



**REQUEST FOR QUALIFICATIONS (RFQ):**

**Facilitators and Trainers**

**Issue Date: August 8, 2022**

**Initial due date for 2022 Facilitators and Trainers: September 23, 2022 5pm PST**

**Proposals will be accepted on a rolling basis after this if additional Facilitators and Trainers are needed**



## RFQ – Facilitators and Trainers

### Table of Contents

I. INTRODUCTION	2
II. BACKGROUND	2
III. WESTED CONTACT	3
IV. SOLICITATION KEY DATES AND TIMELINE	4
V. PROJECT SCOPE & REQUIREMENTS	4
VI. PROPOSAL OUTLINE	5
VII. REVIEW PROCESS	6
VIII. COMPLIANCE WITH LAWS	6
IX. WRITTEN QUESTIONS AND ADDENDA	6
X. SUBMISSION	7

## I. INTRODUCTION

WestEd is requesting quotes from professionals, trainers, consultants, community educators, etc. who have a passion for sharing Infant and Early Childhood Mental Health (IECMH) knowledge, holding racial equity and social justice as the foundation for trainings, facilitating multidisciplinary spaces, and engaging in deep learning with others in the prenatal to five field. We want you to join us in providing trainings/workshops for providers in ways that can transform systems and practices for our youngest children.

This RFQ contains background information on Best Starts for Kids and WestEd and outlines specific information that must be included in the bids submitted. Applications are due on September 23, 2022 but will be continued to be accepted throughout the year and considered as additional training needs arise.

Applications must be submitted online via [this link](#) and be received no later than 5pm PST on September 23, 2022 to be considered as part of the initial applications.

## II. BACKGROUND

Every child is born full of possibilities. The vision of Best Starts for Kids, the community-driven initiative, is to support every baby born or child raised in King County, WA so they reach adulthood happy, healthy, safe, and thriving.

In order for children and their families to have positive experiences and form trusting relationships with the providers who serve them, providers themselves must be supported—through ongoing opportunities such as knowledge-building about IECMH as well as self-care, time in reflective spaces with peers and supervisors, and to learn how to strengthen their relationships with those they serve, and to build resilience against vicarious trauma. We must support and grow the incredible people, who together form a wide continuum of care, and who dedicate themselves to caring for our youngest children and their families. This continuum includes people from diverse fields, such as early learning educators, home visitors, case workers, doulas, nurses, pediatricians, family support advocates, therapists, social workers, administrative/leadership staff, and so many more. To make true change to be able to serve ALL children in King County, especially young children and families who have and continue to face barriers due to systemic racism, oppression, and marginalization, we must support the people that form this continuum and experience barriers as well.

Best Starts for Kids set aside funding for trainings/workshops and other learning opportunities to support this endeavor. The purpose of this RFQ is to identify and engage an array of consultants to develop and/or provide trainings/workshops/learning communities and other learning opportunities on topics and practices related to IECMH and racial equity for multidisciplinary prenatal to five providers in King County.

All contracts will be held by WestEd.

### **About WestEd**

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 900 employees, located in 13 offices across the United States, and had revenue in excess of \$172 million for Fiscal Year 2021.

Throughout WestEd's over 50-year history we have maintained a strong commitment to staff diversity. Individuals of different ethnicities, races, abilities, gender identities, and sexual orientations, as well as from different cultural, linguistic, and socioeconomic backgrounds, work at all levels of the organization. We value the range of perspectives provided by this diverse workforce and the ways in which those perspectives enrich and inform our agency and the work we do. Read more about [WestEd's Commitment to Diversity, Equity, and Inclusion](#).

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women's business enterprises and labor surplus area business when possible. The selected vendor may be required to undertake affirmative steps to utilize such businesses in subcontracts if this contract is federally funded. A vendor qualifies as a small business if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541618) by having average annual receipts for the last three fiscal years not exceeding \$16.5 million.

### **III. WESTED CONTACT**

All communications, including any requests for clarification, concerning this RFQ should be addressed in writing to the following:

Diana de la Lanza  
[bsk-wested@wested.org](mailto:bsk-wested@wested.org)

#### IV. SOLICITATION KEY DATES AND TIMELINE

RFQ Activity	Dates
RFQ Released	August 8, 2022
Applicant Responses Due	September 23, 2022
Interviews/Vetting	Throughout September 2022
Initial RFQ Notification of Qualification	October 17, 2022
Commence Work	As training/ facilitation needs arise

#### V. PROJECT SCOPE & REQUIREMENTS

##### Scope of Work

As training/facilitating needs arise, successful applicants will be contacted to discuss possible scopes of work, reimbursement and scheduling.

