

Release Date: December 22, 2016	Number: 16-12-01
Service Needed: Child Development Associate (CDA) Training Consultant	

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 12,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

Scope of Work

Neighborhood House is seeking a Child Development Associate (CDA) Training consultant to assist a 2017 staff cohort in preparing for and obtaining their home visiting Child Development Associate (CDA) credential. Instructional approaches must support culturally and linguistically diverse adult learners. Consultant services to include:

- Ensure staff is provided with training to meet the 120-hours CDA requirement. All trainings must meet requirements for training credit and should meet one or more of the CDA subject areas.
- Review all evidence of student's early childhood education and training and submit in writing training hours organized by CDA subject areas along with training hours needed to acquire.
- Support preparation of Family Questionnaire
- Support preparation of Professional Portfolio
Provide a completed model of a Professional Portfolio with quality resource collection and reflective statements of competence
- Work with staff to provide individual support to compile portfolio components that meet standard
- Ensure on-line applications are completed accurately
- Help prepare CDA Exam by providing detail instructions and practice.
- Help to schedule CDA Exam

Hours & Duration

NH anticipates using the services of the vendor selected through December 31, 2018

Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Experience with the scope of work described.
- Availability during the time period specified
- Hourly rate and efficiency

Questions

- Liz-Beth Levy, lizabethl@nhwa.org, 206-390-2584

What to Include in Submissions

- Cover letter/letter of intent
- Resume with verification of credentials
- Philosophy of Educators' Professional Development
- Description of projects/products that provide an accurate picture of your capabilities.
- Consultant Fees: Price per hour, plus any other expenses
- References

Submission Due Date

- First review date will be January 3, 2017 Submissions after that date will be considered.

Submissions To: Email submission to Anhthu Nguyen, Accounting Lead, at anhthun@nhwa.org.