



**REQUEST FOR APPLICATIONS
TRAINING AND CAPACITY BUILDING PARTNERS**

Important Events	Location/Method	Date/Time
Request for Applications (RFA) Release Date	https://www.mo.childcareaware.org/about/partner-agencies/	May 24, 2019
Application Portal Open Date (full text of application available)	https://www.mo.childcareaware.org/about/partner-agencies/	May 31, 2019
Application Due	Submit online through our website https://www.mo.childcareaware.org/about/partner-agencies/	June 21, 2019, 11:59 pm
Application Review	You will receive an email if your application has been selected for further review.	June 24 – June 28, 2019
Notification of Award	You will receive an email if your application has been selected for further review.	June 28 through July 26, 2019
Signed contract due to Child Care Aware® of Missouri	Send to: management@mo.childcareaware.org (PDF or photo image accepted)	Within 10 days of receiving your contract from Child Care Aware® of Missouri
Service period begins	n/a	Date of contract award July 1, 2019 through June 30, 2020
Service period ends	n/a	June 30, 2020 with potential for one (1) year renewal (July 1, 2020-June 30, 2021)

Contact Information
 Child Care Aware® of Missouri
management@mo.childcareaware.org

Introduction

Child Care Aware® of Missouri (CCAMO) is contracted with the State of Missouri Department of Social Services, Children’s Division, Early Childhood and Prevention Services Section to provide statewide Child Care Resource, Referral, and Training services including:

- Education and outreach to families, child care programs, civic and business leaders, and communities on child care, parenting and related topics (“Capacity Building”).
- Training for the child care workforce, both online (“Online Training”) and face-to-face (“Face-to-Face Training”) (collectively “Training”); and

To ensure these services are equitably delivered across the state, CCAMO partners with quality, capable individuals and organizations to assist with service delivery. This RFA invites applicants to become one of our partners. We seek:

- Capacity Building partners to serve five (5) regions on the Capacity Region Map, which include:

Capacity Building Region	Counties
1	Atchison, Nodaway, Holt, Andrew, Buchanan, Worth, Harrison, Gentry, DeKalb, Daviess, Clinton, Caldwell
5	Henry, Benton, Morgan, Hickory, Camden, Dallas, Laclede, Moniteau, Cole, Miller, Osage, Maries, Pulaski, Phelps, Crawford
8	Webster, Wright, Texas, Douglas, Ozark, Howell, Dent, Shannon, Oregon, Iron, Reynolds, Carter, Ripley
9	Washington, Jefferson, Madison, Bollinger, Cape Girardeau, Perry, Francois, St. Genevieve
10	Wayne, Butler, Stoddard, Scott, Mississippi, Dunklin, New Madrid, Pemiscot

- One (1) Statewide Online Trainer and;
- Face-to-Face Training partners to serve nine (9) of CCAMO’s twenty (20) regions on the Training Region Map, which include:

Training Region	Counties
1	Atchison, Nodaway, Holt, Andrew, Buchanan
6	Jackson, Lafayette, Cass, Johnson, Pettis, Cooper
13	Bates, Vernon, St. Clair, Cedar, Barton, Dade, Polk, Greene
14	Jasper, Lawrence, Newton, McDonald, Barry, Stone, Christian, Taney
15	Webster, Wright, Texas, Douglas, Ozark, Howell
16	Dent, Shannon, Oregon, Iron, Reynolds, Carter, Ripley
18	Madison, Bollinger, Cape Girardeau, Perry, Francois, St. Genevieve
19	Wayne, Butler, Stoddard, Scott, Mississippi
20	Dunklin, New Madrid, Pemiscot

This RFA includes the following sections:

1. Eligibility
2. About CCAMO – Our Mission, Vision and Values
3. Overview of What CCAMO Seeks in Our Partners
4. Application Process
5. Training Partnerships – Experience Required, Scope of Work and Compensation
6. Capacity Building Partnerships – Experience Required, Scope of Work and Compensation
7. Additional Terms, Procedures and Guidelines

1.0 Eligibility

1.1 Who is Eligible for Capacity Building Partnerships?

- 1.1.1 Only non-profit and for-profit organizations with multi-faceted programming, multiple staff and a presence in the community (“Organization Applicants”) are eligible to become Capacity Building partners. Applications from individuals/consultants (“Individual Applicants”) will not be accepted.
- 1.1.2 CCAMO will select only one (1) partner to deliver services in each Capacity Building Region. When you apply, you will have the option of selecting up to three (3) Capacity Building regions that you are interested in and will rank these regions in your order of preference. If your application is successful, you will be awarded one (1) of the regions you selected.

