



COLORADO
Department of Education

Request for Applications

Smartsheet Application link provided via email for all eligible applicants who passed Part I: Letter of Intent to Apply.

Letters of Intent Due: **Friday, September 5, 2025, by 4:00 p.m. MT**

Applications Due: **Tuesday, October 7, 2025, by 4:00 p.m. MT**

Early Literacy Grant Implementation Consultant Advisory List

PURSUANT TO: C.R.S. 22-7-1211

Send questions to:

Whitney Hutton, Literacy Grant and Data Specialist

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Note: The following version of the application is intended only as a reference for instructions and planning purposes.

Applications for the CDE Early Literacy Grant Implementation Consultant Advisory List will be submitted online via Smartsheet.

Submission of applications in either hard copy or via e-mail will not be accepted.

Early Literacy Grant Implementation Consultant Advisory List

Applications Due: Monday, October 7, 2025 by 4:00 p.m. MT

Introduction

In 2012, the Colorado READ Act established the Comprehensive Early Literacy Grant (ELG) Program to provide money to local education providers (LEPs) to implement literacy support and intervention instruction programs to assist students in kindergarten and first, second, and third grade to achieve reading competency. The Comprehensive ELG Program is focused on system-wide early literacy efforts and implementing and sustaining scientifically and evidence-based reading instruction designed to improve students' reading competency.

Purpose

The purpose of this request for applications (RFA) is to solicit applications for the ELG Implementation Consultant Advisory List. Comprehensive ELG participants must use a portion of their grant funds toward hiring a CDE-approved ELG Implementation Consultant support for the duration of their grant participation. Read more about the ELG Program [here](#).

This is not a competitive process. Any applicant that meets application and advisory list requirements will be included on the ELG Implementation Consultant Advisory List. Providers may be removed from the advisory list if they are found to no longer meet advisory list requirements. The CDE may revise criteria over time. This ELG Implementation Consultant Advisory List will be available on CDE's ELG website.

Eligibility

To be eligible to apply for the ELG Implementation Consultant Advisory List, consultants must first complete and submit a letter of intent via Smartsheet within the designated timeframe. Consultants must then complete and submit the application via Smartsheet within the designated timeframe. Consultants currently on the ELG Implementation Consultant Advisory List must reapply and go through the review process. This includes submitting a letter of intent and a completed application.

Through the application process, consultants must demonstrate a history of school and/or district improvement and demonstrate proficiency in the following areas to be considered for the ELG Implementation Consultant Advisory List:

1. Scientifically based reading research (SBRR) and instruction
2. System alignment
3. Professional development and supports

Data Privacy

CDE takes its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) seriously. PII will not be collected for this application process.

Note: Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

Vendor Interactions During Review Period

CDE is committed to conducting an unbiased review process and ensuring that conflicts of interest do not influence the results of the review. Throughout the implementation consultant review process, official department communication with vendors will be via notices on the website or through email communication initiated by CDE.

The sole point of contact for the implementation consultant review process is hutton_w@cde.state.co.us. Vendors may not reach out to the evaluation team, or other CDE staff about the review other than the sole point of contact unless the evaluation team, or other CDE staff initiate contact.

In the event that vendors reach out to the evaluation team, or other CDE staff other than the sole point of contact to discuss or influence the evaluation and review process, the applicant may, in CDE's sole discretion, not be considered for inclusion on the ELG Implementation Consultant Advisory List.

CDE will provide technical assistance with submitting the application documents but will not answer questions about how to respond to items within the application. CDE will not meet with individual applicants to discuss the results of the review. Applicants should rely on feedback given in the rubric to determine whether to submit an appeal.

Review Process and Timeline

The CDE process for review of Implementation Consultants for inclusion on the READ Act Advisory List of Implementation Consultants follows the following steps:

- *Part I – Letter of Intent to Apply*
- *Part II – Implementation Consultant Review*
 - Vendors must meet the *Part I – Letter of Intent to Apply* criteria to receive the *Part II – Implementation Consultant Review* application from CDE.
- Appeal Window
- Implementation Consultant Advisory List posted on the CDE website.

Note: To be included on the Implementation Consultant Advisory List, applications must be submitted and reviewed during this review window.

Letters of intent and applications will be reviewed by CDE staff to ensure they contain all required components and to evaluate content. Applicants will be notified of review status no later than September 10, 2025. If approved for the advisory list, consultants must submit a brief description of their experience and expertise to include on the posted advisory list.

