



**STATE OF VERMONT
DEPARTMENT FOR CHILDREN AND FAMILIES
Child Development Division**

REQUEST FOR GRANT APPLICATIONS (RGFA):

**EARLY CHILDHOOD EDUCATION APPRENTICESHIP PROGRAM REDESIGN
REQUISITION NUMBER: #03440-23CDD-APPRENTICESHIP-PROGRAM-REDESIGN**

ISSUE DATE: SEPTEMBER 11, 2023

**PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND
ADDENDUMS ASSOCIATED WITH THIS RFGA WILL BE POSTED AT:**

<https://www.vermontbusinessregistry.com/>

**THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES
WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH
APPLICANT TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND
ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS
RFGA.**

CHAPTER 1

Information for the Applicant

1. OVERVIEW

1.1. SCOPE & BACKGROUND

The Vermont Department for Children and Families' (DCF) mission is to foster the healthy development, safety, well-being, and self-sufficiency of Vermonters. The Department is structured around six Divisions that deliver programs and services to Vermonters; one of those Divisions is the Child Development Division (CDD). CDD works to increase access to high-quality, sustainable services that are developmentally beneficial for children, strengthen families, and meet their needs.

The Vermont Early Childhood Education Apprenticeship Program (VECEAP) supports in-place early childhood/child care staff who are employed in early childhood programs, and who have the desire to gain knowledge and improve their skills through a formal training program. This involves on-the-job training with a mentor in their workplace and completing related instruction (six or seven college courses, depending on whether they need an intro to college course) and completing required community-based trainings. Apprentices must commit to fully participate in the training program and meet the eligibility requirements to access a T.E.A.C.H. Scholarship.

In 1998, the US Department of Labor released Requests for Proposals to address the crisis of improving the quality of child care. Vermont took this opportunity to apply for the development and implementation of a Child Care Apprenticeship Program. While ten other states were awarded grants, Vermont was the only state to link college level courses and on-the-job training to a statewide effort to ensure significantly higher wages for participants. In 2018, the Vermont Child Care Apprenticeship Program was merged with T.E.A.C.H. Early Childhood® Vermont to support the continuation of the Registered Child Care Apprenticeship Program across Vermont through T.E.A.C.H. scholarships. Currently, the program serves 15 apprentices (with the capacity to serve 25), and 54 apprentices have participated in the program since 2019.

The Vermont Department for Children and Families Child Development Division (CDD) is seeking a vendor to research, evaluate, and make recommendations for changes to the current design of the Vermont Early Childhood Education Apprenticeship Program (VECEAP). This is an opportunity to improve VECEAP, with the goal of making the program work better as a preparation pathway that:

- is well-aligned with best practices and Vermont's early childhood education systems;
- leverages available systems and resources;
- attracts a robust number of apprentices and mentors; and
- plays an important role in building the diverse, dynamic, well-prepared early childhood education workforce that is needed in Vermont.

Recommendations for changes to the VECEAP program could consider:

- Implementation best practices as reflected in implementation science.
- Best practices reflected in the design of ECE Apprenticeship models in other states.
- Best practices reflected in the design of other Registered Apprenticeship models in Vermont.
- Alignment with the three designations outlined in the Unifying Framework for the Early Childhood Education Profession.
- Alignment with Vermont's current licensing and professional development systems.
- Alignment with Vermont higher education programs and course offerings, particularly the Community College of Vermont.
- Alignment with and connections to the newly established Pre-Apprenticeship program for high school students within Career and Technical Education (CTE) centers.
- Alignment with and connections to the emerging child care workforce preparation programs for adults within CTE centers, such as "Step Up to Childcare", a model that is being implemented in a few CTE centers.

- Connections with the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood® VERMONT scholarship program and the T.E.A.C.H. Early Childhood® National Center’s Apprenticeship models.
- Availability of state and federal funding sources for Apprenticeship and early childhood education workforce development programs.

Deliverables will include:

- Summary of findings from assessment of current Vermont ECE Apprenticeship Program that includes program strengths and areas for suggested improvement.
- Summary of research into the best practices of other states, industries, models, and funding sources.
- Recommended design of Vermont’s ECE Apprenticeship model including implications for implementation, budget, staffing, and alignment/integration with other programs and systems.
- Summary of potential funding sources for Vermont ECE Apprenticeship program, including analysis on any potential new federal funding sources.
- Presentation and discussion of findings and recommendations.
- These deliverables can come as one or multiple products. Deliverables will be the property of CDD upon completion, should reflect all CDD branding and accessibility standards, and should be delivered in at least one editable format per deliverable.

A qualified applicant will ideally have the following skill sets and areas of professional expertise:

- expertise in Early Learning and Child Development;
- professional experience in conducting and reporting research;
- experience with, and/or understanding of at least one other early childhood apprenticeship program;
- experience making presentations to a diverse range of professional audiences; and
- experience supporting projects of similar scopes and levels of complexity.

1.2. AWARDING PERIOD

Tentatively, the period of performance of the work to be performed as a result of this RFGA is December 1, 2023 to November 30, 2024.

1.3. SCHEDULE OF EVENTS

The expected timetable, including the Application Due Date and other important dates are set forth below. The name of any Vendor submitting an application shall be a matter of public record.

