

Call for Proposal Application Step-by-Step Instructions

Vendor organizations must complete the following to apply as approved providers of early childhood professional services for the state of Arkansas. Please email the following to:

ARECEQuality@ade.arkansas.gov:

- [Completed Narrative Application](#) and relevant supporting artifacts as a **PDF file**
- Completed [Coverage and Price Schedule](#) as an **Excel document**

Application Requirements (PDF):

All vendor applicants must complete the following core sections of the application:

- **Section A: About Your Organization**
- **Section B: Topic Selection**
- **Section C: Topic and Unit Justification** (this section might require additional supporting artifacts)

Section A: About Your Organization

In this section, you will complete the general organizational information and point of contact information. This includes:

- Organization name and website
- Mailing and physical address, including information on satellite locations
- Primary contact name, role, email address, phone number

Then, answer the following questions:

- Description of the organization's experience providing professional services
- Description of the organization's proposed geographic coverage and why the organization is well-positioned to operate in those geographies

Section B: Topic Selection

For each subject area (adult-child interactions, high-quality instructional materials and child assessment, and foundational support), select the topic that your organization wants to provide. Be sure to select all topics that apply. Refer to the matrix to review the allowed units per topic.

Make sure your answers in section C demonstrate your organization's ability to execute on the particular topic(s) you selected in section B (e.g., if you pick curriculum training and assessment training, be sure to address both).

Section C: Topic Unit Justification:

For each topic selected in section B, complete the following information:

- **Topic and unit selection**
 - First, select every topic and unit you are applying for.
 - Briefly overview your approach to supporting sites within the broader subject area.

- **Narrative Response:** Answer the following narrative questions
 - *Training Offerings:* List the titles of the trainings you plan to offer and a quick description of what will be covered in each training. (For vendors proposing to provide training units ONLY)
 - *Model implementation:* Explain your organization's vision for that particular subject area.
 - *Qualifications:* Outline the qualifications that best position your organization to deliver professional services in this subject area.
 - *Outcomes:* What can you point to as an outcome of your professional services? This can include, but is not limited to:
 - Survey results
 - Documented implementation changes
 - Increased CLASS scores
 - *Training and Capacity Building:* List the ways you will ensure that the organization's staff has all the necessary skills and knowledge to deliver professional services in this area. This can include, but is not limited to:
 - Additional certifications and qualifications
 - Hiring to support increased capacity
 - *Collaboration:* How will you collaborate with local leads to make sure your organization is meeting the needs of the entire region you plan to serve.
 - *Artifact of practice:* Include an example of past/current work demonstrating your ability to support early childhood providers that would be relevant to this particular subject area. This can include, but is not limited to:
 - Past/current training materials
 - Follow-up survey results demonstrating impact
 - Samples of coaching case notes
 - Data that demonstrates measurable impact as a result of your previous work

As a reminder, **vendors are only required to complete the topic and unit selection and narrative for the topics selected in section B.**

For Example:

- *Vendor A* is applying to offer the following units and topics:
 - Job-embedded coaching for supporting educators in high-quality adult-child interactions
 - Training to increase familiarity with adult-child interaction tools
 - Virtual technical assistance for curriculum training
- Therefore, *Vendor A* will respond to the questions under:
 - Adult-Child Interactions: Job-Embedded Coaching
 - Adult-Child Interactions: Training
 - High-Quality Instructional Materials: Technical Assistance

Coverage and Price Schedule Requirements (Excel):

Please complete the Coverage and Price schedule to determine the total amount requested for professional services by unit and subject area. Each applicant will only complete the tab corresponding to the unit and subject areas they are applying for.

For each unit requested, the vendor will complete the following tabs:

- **Tab A: Coverage**
- **Tab B: Price Schedule**

Tab A: Coverage

The applying vendor will complete this tab to indicate their proposed geographic coverage by unit type and subject area. If a vendor proposes to serve the entire state of Arkansas, they would *ONLY* select the first row, indicating "statewide" in row 5.

Example:

Vendor X is applying for funding in *Ashley and Bradley* counties for

- Adult-Child Interactions Job-Embedded Coaching
- Adult-Child Interactions Training

Step 1: Vendor X will locate Adult-Child Interactions Job-Embedded Coaching and Adult-Child Interactions Training in rows 4 and 5 of the "Coverage" tab.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Coverage: County Selections											
2	Select all counties in which you are interested in providing professional services. Please only select the county(ies) for unit and subject areas you are proposing to provide. If you propose to serve statewide, select the "Statewide" row (row 6). Selecting a											
3	county does not guarantee an awarded contract.											
4		Job-embedded coaching		Training			Onsite TA			Virtual TA		
5	County List	Adult-Child Interactions	HQIM and Child Assessment	Adult-Child Interactions	HQIM and Child Assessment	Foundational Support	Adult-Child Interactions	HQIM and Child Assessment	Foundational Support	Adult-Child Interactions	HQIM and Child Assessment	Foundational Support

Step 2: Vendor X will select *Ashley* and *Bradley* counties under the appropriate columns, and leave the rest blank.

	A	B	C	D	E	F
1	Coverage: County Selections					
2	Select all counties in which you are interested in providing professional services. Please only select the county(ies) for unit and subject					
3	county does not guarantee an awarded contract.					
4		Job-embedded coaching		Training		
5	County List	Adult-Child Interactions	HQIM and Child Assessment	Adult-Child Interactions	HQIM and Child Assessment	Foundational Support
6	Statewide (75 counties)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Arkansas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Ashley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Baxter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Benton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Boone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Bradley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Calhoun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: The estimated range for the total amount funded by county can be found in Appendix I of this workbook.

Tab B: Price Schedule

The applying vendor will complete this tab to indicate unit cost and the maximum number of units provided. The tab will automatically calculate totals by subject area and overall. **Note that vendors only need to complete the yellow cells; the gray cells will auto-populate.**

Example:

Step 1: Vendor X will locate Adult-Child Interactions Job-Embedded Coaching and Adult-Child Interactions Training in rows 4 and 5 of the “Price Schedule” tab in the Price Schedule.

Step 2: Vendor X will complete rows 6 and 7 under the designated topic and unit with its pre-determined unit cost and the maximum number of units it can provide.

	A	B	C	D	E	F	G
1							
2	Proposer may apply for a county (at a minimum), multiple counties, or the entire state. The Proposer shall complete all yellow						
3	*Note on Virtual TA Units: The proposed cost should reflect a total monthly cost						
4	Job-embedded coaching			Training			
5		Adult-Child Interactions	HQIM and Child Assessment		Adult-Child Interactions	HQIM and Child Assessment	Foundational Support
6	Unit Cost:	\$ 100.00		Unit Cost:	\$ 1,000.00		
7	Maximum number of units you could provide:	50		Maximum number of units you could provide:	20		
8	Cost: <i>Unit cost x # of units to be provided</i>	\$ 5,000.00	\$ -	Cost: <i>Unit cost x # of units to be provided</i>	\$ 20,000.00	\$ -	\$ -
9	Total Proposed Cost: <i>Sum of costs for Job-Embedded Coaching</i>	\$ 5,000.00		Total Proposed Cost: <i>Sum of costs for Training</i>	\$ 20,000.00		