



**REQUEST FOR QUALIFICATIONS (RFQ):**

**Early Support for Infants and Toddlers (ESIT) Facilitators and Consultants**

**Issue Date: April 5<sup>th</sup>, 2023**

**Initial due date for 2023 Facilitators and Consultants: May 22<sup>nd</sup>, 2023 5 PM PST**

**Proposals will be accepted on a rolling basis after the initial due date as Facilitators and Consultants are needed.**

*\*If an application was submitted and deemed qualified as part of the 2022 Best Starts for Kids - Infant and Early Childhood Mental Health (IECMH) RFQ or the Workforce Development (WFD) RFQ for facilitators and trainers, a new application is not required. As facilitating needs arise, successful applicants will be contacted to discuss potential opportunities.*



## RFQ – Facilitators and Consultants

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## I. INTRODUCTION

WestEd is requesting applications from professionals, trainers, consultants, community educators, technical assistance providers, ESIT providers, etc. who have a passion for sharing knowledge regarding developmental delays or disabilities impacting infants and toddlers, holding racial equity, disability justice, and family centered practices as the foundation for learning opportunities, facilitating multidisciplinary spaces, and engaging in deep learning with others in the birth to three field. We want you to join us in providing learning opportunities for providers in ways that can transform systems and practices for our youngest children.

This RFQ contains background information on Best Starts for Kids and WestEd and outlines specific information that must be included in the bids submitted. Applications are due on May 22<sup>nd</sup>, 2023 but will be continued to be accepted throughout the year and considered as additional opportunities needs arise.

Applications must be submitted online via [this link](#) and be received no later than 5 PM PST on May 22<sup>nd</sup>, 2023 to be considered as part of the initial applications.

## II. BACKGROUND

Best Starts is a community-driven initiative to support every baby born or child raised in King County so they reach adulthood happy, healthy, safe, and thriving. Through investing in community supports from prenatal development to adulthood, Best Starts catalyzes strong starts in early childhood and sustains those gains as kids progress to adulthood, launching King County's kids on a path of lifelong health and well-being.

Best Starts' prenatal to five investments reach children and families where they are — in their homes, childcare settings, and communities — to support healthy child development and family well-being.

**Early Support for Infants and Toddlers (ESIT)** promotes equitable outcomes for families with children, aged birth to three, who have developmental delays or disabilities. Eligible infants and toddlers, and their families, are entitled to individualized, quality developmental services in accordance with the federal [Individuals with Disabilities Education Act \(IDEA\), Part C](#). Services include [Family Resources Coordination](#), education, speech or motor therapies, and take place at home, childcare, and community settings.

King County's role, as an ESIT County Lead Agency, includes managing system-wide initiatives, providing guidance, learning opportunities, and Technical Assistance to ESIT providers, and improving quality through strategic planning and program monitoring. Currently, King County contracts with thirteen ESIT provider agencies to deliver services. About 500 staff members work in ESIT provider agencies across the county,

and there is a significant shortage of qualified providers. Currently, 55% of children and families served identified as BIPOC, and typically 27-28% of families served speak more than 50 languages.

The following outcomes from the King County ESIT Logic Model are related to strengthening the ESIT workforce.

King County ESIT will:

1. Provide opportunities for ESIT providers to engage in training and ongoing support to deliver relationship-based services centered in [Equity](#), foundational developmental principles, and parent coaching.
2. Develop and implement an ESIT workforce development plan that includes recruiting and maintaining a diverse and satisfied workforce through the following improvements:
  - A scholarship program;
  - Equitable compensation;
  - Reasonable caseloads;
  - Communities of Practice;
  - Professional development opportunities; and
  - Reflective consultation.
3. Partner with and train agencies serving immigrants, refugees, and communities of color, and disability-specific organizations to offer cultural and linguistic supports to ESIT families.

Together, these improvements are intended to strengthen equitable access to ESIT, along with quality and equitable services and outcomes for children and families.