RFGA Posted	September 11, 2023
Applicant’s Questions Due	September 22 by 4:00PM EST
Department Response	By October 2, 2023
Application Due and Closing Date/Time	October 13 by 4:00PM EST
Selection Notification	By October 31, 2023
Anticipated Commencement of Grant Agreement	December 1, 2023

1.4. SINGLE POINT OF CONTACT

All communications concerning this Request for Grant Applications (RFGA) are to be addressed in writing to the attention of:

Katherine Fish, DCF Contracts & Grants Manager
Contracts and Grants Unit
Department for Children and Families
Ahs.dcfcontractsandgrantsrfp@vermont.gov

Katherine Fish is the sole contact for this RFGA. Attempts by applicants to contact any other party could result in the rejection of their application.

1.5. QUESTION AND ANSWER PERIOD

Any vendor requiring clarification of any section of this RFGA must submit specific questions in writing according to the Schedule listed in Section 1.3. Questions must be e-mailed to the RFGA Contact listed in Section 1.4 of this RFGA. Any objection not raised in writing on or before the last day of the initial question period is waived. Responses to the Questions sent will only be posted to the RFGA website.

1.6. INSTRUCTIONS TO APPLICANTS

The Application Packet: An application packet is the entire package of information sent by one applicant in response to the RFGA described in this document. Each applicant may submit only one application packet. The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of an application. Applicants may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly applications, and Applicants are advised to include only such information in their response as may be relevant to the requirements of this RFGA. The application must include:

1.6.1. Applicant's Information Sheet: One Applicant's Information Sheet, found in Appendix A, must be included as the cover sheet of the application being submitted. Be sure to complete the form in its entirety.

1.6.2. Letter of Submittal: One letter of submittal, signed by a person authorized to bind your company to a grant. Your letter must include:

1.6.2.1. Identifying information about your company and any sub-contractors/subrecipients. Include the name of the company, names, addresses, telephone numbers, and address of principal officers and project/program leader, and a description of the type of company you operate. If an applicant proposes to meet required scope by an arrangement involving a prime grantee/subrecipient and one or more sub-contractors/subrecipients, the prime grantee/subrecipient must be the applicant, but the prime grantee's/subrecipient's cover letter must very clearly identify any and all sub-contractors/subrecipients and the prime grantee's/subrecipient's application must clearly describe how scope, roles, and responsibilities will be allocated among the prime grantee/subrecipient and all sub-contractors/subrecipients and must provide a substantiation of the specific relevant experience and qualifications of both the prime grantee/subrecipient and any/all sub-contractors/subrecipients.

1.6.2.2. Identification of confidential information. To the extent the application contains information an applicant considers to be proprietary and confidential, the applicant must comply with the following requirements concerning the contents of the cover letter and the submission of a redacted copy of the application (or affected portions thereof):

1.6.2.2.1. The successful application will become part of the grant agreement file and will become a matter of public record, as will all other applications received by the State. If the application includes material that is considered by the applicant to be proprietary and confidential under the State's Public Records Act, 1 V.S.A. § 315 et seq., the applicant shall submit a cover letter that clearly identifies each page or section of the response that it believes is proprietary and confidential. The applicant shall also provide in the cover letter a written explanation for each marked section explaining why such material should

be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317©, including the prospective harm to the competitive position of the applicant if the identified material were to be released. Additionally, the applicant must include a redacted copy of its application for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances can the entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

- 1.6.2.3. Exceptions to grant agreement Terms and Conditions. If the applicant wishes to propose an exception or alternate contract language to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the application. Failure to note exceptions when responding to the RFGA will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFGA but are raised during contract negotiations, CDD reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the application. The State is **not** open to receiving applications that included modifications or reduced liability limitations on the insurance minimums detailed in this RFGA.
- 1.6.2.4. A detailed list of all materials and enclosures being sent in the application.
- 1.6.2.5. Any other statements you wish to convey to CDD.
- 1.6.3. References (Optional): Provide the names, addresses, and phone numbers of at least three organizations who can talk knowledgeably about your company's performance and its ability to meet the specifications in this RFGA.
- 1.6.4. Schedule A Budget Submittal Form, and Schedules B, C, D, E, and F: One Budget Submittal Form, found in Appendix A, must itemize your application costs in addition to the requested accompanying narratives. Applicants must price the terms of this solicitation at their best pricing.
 - 1.6.4.1. Prices and/or rates shall remain firm for the term of the grant agreement. The pricing policy submitted by Applicant must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.
- 1.6.5. The application should respond to the following four identified areas:
 - 1.6.5.1. Quality of Applicant Experience
 - 1.6.5.2. Applicant Capacity
 - 1.6.5.3. Technical Application/Program Specifications
 - 1.6.5.4. Program Costs
- 1.6.6. Any other attachments to the application labeled and attached.
- 1.6.7. APPLICATION FORMAT
 - 1.6.7.1. Documents must be single-spaced, use not less than a twelve (12) point font, and have an 8.5" x 11" portrait page layout.
 - 1.6.7.2. Documents must be in Microsoft Word, .PDF or straight text file formats. No zip files will be accepted. The State prefers .PDF submission but is open to receiving applications in the identified formats.
 - 1.6.7.3. Your entity's name and the RFGA requisition number will be included on each page of the submitted application.
 - 1.6.7.4. Write the sections of the program application in the order given in the scoring criteria charts (applicant capacity, applicant experience, program specifications, and program costs).
 - 1.6.7.5. Address the RFGA specifications in the same manner as the program specifications (title and number each item in the same way it appears in the specifications, to the extent possible).
 - 1.6.7.6. Each applicant may submit only one application under this RFGA. If you send multiple applications under this requisition number, CDD will reject all of your applications.