Note: This is not a competitive process. Applicants must meet all required elements and agree to and sign the assurance document to be included on the ELG Implementation Consultant Advisory List. There is no guarantee that applying will result in advisory list inclusion. Applicants that do not meet the minimum qualifications may submit an appeal request. CDE staff may ask applicants to submit additional information before determining the final review status.

Timeline

Letter of Intent to Apply Window Opens	August 15, 2025
Letter of Intent to Apply Deadline	September 5, 2025
Application Opens	September 8, 2025
Information Webinar (Register today)	September 15, 2025
Application Deadline	October 7, 2025 at 4:00 PM MT
Vendor Notification of Review Results	November 17, 2025
Appeal Window Opens	November 17, 2025
Appeal Deadline	December 8, 2025 at 4:00 PM MT
Vender Notification of Appeal Results	December 2025
Initial Posting of the Updated Implementation Consultant Advisory List on the CDE Website	January 2026

Submission Process and Deadline

Completed *Letters of Intent* must be submitted online by Friday, September 5, 2025 by 4:00 p.m. MT. Implementation Consultants currently on the 2024-2025 list must complete Part I: Letter of Intent to Apply to remain on the list. They will not need to complete Part II. Incomplete or late letters of intent and applications will not be considered. If you do not receive an email confirmation of receipt of your letter of intent or application within 24 hours after the deadline, please email hutton_w@cde.state.co.us.

New applicants who are approved to move forward with Part II must submit their application online by Monday, October 7, 2025 by 4:00 p.m. MT.

Application Required Elements

Part II: Application Requirements:

1. History of School and/or District Improvement
2. Scientifically Based Reading Research Instruction
3. Training
4. Additional Components
5. Long Term (3 year) Implementation Plan (attached PDF)
 - a. System Alignment – School Leadership, School Culture and Systems Analysis
 - b. Professional Development and Supports

Part I: Letter of Intent –Vendor Information

Application Type (select one)	
<input type="checkbox"/> Single Implementation Consultant Provider	
<input type="checkbox"/> Company Implementation Consultant Provider – One or more subcontractors	
Name of Provider (The name the implementation consultant provider operates under.):	
Contact Person(s) for the Proposal:	
Email Address	Telephone
Mailing Address	Webpage:
If applying as an Implementation Consultant Provider which includes more than one consultant: List the names below of all subcontracted consultants who will be supporting Early Literacy Grant schools. Include their phone and email address. A resume for each subcontracted consultant will need to be provided. Resumes and subcontractor information should be updated as needed throughout the year when changes occur.	

Part I: Letter of Intent

1. Submitted by deadline
2. Assurances signed
3. Vendor information complete (includes company biography template)
4. Detailed Pricing Structure
5. Resume for each implementation consultant listed is provided

Applicants must submit a copy of their resume. If a consulting company is applying with subcontractors, a resume for each implementation consultant that will be working in Colorado schools must be submitted. If approved for the CDE Implementation Consultant Advisory list, resumes will be kept on file and shared with districts/schools upon request. Resumes will not be posted on the CDE website.

Part II: Critical Components of the Application

Each application must demonstrate proficiency in the critical components of the application, described in detail below. Applicants should use the Early Literacy Grant Implementation Review rubric to ensure all answers adequately address the questions and are organized in the same order as the rubric.

The CDE recommends that applicants use caution when using artificial intelligence to help answer questions, as it often lacks the personalized detail needed to meet rubric requirements.

Please note:

Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual.

Section II Narrative Worksheet

Use the [Section B Critical Components of the Application Narrative Worksheet Template](#) for written responses.

1. History of School and/or District Improvement

Potential ELG Implementation Consultants must demonstrate a history of providing support that led to significant improvement in 1) reading achievement, 2) educator effectiveness, and 3) the overall system at the school and/or district level. Inclusion of two letters of reference will be scored under this component, however will need to be submitted as a single, PDF file in the file upload section. They should not be embedded into the Narrative worksheet field.

Answer should demonstrate a history of providing school and/or district support that led to significant improvement in:

1. Reading achievement
2. Educator effectiveness and
3. The overall system at the school and/or district level

Applicants that have supported ELG schools in the past should include a list of the ELG schools they supported and the years they supported in this response.

