early childhood care and education service providers in Oregon. OCDC has many programs, and they work together to help young children and their families grow, learn, and succeed. Our early childhood education programs serve infants through five year olds, and our parent programs are open to all parents that have children enrolled in our programs. OCDC provides services for children of all abilities, including those with identified special needs. Program staff works with parents and Special Education providers to meet each child's special needs and support individual goals.

OCDC serves over 4,000 children and families in need, every year, through centers located in 16 Oregon counties from the Willamette Valley, up the Columbia Gorge, and through the eastern frontier lands, to counties along the southern border.

OCDC utilizes the Creative Curriculum in all center based programs. Implementation of the curriculum includes:

- Using an environmentally based approach developed on a foundation of current research.
- Integrating literacy, math, science, social studies, the arts, and technology throughout the classroom.
- Using positive interactions and relationships with adults and building social-emotional competence as the foundation for learning.
- Supporting learning through constructive, purposeful play.

OCDC supplements Creative Curriculum with the Second Step curriculum for supporting children's social and emotional learning. OCDC programs utilize My Teaching Strategies (formerly Teaching Strategies Gold) assessment to measure children's progress in center-based programs.

At OCDC, we follow the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children (the "Pyramid Model") that emphasizes:

- Prevention of challenging behavior;
- Promotion of social and emotional competencies, and
- Intervention with individualized strategies for the few children who exhibit persistent challenging behaviors that exceed what we would consider developmentally typical.

Our goal is to prepare children for success in school and life by teaching – modeling the behavior we wish to see.

As a Head Start provider, OCDC uses the Classroom Assessment Scoring System (CLASS<sup>®</sup>) observation instrument regularly in pre-kindergarten classrooms to assesses the quality of teacher-child that support children's learning and development. Teachers receive feedback on those assessments to help them with improving their teaching practices.

Family & Health Services engages with children, families, staff, and communities to collaboratively promote life-long health and wellness in a culturally responsive manner. Empowerment, advocacy, and education are at the core of quality services. OCDC utilizes a strength-based approach for communicating and interacting with families that create a welcoming environment in all interactions with families that is respectful and inclusive of each family's diversity, cultural and ethnic background.

The USDA Child and Adult Care Food Program (CACFP) is a federally funded program for Head Start and other programs that provides nutritious meals and snacks for OCDC children. Our meals promote healthy eating behaviors, and improve the quality of learning and care in our centers. All food is prepared from scratch in OCDC's kitchens.

The Oregon Child Development Coalition is recognized as a national leader in Head Start transportation because of the quality transportation services we provide to children in our program. The bus is not just a vehicle to transport children; it is a learning environment on wheels. Our staff interacts with the children using developmentally and culturally appropriate activities that are consistent with what is being taught in their classrooms.

OCDC is a "Sponsoring Organization" within Oregon's Professional Development System for the early childhood care and education industry and strives to meet industry standards in all staff trainings. OCDC welcomes working with Oregon Registry Trainers as well as trainers who are not certified, but who are able to work toward the guiding standards.

## **BACKGROUND**

OCDC's employees are at the center of the work that OCDC is able to do with children and families. Continuing to provide employees with high quality learning opportunities, to further develop and refine their skills in their service areas, based on their individual and collective strengths and areas for growth is important to the organization's ability to continue to meet its mission. While OCDC has internal training and technical assistance resources, the need for trainers and trainings across the state always exceeds the capacity. OCDC also values the knowledge and expertise external professionals can bring to staff and programs.

OCDC's goal is to expand its current capacity by building a rich portfolio of pre-approved trainers and their trainings which can be accessed for local or state-wide training events. OCDC is seeking trainers with appropriate levels of content expertise for the related service area(s) and the training skills to

effectively engage diverse employee groups. Appropriateness of fit of training content and design are also important considerations as the portfolio of “go to” trainers and trainings is developed. Trainers in all of OCDC’s service areas are invited to participate in this first round of portfolio-building. Particular emphasis at this time is on trainers with expertise in early childhood development and education, mental health, disability services, and inclusion and family and health services, with trainings in the following areas:

1. Instructional Support practices in the classroom which promote children’s cognitive and language development.
2. Sparking and following children’s interest in science, technology, engineering, art, and math
3. Group time practices and strategies for preschool.
4. Taking learning outdoors / utilizing outdoor environments to inspire and engage.
5. Practical strategies for implementing Positive Behavior Interventions and Supports in the classroom, outdoor environments, and the bus.
6. Understanding and supporting play as a learning process.
7. Unpacking Active Supervision strategies in the classroom and outdoor environments, during transitions, and on the bus.
8. Building classroom teams, including planning together, communication, problem-solving, and conflict resolution.
9. Building partnerships with families, including using home visits to strengthen relationships with children and families.
10. Engaging fathers, male family members, and father figures in the healthy development of their children and families, including serving as advocates, lifelong educators, and first teachers of their children.
11. Reaching and providing home-based services to pregnant women and infants.
12. Utilizing relationship- and strengths-based approaches.
13. Supporting families in crisis, including coordinating services, trauma-informed services, and violence and abuse prevention.
14. Ethical considerations for home visiting and family relationship-building.
15. Providing culturally responsive services, including developing mutual learning in the face of cultural differences.
16. Facilitating meetings, including case management and family team meetings.
17. Engaging and building relationships with community partners.
18. Self-awareness and self-care for caregivers.

## **RESPONSE AND SELECTION**

To be considered as an eligible trainer for this portfolio-building process, a written response, addressing items in the “Response Template” (ATTACHMENT A), must be received by 3:00 p.m. (PDT) on November 1, 2019. While responses may be delivered in person or via delivery / mail service, email is preferred to the following address:

Email: [Nancy.orem@ocdc.net](mailto:Nancy.orem@ocdc.net)

In-Person/Mail:

Nancy Orem, Training and Development Specialist  
Oregon Child Development Coalition  
9140 SW Pioneer Court, Suite E  
Wilsonville, OR 97070

OCDC is not responsible for delays or losses caused by any Internet, mail or delivery service.

OCDC will not reimburse respondents for any costs associated with a response to this RFI.

It is OCDC's intent to select for contract negotiations, respondents who will provide the best overall service package to OCDC. Respondents selected for contract negotiations are not guaranteed a contract. This request does not in any way limit OCDC's right to solicit contracts for similar or identical services.

Complete responses will be reviewed and scored by a team of agency, including those with expertise in instructional design and delivery, early childhood development and education, mental health, disabilities, and inclusion, and family and health services. Additional service area experts will be included as appropriate to reviewing relevant responses.

Respondents will be evaluated on the following:

1. Experience and expertise in desired content area(s).
2. Ability to provide training in learner-centered interactive sessions on relevant content.
3. Incorporation of reflective practice in training modules.
4. Ability to provide trainings which meet Oregon Registry Training Criteria
5. Availability to travel to sites within Oregon to provide on-site services.
6. Ability to deliver to training in English and/or Spanish, fluently.
7. Reasonableness of rates when compared with other available training resources.
8. Eligibility to contract with OCDC and ability to meet OCDC's contracting terms and requirements, including ability to provide proof of required liability coverage(s). (New vendor information available at: <http://www.ocdc.net/new-vendors/>)

## **CONTACT**

For information on this Request or for any clarifications, please contact Nancy Orem by email to [nancy.orem@ocdc.net](mailto:nancy.orem@ocdc.net). No phone calls, please.