

***Educare Central Maine
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KVCAP Board of Directors

Request for Proposal for Evaluator Services

Period – June 1, 2025 to September 30, 2027
with the option for three additional years

Doug Mitchell
CFO (KVCAP)
Telephone: 207-859-1575
Email: dmitchell@kvcap.org

Kennebec Valley Community Action Program
101 Water Street
Waterville, ME 04901

Proposals Due
March 21, 2025

I. GENERAL INFORMATION

A. Introduction and Purpose

Educare Central Maine is a comprehensive early learning and development school in Waterville, Maine. Educare Central Maine provides, models and extends high quality early care and education practices to young children, their families and communities to improve school readiness and close the achievement gap. Educare Central Maine provides child care and preschool options to families with children birth to age five who are facing barriers to accessing high quality early learning. As part of the [Educare Learning Network](#) - one of the nation's most effective early childhood education models – Educare assures financially disadvantaged young children have the best possible chance for success in life. Research, practice and policy are core features of Educare's success. Educare Central Maine's approach extends beyond the classrooms to help children, families and communities thrive with our [Lab School & Learning Hub](#) professional development and technical assistance offerings.

Educare Central Maine is a partnership among Kennebec Valley Community Action Program, Waterville Public Schools, the Buffett Early Childhood Fund, and the Bill and Joan Alford Foundation.

MISSION:

Educare Central Maine will provide, model and extend comprehensive high quality early care and education practices to young children, their families and communities to improve school readiness and close the achievement gap.

Interested parties are encouraged to visit our website at <https://www.educarecentralmaine.org/> to learn more about our agency. By clicking on “About” and “Our School” you will find specific information, including programs and children served.

RFP TIME TABLE AND SELECTED MILESTONES (EST):

RFP issued on 2/12/25
Questions due on or before 2/24/25 noon
Response to Questions shared 2/28/2025
Closing Date for proposals due 3/21/2025
Selection of contractors for Interview 3/25/2025
Interviews 3/31/25, 4/1/25
Evaluation Selection 4/2/2025
Contractor to Sign commitment Letter 4/7/25
Contract Review and Signatures April 2025
Orientation June, July & August 2025

Scope of Work and Who May Respond

Educare Central Maine (ECM) is a comprehensive early learning and development school in Waterville, Maine. ECM provides childcare and preschool options to families with children birth to age five who are facing barriers to accessing high quality early learning. ECM places importance on developing and maintaining an early childhood education continuum that ensures school readiness. The Educare model is based on research from early childhood development and education

comprised of data utilization, intensive family engagement, high quality teaching practices, and embedded professional development. Please refer to Educare Central Maine's website for more information describing the scope of services provided by ECM, based in the Waterville area.

Educarecentralmaine.org

The selected contractor or organization will work primarily with ECM's leadership, and reporting includes ECM staff and ECM Board of Directors. The contractor must bring a strong knowledge of similar early childhood organizations, as well as direct experience with the evaluation process. (Non-profit references preferred). See **Attachment A-** Scope, objective and terms to gain an understanding of the nature, timing, specific programs and span of the services provided by ECM (which is staffed by Kennebec Valley Community Action Program). ECM is not only searching for an evaluator but also a relationship with the consulting firm including the ability to provide ECM with value-added strategies related to improving outcomes.

Contractors that can offer these comprehensive evaluation services with offices, representatives in the United States are encouraged to submit a proposal.

B. Questions & Conditions:

1. Questions regarding this RFP process should be directed to Doug Mitchell, CFO at 207-859-1575 or by email at dmitchell@kvcap.org.
2. Questions regarding the evaluation scope, major objectives, timing of on-site work and process should be directed to Rhonda Kaiser at rhondak@kvcap.org.
3. **Conditions of Proposal:** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the contractor and will not be reimbursed by Educare Central Maine.
4. **Instructions to Contractors:** Proposal must be electronically submitted on or before March 21, 2025:

Doug Mitchell, CFO
Kennebec Valley Community Action Program dmitchell@kvcap.org
The subject line must read "*Evaluator Services Request for Proposal*"

C. Review Process

Educare Central Maine may, at its discretion, request presentations by or meetings with any or all interested contractors/organizations to clarify or evaluate proposals submitted.

