

---

## **REQUEST FOR PROPOSALS: CHILD DEVELOPMENT ASSOCIATE TRAINER**

**ELIGIBLE PROPOSERS:** This Request for Proposals is limited to Child Development Associate (CDA) Trainers certified through the Department of Early Learning and Care (DECAL) with a bachelor's degree in Adult Education, Social or Behavioral Science or a similar field of study. The selected vendor must have a minimum of three (3) years of experience in early childhood education, adult education or job training programs, developing, and providing training, facilitating groups, assessing, and assisting clients, or an equivalent combination of education and experience. The selected vendor must hold a State of Georgia Business license.

**SCOPE OF SERVICES:** The City of Savannah seeks to enter into a two-year contract with a licensed DECAL trainer to provide three instructional units for four CDA cohorts annually, based on Competency Standards established by the Council for Professional Recognition. The selected vendor must perform the following tasks within the specified time period:

- (1) Develop a curriculum supported by lesson plans which are based on the six CDA Competency Standards established by the Council for Professional Recognition.
- (2) Hire and manage, if needed, an instructor/trainer(s) with the skills and knowledge associated with the implementation of the CDA training.
- (3) Provide 120 hours of CDA instruction/training to a minimum of 80 income eligible participants annually to assist with the completion of the CDA Portfolio/Resource File, classroom observation and the national exam.
- (4) The vendor must provide all training guides and resource materials to include the Child Development Associate Competency books.
- (5) Ensure all hired trainers have a background check completed prior to the start of the training session.

For more information about this opportunity, see the Child Development Associates Program Request for Proposals on the City's website at [www.savannahga.gov/humanservices](http://www.savannahga.gov/humanservices).

**SUBMISSION OF PROPOSALS:** Proposals must be submitted electronically to the City of Savannah, Human Services Department, no later than 5:00 p.m., January 28, 2022, at: [grants@savannahga.gov](mailto:grants@savannahga.gov).

# Request for Proposals

## State Certified Child Development Associate Trainer

### 1.0 Broad Description of Project

The City of Savannah is soliciting proposals from nationally certified Child Development Associate (CDA) Trainers to provide instruction to eligible participants and assist them with completing all required course work, submittal of documents and completion of the national Child Development Associate Credential. All submissions will be evaluated by a selection committee and the successful proposal will be recommended for award.

The CDA program is a three-month nationally recognized credentialing program designed to prepare early childhood workers for the Child Development Associate National Credential issued by the Council for Professional Recognition, hereinafter referred to as the Council. This program will provide students with the knowledge and skills needed for the Credential and provide information on the development of the portfolio required of the Council. Satisfactory completion of this program is a requirement to receive the CDA Credential. Candidates that complete the program are qualified for employment as assistants and leaders in childcare centers. Successful candidates will complete 120 hours of training, a CDA Portfolio/Resource File, a classroom observation, and the national exam. At completion of the program, CDA candidates must successfully demonstrate their competence in each of the six goal areas.

The program will be offered in four quarterly cohorts with up to 20 participants each in a classroom setting. Classes will be held at City facilities (locations TBD).

### 1.1 Eligible Vendors

This Request for Proposals is limited to CDA Trainers certified through the Department of Early Learning and Care (DECAL) with a bachelor's degree in Adult Education, Social or Behavioral Science or a similar field of study with a minimum of three (3) years of experience in early childhood education, adult education or job training programs, developing, and providing training, facilitating groups, assessing, and assisting clients, or an equivalent combination of education and experience. The vendor must hold a State of Georgia Business license.

Requirements:

- (1) Submit evidence that the vendor has successfully offered at least one long-term course over a period of several weeks or months; provide documentation of course evaluations.
- (2) Provide documentation of the qualifications of the subject matter experts (if not the vendor) who will develop the CDA curriculum. Qualifications must include:
  - Nationally approved CDA Trainer License.
  - At least three years (3) of experience teaching in an early learning setting
  - At least three years (3) of experience developing training or education for adults in child development and developmentally appropriate practices
- (3) Provide documentation of the qualifications of the subject matter experts (if not the vendor) who will deliver the CDA course. Qualifications may include:
  - State of Georgia approved CDA Trainer License.
  - At least three years (3) of experience teaching in an early learning setting
  - At least three years (3) of experience delivering training or education for adults in child development and developmentally appropriate practice