1.6.8. SUBMISSION OF APPLICATIONS

1.6.8.1. Email your complete application to the Single Point of Contact identified in Section 1.3. ‘Single Point of Contact’ of this RFGA. EMAIL SUBJECT LINE MUST BE: APPLICATION: #03440-23CDD-Apprenticeship-Program-Redesign.

1.6.8.2. Your complete application must arrive at the email address listed in Section 1.3. ‘Single Point of Contact’ of this RFGA **no later than 4:00pm EST on October 13, 2023.** Late responses shall not be accepted and shall automatically be disqualified from further consideration. It is your sole responsibility to ensure delivery by the designated deadline.

1.6.8.2.1. CDD does not take responsibility for any problems in electronic delivery, either within or outside CDD. Receipt by any other office or State employee is not equivalent to receipt by CDD.

1.7. FACSIMILE COMMUNICATION

You may not use facsimile communication (FAX) for any communication required in this RFGA. You may not send application, protest, or questions by facsimile communication.

1.8. PUBLIC RECORD

1.8.1. All applications shall become the property of the State.

1.8.2. All public records of CDD are available for disclosure, except for RFGAs prior to the release to potential applicants; and applications received in response to the RFGA, until the Subrecipient(s) and CDD have executed the Grant Agreement(s). At that time, the unsuccessful applicants may request a copy of their own score sheets as well as request to view the successful applications. The name of any applicant submitting a response shall also be a matter of public record. Other persons, companies, or organizations may also make a request at that time or at a later date.

1.8.3. CDD will not disclose RFGA records until execution of the Grant Agreement(s). At that time, upon receipt of a public records request, information about the competitive procurement may be subject to disclosure, except those portions specifically marked by the applicant as falling within one of the exceptions of 1, V.S.A., Ch. 5 Sec. 317.

1.9. COSTS OF APPLICATION PREPARATION

CDD will not pay any applicant costs associated with preparing or presenting any application in response to this RFGA.

1.10. STATEMENT OF RIGHTS

CDD shall have the authority to evaluate applications and select the applicant(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFGA. CDD reserves the right to obtain clarification or additional information necessary to properly evaluate an application. Failure of applicant to respond to a request for additional information or clarification could result in rejection of that application. To secure a project that is deemed to be in the best interest of the State, CDD reserves the right to accept or reject any and all applications, in whole or in part, with or without cause, and to waive technicalities in submissions.

1.11. NON-RESPONSIVE APPLICATIONS/WAIVER OF MINOR IRREGULARITIES

Read all instructions carefully. If you do not comply with any part of this RFGA, CDD may, at its sole option, reject your application as non-responsive. CDD reserves the right to waive minor irregularities contained in any application.

1.12. RFGA AMENDMENTS

CDD reserves the right to amend this RFGA. CDD will post any RFGA amendments to the

RFGA site.

1.13. REJECTION RIGHTS

CDD may, at any time and at its sole discretion and without penalty, reject any and all applications received and issue no Grant Agreement(s) as a result of this RFGA. Furthermore, an application may be rejected for one or more of the following reasons or for any other reason deemed to be in the best interest of the State:

- 1.13.1.** The failure of the applicant to adhere to one or more provisions established in this RFGA.
- 1.13.2.** The failure of the applicant to submit required information in the format specified in this RFGA.
- 1.13.3.** The failure of the applicant to adhere to generally accepted ethical and professional principles during the RFGA process.

1.14. AUTHORITY TO BIND CDD

The Commissioner of DCF and Deputy Commissioner of CDD (in parent Agency of Human Services' Secretary or Acting Secretary or Deputy Secretary) are the only persons who may legally commit CDD to any Grant Agreements.

2. APPLICATION REVIEW & METHOD OF AWARD

Awards will be made in the best interest of the State. CDD may award one or more Grant Agreements and reserves the right to make additional awards to other compliant applicants at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident applicants of the state and then to applicants who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

Responsive applications that are compliant with RFGA procedural instructions will be evaluated by a Review Committee comprised of knowledgeable individuals from the DCF Central Office – Child Development Division and CIS service system. If the procedural instructions are not followed, the application shall be considered non-responsive. Non-responsive applications shall be eliminated from further evaluation.

2.1. EVALUATION CRITERIA

For each application, the four sections outlined in this section (Quality of Applicant Experience, Applicant Capacity, Technical Application, and Program Costs) must be responded to in your application.

Applications will be scored by individual members of the Review Team. Scoring is intended to clarify strengths and weaknesses of applications relative to one another and to provide guidance to decision-makers. Consideration shall be given to the Applicant's project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below. Best value will also be considered in assessing and selecting applicants, with substantial consideration given to price, and also to non-price factors such as quality of proposed products and services, experience, quality of proposed personnel, and/or management plan or experience. The State may also consider how well distinct applications might "fit" in relation to one another in order to accomplish the overall scope at best value for the entirety of the scope to be covered by Grant Agreement(s) resulting from this RFGA. The sum of the scores from the individual members of the Review Team will become the application's final score. The Criteria for Scoring sheet is located in Section 2.4.

2.2. SELECTION OF THE APPARENTLY SUCCESSFUL APPLICANT

The Review Committee will evaluate the applications based on responsiveness to RFGA key points and forward the completed scoring tools as well as copies of the applications to the Deputy Commissioner of the Child Development Division (CDD) or his/her designee for final review and

determination of the Apparently Successful Applicant(s).

