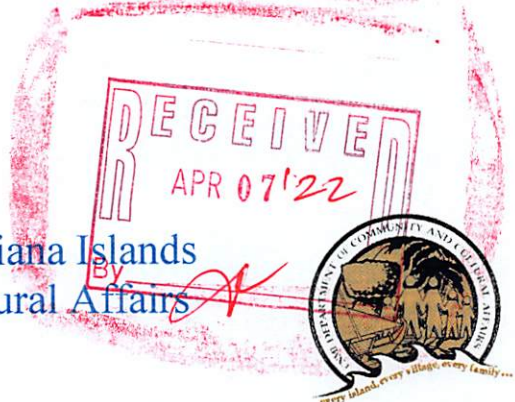




Commonwealth of the Northern Mariana Islands
 Department of Community and Cultural Affairs
 Office of the Secretary



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 Child Care and
 Development Fund (CCDF)
 Program

Low Income Home Energy
 Assistance Program
 (LIHEAP)

Gordon Salas
 Supervisor
 Child Care Licensing
 Program (CCLP)

Garapan Street Market

ANNOUNCEMENT

April 6, 2022

To: All interested Consultant/Organization:

Re: Request for Quote (RFQ) for the Development and Delivery of Training of Trainers on the CNMI Early Learning and Development Guidelines

This is to request for an RFQ for the Scope of Work (SOW) described in the attachment to this announcement. The response must include the following:

1. Cover Letter addressed to Vince Rabauliman, CCDF Administrative Officer III of intent to submit a quote. Cover letter must include/indicate organization's MUNIS Vendor Number. *All organizations submitting a quote must be registered under the MUNIS Vendor Self Service with the CNMI Procurement Services. The vendor at the time of the submission of the response must have a verifiable MUNIS Vendor number. It will be an automatic disapproval if the organization does not have a verifiable MUNIS Vendor Number;*
2. A detailed narrative/description of how the organization plans to address all the tasks and subtasks as described in the SOW, including but is not limited to sample agenda/s for the training and sample layout of the trainer manual;
3. Listing and background of all employees (employee profile) involved in the project including their role. Within 3 workdays from Notice of Award/Proceed, the organization must submit copies of employees' Covid 19 Vaccination card and must have completed all 2 doses;
4. Organization must provide documentation to address qualifications described on page 2 of the SOW;
5. Current CNMI Business License;
6. Budget breakdown which includes a detailed Administrative and Operation Cost.

Announcement: RFQ for the development and delivery of training for trainers on the CNMI Early Learning and Development Guidelines

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An automatic disqualification/disapproval will be given for any organization who fails to address all items as described above. CCDF will retain all submitted documents and the organization will be informed by CCDF via email.

Only written questions will be entertained related to this announcement. All questions must be addressed to Vince Rabauliman sent to email vincerab@gmail.com with a courtesy copy (cc) to Viola Diaz with email address at ccdf.violdiaz65@gmail.com with subject heading: QUESTIONS for ELDG Training for Trainers. All questions should reference section and page number of the SOW, if applicable. All written questions must be received on or before April 22, 2022. All questions received after this date will be disregarded. Responses will be sent via email by April 29, 2022 to all organizations who picked up or requested a copy of the SOW. A copy will also be posted in the CCDF/CCLP website at www.cnmicclp.gov.mp. Link to the CNMI CCDF Early Learning and Development Guidelines may be found at:

<http://www.cnmicclp.gov.mp/wp-content/uploads/2022/03/CNMI-ELD-2021-Final-v2.pdf>

All responses to this RFQ must be submitted in hard copy and stamped received by CCDF no later than May 6, 2022 at 10:00a.m. Submit all responses to CCDF Office Building No. 1347 Ascension Court Capitol Hill, Saipan, MP 96950. All submissions must be in a sealed envelope with a cover title: **CCDF ELDG Training for Trainers.**

We look forward to your submission and response to this RFQ.

Sincerely,



Maribel Loste
CCDF Administrator

Cc: file

Attachment: Scope of Work for Development and Delivery of Training for Trainers on the CNMI Early Learning and Development Guidelines.

REQUEST FOR QUOTATION

CCDF for FY2022-ELDG

“Development and Delivery of Training for Trainers on the CNMI Early Learning and Development Guidelines.”

CNMI recently adopted new Early Learning and Development Guidelines (ELDGs) for children from birth through age 5. The objective of this work is to support implementation of CNMI’s new ELDGs through development and delivery of train-the-trainer curriculum.

SCOPE OF WORK

- I. Completion of all tasks and subtasks, including completion of all trainings no later than November 30, 2022 from date of Notice to Proceed;
- II. The organization must acknowledge the commitment to completing all the requirements as described below;
 - a. Develop and conduct a multi-day training of trainers for the CNMI’s ELDGs that provides:
 - i. Curriculum content for each of the 5 domains (of 3-4 hours each module/domain);
 - ii. Content that spans birth to age five;
 - iii. Opportunities to apply content;
 - iv. A trainers’ manual and needed learning materials such as activities, training aids, handouts, power point slides, lesson plan template, resources for participants;
 - v. Use of videos to see domains in practice;
 - vi. Resources for trainers including videos;
 - vii. Any other materials necessary for trainers to be trained on delivering ELDG domains


- b. Securing the venue and coordination with participants regarding logistics prior to training;
- c. Printed materials - trainers' manuals with the processes, activities and materials trainers need to effectively deliver training of each of the 5 modules/domains – for up to 20 participants;
- d. Sample Agenda and Sample Trainer Manual Layout;
- e. Timeline/workplan for the completion of all Tasks and Subtasks as indicated in this scope of work;

CONSULTANT/ORGANIZATION REQUIRED QUALIFICATIONS:


The consultant/ organization is expected to provide/description of:

- Demonstrated knowledge of the CNMI Early Learning and Development Guidelines
- Expertise and experience with the subject matter
- Demonstrate knowledge and experience in developing and delivering training and professional development in early childhood education
- Professional experience working with early childhood education/child care in the CNMI
- Demonstrated experience working with adult learners of diverse cultural and linguistic backgrounds

END OF SCOPE OF WORK



Maribel S. D. Loste
CCDF Administrator



Joseph P. Deleon Guerrero
DCCA Secretary