County of Los Angeles
CHIEF EXECUTIVE OFFICE
Service Integration Branch
222 South Hill Street - 5th Floor, Los Angeles, CA 90012
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September 30, 2008

Request for Statement of Interest
Infant Toddler Environment Rating Scale Trainer

The Office of Child Care is seeking an experienced, dynamic individual to conduct trainings for child development center staff on the Infant Toddler Environment Rating Scale (ITERS) for the Steps to Excellence Project (STEP). This position will provide training services on an as-needed basis. The Office of Child Care is situated in the Service Integration Branch of the Los Angeles County Chief Executive Office and is located at 222 South Hill Street in Los Angeles, California.

Project Description: STEP is a new child care quality rating and improvement system that is being piloted in the following communities of Los Angeles County:

- Florence/Firestone
- Inglewood
- Long Beach
- Pacoima/Arleta
- Palmdale
- Pasadena
- Pomona
- San Pedro
- Santa Monica
- Wilmington

Licensed child development centers serving children ages 0-5 and licensed family child care homes are eligible to participate in STEP. The STEP quality assessment process for centers includes the use of the ITERS to assess the quality of the learning environment in each classroom.

Project Period: STEP is a 3-year pilot project operating from July 2007 to June 2010. It is estimated that the ITERS Trainer will provide a maximum of 2 trainings per quarter beginning January 2009 and on an as-needed basis thereafter.

Duties: Working closely with STEP's Project Manager and Training Coordinator, the contracted trainer will develop and conduct training sessions on the ITERS observation tool for child development center teaching staff. Trainings will increase participant's understanding of the ITERS, provide guidance on how to use the ITERS to make quality improvements, and will provide practical tips to help participants prepare for ITERS quality observation visits.

"To Enrich Lives Through Effective And Caring Service"

Minimum Qualifications: Bachelor of Arts degree in Child Development or closely allied field; expert knowledge and understanding of the ITERS; completion of ITERS reliability training; experience working in child care and development programs; verified and successful experience as a group trainer; excellent communication skills; demonstrated knowledge of adult learner instructional strategies; attention to detail and deadlines; and a dependable car to travel to selected community-based venues to implement trainings. Availability during evening hours and/or Saturdays is required.

Preferred Qualifications: Masters degree in Child Development or closely related field.

Evaluation and Selection: Applicants will be selected based upon ITERS expertise, training experience, and performance during a training demonstration to be conducted as part of the interview process.

Statement of Interest: Please forward your Statement of Interest by October 15, 2008, to:

Helen E. Chavez
Los Angeles County Office of Child Care
222 S. Hill Street, 5th Floor
Los Angeles, CA 90012

Your Statement of Interest should include a cover letter; a resume documenting relevant experience; at least two references; and the hourly rate for your consulting services. The Statement of Interest must also include taxpayer identification number.

Timeline:
Statement of Interest and supporting documentation due: October 15, 2008
Review of statements received: October 16-21, 2008
Interviews and presentations by applicants: October 27-31, 2008
Final selection of candidate: November 5, 2008
Contracting process: November 6 – December 19, 2008
Implementation of first ITERS training: January 2009

Questions: Interested applicants may submit questions about this Request for Statement of Interest via email to hchavez@ceo.lacounty.gov by October 7, 2008. Answers to each question will be posted on the Office of Child Care website (www.childcare.lacounty.gov) by October 9, 2008.

Important: In order to receive an award, vendor(s) selected through this process are required to be registered with the County of Los Angeles. Vendors may register online on the County of Los Angeles Vendor Registration website at: http://camisvr.co.la.ca.us/webven/

Selected vendor(s) are required to adhere to all County terms and conditions in order to conduct business with the County of Los Angeles.

County reserves the right to negotiate price, terms and conditions with the selected vendor(s).

All charges must be included in the Statement of Interest. No charges will be allowed unless specified in the Statement of Interest.

County reserves the right to waive, at its sole discretion, any formality in the bidding or evaluation in order to expedite the process, accommodate minor error, or respond to unforeseen circumstances, and to reject any or all bids and to reject any items thereon. County may, at its sole discretion, cancel this Request for Statement of Interest at any time prior to the award.

The award if any, resulting from this Request for Statement of Interest shall be governed by the County's terms and conditions.

County may, at its sole option, select other than the low price bidder if, as solely determined by County, another bid is a more responsible and responsive offer.

This Request for Statement of Interest is a solicitation only, and is not intended or to be construed as an offer to enter into any contract or other agreement. No acquisition can be made without a purchase order.

This project is contingent upon the availability and appropriation of funds.