2. Scientifically Based Reading Research and Instruction

Applicants must provide a written narrative that demonstrates a deep understanding of the science of reading and scientifically and evidence-based practices in teaching reading. Responses must adequately address:

1. Current reading research
2. The five components of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension), oral language development, writing and related instruction
3. Reading instruction for multilingual learners
4. Why some students struggle with learning how to read, including dyslexia
5. Specific names of related trainings applicants have participated in

3. Training:

Applicants must list any official training they have participated in on the following topics. If applicant has subcontractors, ensure clarity on which trainings are specific to each individual:

- Adult learning theory
- Coaching
- Multilingual Learner Certification
- The science of reading
- Professional Certification (e.g. Reading Specialist, CALP, CALT, etc.)

4. Additional Components

In addition to the components listed above, applicants may also include information on their experience and expertise in the following areas. (These are not required areas of experience and expertise but will provide additional information for grantees in search of an ELG Implementation Consultant with a specific skillset.) Please make sure to include all related training, experience (including years), credentials and languages used at the professional level.

1. Dyslexia
2. Disabilities other than dyslexia that impact a student's ability to read
3. Dual language, bilingual, and immersion programs
4. Literacy support for 4th through 12th grade
5. Early literacy support for ages birth through five

Long Term (3-Year) Implementation Plan (Single PDF Attachment)

The Long-term Implementation Plan should address the information below and must be uploaded as a single PDF file via the Smartsheet Part II Application form. Smartsheet forms do not save works in progress, and it is advised to have these attachments finalized and ready for uploading prior to beginning the Smartsheet form.

Long-Term Implementation Plan Components (attached PDF submitted via the Smartsheet Part II Application)

5a: System Alignment – School Leadership, School Culture and Systems Analysis

Applicants must provide evidence of their ability to analyze and align systems using a variety of formats to support ELG grantees and ensure program sustainability. Create a long-term implementation plan for support that addresses, at a minimum, the following:

1. Assessing strengths and opportunities within a system
2. Understanding and supporting the role of school and district leadership
3. Assessing and influencing school culture
4. Understanding and implementing coaching frameworks and adult learning theory
5. Supporting systems of literacy instruction
6. Understanding the work of the ELG Program within a larger Multi-Tiered System of Supports (MTSS) framework that is sustainable
7. Understanding the Unified Improvement Plan Process (UIP) and supporting with UIP planning

5b: Professional Development and Supports

Within the long-term implementation plan for support, include how professional development and consulting efforts are addressed at various levels within the educational setting. Specifically address the topics below through the lens of scientifically and evidence-based instruction targeting K-3 literacy and how the overall system will be supported over time:

- **Instructional Components**
 - a. Explicit and systematic instruction
 - b. Whole- and small-group instruction
 - c. Effective Tier 1, Tier 2 and Tier 3 instruction
 - d. Systems and structures in a classroom setting including classroom management techniques
 - e. Targeted strategies to close achievement gaps and improve outcomes for all students, including:
 - i. Readers who struggle (including those with dyslexia and other disabilities that impact a student's ability to learn how to read)
 - ii. Students reading at and above grade level, and
 - iii. Multilingual learners

- **Assessments and Data Analysis**
 - a. Amplify, Inc., mCLASS with DIBELS 8th Edition (2018), Lectura (2022), and mCLASS DIBELS® 8th Edition Progress Planning Growth Tools and/or other assessment used by ELG schools in previous years
 - b. Administration and interpretation of assessments
 - c. Comprehensive assessment plans
 - d. Building a body of evidence
 - e. Data-based decision making
- **School-wide Implementation**
 - a. Effective systems and structures for school-wide literacy instruction
 - b. Multi-tiered Systems of Support (MTSS)
 - c. Family and community involvement
 - d. Implementation sustainability
 - e. Professional development planning
- **Communication:**
 - a. A plan to effectively communicate with school, district, and CDE stakeholders throughout the ELG Program duration.

Part II – Implementation Consultant Review Application Submission Checklist

**All Part II – Implementation Consultant Review submissions must be received by
Tuesday, October 7, at 4:00 p.m. MT.**

Submit the Part II – Implementation Consultant Review through the Smartsheet form:

For Part II – Implementation Consultant Review, the Smartsheet application must be fully completed which includes uploading the following documents and labeling them as follows:

- ☐ **Completed Part II Narrative Worksheet:** Company Name_PartII_mm.dd.yy
- ☐ **Two letters of Reference combined in one PDF file upload:** Company Name_LoR_ mm.dd.yy
- ☐ **Long-term Implementation Plan in one PDF file upload:** Company Name_Plan_mm.dd.yy

For questions, please contact: hutton_w@cde.state.co.us