



Dear Trainers/Training Agencies:

Camp Fire USA's Creative Training Solutions' primary goal is to improve the quality of child care for children in the state of Texas through the provision of training opportunities for family child care providers, child care center staff, administrators and directors. In order to fulfill this goal, Camp Fire contracts with training providers within our community and surrounding areas for these training services.

We are requesting proposals to be used in developing a list of qualified consultants who may be selected to participate in this project. These proposals should cover a variety of topics in different training formats such as workshops, CEU's, and series of workshops which are appropriate for directors, administrators, child care staff and family child care providers.

Enclosed is the description of work, instructions to proposers, training proposal form, trainer application forms, and a checklist for submission. You are encouraged to copy and share this RFP with other interested trainers and organizations. Please feel free to call me at (817) 831-2111 x227. We will be happy to discuss the proposal process and/or the project. We look forward to a year of great training in our child care community.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Coen". The signature is written in a cursive style.

Elizabeth Coen, Training Coordinator
Creative Training Solutions
817/831-2111, x227
elizabeth@CampFireFW.org

Camp Fire USA First Texas Council Creative Training Solutions

Description of Work

Camp Fire herein officially releases notice of and request for proposals (RFP) for training services to be provided in the interest of the Camp Fire's Creative Training Solutions Program. The purpose of the RFP is to solicit training proposals on a variety of topics in different formats such as workshops, and series of workshops which are appropriate for directors, administrators, child care staff and family child care providers. Our intent is to reach a diverse population of competent professionals interested in providing training services through Camp Fire. A number of proposals will be selected. Camp Fire reserves the right to issue a second RFP, should the need arise for additional training topics.

Eligibility:

Professionals who are eligible to present training must have the following qualifications:

- ◆ practical experience in child care centers, early childhood settings, family child care settings, and/or specialized experience related to the topic they are presenting;
- ◆ professional preparation and education appropriate for the topic and level of training they plan to provide, and
- ◆ experience providing training to groups of adults;
- ◆ submission of a resume

Qualifications of trainers will be one of the criteria used in the selection process.

Background on Request:

The primary goal of the program is to improve the quality of child care for children in the state of Texas through the provision of child care staff training opportunities. In order to fulfill this goal, Camp Fire contracts with training providers within our community and the surrounding areas for these training services.

Submission Criteria:

If you are interested in providing training for child care providers, we want to receive a proposal from you describing the type of training you offer. Successful applicants will be placed on a list of approved trainers to be contacted regarding additional training opportunities. ***It is to be expressly understood that placement on the contractor's list of eligible trainers will not commit the agency to any minimum number of engagements.***

Scope of Work:

If selected for training, trainers will be responsible for providing the following services:

1. Preparing course curricula
2. Providing all handout material
3. Conducting classroom instruction
4. Tracking course attendance
5. Prepare and administer Pre/Post Test for each workshop
6. Assist in conducting evaluations of training events
7. Set up and clean up training rooms

Camp Fire will retain all responsibility for schedules, locations, and publicity for trainings.

Acceptable training topical areas are listed below and on the trainer application form. The topic areas cover the eight core knowledge/competency areas developed by the Training Subgroup of the Head Start Collaboration Project and are compatible with the CDA and CCP competency areas.

Texas Early Care and Education Core Knowledge and CDA Competency Matrix

Texas Core Knowledge Area

CDA Competency

Area 1 Child Growth and Development	Area 1 Safe and Healthy Environment
Area 2 Health and Safety	Area 2 Advancing Physical & Intellectual Development
Area 3 Professional Practice, Methods and Curriculum	Area 3 Supporting Social & Emotional Development
Area 4 Guidance	Area 4 Establishing Productive Relationships w/Families
Area 5 Family and Community Relationships	Area 5 Effective Program Operation
Area 6 Cultural and Individual Diversity	Area 6 Commitment to Professionalism
Area 7 Professionalism	Area 7 Observing & Recording Behavior
Area 8 Observation and Assessment	Area 8 Child Growth & Development

While developing your proposals, please keep in mind that we are serving Child Care Centers, Registered Family Homes, and Licensed Child Care Homes. We need training that meets the developmental needs of not only beginning staff, but also the intermediate and advanced requirements of professional staff, as well as administrators.