1.2 Who is Eligible for Training Partnerships?

- 1.2.1 Both Organization Applicants and Individual Applicants are eligible to become Training partners.
- 1.2.2 CCAMO will select one (1) partner to deliver Face-to-Face Training in each Training Region and one (1) Online Trainer. You may apply for one (1) or more Training regions. When you apply, you will select the region(s) you are interested in. If your application is successful, you will be awarded one (1) or more of the regions you selected.
- 1.2.3 Applicants may apply to be both Online and Face-to-Face Trainers. When you apply, you will have the option of indicating that you are applying for Online and/or Face-To-Face Training.

1.3 Applicants Eligible for Both Training and Capacity Building Partnerships. Organization Applicants may apply for and be awarded both Training and Capacity Building partnerships. Individual Applicants are not eligible to apply for Capacity Building partnerships.

2.0 About CCAMO – Our Mission, Vision and Values. CCAMO expects its partners to embrace our mission, vision and values.

- 2.1 **Our Mission:** To raise the quality of early child care educational experiences in Missouri by improving child care services - through training, quality standards, coaching, and infrastructure support.
- 2.2 **Our Why:** We believe every child deserves a safe, quality early childhood education experience which is critical to maximize their future well-being.

2.3 **Our Vision:** Every young child receives safe, quality learning experiences.

2.4 **Our Core Values:**

- *Passion* – dedication to the cause that sets our organization apart
- *Results Driven* - measure our success by what is being accomplished; track our success by outcomes, not inputs or outputs
- *Thought Leadership* - lead as informed opinion leaders and are trusted sources who move and inspire others
- *Community Partnerships* - innovative and flexible ways to bring mutual benefits to both partners
- *Integrity* - the quality of being honest and having strong moral principles and moral authority
- *Financial Stewardship* - management of processes and internal health to enable those responsible for the organization’s overall performance to execute our strategies
- *Excellence* - we believe in what we are doing and that the value of what we do warrants the persistent commitment to its betterment

3.0 Overview of What CCAMO Seeks in Our Partners. CCAMO is committed to raising the quality of early childhood educational experiences in Missouri. We seek partners who:

- 3.1 Are willing to embrace our mission, vision and values;
- 3.2 Are quality, experienced providers of early childhood-related training and community outreach;
- 3.3 Are true partners and collaborators willing to work with CCAMO to ensure Missouri’s children have exceptional care; and
- 3.4 Are interested in the possibility of expanding our work together on additional projects in the future.

4.0 Application Process

- 4.1 All applications must be submitted online through the application link. The RFA cover page has a link to the online application and provides deadlines and other dates related to the application process and contract period.
- 4.2 The application process may include an interview. If you are applying for Online or Face-to-Face Training, this will include a web-based interview in which you present a real-time demonstration of your training abilities.

5.0 Training Partnerships –Experience Required, Scope of Work and Compensation

5.1 **Minimum Requirements – Organization Applicants (Training).** In your application, Organization Applicants must provide:

- 5.1.1 The name and experience of each trainer who will deliver services through this contract. Qualified trainers will:
 - 5.1.1.1 Possess the requisite education, experience, knowledge, skills, and abilities appropriate to provide the services identified in the Training Scope of Work;
 - 5.1.1.2 Be representative of the Training Region’s racial, geographic, language, and ethnic diversity;
 - 5.1.1.3 Minimally have a four (4)-year bachelor’s degree in early childhood education, early childhood special education, elementary education, psychology, social services, or other related fields; and
 - 5.1.1.4 Have at least three (3) or more years of experience training or teaching adults.
- 5.1.2 A narrative including:
 - 5.1.2.1 How you plan to deliver the services identified in the *Training Scope of Work*, below;
 - 5.1.2.2 How you meet the *Capacity Requirements – All Applicants (Training)*, below;
 - 5.1.2.3 A description of your physical presence in Missouri;
 - 5.1.2.4 If your state of incorporation is not Missouri, how Missouri residents will be heavily utilized in delivering contracted services; and
 - 5.1.2.5 The technology you will use to deliver training.
- 5.1.3 Your 501(c)(3) letter (non-profit applicants only).
- 5.1.4 Your most recent 990 (non-profit applicants only).
- 5.1.5 Proof of good standing with the Secretary of State.
- 5.1.6 A statement that you:
 - 5.1.6.1 Have, or will get, general business liability insurance; and
 - 5.1.6.2 Are willing to add CCAMO as an additional insured if you are awarded a contract.
- 5.1.7 Contractors will maintain enrollment and participation in the E-Verify federal work authorization program:
 - 5.1.7.1 Maintain E-Verify records on all employees who will provide services under this contract,
 - 5.1.7.2 Information needed to confirm the person can legally work in the US;
 - 5.1.7.3 Information needed to conduct a criminal background check and/or Missouri Family Child Safety Registry (FCSR) evaluation; and/or

- 5.1.7.4 Other information (including fingerprints, proof of citizenship or other personal information) necessary to evaluate the employee as required by the State of Missouri.
- 5.1.8 A list with the addresses of your Missouri business location(s).
- 5.1.9 Three references with contact information.
- 5.1.10 Information about your capacity to deliver services, as described in *Capacity Requirements – Corporate and Individual Applicants (Training)*, below.

5.2 Minimum Requirements – Individual Applicants (Training). In your application, Individual Applicants must provide:

- 5.2.1 A resume or Curriculum Vitae showing you:
 - 5.2.1.1 Possess the requisite education, experience, knowledge, skills, and abilities appropriate to provide the services identified in the *Training Scope of Work*;
 - 5.2.1.2 Minimally have a four (4)-year bachelor’s degree in early childhood education, early childhood special education, elementary education, psychology, social services, or other related field, appropriate to the person’s assigned position; and
 - 5.2.1.3 Have at least three (3) or more years of experience training or teaching adults.
- 5.2.2 A narrative including:
 - 5.2.2.1 How you plan to deliver the services described in the *Training Scope of Work*, below;
 - 5.2.2.2 How you meet the *Capacity Requirements – All Applicants (Training)*, below;
 - 5.2.2.3 A description of the physical space from which you will deliver trainings (required for all Online Trainers and any other applicant that proposes to deliver training in their own space);
 - 5.2.2.4 The technology you will use to deliver trainings; and
 - 5.2.2.5 An explanation of how you are representative of your Training Region’s racial, geographic, language and ethnic diversity.
- 5.2.3 A statement of your eligibility to work in the US.
- 5.2.4 Your Form W-9.
- 5.2.5 Proof of professional liability insurance.
- 5.2.6 Three references with contact information.

- 5.2.7 Information about your capacity to deliver services, as described in *Additional Requirements – Corporate and Individual Applicants (Training)*.
- 5.2.8 CCAMO may also ask you to provide information (including fingerprints, proof of citizenship or other personal information) needed to:
 - 5.2.8.1 Verify that you can legally work in the United States;
 - 5.2.8.2 Conduct a criminal background check and/or Missouri Family Child Safety Registry (FCSR) evaluation; or
 - 5.2.8.3 Otherwise evaluate your status, as required by the State of Missouri.

5.3 **Capacity Requirements – All Applicants (Training)**. All Training partners must have the capacity and resources needed to conduct trainings and perform other services identified in the *Training Scope of Work* in a professional manner. This includes:

- 5.3.1 **Equipment/Technology**. All trainers must have a computer with Microsoft Office Suite 2013 (or a more recent version). In addition:
 - 5.3.1.1 Face-to-Face Trainers must have a laptop, PowerPoint clicker, the ability to print/copy materials and own/have access to a computer-connectable projector.
 - 5.3.1.2 Online Trainers must also have high-speed internet; equipment able to stream good quality audio/video online and engage in real-time interactions with training participants; and a phone line with a good connection and reliable service.
- 5.3.2 **Professional Space**. If you will deliver trainings in your own business space, that space must be:
 - 5.3.2.1 Professional in appearance;
 - 5.3.2.2 Free from distractions and interruptions (no disruptions from pets, children, etc.); and
 - 5.3.2.3 With a business-appropriate backdrop (for Online Trainers).
- 5.3.3 **Storage Space**: You will need space to store supplies related to training.

