



The Family Conservancy's

# EARLY CARE & EDUCATION HUB

*Connecting early education professionals to  
training and resources.*

**REQUEST FOR QUALIFICATIONS  
TRAINERS AND FACILITATORS**



# **THE FAMILY CONSERVANCY REQUEST FOR QUALIFICATIONS TRAINERS/FACILITATORS**

## **I. Introduction**

The Family Conservancy (TFC) is a not-for-profit social service agency serving children and families in the greater Kansas City area. The Early Care and Education team serves early childhood professionals in the greater Kansas City area through professional development and coaching in different private, state, and federal grant initiatives. The Early Care and Education team consists of 20 staff, including a director and program manager. In addition, the Early Care and Education team at The Family Conservancy is a part of several committees that support children, families, teachers, and early childhood programs. The team hosts the largest fall Early Childhood Conference in the area each October serving over 230 early education professionals for 14 years.

The goal of the Early Care and Education team is to create a centralized training hub in the greater Kansas City area. We strive to be the training provider of choice for the Kansas City metropolitan area and surrounding counties in Kansas and Missouri. Since 2014, we have served over 18,000 early education professionals through professional development events in the Kansas City metro areas and surrounding counties.

## **II. Desired Scope of Services**

The Family Conservancy supports early childhood programs and family child care programs seeking training, development, and facilitation services through:

1. Early education professional development conferences;
2. Grant-based training;
3. Private, contractual training

TFC Early Care and Education team desires to update its pool of qualified instructors and facilitators that can be called upon throughout the year to assist in the delivery of open enrollment courses to individuals and custom course and facilitation services to early childhood professionals. The trainers/facilitators would serve as contractors to TFC where a professional services agreement with a scope of work would be created detailing the different types of training to be provided. TFC would pay the trainer/facilitator an agreed upon amount per engagement. TFC would serve as the contracting party with its custom clients and qualified trainers/facilitators would perform the work for the organization on behalf of TFC. The TFC Early Care and Education trainer/facilitator pool is tapped as needed to support new and ongoing requests. Need for trainers/facilitators fluctuates based upon demand for services, enrollment levels, client requests and trainer/facilitator expertise. Typically, trainings may be held during the weeknights, weekdays, or on Saturdays and may fluctuate between 2-6 hours of training within the Kansas City Metro.

### **Trainer/Facilitator Responsibilities**

As a contractor to TFC, the trainer/facilitator would be responsible for:

- Respond to The Family Conservancy's Training Coordinator within 2 business days via e-mail or phone accepting or denying training request;
- Complete Training Information Form and submit to Training Coordinator 4 months prior to training date for *new or updated training material*.
- Sign and submit the KDHE Approval Request form to TFC's Training Coordinator for KDHE Kansas Approval within 2 business days of receiving it from the Training Coordinator.
- Provide a detailed outline of training 2 months prior to training, if applicable.
- Preparation of course materials (supplying TFC with an electronic version of the handout materials.) Copyrighted materials remain with the trainer/facilitator;
- Send any handouts needing to be printed (no more than 10 pages front and back) within 5 business days of the training.
- Pick up required paperwork (sign-in sheet, evaluations, certificates) from The Family Conservancy's main office location (444 Minnesota Avenue, Suite 200, Kansas City, KS) 2 business days prior to the training date.
- Supplying technology sufficient for the training (updated laptop/tablet, projector);
- Instruction of training must start and end at the training-approved time as determined in the pre-agreement and state regulations (i.e. 2 hour training must be completed in no less than 2 hours).
- Ensure all training paperwork is full completed after training is complete.
- Return completed training paperwork to The Family Conservancy's main office within 2 business days.
- Invoice The Family Conservancy's Training Coordinator within 5 business days.
- Participation in professional, instructor development opportunities provided by TFC.

