

Request for Proposals Help Me Grow Michigan TA Support

Scope of Work

Clinton County RESA Office of Innovative Projects and Help Me Grow Michigan seeks knowledgeable systems building expertise to complete the following duties:

- In collaboration with the HMG MI Project Coordinator, provide technical assistance and training to all HMG affiliates, with a special focus on Southeast Michigan
- Create and implement a plan to support affiliates in moving toward fidelity
- Assist in creating and implementing an onboarding process for new affiliates
- Support communities in leveraging local opportunities, funding, and resources to sustain affiliate work
- Outreach to new communities about Help Me Grow
- Develop training content and materials on relevant HMG topics such as ASQ, data systems, and model fidelity.
- Support affiliates in completing the annual fidelity assessment
- Coordinate subcommittee workgroups for the affiliate network on care coordination, marketing, website design, etc.

Background

Help Me Grow is the only national, evidence based early childhood systems building framework. It is a model for promoting cross-sector collaboration to build efficient and effective early identification and intervention systems for families and communities. Help Me Grow has four core components, 16 key activities, and an annual fidelity assessment to ensure fidelity to the model.

Here in Michigan, we currently have 30 independent, local Help Me Grow affiliates, representing 41 counties and 82% of the birth to five population. Each of our local affiliates is responsible for their own funding to execute the work of Help Me Grow in their communities. While in varying stages of implementation, all of our affiliates are working toward fidelity in the four core components of the model: (1) A Centralized Access Point (2) Child Health Care Provider Outreach (3) Family and Community Outreach and (4) Data Collection and Analysis.

In 2023, Clinton County RESA Office of Innovative Projects was awarded a grant through the Michigan Department of Education Office of Special Education to implement a HMG / Build Up MI Pilot to support early and appropriate identification of children 3-5 who would benefit from special education service. This Pilot includes 9 ISDs in year one and up to an additional 15 ISDs in year two.

As Help Me Grow Michigan expands, our state office needs additional support to strengthen the affiliate network. We're looking for innovative expertise to ensure that the early childhood system is easier for families to navigate.

Desired Qualifications

- Demonstrated understanding of Michigan's early childhood mixed delivery system, systems building, and the Help Me Grow model.
- Ability to properly utilize technology necessary in conducting Help Me Grow business.
- Experience in creating and delivering both in person and virtual or online training programs.

- Ability to break down complex information, identify key points, and present information effectively to enhance communication and understanding among individuals or groups.
- Skills and/or experience in graphic design preferred, but not required.

Contract Details

This contract is contingent on grant funding with two years secured.

- Approximately 32 hours per week or 1,664 hours annually
- Availability to travel around the state of Michigan
- Availability during normal work hours to facilitate seamless communication and collaboration with affiliates.
- Work closely with and report to the Help Me Grow MI Project Coordinator

How to Apply

Please submit a proposal including the following:

1. Relevant experience and qualifications
2. Hourly Rate and other potential costs
3. Three references

Proposal should be submitted as a single PDF to cgupta@ccresa.org no later than 12:00 p.m. on May 31, 2024. Proposals received after this date will not be considered.

Contractual Terms and Conditions

Assurance Regarding Compliance with Program Requirements

Individuals or entities awarded contract funds under this RFP agree to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this program. Awardees understand and agree that if they materially fail to comply with the terms and conditions of the award, CCRESA may withhold funds otherwise due to this program until the recipient comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). CCRESA may withhold up to 100 percent of any payment based on a monitoring finding, audit finding, or pending final report.

Certification Regarding Nondiscrimination Under Federal and State Assisted Programs

In responding to this RFP, the applicant agrees to comply with all federal and Michigan laws and regulations prohibiting discrimination and, accordingly, no person, based on race, color, religion, national origin or ancestry, age, sex, marital status, or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

Clinton County RESA Nondiscrimination Policy

It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, marital status, sexual orientation, political affiliations, and beliefs, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment, or in policies governing student conduct and attendance. Applicants shall be expected to adhere to this policy. Any person suspecting a discriminatory practice should contact the Director of Special Education, 1013 South US-27, St. Johns, MI 48879, or call 989-224-6831.