However, ECM reserves the right to award the contract without further discussion of the proposals submitted. Therefore, proposals should be submitted on the most favorable terms, from both technical and relevant qualifications/experience, that the contractor can propose. All standard fees must be disclosed and/or typical fee structure.

ECM contemplates award of the contract to the responsible contractor with the highest total points. Each category below will be considered before any decision.

The Agency's review and evaluation of the proposals will be conducted by the Review Panel as follows:

1. Proposal will be reviewed and evaluated.
2. A representative from the organization may be asked to participate in oral discussions about the proposal.
3. References may be contacted and will be considered.

Should the successful investment contractor be unable to accept the contract, the proposal with the next highest total score will be offered the contract.

(Footnote: ECM at its discretion, reserves the right to reject any and all proposals.)

D. Options

At the discretion of ECM, this contractor's contract may be extended for up to three (3) additional one-year periods.

II. SPECIFICATION SCHEDULE

At a minimum, the contractor's Proposal shall include information on the following:

A. History and Experience

1. Brief history of years of existence, size and specialty areas. Indicate if appropriate, if your organization is a small or minority-owned business.
2. What is your organization's vision and mission statement?
3. Provide a representative list of your current non-profit clients including any education clients, noting any clients that you have served for three or more years.
4. Describe your specific experience in performing evaluations of early care and education programs.
5. Identify which evaluation team member(s) would serve Educare Central Maine, including resumes (If chosen by ECM)

B. Your Organization:

1. Outline the scope of the core services your organization will provide within your standard compensation arrangement.
2. Please describe what makes your organization uniquely qualified to work on Educare's account.
3. Please describe your service philosophy.
4. If your organization is selected, what transition support would you provide? What would be the process and estimated timing for the orientation phase?
5. Please describe methods employed to obtain data, information gathering, observation, inquiries, and analytical tools.
6. Do you have a current DEIA policy?
7. Is there anything else about your organization you wish to share to assist us during our selection process?

C. Confidentiality and Certification

Proposals must include the following statement and certification:

The contractor agrees to keep the information related to Educare Care Central Maine’s curriculum and students’ information owned in strict confidence. The contractor agrees not to publish, reproduce, or otherwise divulge such information in completely or in part, in any manner or form, or authorize or permit others to do so.

The individual signing this proposal certifies that the contractor maintains professional liability insurance and workers’ compensation, if applicable, to cover all its personnel engaged in the performance of the service herein described as well as damages arising as a result of the performance of such services.

Date _____

(Contractor Name)

(Signature of Organization’s Representative)

(Printed Name and Title of Individual Signing)

EVALUATOR- RFP SCOPE & TERMS - Attachment A

Project Manager: Contractor should provide profile of the project manager and related management.

If chosen as the Contractor will maintain the following insurance:

1. Commercial General Liability- \$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Vehicle Liability -\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation- Required for all personnel (In compliance with Maine law)
NOTE: Coverage limit requirements can be met with a single underlying insurance policy
or through the combination of an underlying policy plus an umbrella insurance policy.

Background checks required:

If chosen, Contractor agrees to obtain a physician's medical statement and agrees to perform criminal record checks, including fingerprinting, in accordance with the Head Start Performance Standards, on all current evaluators who will be providing services under the terms stated in the agreement. The results of the background checks will be received prior to evaluators entering any classrooms.

Confidentiality Statement & Expectations:

If chosen, the Contractor will maintain and respect client confidentiality (all students and all parents) in all Educare Central Maine programs at all times, with no exceptions.

Indemnification –To be included within the Contract:

Both parties (the Contractor and KVCAP) shall indemnify, defend and hold harmless its directors, officers, agents, and employees to the fullest extent permitted by law from and against any and all losses, claims, damages or liabilities relating to services performed under the terms of a potential agreement. Also the contractor (if chosen) will promptly reimburse for any legal or other expenses reasonably incurred by either party in connection with investigating or defending any such loss, claim, damage or liability.

Note - This section above should not exceed one page.

Provide Technical Assistance

The Contractor will provide technical assistance on how to promote effective and supportive early childhood practices and evaluation while influencing policy and practice toward those ends, drawing especially on the Educare and Educare Beyond the Walls (partner programs outside of the Educare School). This will include support on interface with community leaders.

