



COLORADO
Department of Education

ELG Implementation Consultant Review: Part II – Application

Technical Assistance Webinar
February 5, 2024

Introductions and Webinar Purpose

Elementary Literacy and School Readiness Introductions:

- Melissa Ahlstrand, Literacy Program Supervisor
- Mandy Harris, Senior Literacy Consultant
- Caitlin Fickling, Senior Literacy Consultant

Webinar Purpose:

- To provide technical assistance for the review process for *Part II – Implementation Consultant Review Application* for the ELG Implementation Consultant Advisory List

Webinar Logistics



- This webinar is organized by each section of the *Part II – Implementation Consultant Review* application.
- After we complete discussion of each section, there will be designated time for participants to **enter questions in the Q&A feature** that are related to that specific section.
- Some questions will be answered during the webinar and others will be captured for further consideration.
- Please email readactelg@cde.state.co.us for any questions about the review process.

Background & Purpose

Background



- 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.
- 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 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 and CDE may revise criteria over time.
- This ELG Implementation Consultant Advisory List will be available on CDE's ELG website.

Advisory List Information

- The advisory lists will be available to Colorado schools and school districts via the Colorado Department of Education's website:
<https://www.cde.state.co.us/coloradoliteracy/earlyliteracygrantapprovedconsultants>
- Inclusion on this list does not include a provision for expenditure of state funds to vendors on the list.
- There is no guarantee that vendors will be selected by schools/districts.
- The list of vendors will be maintained by the Colorado Department of Education (CDE).

Advisory List Review



- 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.**

Advisory List Review

- During each review cycle, implementation consultants have the opportunity to apply to be added to the list.
- The department may revise its criteria over time as needed.
- Providers on the current advisory lists may be removed from the list if the implementation consultant is found to no longer meet the criteria.

Questions?

Process & Timeline

Process



- 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.

Eligibility Criteria: Part II – Implementation Consultant Review

Upon approval of *Part I – Letter of Intent to Apply*, applicants will be notified and will receive the *Part II – Implementation Consultant Review* application with instructions for the second stage of the Advisory List Submission for Review.

All application materials must be submitted within the Smartsheet application. No hard copies of application will be accepted or reviewed.

Eligibility Criteria: Appeal Process



- If an applicant is not approved and included on the approved list, the applicant may submit a written appeal to the department no later than 14 days after receiving notification.
- Grounds for written appeal will be limited to an explanation of why the submission met the evaluation criteria that was identified and posted by the department.
- No later than 30 days after receiving the written appeal, the department shall either add the Implementation Consultant to the approved list or respond to the consultant with a written explanation of why they will not be included on the list.

Eligibility Criteria: Colorado Open Records Act



The Colorado Department of Education is committed to transparency and open government. All implementation consultant applications submitted for review are part of public records and subject to the Colorado Open Records Act, C.R.S. Title 24, Article 72, Part 2.

<https://www.cde.state.co.us/communications/corapolicy>

Timeline:

Part II – Implementation Consultant Review

Part II – Implementation Consultant Review	
January 29, 2024	Application for Part II Opens
February 5, 2024	Information Webinar
February 28, 2024	Application Deadline
April 15, 2024	Vendor Notification of Review Results
April 15, 2024	Appeal Window Opens
April 29, 2024	Appeal Deadline
May 2024	Vendor Notification of Appeal Results
May 6, 2024	Initial Posting of the Updated Implementation Consultant Advisory List on the CDE Website

Note:



- To be included on the Implementation Consultant Advisory List, applications must be submitted and reviewed during this review window.
- Applications will be submitted online via Smartsheet form.
- Submission of application materials either in hard copy or via email will not be accepted.

Please note: The timeline for review and approval of implementation consultants may be extended or changed if unforeseen circumstances arise during the review period.

Questions?