5.4 **Training Scope of Work**. Training partners will:

- 5.4.1 Deliver existing CCAMO curricula including: (a) Basic Knowledge Curriculum Infant/Toddler & Early Childhood; (b) Social & Emotional Foundations for Learning; (c) Preventing Childhood Abuse & Neglect; (d) Youth Development; and (e) other early childhood related topics. All trainings will be two (2) to three (3) clock hours in length with curricula approved for clock hours in Missouri.
- 5.4.2 Participate in a one-time, web-based *Training for Trainers* session covering CCAMO's training philosophy and approach.

- 5.4.3 Attend a curriculum review session for each assigned training.
- 5.4.4 Work with CCAMO to submit all paperwork connected to trainings.
- 5.4.5 Use CCAMO's specific curriculum for assigned training session(s) including our PowerPoint presentation, facilitator guide and participant workbook.
- 5.4.6 Distribute information, such as the annual Professional Development Needs Survey and training promotional material.
- 5.4.7 Help evaluate or modify curricula, as requested by CCAMO.
- 5.4.8 Discuss any training-related issues or concerns with CCAMO and collaborate to develop and execute solutions, including sometimes contacting the trainee.
- 5.4.9 Collect and share data about the trainings you teach.
- 5.4.10 Respond promptly to outreach from CCAMO staff.
- 5.4.11 Maintain an ongoing, collaborative relationship and regular communications with CCAMO to ensure excellence across our Training program. This may include participating in conference calls with CCAMO and others; receiving in-person or online support; connecting with other partners to exchange resources; and other activities.
- 5.4.12 Co-brand with CCAMO. When performing contracted services, you will be expected to represent yourself as a CCAMO partner and use CCAMO's brand on related communications and materials. This may include featuring CCAMO's logo on printed and electronic material; providing links on your website to CCAMO's website; working with CCAMO to link material on our website to your website; distributing CCAMO's contact information; promoting events or information through your media feeds; and otherwise presenting your work under the contract as an imprint of CCAMO.
- 5.4.13 If you wish to publish any material (print, video, digital or other format) about the work you perform as a CCAMO partner, you will obtain CCAMO's prior written consent for the publication; collaborate with CCAMO on the content, form, timing and other publication details; and credit CCAMO with dual authorship.
- 5.4.14 Communicate with the media about the work you perform as a CCAMO partner only with CCAMO's prior written consent and collaboration.

5.5 Compensation (Training Partnerships): Training Partners will be compensated at a rate of \$275 per Face-to-Face clock hour delivered and \$125 per Online clock hour delivered between January and June 2019. For detailed information by region:

Training Region (Face-to-Face)	Counties	Training Hours	Total Compensation
1	Atchison, Nodaway, Holt, Andrew, Buchanan	6	\$1,650
6	Jackson, Lafayette, Cass, Johnson, Pettis, Cooper	20	\$5,500
13	Bates, Vernon, St. Clair, Cedar, Barton, Dade, Polk, Greene	14	\$3,850
14	Jasper, Lawrence, Newton, McDonald, Barry, Stone, Christian, Taney	8	\$2,200
15	Webster, Wright, Texas, Douglas, Ozark, Howell	6	\$1,650
16	Dent, Shannon, Oregon, Iron, Reynolds, Carter, Ripley	6	\$1,650
18	Madison, Bollinger, Cape Girardeau, Perry, Francois, St. Genevieve	8	\$2,200
19	Wayne, Butler, Stoddard, Scott, Mississippi	6	\$1,650
20	Dunklin, New Madrid, Pemiscot	6	\$1,650
Online Trainer	Statewide	22	\$2,750