2.3. NOTIFICATION OF AWARD

CDD will notify the Apparently Successful Applicant(s) in writing by the date listed in Section 1.3 of this RFGA. CDD will notify all other applicants in writing when the Grant Agreement(s) resulting from this RFGA is/are signed.

In the event the State is successful in negotiating with the Apparently Successful Applicant(s), the State will issue a notice of award. In the event State is not successful in negotiating a Grant Agreement with a selected Apparently Successful Applicant, the State reserves the option of negotiating with another Vendor or to end the RFGA process entirely.

2.4 SCORING CRITERIA

CRITERIA FOR SCORING	Total possible points	Applicant Score
1. INFORMATION FROM THE APPLICANT		
A. Quality of Applicant’s Experience/Mandatory Qualifications	25	
Rate the application on the following:	6	
<ul style="list-style-type: none"> • Applicant’s professional expertise in Early Learning and Child Development; 	7	
<ul style="list-style-type: none"> • Applicant’s professional experience in conducting and reporting research; 	6	
<ul style="list-style-type: none"> • Professional experience with, and understanding of at least one other early childhood apprenticeship program; 	6	
<ul style="list-style-type: none"> • Applicant’s experience presenting research outcomes to professional audiences 		
B. Applicant’s Capacity to Perform	25	
Rate the application on the following:	6	
<ul style="list-style-type: none"> • Applicant’s proficiency and organizational quality including references and business-related credentials. 	8	
<ul style="list-style-type: none"> • Applicant’s apparent capacity to provide the services outlined in this RFGA within the specified time frame(s). 	6	
<ul style="list-style-type: none"> • Applicant’s description related to responding to and integrating feedback from stakeholders (i.e., sponsor program directors, mentors, apprentices, community college staff, potential apprentice participants) into report and recommendations. 	5	
<ul style="list-style-type: none"> • Applicant’s experience writing research reports and recommendations. 		
2. TECHNICAL APPLICATION/PROGRAM SPECIFICATIONS		
A. Responsiveness to Specifications	25	
Rate the application on the following:	6	
<ul style="list-style-type: none"> • Applicant’s likely ability to meet the needs and goals of the Child Development Division and Preschool Development Grant partners as outlined in this RFGA. 	8	
<ul style="list-style-type: none"> • Applicant submitted complete information that addresses the requirements of this project, including an achievable timeline for completion. 	6	
<ul style="list-style-type: none"> • Applicant’s description of the scope of services to be provided. 	5	
<ul style="list-style-type: none"> • Applicant’s description of how they will collaborate with the Preschool Development Grant oversight committee. 		
B. Program Cost	25	
Rate the application on the following:	6	
<ul style="list-style-type: none"> • The applicant submitted a completed financial application with all required Schedules. 	6	
<ul style="list-style-type: none"> • The applicant’s fiscal experience managing Grant Agreements of comparable scale, scope, and complexity. 	6	
<ul style="list-style-type: none"> • The Application fits overall in relation to the complete project scope at the best value. 	7	
<ul style="list-style-type: none"> • The proposed cost is reasonable for the services being provided. 		
OVERALL TOTAL SCORE	100	

3. AGREEMENT DEVELOPMENT

3.1. AGREEMENT STIPULATIONS

CDD reserves the right to incorporate standard grant provisions which can be mutually agreed upon into any Grant Agreement negotiated as a result of any application submitted in response to this RFGA. These provisions may include such things as the normal day-to-day relationships with the vendor, but they may not substantially alter the requirements of this RFGA. Further, the successful vendor is to be aware that all material submitted in response to this RFGA, as well as the RFGA itself, will be incorporated as part of the final Grant Agreement. The selected vendor(s) will sign a Grant Agreement with CDD to provide the items named in their responses, at the prices listed. This Grant Agreement will be subject to review throughout its term. CDD will consider cancellation upon discovery that the selected vendor(s) is in violation of any portion of the agreement, including an inability by the vendor to provide the products, support and/or service offered in their response. If two or more organizations' joint application is apparently successful, one organization must be designated as the Prime Applicant/Grantee/Subrecipient. The Prime Applicant/Grantee/Subrecipient will be CDD's sole point of contact and will bear sole responsibility for performance under any resulting agreement.

3.2. REMITTANCE OF PAYMENT

Subrecipient(s) must specify the address to which payments will be sent and provide a current W-9 to CDD that has been signed within the last six months. It is also requested that the applicant's SAMS Unique Entity Identifier (UEI) be provided as part of the application.

3.3. GRANT AGREEMENT ACCEPTANCE

The Apparently Successful Applicant(s) will be expected to sign a grant agreement with the State, including the Standard Grant Agreement Form and Attachments C and F as attached to this RFGA for reference. If IT Attachment D is included in this RFGA, terms may be modified based upon the solution proposed by the Applicant, subject to approval by the Agency of Digital Services. If the Apparently Successful Applicant(s) refuses to sign the agreement within ten (10) business days of delivery, CDD may cancel the selection and award to the next highest-ranked applicant(s).

4. STATE AND AGENCY CUSTOMARY GRANTING PROVISIONS

4.1. Unless otherwise noted in writing within your Application, the following standard state provisions in Attachment C, Attachment E (if applicable), and Attachment F are agreed to.

**ATTACHMENT C:
STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017**

“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 15, 2017) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.