Part II: Application

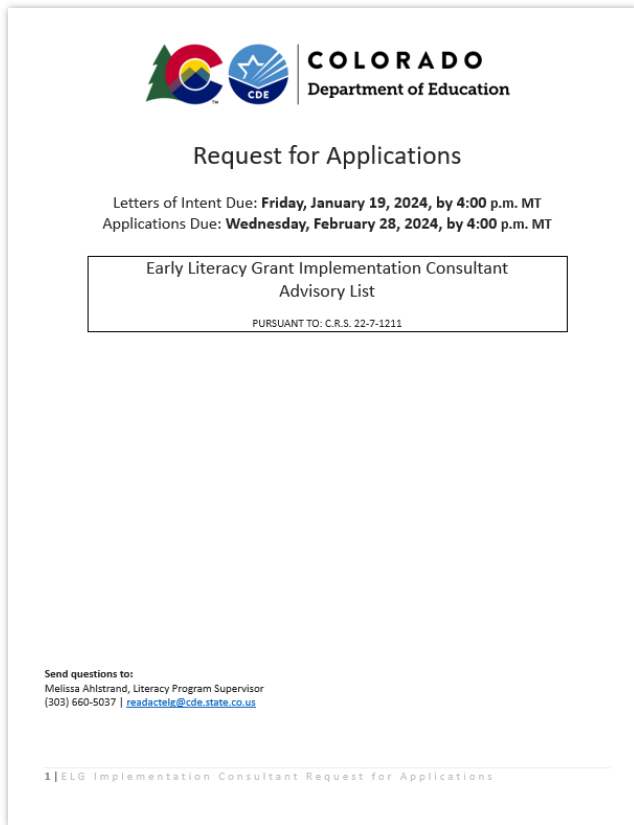
Part II – Implementation Consultant Review Application Process

- *Part II – Implementation Consultant Review Application Process*
 - An [Implementation Consultant Review Application Information PDF](#) is posted on the CDE website. This is a reference document that includes detailed information and instructions designed for planning purposes.
 - Applicants will use an online [Smartsheet form](#) to submit the required information.
- Submission of materials either in hard copy or via email will not be accepted.

[2023-2024 Implementation Consultant Review informational webpage](#)

Preparing Your Materials

Use the Part II- Implementation Consultant Review Application Information PDF to guide you in gathering and preparing the necessary information **prior** to filling out the Smartsheet application.



The image shows a "Request for Applications" form from the Colorado Department of Education (CDE). At the top, there are logos for the state of Colorado and CDE, followed by the text "COLORADO Department of Education". Below this is the title "Request for Applications". The form specifies the deadlines: "Letters of Intent Due: Friday, January 19, 2024, by 4:00 p.m. MT" and "Applications Due: Wednesday, February 28, 2024, by 4:00 p.m. MT". A central box contains the text "Early Literacy Grant Implementation Consultant Advisory List" and "PURSUANT TO: C.R.S. 22-7-1211". At the bottom left, contact information is provided: "Send questions to: Melissa Ahlstrand, Literacy Program Supervisor (303) 660-5037 | readactele@cde.state.co.us". The footer reads "1 | ELG Implementation Consultant Request for Applications".

Necessary Information Required Attachments:

- ☐ **Completed Section B Narrative Worksheet** (use CDE Template)
- ☐ **Two letters of Reference** (your own attachments)
- ☐ **Long-term Implementation Plan** (your own attachment)
- ☐ **Résumé(s)** (your own attachment)
- ☐ **Completed Price Structure Worksheet** (CDE Template)

Part II Application – Cover Page

Section A: Cover Page –Vendor Information

Application Type (select one)	
<input type="checkbox"/> Single Implementation Consultant Provider	
<input type="checkbox"/> 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 Number
Mailing Address	Webpage:
If applying as an Implementation Consultant Provider which includes more than one consultant , list the names of additional consultants who will be contracted to support Early Literacy Grant schools below:	

Applicants will enter this information in the Smartsheet form.

