



## **Request for Proposal**

### **Early Education Center Director's Training**

#### **A. Purpose**

Community Action Inc. of Central Texas, through the Start Smart Hays & Caldwell (SSHC) Early Childhood Coalition, is seeking a TECPDS-certified trainer to provide an in-person training session in San Marcos, TX. This training aims to enhance the knowledge and skills of early education center directors and assistant directors in managing their centers and employees effectively.

#### **B. Background**

In 2018, Community Action, Inc. of Central Texas established the Start Smart Hays & Caldwell (SSHC) early childhood coalition, with Community Action serving as the backbone organization. With the support of increased early childhood systems building funding, Community Action has been able to expand the coalition's reach and deepen its impact on the community. This funding has allowed the coalition to grow in both membership and influence, strengthening early childhood systems in Hays and Caldwell counties through collaboration, engagement, and strategic initiatives.

#### **C. Scope of Work**

The selected offerer will assist in the implementation of the Start Smart Hays & Caldwell (SSHC) coalition's initiatives by:

- a) Providing a six-hour, in-person training session on Early Education Center management.
- b) Covering key topics such as: Team Building; Managing Conflict Among Peers; Managing Assistants; Effective Communication; Reflective Supervision; Employee Retention
- c) Delivering engaging and interactive training content to ensure practical application of knowledge.
- d) Supplying prepared handouts and training materials as needed.

More detailed instructions regarding the requirements and expectations of the work will be provided to the selected consultant.

#### **C. Minimum Requirements for Selection**

- a) Must be TECPDS certified.
- b) At least 5 years' experience in the field of early childhood including early education, early childhood systems, management, licensing, or related.
- c) Ability to provide an engaging and interactive training session.



d) Availability to conduct the training in San Marcos, TX on a date in July, from 8:30 AM to 2:00 PM.

**D. Further Selection Considerations**

Proposals will be evaluated using a metric based on:

- a) Relevant trainer experience
- b) Alignment with curriculum needs
- c) Cost

**E. Instructions on Proposal Submission**

- a) Please send an email with the following items, via attachments or Google Drive, for the above described project to Nina Linda Ramos, [nramos@communityaction.com](mailto:nramos@communityaction.com)
  - i. Trainer resume with contact phone & TECPDS ID number
  - ii. Short Trainer bio
  - iii. Curriculum outline and description including agenda, learning activities and handouts.
  - iv. Quote for services, including any necessary travel expenses for trainers residing outside of Hays County.
- b) The deadline to submit your proposal including qualifications and price quote by email is at **4:30pm, Thursday, March 27, 2025**. Late submittals will not be considered.
- c) Applicants will be notified by Friday, April 4, 2025.
- d) CAI reserves the right to reject any and all quotes received in response to this RFQ. A contract for the accepted quote will be based upon the factors described in this RFQ.
- e.) Efforts will be made to utilize HUB qualified businesses. An Offeror qualifies as a HUB by receiving certification from the State of Texas.

**G. Conflict of Interest**

No employee, officer, or agent of Community Action, Inc. of Central Texas shall participate in the selection, award or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, agent, or any member of her or his immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the entity/individual selected for an award.

**H. Evaluation Criteria**

Evaluation of each proposal will be based on the following criteria:

Criteria	Point Range
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<b>a) Relevant experience:</b>	
1) Experience in early education or child development (3+ years = 5 points; 5+ years = 10 points)	0-10
2) Experience in early education center management (3+ years= 5 points; 5+ years = 10 points)	0-10
3) Experience facilitating professional development trainings (3+ years= 5 points; 5+ years = 10 points)	0-10
4) Experience working with diverse populations (e.g, bilingual educators, low-income centers, culturally diverse communities). (5 points if demonstrated, 0 points if not)	0-5
<b>b) Alignment with Curriculum Needs:</b>	
1) Comprehensiveness of training outline (5 pts for all required topics, 3 pts if missing 1-2 key topics, 0 pts if missing more)	0-5
2) Use of interactive, adult learning strategies (5 pts for clearly demonstrated engagement methods, 0 pts for lecture-only approach)	0-5
<b>c) Price</b> (Lowest price receives maximum points; highest price receives lowest point value)	0-5