6.0 Capacity Building Partnerships – Experience Required, Scope of Work and Compensation

6.1 Minimum Requirements – All Capacity Building Applicants. Capacity Building applicants must provide:

- 6.1.1 The name and experience of key employees who will deliver services under this RFA.
 - 6.1.1.1 Minimally have a four (4)-year bachelor’s degree
- 6.1.2 A narrative describing:
 - 6.1.2.1 How you plan to deliver services described in the *Capacity Building Scope of Work*, below;
 - 6.1.2.2 A description of your current community presence and involvement in the Capacity Building Region for which you are applying;
 - 6.1.2.3 A description of your physical presence in Missouri; and
 - 6.1.2.4 If your state of incorporation is not Missouri, how Missouri residents will be heavily utilized in delivering contracted services.
- 6.1.3 Your 501(c)(3) letter (non-profit applicants only).
- 6.1.4 Your most recent 990 (non-profit applicants only).
- 6.1.5 Proof of good standing with the Secretary of State.
- 6.1.6 A statement that you:
 - 6.1.6.1 Have, or will get, general business liability insurance; and
 - 6.1.6.2 Are willing to add CCAMO as an additional insured if your application is accepted.
- 6.1.7 Contractors will maintain enrollment and participation in the E-Verify federal work authorization program:
 - 6.1.7.1 Maintain E-Verify records on all employees who will provide services under this contract,
 - 6.1.7.2 Information needed to confirm the person can legally work in the US;
 - 6.1.7.3 Information needed to conduct a criminal background check and/or Missouri Family Child Safety Registry (FCSR) evaluation; and/or
 - 6.1.7.4 Other information (including fingerprints, proof of citizenship or other personal information) as to assess employees, as required by the State of Missouri.
- 6.1.8 A list with the addresses of your Missouri business location(s).
- 6.1.9 Three references with contact information.
- 6.1.10 Your website and social media feeds.

6.2 Scope of Work – Capacity Building Partners. Capacity Building Partners will:

- 6.2.1 Participate in training and orientation.
- 6.2.2 Identify and promote parenting resources, parenting education and engagement opportunities. You will also be required to:
 - 6.2.2.1 Track your activities by county;
 - 6.2.2.2 Regularly send CCAMO new and updated county-specific information about available parent resources for inclusion in CCAMO’s statewide directory;
 - 6.2.2.3 Spend approximately one (1) hour/week on this task each week for 50 weeks between July 2019-June 2020 (50 hours total); and
 - 6.2.2.4 Submit reports on CCAMO’s template(s) verifying time spent, activities performed.
- 6.2.3 Identify, update and help build awareness of how to start a new child care program in your Capacity Building region, including promotion of resources and programs identified by CCAMO; attending provider meetings and events; and providing information on county-specific zoning restrictions and Missouri child care statutes and regulations, including but not limited to Mo. Rev. Stat. 210.201-210.259, 19CSR 30-60.010, 19CSR 30.61-010 and 19CSR 30.62.010. You will also be required to:
 - 6.2.3.1 Spend approximately 60 hours total on this task between July 2019 and June 2020;
 - 6.2.3.2 Add to update and/or confirm county-specific resources on a shared webpage;
 - 6.2.3.3 Audit the resources listed for your Capacity Building Region on CCAMO’s webpage to confirm that listed information is current; and
 - 6.2.3.4 Submit reports on CCAMO’s template(s) verifying time spent and activities performed.
- 6.2.4 Distribute consumer education materials produced by CCAMO at community events. You will also be required to:
 - 6.2.4.1 Research upcoming events in all counties within Capacity Building region;
 - 6.2.4.2 Participate in approximately 18 events of approximately five (5) hours each (90 hours total) between July 2019 and June 2020 spread throughout all counties; and
 - 6.2.4.3 Obtain approval on any event costing more than \$250.00 for booth/vendor fees and divide cost for these fees when there is intent to co-brand
 - 6.2.4.4 Submit reports on CCAMO’s template(s) verifying time spent, materials distributed, and events attended.
- 6.2.5 Provide outreach to business and civic leaders to encourage their assistance in increasing child care capacity for working families. This includes, but is not limited to, directing them to CCAMO for supply and demand data and/or customized data reports created by CCAMO; participating in regional business planning efforts; explaining licensing requirements; working with community planners, and participating in Economic

Development and Workforce Development discussions to identify community needs in the Capacity Building Region. You will also be required to:

