



Date: December 1, 2023 **Updated (Page 2) December 5, 2023**
To: Interested Individuals/Agencies
From: First 5 Fresno County
Re: **Request for Quotations (RFQ) –Coaching 101 Training for IMPACT Hub Coaches**

ABOUT FIRST 5 FRESNO COUNTY

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved, and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. The F5FC Commission (also referred to as the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission, not being a direct service provider, is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

ABOUT THE REGION 5 IMPACT HUB

F5FC serves as the lead fiscal agent for a region of an initiative called Improve and Maximize Programs so All Children Thrive (IMPACT) Hub also known as the IMPACT Hub or the Hub. As a component of the Quality Counts California system, the purpose of the Hub is to strengthen the early learning and care system to support young children and their families across the region. This includes providing training and professional development to educators, coaches, and providers. Region 5 of the IMPACT Hub is composed of First 5 agencies and County Offices of Education from the following counties: Fresno, Mariposa, Madera, Merced, Kern, Kings and Tulare.

REQUEST FOR QUOTATIONS INTENT

On behalf of the Region 5 Hub, First 5 Fresno County is seeking **quotes** from qualified individuals/agencies to provide a **Coaching 101 Training** to coaches supporting the professional development of child care providers/early childhood educators in a range of licensed and license-exempt early care and education settings, such as family/friend/neighbor caregivers, family child care providers, and center-based infant/toddler/preschool care. In the Region 5 Hub a coach's role is to provide mentoring, technical assistance, training, coaching, and support to these providers and educators in their pursuit for professional development and quality improvement. The majority of training participants will have a strong background in the early care and education field, but the range of coaching experiences will vary amongst participants due to the extensive workforce transitions seen in the ECE field over the last two to three years. Thus, some coaches may have recently transitioned from being an early childhood educator to being a coach for early childhood educators. With this audience in mind, the training should be focused on the foundations of coaching in the context of adult learners in the early care and education setting.

SCOPE OF WORK

The selected contractor will provide a series of trainings either in person or virtually for IMPACT Hub Coaches from First 5s and County Offices of Education. **This includes two to four (2-4) trainings (approximately 2-4 hours each) for approximately 20-30 participants if in person or approximately 50-60 participants if virtual. The anticipated time frame for this training series is between March 2024-June 2024.**

These sessions should support participants with:

- Fundamentals, purpose, and goals of coaching
- How to build relationships and the importance of it as a coach
- How to be self-reflective and support ECE adult learners to exercise reflective practices
- Effective communication and active listening
- How to use/incorporate technology into your coaching
- The importance of self-care and practical self-care tools and strategies for coaches and how to encourage ECE adult learners to practice self-care.
- Opportunities for group reflection, practice, and discussion.

BUDGET

The anticipated budget for this training series is up to \$20,000. Quotes should be based on the proposed number of participants, number and duration of sessions and location (virtual or in person).

ANTICIPATED TIMELINE

Release of RFQ	December 1, 2023
RFQ Submission Deadline	December 20, 2023, at 12:00 p.m. PST
Notification to Applicants	January 22, 2024

SUBMISSION REQUIREMENTS

The quotation must include the following requirements:

1. Contact person's name, title, email address, and phone number.
2. Brief description of relevant experience and capacity to provide the requested training(s).
3. Brief description of the goals and format for training sessions (including time/length).
4. Budget breakdown (itemized) showing all costs associated with proposed training(s). If training can be provided in person and virtually, please provide 2 separate budgets (1 budget for in person training and 1 budget for virtual only training)

SUBMISSION INSTRUCTIONS

Quotes must be submitted via e-mail to funding@first5fresno.org on or before **12:00 p.m. PST** on **Wednesday, December 20, 2023**. Any questions regarding the Request for Quotations must be submitted via e-mail to funding@first5fresno.org with the subject line: "Question Coaching 101 Training."