- The name of the company and primary contact for the Part II application must be included on the Smartsheet form.
- For companies with one or more subcontractors, please include **the names, email addresses, and telephone numbers** for subcontracted consultants working within the state of Colorado for the review submission.



Part II – Implementation Consultant Review Application

Part II – Implementation Consultant Review Application Submission Information

**All *Part II – Implementation Consultant Review* submissions must be received by
Wednesday, February 28, 2024 at 4:00 p.m. MT.**

**Submit the *Part II – Implementation Consultant Review* through the Smartsheet form:
<https://app.smartsheet.com/b/form/51bc0caacebf49b18e5709f60bc17ded>**

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 Section B Narrative Worksheet:** Company Name_SBWorksheet_mm.dd.yy
- **Two letters of Reference:** Company Name_LoR_mm.dd.yy
- **Long-term Implementation Plan:** Company Name_Plan_mm.dd.yy
- **Resume(s):** Company Name_Resume_mm.dd.yy
- **Completed Price Structure Worksheet:** Company Name_Pricing_mm.dd.yy

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

Part II Application – Completed Section B Narrative Worksheet



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Department of Education

Part II: Section B - Critical Components of the Application Narrative Worksheet

Section B: Critical Components of the Application requires written narratives and five attached files. Each element is described in the Request for Applications for the 2024 Implementation Consultant Review.

This worksheet collects the required written narratives for Part II: Section B. Complete the required components of this worksheet and save it as a PDF using the naming convention: *Company Name_SBWorksheet_mm.dd.yy*

Directions:

Prepare the required Part II: Section B file attachments, including this worksheet, prior to filling out the [Part II ELG Implementation Consultant Review Smartsheet](#) application. Applicants should reference the Implementation Consultant Review Request for Applications for detailed directions on what to include in each element.

All files requested in this section should be saved using the provided naming conventions. After files have been prepared and saved accordingly, complete the Part II ELG implementation Consultant Review Smartsheet application. The following files will need to be attached via the Smartsheet form:

- ☐ **Completed Section B Narrative Worksheet** described in Part II: Section B – 1) History of School and /or District Improvement (this PDF)
 - o Company Name_SBWorksheet_mm.dd.yy
- ☐ Two letters of reference described in Part II: Section B – 1) History of School and /or District Improvement (combined into one single PDF file)
 - o Company Name_LoR_mm.dd.yy
- ☐ Long-term Implementation Plan described in Part II: Section B – 3) System Alignment – School Leadership, School Culture and Systems Analysis and Section B – 4) Professional Development and Supports (combined into one single PDF file)
 - o Company Name_Plan_mm.dd.yy
- ☐ Résumé(s) described in Part II: Section B – 6) Résumé (combined into one single PDF file if submitting more than one resume for consultants under the same company)
 - o Company Name_Resume_mm.dd.yy
- ☐ Price Structure Worksheet described in Part II: Section B - 7: Price Structure (CDE – provided PDF)
 - o Company Name_Pricing_mm.dd.yy

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.

Part II Section B: Critical Components of the Application Narrative Worksheet

Narrative Worksheet

- ☐ Complete the CDE-provided Narrative Worksheet Template
- ☐ Rename and Save:
Company Name_SBWorksheet_mm.dd.yy
Example:
ConsultantsRUs_SBWorksheet_02.05.24
- ☐ Upload to Smartsheet



Part II Application – Two Letters of Reference



- CDE **does not** have a template provided for letters of reference
- Combine the two letters of reference into one single PDF file
 - ☐ Save PDF copy of your letters of reference with this naming convention: Company Name_LoR_mm.dd.yy
 - Example: *ConsultantsRUs_LoR_02.05.24*
 - ☐ Upload to Smartsheet

TECH TIPS:

Adobe Acrobat PDF Merger: <https://www.adobe.com/acrobat/online/merge-pdf.html>

Windows: Hold Down CTRL while selecting multiple files > Right Click > Combine files in Acrobat