**ATTACHMENT F:
AGENCY OF HUMAN SERVICES' CUSTOMARY CONTRACT/GRANT PROVISIONS
REVISED MAY 16, 2018**

“Attachment F: Agency of Human Services' Customary Contract/Grant Provisions” constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.

CHAPTER 2

INFORMATION FROM THE APPLICANT

REQUEST FOR GRANT APPLICATIONS

1. QUALITY OF APPLICANT'S EXPERIENCE/MANDATORY QUALIFICATIONS

In this section, please tell the State about the related or relevant experience your organization/entity has with providing the services and/or deliverables outlined in this RFGA.

Total points for this section: 25

See Application Review and the Criteria for Scoring chart, Sections 2 and 2.4, for additional detail.

2. APPLICANT'S CAPACITY TO PERFORM

In this section, please tell the State about the capacity of your organization/entity to provide the services and/or deliverables outlined in the RFGA, including a description of your organizational structure, how these services and/or deliverables fit into this structure, and a description of the organization/entity's staffing capacity across the stated service area(s).

Total points for this section: 25

See Application Review and the Criteria for Scoring chart, Sections 2 and 2.4 for additional detail.

3. TECHNICAL APPLICATION/PROGRAM SPECIFICATIONS

In this section, please tell the State how your organization/entity will meet the stated program goals and provide the services and/or deliverables outlined in the RFGA.

Total points for this section: 25

See Application Review and Criteria for Scoring chart, Sections 2 and 2.4 for additional detail.

4. PROGRAM COSTS APPLICATION

In this section, please describe for the State your organization/entity's proposed rates and/or costs for providing the services outlined in this RFGA by submitting a complete financial application, including Schedule A: Summary of Costs Form, and Schedules B, C, D, E, and F (all located in Appendix A). Applications will be evaluated on total costs and submitted narratives.

Total points for this section: 25

See Application Review and the Criteria for Scoring chart, Sections 2 and 2.4 for additional detail.

CHAPTER 3
TECHNICAL APPLICATION/PROGRAM
SPECIFICATIONS

REQUEST FOR GRANT APPLICATIONS

1. STANDARD GRANT AGREEMENT

1. **Parties.** This is a Grant Agreement between the State of Vermont, Department for Children and Families, Child Development Division (hereinafter called “State” or “CDD”), and _____, with a principal place of business in _____, (hereinafter called “Subrecipient”).

It is the Subrecipient’s responsibility to contact the Vermont Department of Taxes to determine if, by law, Subrecipient is required to have a Vermont Department of Taxes Business Account Number.

2. **Subject Matter.** The subject matter of this Grant is generally to research, evaluate, and make recommendations for changes to the current design of the Vermont Early Childhood Education Apprenticeship Program (VECEAP). Detailed services to be provided by Subrecipient are described in Attachment A.

3. **Award Details.** Amounts, dates and other award details are as shown in the attached Grant Agreement Part 1-Grant Award Detail. A detailed scope of work covered by this award is described in Attachment A.

4. **Amendment.** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee/Subrecipient.

5. **Cancellation.** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least thirty (30) calendar days in advance.

6. **Federal Funding Requirements.** As a Subrecipient of federal funds, the Subrecipient is required to adhere to the following federal regulations:

- a. OMB Guidance – 2 CFR Chapter 1, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This guidance can be found at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- b. OMB Guidance - 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. This guidance can be found at: <https://www.ecrf.gov/current/title-45/subtitle-A/subchapter-A/part-75>

7. **Attachments.** This grant consists of ____ pages including the following attachments which are incorporated herein:

Attachment A - Scope of Work to be Performed

Attachment B - Payment Provisions

Attachment C – Standard State Provisions for Contracts and Grants

Attachment D – Other Provisions (if any)

Attachment E – Business Associate Agreement (not applicable)

Attachment F - AHS Customary Grant/Contract Provisions

Attachment G - Other Contract Provisions/Reporting forms

8. **Order of Precedence.** Any ambiguity, conflict, or inconsistency between the documents comprising this grant shall be resolved according to the following order of precedence:

- (1) Standard Contract
- (2) Attachment D (if applicable)
- (3) Attachment C
- (4) Attachment A

- (5) Attachment B
- (6) Attachment E (if applicable)
- (7) Attachment F
- (8) Attachment G

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

State of Vermont

By:

Date: _____

Signature: _____

Name: _____

Title: _____

Subrecipient

By:

Date: _____

Signature: _____

Name: _____

Title: _____

2. ATTACHMENT A – SCOPE OF WORK TO BE PERFORMED

A. PROGRAM BACKGROUND

The Vermont Department for Children and Families' (DCF) mission is to foster the healthy development, safety, well-being, and self-sufficiency of Vermonters. The Department is structured around six Divisions that deliver programs and services to Vermonters; one of those Divisions is the Child Development Division (CDD). CDD's goal is to increase access to high-quality, sustainable services that are developmentally beneficial for children, strengthen families, and meet their needs. We do this in partnership with families, communities, schools, providers and state and federal agencies.

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The Vermont Early Childhood Education Apprenticeship Program (VECEAP) supports in-place early childhood/child care staff who are employed in early childhood programs and have the desire to gain knowledge and improve their skills through a formal training program. This involves on-the-job training with a mentor in their workplace and completing related instruction (6 or 7 college courses, depending on whether they need an intro to college course) and completing required community-based trainings. Apprentices must commit to fully participate in the training program and meet the eligibility requirements to access a T.E.A.C.H. Scholarship.