King County has set aside funding for learning opportunities to support this endeavor. The purpose of this RFQ is to identify and engage an array of consultants to develop and/or provide:

- An Introductory ESIT Course for community partners seeking to become ESIT provider agencies and cultural navigators
- Focused Communities of Practice, such as to support providers who are engaged with family coaching practices, families involved in the child welfare system, Deaf/Hard of Hearing children, and/or Family Resources Coordinators, Special Educators, provider affinity supports, etc. Agency-specific technical assistance for new or continuing ESIT programs, tailored to address needs.
- Learning opportunities tailored to ESIT service providers on topics such as:
  - Culturally relevant coaching, evaluation, and assessment
  - Relationship-based service approaches,

- Adult and perinatal mental health,
- Affirming children’s healthy racial, cultural, gender, and disability identity development,
- Developmental needs such as feeding, nutrition, sensory processing, and sleep,
- Part C specific topics, including Child Outcomes Summary, Functional Outcomes, and managing financial and program requirements, and
- and other topics related to strengthening equitable access, quality and equitable services and outcomes for children and families.

All contracts will be held by WestEd.

### **About WestEd**

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 900 employees, located in 13 offices across the United States, and had revenue in excess of \$211.7 million for Fiscal Year 2022.

Throughout WestEd’s over 50-year history we have maintained a strong commitment to staff diversity. Individuals of different ethnicities, races, abilities, gender identities, and sexual orientations, as well as from different cultural, linguistic, and socioeconomic backgrounds, work at all levels of the organization. We value the range of perspectives provided by this diverse workforce and the ways in which those perspectives enrich and inform our agency and the work we do. Read more about [WestEd’s Commitment to Diversity, Equity, and Inclusion](#).

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women’s business enterprises and labor surplus area business when possible. The selected vendor may be required to undertake affirmative steps to utilize such businesses in subcontracts if this contract is federally funded. A vendor qualifies as a small business if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201, Subsector 541618) by having average annual receipts for the last three fiscal years not exceeding \$16.5 million.

### III. WESTED CONTACT

All communications, including any requests for clarification, concerning this RFQ should be addressed in writing to the following:

Diana de la Lanza  
[bsk-wested@wested.org](mailto:bsk-wested@wested.org)

### IV. SOLICITATION KEY DATES AND TIMELINE

| RFQ Activity                              | Dates                                |
|---|--------------------------------------|
| RFQ Released                              | April 5, 2023                        |
| Information Session                       | May 1, 2023                          |
| Initial Applications Due*                 | May 22, 2023                         |
| Initial RFQ Notification of Qualification | June 2023                            |
| Commence Work                             | As training/facilitation needs arise |

\*Rolling applications are accepted and reviews will take place as needs are identified.

### V. PROJECT SCOPE & REQUIREMENTS

#### Scope of Work

As facilitating needs arise, successful applicants will be contacted to discuss possible scopes of work, reimbursement, and scheduling. Being a qualified applicant does not guarantee a contract.

Applicants will provide specific learning opportunities on a mutually agreed upon schedule throughout the year. The length of each learning opportunity will be determined based on the subject and content mutually agreed upon by Best Starts for Kids/WestEd and the applicant. Learning Opportunities are anticipated to be virtual with the use of a reliable virtual platform (i.e. Zoom, WebEx, etc.)

Specific responsibilities will be aligned for each Consultant. In general, the responsibilities will include:

- Preparing learning materials/overview material and overview
- Facilitating approved learning opportunity material
- Participating in evaluation and continuous improvement efforts
- Attending meetings with Best Start for Kids
- Providing monthly invoices for services rendered

## **Timeline**

Applications will be accepted on a rolling basis with initial applications due May 22<sup>nd</sup>, 2023 at 5 PM PST. Work can take place any time after June 2023.

Information Session to take place on **Monday, May 1<sup>st</sup>, 2023 at 11:15 AM PST.**

For the Zoom link & information, please email [support-bsk@wested.org](mailto:support-bsk@wested.org)

A recording of this session and a list of FAQs will be made available [here](#) on Wednesday, May 3, 2023.