Topics of special interest for this contract are:

- ◆ Infant-Toddler (all aspects of development and program – highest priority)
- ◆ Observation & Assessment
- ◆ Diversity
- ◆ Specific Curriculum Areas (such as blocks, dramatic play, science)
- ◆ Guidance and Interaction
- ◆ Ages and Stages of Child Development
- ◆ Health and Safety Issues
- ◆ Administrative Topics for Directors

All Head Start Collaboration Project topics are acceptable.

Special Stipulations:

Due to the limited funding, collaborations are a must. If your agency supplies in-kind training or if we could collaborate on other services to leverage training dollars, please let us know.

Training Proposal/Application Form

Instructions

Separate proposal forms should be submitted for **each** training event you are proposing. You must use the Training Proposal Form to include the following information for **each** proposal submitted.

1. **Title of Training:** Title will be used in training flyers and needs to be descriptive of your training.
 2. **Targeted Audience:** List the type of provider that would benefit most from the proposed training: Center-based caregivers, Licensed Family Day Home caregivers, Registered Family Home providers, or Center Administrative Staff.
 3. **Training Level:** Indicate the educational and experience level of the child care staff targeted for training: Basic, Intermediate, or Advanced. Please choose only one per proposal. If you can do the training for another training level, please indicate on your proposal.
 4. **Training Event Description:** Give a synopsis of your training content which will be used in training flyers. Limit the description to approximately 4-7 descriptive sentences.
 5. **Training Objectives:** List what the learning outcomes will be. You may want to start each statement with "Successful learners will . . ."
 6. **Training Content:** On separate paper, provide an in-depth outline (breakdown of workshop content) and an agenda (schedule of the day's training activities that will be posted) of each session. List all of the methodologies that will be used to train staff in this proposed event. For example: lecture, hands-on experiences, self-assessment, small group activities, large group discussion, observation, role play, demonstration, panel discussion, audio visuals, displays, or other (describe). Submit all handouts and other training material such as brochures, etc. that will be used in **each** training.
 7. **Proposer's Fee:** Event fees are paid based on per training hour, not per presenter. Approved fee range for contract services will be \$50 - \$100 per training hour. These fees are all inclusive -- no other expenses will be paid.
 8. **Trainer Application Form:** Enclosed you will find the Trainer Application Form and Data Collection Instrument that must be submitted with your proposal(s). This form must be submitted in addition to your resume. *If multiple trainers are presenting, each must complete the application form.*
 9. ***Resume:** Submit qualifications possessed to do this training and trainer's current professional responsibilities. If you are submitting multiple proposals, only one resume per person is needed. However, if multiple **trainers** are presenting, each must submit a resume.
 10. ***Letters of Recommendation:** Include two letters of recommendation, including one from trainees, with your proposal. If submitting multiple proposals, only one set of recommendation letters is needed. However, if multiple **trainers** are presenting, each trainer must submit letters of recommendation.
 11. **College Transcript or Current Credential:** Include a copy of your college transcript and a copy of current credential.
- * If these documents have previously been submitted to Camp Fire, and you verify with our office that this information is in our files, you may omit these documents from your proposal.

TRAINING PROPOSAL FORM
Camp Fire USA
Creative Training Solutions

This Proposal Form must be completed for each proposal submitted.