Applicants will provide specific training/workshops on a mutually agreed upon schedule throughout the year. The length of each training/workshop will be determined based on the subject and content mutually agreed upon by Best Starts for Kids/WestEd and the applicant. Trainings/Workshops are anticipated to be virtual with the use of a reliable virtual platform (i.e. Zoom, WebEx, etc.)

Specific responsibilities will be aligned for each Facilitator/Trainer. In general, the responsibilities will include:

- Preparing training/workshop material and overview.
- Facilitating approved training/workshop and material.
- Participating in evaluation and continuous improvement efforts.
- Attending meetings with Best Start for Kids.
- Providing monthly invoices for services rendered.

##### Timeline

Applications will be accepted on a rolling basis with initial applications due September 23<sup>rd</sup>, 2022 at 5pm PST. Work can take place any time after September 2022.

##### Qualifications

This request for qualifications invites infant mental health professionals, consultants, or community educators who have experience in knowledge building, facilitating

multidisciplinary spaces, and engaging in deep learning with others, to provide virtual trainings/workshops and other learning opportunities to prenatal – five providers in King County, Washington.

WestEd will evaluate applications based on the following criteria:

- Strong grounding of equity and social justice as a pivotal piece of training, teaching, educating, and/or sharing knowledge.
- Previous experience in providing training, teaching, educating, and/or sharing knowledge for prenatal to five providers such as early learning educators, home visitors, case workers, doulas, nurses, pediatricians, family support advocates, therapists, social workers, administrative/leadership staff.
- Previous experience in delivering training, teaching, educating, and/or sharing knowledge to a diverse range of audiences – diverse by profession, race, culture, language, geography.
- Ability to create open spaces for discussion about equity and social justice, historical and intergenerational trauma, resilience, and trauma-informed care, infant and early childhood mental health
- Demonstrated knowledge about culturally appropriate facilitation and training. Culturally appropriate is defined as services that are delivered to reflect the unique individual needs of the eligible person such as language, gender, disability, racial/ethnic background, and social/religious background.

## VI. PROPOSAL OUTLINE

To simplify the review process and to obtain the maximum degree of comparability, the responses will be collected via an online form and repository. It should include the following items and be organized in the manner specified below.

[2022 IECMH Facilitators and Trainers RFQ online form](#)

Please address the questions below in the online form and ensure that there is sufficient detail in your narrative in order for reviewers to have a clear understanding of your work.

A complete online application will consist of the following elements (applications which do not include all elements will not score well in the review process):

1. **Contact Information** – Consultant(s) will provide information such as full name, email address, other best forms of contact.
2. Verification of location of services and/or business within King County
3. Description of experience training, teaching, educating, and/or sharing knowledge about topics that affect the social and emotional development of young children (from the prenatal period to five years of age)? Please be sure to touch on:

- Who have you supported to learn something new?
  - What types of infant and early childhood mental health topic areas have you supported them in?
4. Please share a story or your process for how you create and facilitate workshops that are:
- Inclusive of all types of learners
  - Highly practical
  - Anti-racist and attuned to the experiences of communities that face present and historic systemic oppression and injustices
5. We view life, education, and work experiences as equally important. Is there anything else about your background and experience as related to this work that you think would be helpful for us to know? In particular, please help us understand the communities you are a part of and have strong relationships with.
6. An uploaded version of your resume and include a list of workshop topics or curriculum that you have already created or delivered in the past.

## **VII. REVIEW PROCESS**

Responses should be submitted on the most favorable terms relevant to the RFQ requirements, instructions, scope, and pricing. WestEd contemplates selection of qualifications to the responsive, responsible vendor whose proposal is the most advantageous to WestEd, and its decision is final.

As a federal contractor, it is WestEd's policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned business, and/or woman-owned businesses. Therefore, vendors that meet these criteria will be given preference, should they meet all other stated criteria in the RFQ.

## **VIII. COMPLIANCE WITH LAWS**

Any Vendor must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any Vendor must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

## **IX. WRITTEN QUESTIONS AND ADDENDA**

Written questions or comments regarding this RFQ must be in writing and received no later than (September 16, 2022). Questions should be emailed to Diana de la Lanza at [bsk-wested@wested.org](mailto:bsk-wested@wested.org) All questions will be responded to via email. Vendor(s) invited

to submit a response understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFQ that is unclear or open to more than one interpretation.

WestEd reserves the right in its sole discretion to revise or amend this RFQ prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFQ. Business is responsible for verifying they have received, and all responses shall acknowledge receipt of, all addenda issued by WestEd relating to this RFQ. Failure to acknowledge receipt of all such addenda may render a proposal nonresponsive.

## **X. SUBMISSION**

Initial applications are due September 23, 2022. Proposals will be accepted on a rolling basis after this if additional Facilitators and Trainers are needed.

Responses should be submitted electronically via this [online application](#).