In 1998, the US Department of Labor released Requests for Proposals to address the crisis of improving the quality of child care. Vermont took this opportunity to apply for the development and implementation of a Child Care Apprenticeship Program. While 10 other states were awarded grants, Vermont was the only state to link college level courses and on-the- job training to a statewide effort to ensure significantly higher wages for participants. In 2018, the VT Child Care Apprenticeship Program was merged with T.E.A.C.H. Early Childhood® Vermont to support the continuation of the Registered Child Care Apprenticeship Program across Vermont through T.E.A.C.H. scholarships. Currently, the program serves 25 apprentices, with 9 having completed the program since 2019.

B. SERVICE DESCRIPTION

The Vermont Department for Children and Families Child Development Division (CDD) is seeking a consultant or consulting group to research, evaluate, and make recommendations for changes to the current design of the Vermont Early Childhood Education Apprenticeship Program (VECEAP). This is an opportunity to improve VECEAP, with the goal of making the program work better as a preparation pathway that:

- is well-aligned with best practices and Vermont's early childhood education systems;
- leverages available systems and resources;
- attracts a robust number of apprentices and mentors; and
- plays an important role in building the diverse, dynamic, well-prepared early childhood education workforce that is needed in Vermont.

Recommendations should consider, at a minimum:

- Implementation best practices as reflected in implementation science.
- Best practices reflected in the design of ECE Apprenticeship models in other states.
- Best practices reflected in the design of other Registered Apprenticeship models in Vermont.
- Alignment with the three designations outlined in the Unifying Framework for the Early Childhood Education Profession.

- Alignment with Vermont’s current licensing and professional development systems.
- Alignment with Vermont higher education programs and course offerings, particularly the Community College of Vermont.
- Alignment with and connections to the newly established Pre-Apprenticeship program for high school students within Career and Technical Education (CTE) centers.
- Alignment with and connections to the emerging child care workforce preparation programs for adults within CTE centers, such as “Step Up to Childcare”, a model that is being implemented in a few CTE centers.
- Connections with the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood® VERMONT scholarship program and the T.E.A.C.H. Early Childhood® National Center’s Apprenticeship models.
- Availability of state and federal funding sources for Apprenticeship and early childhood education workforce development programs.

Detailed specifications are outlined below in Section D. Specifications.

C. SERVICE GOALS & OUTCOMES

Through the provision of services under this agreement, the Subrecipient shall assist the State in reaching the following goals:

1. Aligning the Vermont Early Childhood Educator Apprenticeship Program with research of national best practices.
2. Determining how the Vermont Early Childhood Educator Apprenticeship Program fits into the Vermont Early Childhood Career Ladder with consideration of the National Association for the Education of Young Children’s Power to the Profession leveling recommendations.

The Subrecipient shall measure the impact of services by tracking performance measures as outlined below in Section E. Performance Measures.

D. SPECIFICATIONS/DELIVERABLES

The Subrecipient shall:

1. Produce a summary of findings from assessment of current Vermont ECE Apprenticeship Program that includes:
 - a. program strengths and areas for suggested improvement, and
 - b. best practices that may inform VT ECE Apprenticeship program revisions, potentially including best practices in other states and professional industries, and other effective apprenticeship models.
2. Submit a recommended design of a revised Vermont’s ECE Apprenticeship model including implications for revisions on implementation, budget, staffing, and alignment/integration with other programs and systems.
3. Offer a summary of potential funding sources for Vermont ECE Apprenticeship program, including analysis on any potential new federal funding sources.
4. Provide a presentation and discussion of findings and recommendations.

These deliverables can come as one or multiple products. Deliverables will be the property of CDD upon completion, should reflect all CDD branding and accessibility standards, and should be delivered in at least one editable format per deliverable.

E. PERFORMANCE MEASURES

1. 100% of the deliverables shall be completed and submitted to the State on time.
2. 100% of the deliverables shall be high quality products reflecting the criteria in the service description.

The first time the Subrecipient falls below any of the performance measure goals, the CDD Program Manager shall send a Notice Letter to the Subrecipient informing them of the missed performance measure(s). Continued failure to meet the minimum requirements may result in cancellation of this agreement. Ability to meet the performance measures will be taken into consideration for renewal of this agreement.

The second time the Subrecipient falls below any of the performance measure goals, the Subrecipient shall develop a Corrective Action Plan with the CDD Program Manager and others as appropriate. The Subrecipient shall submit a signed and completed corrective action plan to the CDD Program Manager and others as appropriate within thirty (30) calendar days of receiving written notification of the missed performance measure(s).

F. PROGRAM ADMINISTRATION AND EVALUATION

CDD shall monitor and evaluate the Subrecipient's performance based on the following:

1. Regular, ongoing communication with progress updates during the course of the grant.
2. Adherence to the designated budget.
3. Subrecipient interactions with stakeholders.

Assistance is available to the Subrecipient from the DCF Grants and Contracts Manager and the CDD Program Manager (or designee).

Program Reports

The Subrecipient shall report monthly to the CDD Program Manager and DCF Grants and Contracts Manager on the scope of work completed and number of hours worked, using **Form A: Activity Log**, with the financial invoice at the time of their request. Complete program reports shall be submitted to the CDD Program Manager and DCF Grants and Contracts Manager no later than seven (7) calendar days following the end of each month.

An example of **Form A: Activity Log**, which may be revised as required by the State, is provided in Attachment G. Electronic copies of all program reports with directions shall be provided to the Subrecipient upon execution of the grant. Any questions related to the completion of the reports should be directed to the DCF Grants and Contracts Manager and CDD Program Manager.