Presenter: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: Daytime # (____) _____ Evening # (____) _____

Email: _____ Cell # _____

1. Title of Training: _____

2. Training Event Description: _____

3. Training Event Objectives: _____

Type of Training: (3 hours)

Workshop (Duration: _____ hours)

Series (Number of Sessions: _____ Duration of each session: _____ hours)

Age Level Focus:

Infants Toddlers Preschool School Age

Specific Age Focus: _____

Topic Area: (Select one that best fits the content of this proposal)

Child Growth and Development

Professional Practice, Methods, Curriculum

Family Relationships

Family, Cultural, and Individual Diversity

Observation and Assessment/Evaluation

Healthy Safe Environment

Guidance

Professionalism

Administration

Target Audience: Child Care Center Staff: Teachers Administrators Support Staff
 Registered/Licensed Family Home

Level: *(Must check only one)*
 Basic Intermediate Advanced

Training Content: Attach a detailed description of your training. You must include methodology, agenda, in-depth outline, and handout samples.

Circle all counties in which you are available to train:

Tarrant	Johnson	Parker	Palo Pinto	Erath	Sommervell
Hood	Ellis	Navarro	Dallas	Denton	Wise
Hunt	Rockwall	Collin	Kaufman		

Other than the three topics submitted, on what other topics (with event titles, if available) would you would be willing to provide training?

Topic	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If chosen as a trainer for Camp Fire’s Creative Training Solutions Contract, I give permission for my name to be given to other agencies/organizations seeking trainers. Yes No

Are you, or is the company you represent, a HUB (Historically Under-utilized Business) (Black, Hispanic, Asian Pacific, American Indian, Woman, or Person with Disability) or certified by the North Central Texas Regional Certification Agency? Yes No

It is certified that the person whose signature appears below is legally empowered to bind the corporation, partnership or individual in whose name the Proposal is submitted.

SUBMITTED BY:

Name of Company/Partnership/Individual

Social Security Number (if individual)

Mailing Address

City, State, and Zip Code

Telephone Number/Fax Number

Signature (manual)

Printed

Title

MAIL TO: Camp Fire USA
Creative Training Solutions
Attn: Elizabeth Coen
2700 Meacham Blvd.
Fort Worth, TX 76137

TRAINER CERTIFICATION FORM

The information provided on this form shall remain confidential.

NAME: _____

ADDRESS: _____
(Street) (City/State) (Zip Code)

PHONE: _____
(Business) (Home) (Fax)

POSITION: _____

This application is submitted in request of certification as a trainer at the level indicated.

Please check one:

Provisional Certified Master

(For provisional certification include a letter verifying current involvement in one of the following activities:
Mentoring or Team-training)

I. Educational Achievement (Check if Applicable)

____ Child Development Associates Credential (year conferred: _____)

____ Child Care Professional Credential (year conferred: _____)

____ 1-Year Child Development Certificate

____ Associates (2 year) Degree (list major/minor) _____

____ Bachelors' Degree (list major/minor) _____

____ Masters' Degree (list major) _____

____ Doctorate Degree (list major) _____

____ Other Professional Credential(s) (Please be specific and spell out abbreviations) _____

____ Other related education (please specify) _____

If your degree is not in early childhood education/child development, list number of Child Development credit hours completed: _____

II. Work Experience (paid or volunteer) as an adult educator (trainer) in the last 5 years

Estimate total number of training hours presented in the last 5 years:

- 1-10 hrs.
 11-20 hrs.
 21-30 hrs.
 31-60 hrs.
 61-90 hrs.
 91-120 hrs.
 121-150 hrs.
 151-180 hrs.
 181+ hrs.

III. List Courses (seminars, workshops, etc.) that you have attended during the past 5 years that pertain to the Core Knowledge Areas and Skills for Trainers:

Course Title	Location	Clock Hrs.	Date	Core Area * (Use code #1-5 listed below)
Example: Training of Trainer	Waco Community College	6	3/4/98	# 1, 2, 3, 4, 5

*** Core Knowledge Area and Skills for Trainers**

1. Adult Learning and Development and its impact on training design
2. Training Methodology, Techniques, and Presentation Styles
3. Group Process
4. Topic Selection
5. Evaluation

I, _____, affirm that the information on this application and on my resume is to the best of my knowledge true and correct.

