



NORTHERN CHEYENNE TRIBE
PROCUREMENT DEPARTMENT
P.O. BOX 128
LAME DEER, MONTANA 59043



Request for Proposal (RFP)
Consultant for Practice-Based Coaching
Northern Cheyenne Head Start
March 3, 2022

The Northern Cheyenne Tribe is now accepting sealed bids for a Practice-Based Coaching Consultant for the Northern Cheyenne Head Start (NCHS) Program.

PURPOSE

The Northern Cheyenne Tribe, Head Start Program is requesting services for a Practice-Based Coach. The Practice-Based Coach ensures that teachers are getting the support needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness.

The essential functions of the Practice-Based Coach are to provide and implement research-based, coordinated coaching strategy for all the education staff. The Practice-Based Coach promotes and supports the alignment and implementation of professional growth and career development with the individualization of Professional Development Plans for all educational staff. The consultant provides ongoing communication with the education staff; reports and updates the Program Director and Education Manager. This position deals with sensitive information and requires confidentiality.

The Consultant must possess leadership and analytic skills, including knowledge of Early Childhood Education and adult learning principals and research, and best practices. The Practice-Based Coach Consultant requires travel/communication through Zoom/Microsoft Teams meetings to meet with all the classrooms, contact with the Education Manager, center teaching staff, children and parents. The Coach meets with Head Start staff, management team and the Director. The Consultant works closely with the Education Manager and the Program Director. Remain current on early childhood education best practices and relevant adult learning principles research. The Practice-Based Consultant facilitates group discussions and trainings

CONTENT OF THE PROPOSALS

To adequately select the firm or individual who will best serve the needs of the Northern Cheyenne Head Start, it will be necessary to review the experience of the respondent(s) as it closely relates to those needs and to review the expertise and qualifications of the individual(s) who will provide the services. The consultant must have at least a minimum of 5 years of experience working with preschool children and low-income families and excellent listening skills. A Master's in Early Childhood preferred, or a minimum in a related field of a BA/BS in Early Childhood Education.

To meet these objectives, the proposal must contain a Statement of Work. The potential qualifying consultant must submit a Statement of Work that will be reviewed by the Northern Cheyenne Head Start Administration; the statement should include the following:

LITTLE WOLF AND MORNING STAR - Out of defeat and exile they led us back to Montana and won our Cheyenne homeland that we will keep forever.

Scope of Work for the Practice-Based Consultant includes:

1. Use strength-based coaching practice to motivate all teaching staff to promote positive outcomes for the teaching staff and children they influence.
2. Conduct and review classroom observations using results to increase child outcomes across the program.
3. Demonstrate relationship-based principles and practices that develop and maintain positive, supportive relationships with teaching staff.
4. Develop individual coaching plans, with specific goals and areas for growth identified which are based on classroom and teacher observations.
5. Provide constructive feedback, support, and modeling to teaching staff for learning and growth. This may include activities, reading material, or other resources as needed to guide learning.
6. Provide input on curriculum implementation for the program.
7. Provide direct onsite implementation of program goals, school readiness goals, curricula, and objectives as needed.
8. Provide input into program policies and procedures regarding all education component areas.
9. Identify strengths, areas of improvement and trends related to classroom compliance.
10. Maintain Pre-K CLASS Reliability certification through Teachstone, Inc. to assist with CLASS observations for the program.
11. Work with the Education Manager to develop a schedule for conducting classroom observations and visits as a foundation for determining needs.
12. Facilitate peer-to-peer learning both one-to-one and group settings in joint process of capacity-building strategies.
13. Identify staff training needs including assisting in the training of new teaching staff and actively seek training opportunities to increase skills in providing best practices in early childhood and professional development.
14. Plan and present small group training on identified child development topics based on the Head Start Early Learning Outcomes Framework: Ages Birth to Five.
15. Provide educational curriculum training according to need.
16. Assure preparation of information and participate in staffing for children.
17. Contribute to efforts or other aspects of the literacy initiative such as training resources and support with families.
18. Direct teachers in implementing strategies to improve development domains and sub-domains of children, including those with disabilities.
19. Promote best practices in early childhood development based on Head Start Program Performance Standards, and the Opening the World of Learning (OWL) Curriculum and other prescribed curricula.
20. Travel as needed throughout the Northern Cheyenne Head Start service area.
21. Network with various individuals, agencies, and organizations throughout the community, state and the country for the purpose of professional growth, program enhancement, and cooperative endeavors to benefit children and families.
22. Collaborate with various individuals, agencies, and organizations to ensure effective and efficient program delivery.
23. Use strength-based coaching practice to motivate all teaching staff to promote positive outcomes for the teaching staff and children they influence.
24. Meet with the Head Start Management on services and delivery of services.
25. Have an overall understanding of the operations of the Head Start Program.
26. Have an overall understanding of the Northern Cheyenne culture and practices.

CONTENT OF THE PROPOSALS

To adequately select the firm or individual who will best serve the needs of the NCT, it will be necessary to review the experience of the respondent(s) as it closely relates to those needs and to review the expertise and qualifications of the individual(s) who will provide the services. To meet these objectives, the proposal must contain a Statement of Work. The potential qualifying consultant must submit a Statement of Work that will be reviewed by the Northern Cheyenne Head Start Administration; the statement should include the following:

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

SELECTION PROCESS. The information request, schedule coordination, and all logistical concerns on this project can be addressed to the Northern Cheyenne Tribe's authorized Liaison on this project:

Head Start Director
Roberta R. Harris, (406) 477-6346

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before March 14, 2022 at 4:30 p.m. All bids must be hand delivered or mailed and marked Practice-Based Coach Consultant for Professional Services. Please send two (2) copies of the proposal. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All required documents must be in the bid prior to opening and received by the bid submission deadline. If you have any questions concerning the bid opening, please contact Renessa Russette, Procurement Officer at (406) 477-4810.

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however it will in no case be the sole deciding factor in awarding work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from Non-Indian owned contractors. In evaluation of the bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

TERO. Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) prior to submitting a bid in accordance with the Northern Cheyenne TERO Ordinance. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application for certification and information on TERO, please write to: Director, Tribal Employment Rights Office, P.O. Box 308, Lame Deer, MT 59043, or phone (406) 477-6287, and you will be directed to the appropriate personnel to assist you.

This Advertisement for Bids does not commit the N.C. Tribe to award a contract or to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

The Northern Cheyenne Tribe reserves the right to reject any and all bids and to re-advertise according to the best interest of the N.C. Tribe. The N.C. Tribe reserves the right to any irregularities or informalities in regard to the bids and the bid process.

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Renessa Russette, Procurement Officer
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P.O. Box 128, Lame Deer, MT 59043