- 6.2.5.1 Spend 80 hours on this task between July 2019 and June 2020
 - 6.2.5.2 Submit reports on CCAMO's template verifying time spent and efforts made; to include plans and outcomes.
 - 6.2.6 Distribute printed material and other CCAMO collateral to community stakeholders, business leaders, organizations, and other contacts throughout region and submit reports on CCAMO's template verifying number of materials distributed
 - 6.2.7 Respond promptly to outreach from CCAMO staff.
 - 6.2.8 Maintain an ongoing, collaborative relationship and regular communications with CCAMO to ensure excellence in our Capacity Building program. This may include participating in conference calls with CCAMO and others; receiving in-person or online support; connecting with other partners to exchange resources; and other activities.
 - 6.2.9 Co-brand with CCAMO. When performing contracted services, you will be expected to represent yourself as a CCAMO partner and use CCAMO's brand on related communications and materials. This may include featuring CCAMO's logo on printed and electronic material; providing links on your website to CCAMO's website; working with CCAMO to provide links on our website to your website; distributing CCAMO's contact information; promoting events or information through your media feeds; and otherwise presenting your work under the contract as an imprint of CCAMO.
 - 6.2.10 If you wish to publish any material (print, video, digital or other format) about the work you perform as a CCAMO partner, you will obtain CCAMO's prior written consent for the publication; collaborate with CCAMO on the content, form, timing and other publication details; and credit CCAMO with dual authorship.
 - 6.2.11 Communicate with the media about the work you perform as a CCAMO partner only with CCAMO's prior written consent and collaboration.
- 6.3 **Compensation – Capacity Building Partners:** Capacity Building Partners will be compensated at a rate of \$45/hour for up to 280 hours between July 2019 and June 2020, not to exceed \$12,600.

Additional opportunities for increased compensation will be under review and may be made available during the contract year, between July 2019 and June 2020.

7.0 Additional Terms, Procedures and Guidelines

7.1 Ambiguity, Conflict or Other Errors In the RFA

- 7.1.1 If you discover any ambiguity, conflict, omission, discrepancy or other error in the RFA, immediately notify CCAMO in writing at management@mo.childcareaware.org and request modification or clarification of the document. If CCAMO deems a modification necessary, CCAMO will post an Amendment to the RFA online.
- 7.1.2 You are responsible for seeking clarification of any ambiguity, conflict, discrepancy, omission or other error in the RFA before submitting your application or the issue will be deemed waived.
- 7.1.3 By submitting an application, you imply that you have the skills and equipment required to perform the Scope of Work, whether or not those skills and equipment are specifically listed in this RFA.
- 7.1.4 CCAMO shall not be liable for any costs incurred in preparing/submitting your application.

7.2 Rejection of Applications. CCAMO reserves the right to accept or reject in whole or in part any Application submitted, waive technicalities, and to accept the offer CCAMO considers most advantageous to CCAMO and to the consumers of the Training and/or Capacity Building services. CCAMO, in its sole discretion, shall reject the proposal of any Applicant that it determines to be non-responsive or non-compliant with the RFA instructions. Applicant's failure to promptly supply additional information requested by CCAMO may constitute grounds for a determination of non-responsiveness.

7.3 Acceptance of Applications. CCAMO will accept all applications properly submitted and responsive to the RFA. We reserve the right to request clarifications or corrections to applications.

7.4 Withdrawal of Proposals. Should you need to withdraw your proposal, please notify CCAMO as early as possible.

7.5 Guidelines for Applications

- 7.5.1 Your application must be submitted as instructed on the cover page of this RFA.
- 7.5.2 The application consists of:
 - 7.5.2.1.1 Fillable fields. All fields must be completed before the portal will accept the submission of your application.
 - 7.5.2.1.2 Narrative sections.

- 7.5.2.1.3 Document Uploads. All documents must be uploaded before the portal will accept the submission of your application. Submitted documents must be in PDF format.
- 7.5.3 Applications cannot be accepted after the stated deadline.
- 7.5.4 CCAMO may withdraw this RFA at any time and for any reason, and issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- 7.5.5 Acceptance of your application does not guarantee that you will be awarded a partnership.
- 7.5.6 The terms of this RFA cannot be changed as a result of any conversation or communication with CCAMO staff. Any changes to the RFA will be posted online at (<https://www.mo.childcareaware.org/about/partner-agencies/>) as an Amendment to the original RFA.
- 7.5.7 We appreciate your application and reserve the right to select applicants that best meet our goals and objectives, needs and fiscal constraints.