## 1.2 Scope of Services

The vendor will provide three instructional units for each cohort, focused on six CDA Competency Standards established by the Council to train CDA participants and assist them in meeting the required 120 hours of professional development. The selected vendor shall perform the following tasks within the specified time period:

- (1) Develop a curriculum supported by lesson plans which are based on the six CDA Competency Standards established by the Council.
- (2) Hire and manage, if needed, an instructor/trainer(s) with the skills and knowledge associated with the implementation of the CDA training.
- (3) Provide 120 hours of CDA instruction/training to a minimum of **80** income eligible participants annually to assist with the completion of the CDA Portfolio/Resource File, classroom observation and the national exam.
- (4) The vendor shall provide all training guides and resource materials to include the Child Development Associate Competency books.
- (5) Ensure all hired trainers and program participants have a background check completed prior to the start of the training session.
- (6) Provide an attendance report at the end of each month. Submit a closeout report within 30 days after the completion of each cohort to reflect the progress made by participants in attaining the program objectives, such as completion of certification and employment status.

### 1.3 Program Period

The CDA program training will be administered under a two-year contract which begins February 14, 2022, and end February 14, 2024, with a goal of training 80 CDA participants each year. The first cohort will begin March 1, 2022.

**Year One:** (February 14, 2022 – February 14, 2023)

**Year Two:** (February 14, 2023 – February 14, 2024)

### 1.4 Proposal Format

Proposals shall be submitted in the following format and include the following information:

- (1) **Qualifications and Experience** – This Request for Proposals is limited to CDA Trainers Certified through the Department of Early Learning and Care (DECAL) with a bachelor’s degree in Adult Education, Social or Behavioral Science or a similar field of study with a minimum of three (3) years of experience in early childhood education, adult education or job training programs, developing, and providing training, facilitating groups, assessing, and assisting clients, or an equivalent combination of education and experience. Provide an overview of the Vendors qualifications and experience, including:
  - (a) Submit a copy of the vendor’s State of Georgia Business license.
  - (b) Background and history, including year established, type of ownership, public or private company structure
  - (c) Current Organizational Chart and name of Instructor/Trainer for this program
  - (d) Number and location of offices in Savannah
  - (e) Number of total current personnel and the number that will work on this program
  - (f) vendor experience implementing similar programs or services, including the number of years provided
  
- (2) **Program Methodology** – Describe how the vendor plans to implement the CDA training program, if selected, including:
  - a. **Program Services** – Describe how the program will operate if the vendor is selected to manage it. Please include how program information and applications can be accessed, any support/assistance that will be available to applicants, the process that will be used to evaluate and approve applications, how quickly complete applications can be processed and managed.
  
  - b. **Program Hours and Locations** – The City of Savannah desires for the

program to be provided at City facilities (locations TBD). We will offer Weekdays or Saturday training based on data collected from early childhood educator surveys.

- c. **Partner Organizations** – The City of Savannah encourages organizations to partner with each other to reach as many areas of the community as possible where assistance may be needed. Please describe any new or existing partnerships the vendor plans to pursue to assist with implementation of the program. Include a letter(s) of support from partner organizations, with the proposed role(s) of partners and whether the relationship is/will be voluntary or paid. Identify the lead vendor.

(3) **Program Timeline** – Describe the proposed timeline for administering the program.

(4) **Fee Proposal** – Identify the administrative cost the vendor is seeking to provide training and support. All costs need to be generally recognized as ordinary and necessary for the operations of a training program of this nature.

**1.5 Basis of Award**

**Proposals shall be evaluated according to the following criteria:**

<b>Qualifications &amp; Experience</b>	<b>30</b>
<b>Program Methodology</b>	<b>30</b>
<b>Program Timeline</b>	<b>25</b>
<b>Proposed Fees:</b>	<b>15</b>
<hr/>	
<b>Total Points</b>	<b>100</b>
<hr/>	

## **1.6 Proposal Deadline**

Proposals must be submitted electronically to the City of Savannah, Human Services Department, no later than **5:00 p.m., January 28, 2022** at: [grants@savannahga.gov](mailto:grants@savannahga.gov)

All proposals must be submitted in accordance with the instructions contained in this Request for Proposals. All requested information must be uploaded at the time the proposal is submitted.

For more information, please contact the Human Services Department at: 912-651-6520.