Part II Application – Long-Term Implementation Plan

CDE **does not** have a template provided for the long-term implementation plan

- ☐ Save a PDF copy of your long-term implementation plan with this naming convention: Company Name_Plan_mm.dd.yy
 - Example: *ConsultantsRUs_Plan_02.05.24*
- ☐ Upload to Smartsheet

Part II Application – Résumé(s)



- CDE **does not** have a template provided for résumés
- Combine résumés into one single PDF file if submitting more than one résumé for consultants under the same company
 - *Each consultant listed under the company needs to have a corresponding attached résumé.*
- ☐ Save a PDF copy of your résumés with the following naming convention: Company Name_Resume_mm.dd.yy
 - Example: *ConsultantsRUs_Resume_02.05.24*
- ☐ Upload to Smartsheet

Part II Application – Completed Price Structure Worksheet

Part II: Section B - Critical Components of the Application Price Structure

Section B: Critical Components of the Application requires written narratives and five attached files. Each element is described in the Request for Applications for the 2024 Implementation Consultant Review.

This worksheet collects the required price structure for Part II: Section B. Complete the required components of this worksheet and save it as a PDF using the naming convention: *Company Name_Pricing_mm.dd.yy*

Directions:

Prepare the required Part II: Section B file attachments, including this worksheet, prior to filling out the [Part II ELG Implementation Consultant Review Smartsheet](#) application. Applicants should reference the Implementation Consultant Review Request for Applications for detailed directions on what to include in each element.

All files requested in this section should be saved using the provided naming conventions. After files have been prepared and saved accordingly, complete the Part II ELG Implementation Consultant Review Smartsheet application. The following files will need to be attached via the Smartsheet form:

- ❑ **Completed Section B Narrative Worksheet** described in Part II: Section B – 1) History of School and/or District Improvement (CDE – Provided PDF)
 - Company Name_SBWorksheet_mm.dd.yy
- ❑ Two letters of reference described in Part II: Section B – 1) History of School and/or District Improvement (combined into one single PDF file)
 - Company Name_LoR_mm.dd.yy
- ❑ Long-term Implementation Plan described in Part II: Section B – 3) System Alignment – School Leadership, School Culture and Systems Analysis and Section B – 4) Professional Development and Supports (combined into one single PDF file)
 - Company Name_Plan_mm.dd.yy
- ❑ Résumé(s) described in Part II: Section B – 6) Résumé (combined into one single PDF file if submitting more than one resume for consultants under the same company)
 - Company Name_Resume_mm.dd.yy
- ❑ **Price Structure Worksheet** described in Part II: Section B – 7: Price Structure (this PDF)
 - Company Name_Pricing_mm.dd.yy

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.

Company Name Price Structure

Provide a clear and detailed pricing structure that includes dollar amounts. The pricing structure must answer each question below. If rates vary for different reasons, be sure to address this in your responses.

Price Structure Worksheet

❑ Complete the CDE-provided Price Structure Worksheet Template

❑ Rename and Save:
Company Name_Pricing_mm.dd.yy

Example:
ConsultantsRUs_Pricing_02.05.24

❑ Upload to Smartsheet



Smartsheet Form



2023-2024 Part II: ELG Implementation Consultant Review

CDE is accepting *Part II: ELG Implementation Consultant Review* applications for inclusion on the Implementation Consultant Advisory List.

The application for *Part II: ELG Implementation Consultant Review* includes instructions on the application process and how and where to submit the completed application.

A completed application will need to be submitted electronically through this Smartsheet form. Hard copies will not be accepted. Only providers meeting criteria of *Part I: Letter of Intent to Apply* and *Part II: ELG Implementation Consultant Review* may be considered for inclusion on the Implementation Consultant Advisory List.

The *Part II: ELG Implementation Consultant Review* application submission window will close **Wednesday, February 28, 2024 at 4:00PM MT**. No late submissions will be accepted.

