



**Community Action Partnership of San Luis Obispo County, Inc.
Request for Applications**

**Independent Contractor:
Classroom Assessment Scoring System (CLASS) Observer**

Reply to:

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PLEASE RETURN APPLICATION RESPONSES NO LATER THAN NOVEMBER 14, 2018

REQUEST FOR APPLICATION (RFA)

BACKGROUND

Based on a Hub needs assessment conducted in 2017, Region 7 QCCA Hub partners agreed to pursue the implementation of a Regional Assessment Pilot (Pilot) to more efficiently coordinate Quality Counts California assessments throughout the region.

First 5 Ventura County (F5VC) is the Fiscal Lead for the QCCA IMPACT Hub Region 7 (Hub), which includes Ventura, Santa Barbara, and San Luis Obispo counties. Partner agencies in each county are:

- Ventura County QRIS Consortium partners:
 - First 5 Ventura County (Hub lead)
 - Ventura County Office of Education (Ventura QRIS lead)
- Santa Barbara County QRIS Consortium partners:
 - Santa Barbara County Education Office (Santa Barbara QRIS lead)
 - Children’s Resource and Referral of Santa Barbara County
 - First 5 Santa Barbara County
- San Luis Obispo County QRIS Consortium partners:
 - First 5 San Luis Obispo (San Luis Obispo QRIS lead)
 - Community Action Partnership of San Luis Obispo

PURPOSE

The vision of IMPACT Hub Region 7 is to create and coordinate system efficiencies and improve the quality of county QRIS by strategically investing and maximizing Hub funds and sharing local resources to reduce the duplication of efforts.

PROJECT OBJECTIVE

Establish an Assessor Pilot Project that:

- Provides opportunities for shared practices and efficiencies across the region
- Sets a framework for collaboration between counties, with the current project, and in the future
- Uncovers opportunities for further collaborative work
- Offers counties high quality assessments in keeping with their needs

Through this project, CAPSLO will contract with up to four (4) independent contractors throughout Ventura, Santa Barbara and San Luis Obispo Counties to serve as assessors to complete CLASS assessments at participating Quality Rating and Improvement (QRIS) sites within the aforementioned counties.



INDEPENDENT CONTRACTOR ASSESSOR SCOPE OF WORK/JOB DESCRIPTION

1. Conduct Assessments according to agreed-upon Region 7 Assessment Process:
 - a. Assessor sets Assessment windows for individual sites when best for assessor within the timeframe given.
 - b. Assessor contacts the site the day before the assessment to ensure that the Lead Teacher, as specified on the Classroom Information form, is scheduled to work.
 - c. Assessor completes the following Reports and Submits to administrator (may vary by county):
 - i. The entire CLASS observation sheet including the scoring summary sheets
 - ii. The CLASS debriefing consultation form
 - iii. A CLASS debriefing report
 - iv. Observation/scoring summary sheets and the score sheets and profile page
 - v. Interview notes, if applicable
2. Assessor adjusts practices in response to feedback from administrator and anchor to ensure consistency and accuracy.
3. Assessor conducts CLASS observation according the Teachstone scoring protocol and submits observation report within one week of assessment.
4. Assessments will be assigned within a fifty (50) mile radius of the contractor's base of operations. Mileage will be paid at \$0.56/mile thereafter.

ASSESSOR CRITERIA

1. 2-year commitment (November 19,2018 – June 30, 2020)
2. Bilingual Spanish/English
3. Certified Classroom Assessment Scoring System (CLASS) Observer (PreOK, Toddler and Infant)
4. Have car/able to drive
5. Available full time/no other commitments for the full year
6. Highly trained, calibrated and experienced individual
7. No conflict of interest with sites.



COMPENSATION

Each contractor will be compensated at \$400 per assessment including the time to complete the assessment according to Teachstone protocol, compile and complete the written report, travel to and from the assessment site, mileage to and from the assessment site within fifty (50) miles of contractor's base of operations, as well as any program materials needed including but not limited to CLASS scoring sheets, clipboard, CLASS manual, word processor to complete reports. Contractors may bill for mileage for assessments that are assigned outside of the fifty (50) mile radius.

Contractors may bill monthly for completed assessments and will be paid according the fiscal terms of the independent contractor agreements. Each assessment will be verified for completeness prior to payment.

Contractor

SCHEDULE

Applications must be submitted by November 15, 2018 and will be reviewed beginning November 19, 2018, with a target date of acceptance on or before December 1, 2018.

APPLICATION SUBMISSION REQUIREMENTS

To receive consideration, applications must be submitted as follows:

1. Applications should include a cover letter to the attention of Child Care Resource Connection Director, Sheri Wilson, representing CAPSLO. The cover letter must include the name of the individual, proposed to provide direct service for the duration of the project, email address, physical address, mailing address, telephone and fax numbers.
2. Applications should include a narrative that speaks to the qualifications of the assessor outlined including verification of CLASS observer certifications and experience conducting assessments.
3. Applications must include a sample of CLASS assessment and report completed by the application. Please redact any identifying information.

EVALUATION

Applications will be evaluated by a regional panel based on the following key criteria:

- Performance capability – the extent to which the applicant demonstrates certification of the CLASS tools and the ability to provide the depth and breadth of experience, skills and knowledge required by this project.
- Completeness and quality of response – the thoroughness and concern for quality in your response.
- Understanding of and commitment to the strategic objects of the regional Quality Rating and Improvement System.



REFERENCES

Please list the organization name, contact person, title, telephone number, and email addresses of three references for similar projects/assessments, as well as a brief description of each project.

INTERVIEWS

Top rated candidates may be invited to interview with the CAPSLO Child Care Resource Connection Director, Program Manager and/or Regional Panel.

CONTRACT AWARD

The Agency plans to select and award an independent contractor contract to up to four (4) qualified independent applicants no later than December 1, 2018. The selected independent contractors and the Agency will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, performance schedule for the subsequent contract to be executed.

FOR MORE INFORMATION

For questions about this RFA, please contact Sheri Wilson at swilson@capslo.org 805.782.4720 or Raechelle Bowlay-Sutton at rbowlay-sutton@capslo.org 805.782.4723.

CAPSLO is a Drug Free Workplace and an Equal Opportunity Employer and is firmly committed to Equal Employment Opportunity (EEO) and to ensure compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of age, race, color, gender, gender identity, gender expression actual or perceived sexual orientation, national origin, religion (all aspects of religious belief, observances, and practices including religious dress and grooming practices), ancestry, sex, pregnancy (including childbirth, breastfeeding or related medical conditions), civil air patrol status, physical or mental disability, veteran or military status, marital status, genetic information or medical condition, except where physical fitness is a valid occupational qualification and or other consideration made unlawful by federal, state or local laws.

-END OF RFA-