Train the Trainer on Data Utilization:

The Contractor will evaluate Educare Central Maine’s train-the-trainer professional development team to increase understanding of Educare personnel about how to incorporate data utilization into teaching practice and family engagement. This could include foundations or in-practice.

Continuous Quality Improvement Design

The Contractor will support the design of how to facilitate parent and staff sharing for continuous quality improvement. This will include sharing with family alliance groups.

Note - This section above should not exceed two pages.

Child Development, Family Status, Family Satisfaction, Staff Survey

The Contractor will evaluate Educare Central Maine’s fidelity, children’s social emotional educational and health outcomes, family status, and participant satisfaction. This will include the following strategies/tools:

	Assessment/Survey Tool	Number of assessments/surveys	Timeline
Staff	Staff Survey	60 staff	May
Child	Preschool Language Scale (PLS-5)	100% of children at age 2, age 3, fall of first Head Start year, each spring thereafter	Ongoing and Spring
	Peabody Picture Vocabulary Test (PPVT-5)	100% of children at age 3, fall of first Head Start year, each spring thereafter	Ongoing, Fall and Spring
	Devereux Early Childhood Assessment (eDECA)	100% of children, ratings entered by Educare Teachers	Fall and Spring
	Minnesota Executive Function Assessment (MEFS)	100% of children, starting at age 2	Fall and Spring
Family	Family Interview - Analyze Data	100% of families - conducted by Family Coaches and entered using web site hosted by University of North Carolina Frank Porter Graham (FPG) Child Development Institute. The Contractor will host facility for Educare Family Coaches to enter child and parent IDs into the FPG website as needed.	Fall
	Family Survey	100% of families, including distributing electronic links as needed and distributing hard copy surveys to parents who don’t respond to the links.	Spring

STRUCTURED CLASSROOM OBSERVATIONS:

The Contractor will conduct structured classroom observations at Educare Central Maine and child care programs participating in Educare Beyond the Walls. This will include the following:

	Observation Tool	Number of observations	Timeline
Educare	CLASS - PreK	4 classrooms	Winter
	QCIT - I/T	8 classrooms	Winter
	ITERS-3 - I/T	8 classrooms	Winter
Beyond the Walls (17 observations)	QCIT	KVCAP to choose observation tool for: HomeStart Family Child Care (6) HomeStart Centers (8) KVCC (1) SEHS (2)	Late Winter/Spring
	ITERS-3		Late Winter/Spring
	FCCERS-3		Late Winter/Spring

Note - This section above should not exceed two pages.

Support to ECM Teaching Staff on Using Data for Goal Setting and Strategies for Improvement

The Contractor will support personnel in using data for goal setting and strategies for improvement.

- For debriefs on child assessments this will include support on goal setting.
- For debrief on classroom observations it will include support to mentor teachers in goal setting.

Share Data, Best Practices, and Network Information

The Contractor will share data and best practices with Educare Central Maine parents, staff. Executive leadership, and board. This will include both virtual and in person connections:

Input to Educare Central Maine annual report

Meetings with Educare Central Maine leadership team a minimum of six (6) times per year

Oral and Written presentations to Educare Board once per year

Signature events for parents of children in Educare such as “data night” a minimum of twice per year

Additional meetings, presentations as time permits

Educare Learning Network Presentations to Early Care and Education Professionals to Early Care and Education Professionals/Paraprofessionals and Parents

Through the local evaluation partner community of practice, participate in design and delivery of data dialogs, data-to-practice sessions, and attend related virtual and in person meetings hosted by the Educare Learning Network a minimum of quarterly.

Timeline

The timing of activities, including fall and spring child assessment debriefs, classroom observation debriefs, presentations to leadership team, and presentation to Educare Board will be agreed to by Educare and the Contactor, in accordance with the National Evaluation Partner.

Note - This section above should not exceed two pages.

BUDGET AND PRICE POINT:

The contractor should include a time and budget for the project leader and professional staff, including estimated hours, hourly rates, and the estimated allocation of cost between Educare and Beyond the Walls. The Contractor should also describe projected direct costs (such as travels, specific software, and direct supplies) and indirect costs.

Note: This section above should not exceed two pages.