Print Name

Signature

Date

Data Collection Instrument

The information on this form is requested solely for the purpose of data collection. It will be separated from the application.

Name: _____

Address: _____

Work #: _____ Home #: _____ Fax #: _____

Position: _____

Birthdate: _____ Gender: _____

Ethnic Origin: (Optional)

- | | | |
|---|--|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> European American |
| <input type="checkbox"/> Hispanic America | <input type="checkbox"/> Native American | <input type="checkbox"/> Other |

I. Work Experience (paid or volunteer) in Early Care and Education

Mark X If Yes	Early Care and Education Work Experience Roles	Years of Employment
	Family child care practitioner (ages served: _____)	
	Center-based infant practitioner	
	Center-based preschool practitioner	
	Center-based school-age practitioner	
	Center-based administrator	
	Home Visitor	
	Other (please specify): _____	

II. Experience Delivering Training to Special Populations during the last 5 years

- _____ Populations with limited educational experience
- _____ Populations with limited literacy
- _____ Differently-abled populations. Identify disability specialty(ies): _____
- _____ Non-English speaking populations. Identify specific language abilities: _____
- _____ Specific ethnic/cultural groups: Identify specialty populations: _____

III. Work Experience (paid or volunteer) as an adult educator (trainer) in the last 5 years

Type of Training Provided (Indicate which of the following you have presented in the last 5 years)	Core Knowledge Area(s) Covered (Use Code #s 1-9 listed below)	Target Audience (Use code ## a-d listed below)
In-House		
On-Site		
Mentoring		
Consultation and Technical Assistance Programs		
Team-Training		
Professional Meetings		
Workshops/Seminars/Conferences		
Keynote Address		
High School		
Continuing Education classes at a college or university		
Undergraduate College or University		
Graduate School		
Other (Please Specify)		

Core Knowledge Areas

1. Child Growth and Development
2. Health and Safety
3. Professional Practice, Methods, and Curriculum
4. Guidance
5. Family and Community Relationships
6. Cultural and Individual Diversity
7. Observation and Assessment
8. Professionalism
9. Other (please specify): _____

Target Audiences

- a. Center-based practitioners
- b. Center-based administrators
- c. Family child care practitioner
- d. Other (Please Specify): _____

Checklist for Proposal Submission

A. **Include the following in your proposal packet:**

- Trainer Certification Form
- Complete Proposal Form for each training (no maximum)
- Handouts, Agenda, Outline for each training
- Resume for each trainer
- Two letters of recommendation for each trainer
- Documentation of completion of adult learning courses
- Three pieces of proof of experience as a trainer (e.g., copy of old flyer listing trainers name, participant's written comments, or copy of attendance sheet listing trainer's name)
- Copy of college transcript and a copy of current credential
- Data Collection Instrument
- Pre/Post test and answer key for each proposal submitted

B. **Proposals** shall be delivered or mailed (no faxes will be accepted), with all required data, to:

Camp Fire USA
Creative Solutions
Attn: Elizabeth Coen
2700 Meacham Blvd.
Fort Worth, TX 76137

C. **Tax Exempt Entity:** Camp Fire USA is a tax-exempt non-profit organization.

D. **Evaluation of Proposals:** Proposals will be judged upon the proposer's ability to provide services which meet the requirements set forth in the accompanying documents. Camp Fire USA reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the Camp Fire's requirements. Proposers shall furnish such information and data for this purpose as Camp Fire may request.

- E. **Assertion of Rights:** Camp Fire USA reserves the right to award to the responsible proposer whose proposal is being judged to offer the most advantages to the contractor, with the contractor being the sole judge thereof; to reject any or all proposers; and to waive any technicalities or informalities in connection with the proposals according to its own best interests.

- F. Camp Fire USA is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or handicap.

- G. Camp Fire USA operates in compliance with Section 504 of the Rehabilitation Act of 1973 (29 USC §701, as amended), and with 45 CFR Part.