

Solicitation of Proposals
for
Fiscal Agent for Inclusive Child Care Capacity Building Project

Issued: May 23, 2018

Deadline for Proposals: June 22, 2018

The Louisiana Developmental Disabilities Council (Council) is soliciting proposals from community partners regarding the ability to act as a fiscal agent for its Inclusive Child Care Capacity Building Project. In collaboration with the [Office for Citizens with Developmental Disabilities, EarlySteps](#), this project will provide professional development opportunities to build the capacity of child care providers and EarlySteps interventionists with including children with disabilities in Early Learning Centers within local communities.

Project Purpose and Description

The purpose of this project is to provide meaningful training and needed follow-up coaching across a variety of content areas especially in the area of supporting young children with disabilities in inclusive community early childhood settings. The professional development experience for child care providers and EarlySteps interventionists will consist of an online training module, a six-hour face-to-face training session, and six follow-up coaching sessions. Participants will consist of 60 partner teams, which will include one child care provider and one EarlySteps interventionist. Other participants will include Directors of Early Learning Centers, Child Care Resource and Referral staff, and EarlySteps' Regional Coordinators. The teams will be selected from LDH Regions 1 and 2 with the EarlySteps interventionist serving as the coach for the child care provider.

Project Timeline

The projected period of this project is October 1, 2018 to September 30, 2019.

Project Funding

A maximum of \$77,800 has been allocated for the first year of funding for this project. The selected agency to fulfill this contract shall be eligible to receive indirect payment not to exceed eight percent (8%) of total project expenditures. A maximum of \$5,000 is also included in the budget total for the administrative coordination and logistical responsibilities of the project.

EarlySteps State Office will develop training and coaching content and provide a trainer for the two face-to-face trainings as an in-kind contribution to the project.

Fiscal Agent and Administrative Coordination/Logistical Responsibilities

The agency selected for a contract award for this project will serve as a third-party payer and provide administrative support for project activities.

Fiscal Agent Responsibilities

Reimbursable costs will include, but not be limited to, all expenses associated with the following:

1. Two day-long training sessions, one in Baton Rouge and another in the Greater New Orleans area, for approximately 75 participants each day;

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2. Participation of participants with any required online training modules;
3. Stipends for child care providers, early interventionists, Early Learning Center Directors, and Resource and Referral staff for participating in each training session and in six follow-up coaching sessions. Confirmation of completion of coaching sessions will be determined and provided by EarlySteps State office.

Administrative Coordination and Logistical Responsibilities

All administrative support activities will be performed in accordance with specifications and expectations established by the EarlySteps State Office. Responsibilities of the selected agency include, but are not limited to the following:

1. Arranging venues, managing registration, and marketing/promoting each training;
2. Copying and collating training materials;
3. Providing all necessary onsite workshop support;
4. Responding to inquiries related to project participation expectations;
5. Maintaining participant documentation.

Contractor Requirements

Selection will be determined by the applicant's demonstrated ability to meet the following requirements.

1. Understanding and commitment to the principles of full inclusion for persons with disabilities, including those with the most intense support needs.
2. Successful experience with activities designed to build skills of people working with individuals with developmental disabilities and their family members.
3. Successful experience in coordinating/providing training to a variety of groups including individuals with developmental disabilities, their family members, direct service personnel, and clinical and other professionals.
4. Fiscal stability and capacity to manage contract dollars, cover costs associated with required training elements, and satisfy reporting requirements.

Information Requested

1. Cover Sheet and Information Packet
 - a. [Application for Funding Cover Sheet \(online\)](#)
 - b. [W-9 tax form \(online\)](#)
 - d. [Board Resolution or Disclosure of Ownership \(online\)](#)
2. Summary of Qualifications - clearly demonstrate Contractor Requirements above.

Reply Procedure

For consideration, submissions must be sent to Derek.White@la.gov by **4:00 p.m., Friday, June 22, 2018**.