

2) DESCRIPTION OF THE WORK AND/OR SERVICES:

Title: Community of Practice ("CoP") Facilitator Training

Purpose: Enhance facilitation capacity of cadre of up to 50 participants (2 cohorts of 25), comprised of Technical Assistance Providers and ELC Leaders. This training will prepare the participants as stated herein to lead ongoing CoP sessions within and across their agencies as well as within and across the child care providers they serve in order to further the development, communication and collaboration of practitioners and professionals within the Early Learning field as well as enhance the delivery of Early Learning services and programs within the community.

Scope of Work: The Vendor will train selected Technical Assistance Providers and ELC Leaders over a total of five days to become CoP Facilitators with the ability and expertise to design and facilitate CoP sessions for various groups of practitioners and professionals within the Early Learning field. The

Goals: The goals of the CoP facilitation training as agreed between the ELC and the Vendor are as follows:

- Enhance agenda design and facilitation skills for CoP Facilitators in the Early Learning field.
- Establish and sustain communities of practice as a job-embedded structure for on-going professional development/support for Early Learning practitioners and professionals.
- Increase the number of trained CoP Facilitators within the ELC programs.

Deliverables: Vendor agrees to perform and/or deliver the following:

- Design, facilitate and successfully train Technical Assistance Providers and ELC Leaders to become CoP Facilitators in accordance with the Vendor's training program no later than June 30, 2014.
- Establish an Early Learning Community of Practice to deepen and sustain learning of Technical Assistance Providers and ELC Leaders within 150 days of the commencement of the Scope of Services
- Provide in person and virtual follow-up support as needed as part of the CoP facilitator training.. This follow up support would commence upon the completion of the CoP facilitator training of all persons enrolled in the training or on June 30, 2014, whichever is earlier. The follow support as stated herein would extend during the year but in no event later than December 31, 2014.
- Employ a process for documenting learning and growth of CoP facilitation training participants upon the completion of the CoP facilitator training of all persons enrolled in the training or on June 30, 2014, whichever is earlier. The follow support as stated herein would extend during the year but in no event later than December 31, 2014.

CoP facilitator training shall only be available to ELC Leaders and Technical Assistance Providers. The number of persons allowed to participate in the CoP facilitator training shall not exceed more than 50 people for the Term of the Agreement. The number of people who shall be allowed in any individual session shall not exceed _____. Training materials will be provided to the Technical Assistance Providers and the ELC Leaders as part of their CoP facilitator training.