Financial Reports

Satisfactory financial reports based on actual expenditures must be received by the DCF Grants and Contracts Manager and CDD Program Manager within seven (7) calendar days following the end of each month to receive subsequent payments. The payment and reporting schedule for services performed is included in Appendix B.

The financial reports consist of the following:

- **Form B: Request for Payment**
- **Form C: Financial Report**

Examples of the financial reports, which may be revised as required by CDD, are provided in Attachment G. Electronic copies of all financial reports with directions shall be provided to the Subrecipient upon execution of the grant. Request for Payment forms shall be submitted to CDD electronically as a .pdf with an original signature or electronic signature.

3. ATTACHMENT B – PAYMENT PROVISIONS

GENERAL PAYMENT INFORMATION

Grant issuance is contingent upon funding availability. The maximum dollar amount payable under this grant is not intended to guarantee any amount of payment. The Subrecipient shall be paid for products or services actually delivered or performed, as specified in Attachment A, at the billable rates up to the maximum allowable amount that will be specified in the grant.

1. Prior to commencement of work and release of any payments, Subrecipient shall submit to the State:
 - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this grant and
 - b. a current IRS Form W-9 (signed within the last six months).
2. Subrecipient shall submit detailed Financial Reports and Requests for Payment on a monthly basis itemizing all work performed during the previous month, including the dates of service, rates of pay, hours of work performed, deliverables provided, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. All Requests for Payment must include the Grant # for this agreement.
3. Payment terms are **Net 30** calendar days from the date the State receives an error-free Request for Payment, Financial Report, and Program Reports. Vermont State Fiscal Year Close Out starts the last week of May/first week of June and runs through early July. During this period of time, no financial reports or invoices are processed for payment in the State of Vermont Vision system.
4. Subrecipient shall be paid for services actually delivered or performed beginning on _____.
5. Requests for Payment submitted more than 60 calendar days after the month of service may not be honored.
6. As grant award amounts are based on state and federal fiscal year budgets, no payments will be issued 90 calendar days after the end date of this agreement as budgets close out and funds are no longer available.
7. Requests for payment shall be submitted electronically as a .PDF document with either an original or electronic signature.
8. Subrecipient agrees to produce, on request, the source documents upon which all invoices are based.
9. Subrecipient shall submit Program Reports and Requests for Payment to the State in accordance with the schedule set forth in this Attachment B, which shall not be more frequently than monthly.
10. The payment schedule for delivered products, or rates for services performed, are as follows:

[TO BE DEVELOPED IN FURTHER DETAIL BASED UPON THE SCOPE HEREIN, IN CONJUNCTION WITH INFORMATION FROM THE SELECTED APPLICANT AND THAT IS CONSISTENT WITH THE SCOPE AND WITH STATE GRANT TERMS AND FORMATS]

CONTACT AND PAYMENT REQUEST INFORMATION

Program Reports, inclusive of Survey Reports, Payment Request Information, and Financial Reports, shall be sent to:

Katherine Fish or Designee
DCF Grants and Contracts Manager
Department for Children & Families
AHS.DCFBOGrantsContracts@vermont.gov

Lynne Robbins
Early Childhood and Afterschool Systems Specialist
Child Development Division
Department for Children and Families
Lynne.Robbins@vermont.gov

APPENDIX A
REQUIRED APPLICATION FORMS

DEPARTMENT FOR CHILDREN AND FAMILIES
REQUEST FOR GRANT APPLICATIONS

APPLICANT'S INFORMATION SHEET

**NOTE: This information sheet must be included as the cover sheet of the application being submitted. Be sure to complete this form in its entirety. **

Applicant's Company: _____

Contact Person: _____

Title: _____

Mailing Address: _____

Town, State, ZIP: _____

Telephone: _____

E-mail Address: _____

Financial Contact Person: _____

Mailing Address: _____

Town, State, ZIP: _____

Telephone: _____

E-mail Address: _____

Federal Tax ID Number: _____

VT Business ID #: _____

SAMS Unique Entity Identifier (UEI)#: _____

Authorized Signatory

Name: _____

Title: _____

Mailing Address: _____

Telephone: _____

E-mail Address: _____

**REQUEST FOR GRANT APPLICATIONS
SCHEDULE A: BUDGET SUBMITTAL FORM INSTRUCTIONS**

General Instructions:

Schedule A: Summary of Costs submittal form is a generic form designed to best fit all Program Applications. **Please read the program specifications carefully and follow the format to ensure that each budget item is considered for submittal.**

Schedule A Detailed Instructions:

1.) Lines 1-6 – Salaries

1-5 – Enter position titles in Column B. Enter annual hours and pay rate for the grant period in Column C. Enter the proposed total salary budget for each position for the grant period in Column D.
6 – Enter sum of lines 1 –5 in Column D.

2.) Line 7 – Fringe Benefits

Enter the total fringe benefits, if applicable, corresponding to the personnel listed in lines 1-5 in Column D.

3.) Line 8 - % of Salaries

Enter the result of the following calculation in Column C: $(\text{Line 7}/\text{Line 6}) * 100$.