### **The Family Conservancy Responsibilities**

- Contact the contracted trainer/facilitator for professional services contract prior to the engagement.
- Send a Google Calendar invitation to the trainer/facilitator with details of the event:
  - Time of training
  - Training contact
  - Number of participants enrolled
- Submit training approvals for newly designed trainings in Kansas through KDHE and the Missouri Workshop Calendar in Missouri for clock hour approval.
- Market and advertise public professional development events.
- Collect payment and registration from individuals that wish to enroll in the training, if applicable

- Create sign-in sheets, evaluations, certificates, and handouts (if applicable). Have this paper ready for pickup within 2 business days of training.
- Submit completed training into the Missouri Workshop Calendar for Missouri Clock Hours within 10 business days of the scheduled training.

### III. Response Requirements

Responses to this request for qualifications should be directed to Jenny Brandt or the below address. Responses will be taken on an on-going basis and new responses will be reviewed quarterly. (December, March, June, September).

**The Family Conservancy**

**Attn: Jenny Brandt**

**444 Minnesota Avenue, Suite 200**

**Kansas City, KS 66101**

**The following items should be addressed in your response.** *You may include a resume and/or C.V. if it contains the information needed below.*

#### 1. Identification Information

- Name
- Business Name
- Address
- Phone Number
- Email Address

2. **Description of the Trainer/Facilitator Offering Services.** Please provide a brief biography including background of experience, education and skills necessary to perform the required work.

3. **Experience with Similar Engagements.** Description of the trainer/facilitator's experience with other clients on projects similar to the work that TFC is requesting.

4. **Sample of Trainer/Facilitator's work.** Please provide samples of written materials that are similar to the work that TFC is requesting. (TFC honors all copyright materials).

5. **Certification Documentation.** Please provide copies of any train-the-trainers completed, curriculum training certifications, CLASS certifications, ITERS-R/ECERS-R certification, PAS/BAS certification, or any other certifications that are relevant to the scope of services described.

6. **Fee Schedule.** Fees will be paid to the trainer/facilitator upon delivery of services based on agreed upon costs as outlined in individual's contract.

7. **Availability.** Indicate the trainer/facilitator's availability to respond to potential TFC requests for assistance and flexibility in the schedule that would accommodate tight deadlines.

8. **References for Similar Projects.** Provide three (3) references of clients where similar services to those requested in this contract were offered.

9. **Availability** to offer services in this RFQ to TFC early childhood professionals.

**IV. Anticipated Review of Credentials Schedule**

The Early Care and Education selection team will review RFQ's and identify trainer/facilitators for in-person interviews and a 15-minute demonstration of training skills. The following schedule will be used to review and select the trainer/facilitators to assist with the defined scope of services.

Solicit Qualifications
Deadline for Responses
Reviewing & Communicating with Trainer/Facilitators
Interviews and Demonstrations
Update Trainer/Facilitator Pool and Roster

**V. Project Schedule**

It is anticipated that request for assistance could begin as early as September 1, 2021. A professional services agreement would be created before each engagement that sets out scope of work and payment arrangements.

**VI. Engagement**

This request for qualifications does not commit TFC to award a contract or to pay costs incurred in the preparation of a proposal in response to this request. TFC reserves the right to accept or reject any of all proposals received as a result of this request, or to cancel any of all of this Request for Qualifications, if it is considered in the best interest of TFC. TFC may require the proposer selected for various projects to participate in negotiations, and to submit to such price, technical, or other information as it may be needed to finalize a particular engagement for services.

**VII. Affirmative Action Policy**

It is the policy of The Family Conservancy to provide equal opportunity in accordance with applicable law irrespective of race, color, sex, age, religion, national origin, citizenship, physical or mental disability, creed, sexual orientation, gender identity, gender expression, military status, and any other category protected by Federal, State or Local law.

**VIII. Contact for Further Information**

Jenny Brandt, Director of Early Care and Education

Phone Number: 913-742-4179

E-Mail: [JBrandt@tfckc.org](mailto:JBrandt@tfckc.org)