## **Qualifications**

This request for qualifications invites professionals, trainers, consultants, community educators, technical assistance providers, ESIT providers, etc. who have a passion for sharing knowledge regarding developmental delays or disabilities impacting infants and toddlers, holding racial equity, disability justice, and family centered practices as the foundation for learning opportunities, facilitating multidisciplinary spaces, and engaging in deep learning with others in the birth to three field to provide virtual and in person learning opportunities to strengthen ESIT providers and community partners in King County, Washington.

WestEd will evaluate applications based on the following preferred criteria (It is not expected that applicants meet all criteria):

- Strong grounding of equity and disability justice as a pivotal piece of facilitating, teaching, educating, and/or sharing knowledge.
- Previous experience in providing learning opportunities, teaching, educating, and/or sharing knowledge for birth to three providers
- Knowledge of Individuals with Disabilities Education Act, Part C and it's implementation in Washington State as the Early Support for Infants and Toddlers (ESIT) program, infant and early childhood mental health, and family centered practices
- Previous experience in facilitating learning opportunities, teaching, educating, and/or sharing knowledge to a diverse range of audiences – diverse by profession, race, culture, language, geography.
- Ability to create and facilitate open spaces for discussion on challenging topics
- Knowledge and skills to embed Racial Equity and Disability Justice skills across learning opportunity design, facilitation, reflection, and continuous improvement, including complexities of facilitator and participant identities: cultural/racial, language, disability, gender, etc.
- Specific content knowledge of a key topic relevant to strengthening the ESIT system in King County.

## VI. PROPOSAL OUTLINE

To simplify the review process and to obtain the maximum degree of comparability, the responses will be collected via an online form and repository. It should include the following items and be organized in the manner specified below.

### ESIT RFQ Application

Please address the questions below in the online form and ensure that there is sufficient detail in your narrative in order for reviewers to have a clear understanding of your work.

A complete online application will consist of the following elements (applications which do not include all elements will not score well in the review process):

1. **Contact Information** – Consultant(s) will provide information such as full name, email address, other best forms of contact.
2. **Experience** – Describe your experience teaching, facilitating, and/or sharing knowledge towards developmental outcomes for children birth to three and their families in the context of culture, language and community. Please be sure to touch on:
  - Who have you supported to learn something new?
  - What types of infant and early childhood development topic areas have you supported them in?
  - Provide a list of topics that you have facilitated in the past as well as a list of topics you would be interested in planning or facilitating, even if you haven't in the past.
3. **Knowledge** – sharing on the Individuals with Disabilities Act, Part C and its implementation in Washington State as the ESIT Program, infant and early childhood mental health, and family centered practices.
4. **Equity** – describe how you center racial equity and disability justice, and tailor your workshops to community needs?
5. **Facilitation** – creation and facilitation of learning opportunities that are:
  - Inclusive of all types of learners
  - Practical
  - Supportive for participants to apply the new learning with the children and families they support
6. **Topics** – previous and potential
7. We view life, education, and work experiences as equally important. Is there anything else about your background and experience as related to this work that

you think would be helpful for us to know? In particular, please help us understand the communities you are a part of and have strong relationships with.

6. An uploaded version of your resume and include a list of topics or curriculum or technical assistance that you have already created or delivered in the past.

## **VII. REVIEW PROCESS**

Responses should be submitted on the most favorable terms relevant to the RFQ requirements, instructions, scope, and pricing. WestEd contemplates selection of qualifications to the responsive, responsible vendor whose proposal is the most advantageous to WestEd, and its decision is final.

As a federal contractor, it is WestEd's policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned business, and/or woman-owned businesses. Therefore, vendors that meet these criteria will be given preference, should they meet all other stated criteria in the RFQ.

## **VIII. COMPLIANCE WITH LAWS**

Any Vendor must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any Vendor must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

## **IX. WRITTEN QUESTIONS AND ADDENDA**

Written questions or comments regarding this RFQ must be in writing and received no later than May 15, 2023. Questions should be emailed to Diana de la Lanza at [bsk-wested@wested.org](mailto:bsk-wested@wested.org) All questions will be responded to via email. Vendor(s) invited to submit a response understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFQ that is unclear or open to more than one interpretation.