4.) Lines 9-20 – Direct Operating Costs

9-19 – Enter direct operating cost line items in Column B, if applicable, to your Program Application. Two examples have been written on lines 9 and 10—you may delete these examples if they are not applicable to your Program Application. Enter annual amount and corresponding rate, if applicable to any direct operating cost line item, in Column C (for example: 400 miles per year, \$0.25/mile in column C to correspond to Travel in column B). Enter the proposed budget amount for each line item during the grant period in Column D.
20 – Enter sum of lines 9-19 in Column D.

5.) Line 21 – Total Direct Costs

Enter sum of lines 6, 7, and 20 in Column D.

6.) Line 22– Indirect Costs

22– Enter indirect costs, if applicable, to be applied to the budget for the grant period in Column D. These costs may not exceed 10% of the total modified direct costs or the approved federally negotiated rate (if applicable to your organization). You may enter \$0.00 if this is not applicable to your budget application or delete the language in line 22 to enter any specific indirect cost that may be applicable to this budget application.

7.) Line 23 – Total Program Application Costs

Enter sum of lines 21 and 22 in Column D.

8.) Line 24 – Total Number of Direct Service FTEs and Supervision FTEs proposed to be funded by this grant.

Enter the total number of both Direct Service FTEs and Supervision FTEs in Column C in the format Direct Service FTEs / Supervision FTEs. Note: FTEs = Full-Time Equivalents.

REQUEST FOR GRANT APPLICATIONS

SCHEDULE A: SUMMARY OF COSTS

ORGANIZATION NAME:

CONTACT NAME AND NUMBER:

A: LINE #	B: BUDGET CATEGORY	C: ANNUAL HOURS & RATE	D: TOTAL COST
DIRECT PROGRAM COSTS: SALARIES (PLEASE INCLUDE POSITION TITLE)			
1			
2			
3			
4			
5			
6	TOTAL SALARIES		
7	FRINGE BENEFITS		
8	% OF SALARIES		
DIRECT OPERATING COSTS:		C: ANNUAL AMOUNT & RATE	D: TOTAL COST
9	EXAMPLE: TRAVEL		
10	EXAMPLE: TELEPHONE		
11			
12			
13			
14			
15			
16			
17			
18			
19			
20	TOTAL OPERATING		
21	TOTAL DIRECT COSTS		
INDIRECT COSTS:			
22	INDIRECT COSTS (NOT TO EXCEED 10% OF TOTAL MODIFIED DIRECT COSTS OR FEDERALLY NEGOTIATED RATE)		
23	TOTAL PROGRAM APPLICATION COSTS		
24	TOTAL DIRECT SERVICE FTES/ SUPERVISION FTES		

REQUEST FOR GRANT APPLICATIONS

SCHEDULE B: DETAIL OF EXPENSES

In narrative form, explain how figures for Summary of Costs – Schedule A were determined.
Be sure to include a breakdown of what is included in the line items.

SCHEDULE C: ALLOCATION OF EXPENSES

In narrative form, describe what is included in your indirect costs and the method used for determining the indirect costs.

Schedule D: FIXED PRICE / RATE SUBMITTAL

General Instructions:

Please read the program specifications carefully and follow the format to ensure that each budget item is considered for submittal. Applicant shall complete this form using part B. Rate Costs.

A. Fixed Price Deliverable Costs:

(Please outline all deliverable costs in section A, excluding any costs that would be charged on a rate-basis.)

Deliverable Description	Cost
	\$
	\$

B. Rate Costs:

(Please outline all costs included in the application that would be charged on a rate-basis.)

Service Type/Rate Description	Rate	Cost
		\$
		\$
		\$
Total		\$

SCHEDULE E: RELATED PARTY DISCLOSURE

Please identify all related party relationships, including cost purpose and approval process.

SCHEDULE F: FISCAL MANAGEMENT EXPERIENCE

In narrative form, describe your or your organization's fiscal experience managing grants of comparable scale, scope and complexity.

APPENDIX B
REQUIRED REPORTING FORMS

FORM A: ACTIVITY LOG Example

Week (Dates)	Activity Type	Activity Description	Time (15 minute increments)

Activity Type Categories (examples)
 Research - other apprenticeship program design
 Research - DOL requirements
 Surveys
 Interviews/consultations
 Lit review
 Report writing

 Other

FORM B: REQUEST FOR PAYMENT Example

REQUEST TO: VT Department for Children and Families' Child Development Division
280 State Drive / Waterbury, VT 05671

FROM: **TBD**

RE: *Agreement Name*

Term: *Agreement State Date to Agreement End Date*

State-assigned Grant number: *enter grant/contract #* Request #: ____ Final Invoice: Yes __ No __

Have required Program reports been submitted? Yes __ No __

- A) Maximum amount payable to _____: \$ TBD
- B) Total payments received on ____ previously: \$ _____
- C) Balance (*line A minus line B*) \$ _____
- D) Total ____ expenditures in the financial report
for the month or quarter ending _____:
mm/dd/yy \$ _____
- E) Grant Balance (*line C minus line D*) \$ _____
- F) REQUEST AMOUNT, determined as follows: \$ _____
For requests submitted during the Grant term, request the amount in line D or line C, whichever is lower. A request submitted with the final monthly report may be for the amount in line C if the State had withheld funds earlier and the total YTD allowable reported expenditures exhausted the maximum payable under the Grant.

SUBRECIPIENT SIGNATURE:

Executive or Financial Director	Title	Date

For __ use only: ____ Grant manager reviewed required reports submitted, assessed Subrecipient performance, and approves payment in the amount of: \$ _____

Explanation if amount approved differs from amount requested in line F:

Signature and Date: _____

