



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Professional Development Support

Solicitation Number: RFP 23-101; RFX 6100016945

Description: Pre-K 4 SA is seeking professional learning consultation support for child development center (CDC) administrators and Pre-K 4 SA's professional learning specialists/coaches dedicated to supporting CDC providers, focused on the following professional learning topics:

- **Child Development Center Whole Leadership Frameworks for Administrators:** Professional learning designed for child development center administrators that incorporates a Whole Leadership Framework, which includes three domains: leadership essentials, administrative leadership, and pedagogical leadership professional learning. The Whole Leadership Framework developed at the McCormick Center for Early Childhood Leadership at National Louis University (NLU), is based on the premise that administrators need to be well-rounded in leadership practices in order to successfully lead their organizations. Administrators learn about their role as program influencers and key components for building and sustaining quality.
- **Child Development Center Coaching Strategies:** Professional learning aimed at Specialists/Coaches who provide supports to child development center administrators that focuses on strategies and tools for Specialists/Coaches to support CDC Directors through change management, pedagogical leadership, administrative leadership, program assessments, and implementing the Whole Leadership Framework. Professional learning should involve Professional Learning Communities (PLC) training for Specialists/Coaches on content and materials.
- **Materials and Resources:** Consultant will provide books/resource materials on the Whole Leadership Framework and training guides for Specialists/Coaches.

Applicable Product Categories: 91838- Education & Training

Date Issued: June 15, 2023

Due Date & Time: July 12, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The pre-submittal conference will be held via a WebEx call at 10:00 a.m., Central Time, on June 23, 2023. Attendance is high encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2634 702 3175

Meeting password: COSA

Respondents also have the option to attend the conference virtually via WebEx at [www.webex.com](http://www.webex.com) and clicking on join. The meeting number is: 2634 702 3175 and password is COSA. Attendance is highly encouraged.

Staff Contact Person: Valeri Jasso, Procurement Specialist III, [valeri.jasso@sanantonio.gov](mailto:valeri.jasso@sanantonio.gov)

**Evaluation Committee Voting Members:**

Larrisa Wilkinson, Deputy CEO, Pre-K 4 SA

Joe De La Rosa, Head of Grants, Pre-K 4 SA

Tonda Brown, Chief of Schools, Pre-K 4 SA

Jill Byrd, Head of Communications and Engagement, Pre-K 4 SA

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an Early Childhood Education Municipal Development Corporation Board Meeting; and 2) City employees from the time the RFP has been released

until the contract is approved at a Early Childhood Education Municipal Development Corporation Board Meeting.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on Thursday, June 29, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Valeri Jasso, Procurement Specialist III  
City of San Antonio, Finance Department – Purchasing Division  
[valeri.jasso@sanantonio.gov](mailto:valeri.jasso@sanantonio.gov)

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.