WestEd reserves the right in its sole discretion to revise or amend this RFQ prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFQ. Business is responsible for verifying they have received, and all responses shall acknowledge receipt of, all addenda issued by WestEd relating to this RFQ. Failure to acknowledge receipt of all such addenda may render a proposal nonresponsive.

## X. SUBMISSION

Initial applications are due May 22<sup>nd</sup>, 2023. Proposals will be accepted on a rolling basis after this if additional Facilitators and Consultants are needed.

Responses should be submitted electronically via this [online application](#).

## XI. GLOSSARY OF TERMS

**Individuals with Disabilities Education Act (IDEA):** means the federal Individuals with Disabilities Education Act, as amended, codified as 20 U.S.C. §§1431.631 – 1444.644 and regulated under 34 CFR 303.

**Part C of IDEA or Part C:** means the Infants and Toddlers with Disabilities program under IDEA of 2004, as amended, codified as 20 USC §§1400.631 – 1400.644 and regulated under 34 CFR §303.amended.

**Family Resources Coordinator (FRC):** is the individual who assists an eligible child and his/her family in gaining access to Early Support for Infants and Toddlers (ESIT) services and other resources, as identified in the Individualized Family Service Plan, and in receiving their rights and procedural safeguards of the ESIT program, and as further defined in the DCYF/ESIT Policies and Procedures, Policy 2 Definitions, and under Service Coordination (case management) in 34 CFR §303.34.

**Individualized Family Service Plan (IFSP):** means the written plan required for providing ESIT services to an eligible child and the child's family, per Washington's Federally Approved State Plan.

**Equity:** means giving everyone what they need to be successful as opposed to equality which means treating everyone the same.

Attachment A

Please note:

- You do not need to score the maximum points in each category to be qualified as a facilitator/consultant.

| Area Reviewed  | Maximum Points |
|--|----------------|
| <p><b>Qualifications and Experience</b><br/>           Applicant has experience facilitating, teaching, and/or sharing knowledge towards developmental outcomes for children birth to three and their families in the context of culture, language, and community.</p>   | 10             |
| <p><b>Knowledge</b><br/>           Applicant demonstrated knowledge of:</p> <ul style="list-style-type: none"> <li>• IDEA</li> <li>• Part C and its implementation in Washington State as the ESIT Program</li> <li>• IECMH</li> <li>• Family Centered Practices</li> </ul>  | 10             |
| <p><b>Equity &amp; Disability Justice</b><br/>           Applicant’s response demonstrates understanding racial equity and disability justice. Considers/includes attunement to tailoring content to community needs.</p>  | 20             |
| <p><b>Facilitation</b><br/>           Applicant shares concrete ways to create learning opportunities that are:</p> <ul style="list-style-type: none"> <li>• Inclusive of all types of learners</li> <li>• Practical</li> <li>• Supportive for participants to apply the new learnings with the children and families they support.</li> </ul> | 10             |
| <p><b>Topics</b><br/>           Topic(s) are relevant to sharing knowledge on one or more of the areas listed above in the knowledge section.<br/> <i>Please list topics shared (previously facilitated and potential)</i></p>   | 10             |

|  |           |
|--|-----------|
| <p><b>Other Criteria</b></p> <p>The following areas will be reviewed collectively for the score for this section.</p> <ul style="list-style-type: none"> <li>• <b>Language</b><br/>Applicant can facilitate and/or share knowledge in a language(s) <i>other</i> than English.<br/>List other languages (if applicable):</li> <li>• <b>Applicant(s) Background Information</b><br/>Applicant provided background information noting strong relationships with a community group.</li> <li>• <b>In-person availability</b><br/>Willing to do in-person workshops/trainings.</li> <li>• <b>Technology</b><br/>Describes basic knowledge of online platforms and presentation tools.</li> <li>• <b>Content</b><br/>Willing to collaborate with BSK to adapt/modify content to align with BSK Values.</li> <li>• Resume(s) of Applicant(s) was included</li> </ul> | <p>10</p> |
| <p><b>Total Points Available</b></p>   | <p>70</p> |