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| StateSeal.JPG | **RFP 25-83916– Early Intervention Coaching Model**  **Attachment F – Technical Proposal Template** | |
| **Respondent:** | |  |

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| **1** | **General Requirements and Definitions**  Please respond to each question detailed below:   * List any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation.  |  | | --- | |  |  * Confirm you have carefully reviewed all requirements listed in **RFP Section 1.4 and the Scope of Work (Attachment M).** Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after award, during contract finalization and implementation.  |  | | --- | |  | | |
| **2** | **SoW Sections 1, 2, and 3 - Purpose, First Steps Background, Respondent Required Experience.**  Provide an overview of your proposal and describe how you currently meet and/or propose to meet the requirements in the SoW Purpose Section in their entirety including, but not limited to, the specific elements highlighted below. Please reference relevant experience, where applicable.   * Describe why you are best suited to provide these services to the State.  |  | | --- | |  |  * Explain how you meet the respondent eligibility requirements, including any caregiver coaching model and any IDEA Part C Early Intervention experience.  |  | | --- | |  |  * Provide an executive summary of your proposed approach to deliver the Scope of Work and at a high level, demonstrate your understanding of the First Steps program.  |  | | --- | |  |  * Describe how you will provide high-quality professional development through a caregiver coaching model to the Indiana First Steps program and its providers.  |  | | --- | |  | | |
| **3** | **SoW Section 4.A – Delivery of Professional Development – Recruitment.**  Describe how you plan to implement recruitment of early intervention providers into the coaching model framework. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you will recruit and select a provider agency/agencies to train their providers  |  | | --- | |  |  * Describe how you will recruit and select providers from the First Steps program to participate in and complete the training  |  | | --- | |  |  * Outline and describe recruitment activities that will be performed to ensure provider participation.  |  | | --- | |  | | |
| **4** | **SoW Section 4.B – Delivery of Professional Development - Training Delivery.**  Describe how you propose to complete all aspects of the caregiver coaching model training program. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Provide a description of your initial asynchronous, online foundational curriculum modules and how you plan to implement these.  |  | | --- | |  |  * Provide a description of the welcome/orientation webinars and how you plan to implement it into the program.  |  | | --- | |  |  * Describe your plan to implement and facilitate in-person learning communities. This plan should include, but is not limited to, your plan for:   + Maintaining trained coaching professionals   + Maintaining staffing ratios   + Maintaining attendance and participation records   + Offering make-up sessions as needed  |  | | --- | |  |  * Provide your plan to collect and review data around individual providers implementation fidelity of the caregiver coaching framework. This plan should include, but is not limited to:   + Observation of child/family delivery   + Provider fidelity data   + Written and verbal feedback to participants in learning communities  |  | | --- | |  |  * Describe how you will implement post-training surveys for providers and families and provide a few examples of questions you may include.  |  | | --- | |  |  * Describe the types of resources you will implement for both providers and families after they have completed the caregiver coaching training program.  |  | | --- | |  |  * Explain the support you plan to provide to provider agencies participating in the cohort and how you plan to implement this support.  |  | | --- | |  |  * Give a detailed description of the ongoing support you will give to providers who have successfully completed the training program.  |  | | --- | |  | | |
| **5** | **SoW Section 4.C – Ongoing Professional Development Support**  Give a detailed description of the ongoing support you will give to providers who have successfully completed the training program. This description should include, but is not limited to:   * Written training resources for providers  |  | | --- | |  |  * Indiana-specific library of pest practices  |  | | --- | |  |  * Live and recorded webinars  |  | | --- | |  |  * Monthly updates or newsletters  |  | | --- | |  |  * Panels/sessions during Early Intervention Conference  |  | | --- | |  | | |
| **6** | **SoW Section 5 – Statewide Implementation Support/Partnership Activities**  Describe how you propose a statewide foundational culture of a caregiver coaching model framework. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you will ensure consistent messaging and utilization across all aspects of the First Steps System.  |  | | --- | |  |  * Describe your plan to create and implement a First Steps stakeholder group that will assist in guiding future framework implementation.  |  | | --- | |  |  * Give examples of information that you would include in a biannual report to the First Steps stakeholders group.  |  | | --- | |  |  * Explain how you would collaborate with the BCDS Professional Development System vendor to increase program awareness and ensure consistent messaging to families.  |  | | --- | |  |  * Demonstrate your understanding around hosting webinars/trainings for service coordinators and how you would implement these trainings, including frequency.  |  | | --- | |  | |
| **7** | **SoW Section 6.A. and 6.B – Reporting/Business Reviews and Data Requirements**  Demonstrate your understanding of and describe your plan to execute the SoW requirements outlined in the Reporting/Business Reviews and Data Requirements.   |  | | --- | |  | |
| **8** | **SoW Section 6.C General Contract Requirements- Staffing**  Please outline your staffing plan. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Demonstrate how your proposed staffing plan will meet the requirements outlined in Section 6.C of the Scope of Work.  |  | | --- | |  |  * Provide resumes and job descriptions for the following staff positions required by the Scope of Word, as well as any additional staff positions you propose to work under this Contract:   + Project Director   + Project Coordinator   + Certified Coach(es)  |  | | --- | |  |  * Outline the FTE allocations for reach of the positions outlined above, as well as any additional staff positions you propose to work under this Contract. In addition, please outline whether each proposed position will be solely devoted to this Contract.  |  | | --- | |  |  * If positions are not solely devoted to this contract, please outline how you will ensure that all Scope of Work responsibilities are fulfilled, and all work is of high quality.  |  | | --- | |  |  * Describe how you plan to provide staff with continuous professional development opportunities so that they stay current on best practices in Early Intervention.  |  | | --- | |  | |
| **9** | **SoW Section 6.D General Contract Requirements – Financial Management**  Demonstrate your understanding of and describe your plan to execute the SoW requirements outlined in the Financial Management.   |  | | --- | |  | |  | |