Section A: Cover Page - Vendor Information

Date Submitted *

Application Type *

Select or enter value

Section B Critical Components of the Application File Uploads

This section of the application requires uploading and attaching required files. All requested files must be included in PDF format in order for your application to be considered complete.

Note that you are unable to save your application progress and will need to keep your application window open while you prepare and attach your documents.

Required File Uploads *

Upload the following documents in PDF format before submitting your application.

Label the file names as follows before uploading:

- Section B Narrative Worksheet (CDE-provided template):
 - Company Name_SBWorksheet_mm.dd.yy
- Two Letters of Reference (one PDF):
 - Company Name_LoR_mm.dd.yy
- Long-term Implementation Plan (one PDF):
 - Company Name_Plan_mm.dd.yy
- Resume(s) in a single PDF file (if submitting more than one)
 - Company Name_Resume_mm.dd.yy
- Pricing Structure Worksheet (CDE-provided template):
 - Company Name_Pricing_mm.dd.yy

Drag and drop files here or [browse files](#)

☐ Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

- Gather your prepared attachments prior to starting your application entry
- The form collects basic information that can be referenced on the Part II – Implementation Consultant Review Application PDF
- The form **does not** save your data entry as you go

<https://app.smartsheet.com/b/form/51bc0caacebf49b18e5709f60bc17ded>



Part II- Application Submissions

- All *Part II – Implementation Consultant Review Application* submissions must be received by **Wednesday, February 28, 2024, at 4:00 PM MT.**
- Submit the *Part II – Implementation Consultant Review Application* through the Smartsheet form:

<https://app.smartsheet.com/b/form/51bc0caacebf49b18e5709f60bc17ded>

For questions, please contact readactelg@cde.state.co.us

Questions?

Critical Components

Document Purposes



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Request for Applications

Letters of Intent Due: **Friday, January 19, 2024, by 4:00 p.m. MT**
Applications Due: **Wednesday, February 28, 2024, by 4:00 p.m. MT**

Early Literacy Grant Implementation Consultant Advisory List

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

Send questions to:
Melissa Ahlstrand, Literacy Program Supervisor
(303) 660-5037 | readactelig@cde.state.co.us

**Detailed directions and
information about each element**



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Department of Education

Part II: Section B - Critical Components of the Application Narrative Worksheet

Section B: Critical Components of the Application requires written narratives and five attached files. Each element is described in the Request for Applications for the 2024 Implementation Consultant Review.

This worksheet collects the required written narratives for Part II: Section B. Complete the required components of this worksheet and save it as a PDF using the naming convention: *Company Name_SBWorksheet_mm.dd.yy*

Directions:

Prepare the required Part II: Section B file attachments, including this worksheet, prior to filling out the [Part II ELG Implementation Consultant Review Smartsheet](#) application. Applicants should reference the Implementation Consultant Review Request for Applications for detailed directions on what to include in each element.

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- ☐ Two letters of reference described in **Part II: Section B – 1) History of School and /or District Improvement** (combined into one single PDF file)
 - o *Company Name_LoR_mm.dd.yy*
- ☐ Long-term implementation Plan described in **Part II: Section B – 3) System Alignment – School Leadership, School Culture and Systems Analysis and Section B – 4) Professional Development and Supports** (combined into one single PDF file)
 - o *Company Name_Plan_mm.dd.yy*
- ☐ Résumé(s) described in **Part II: Section B – 6) Résumé** (combined into one single PDF file if submitting more than one resume for consultants under the same company)
 - o *Company Name_Resume_mm.dd.yy*
- ☐ Price Structure Worksheet described in **Part II: Section B – 7: Price Structure** (CDE – provided PDF)
 - o *Company Name_Pricing_mm.dd.yy*

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.

Part II Section B: Critical Components of the Application Narrative Worksheet

**Brief directions with submission
fields for your responses**



Worksheet Structure

Directions:

Prepare the required Part II: Section B file attachments, including this worksheet, prior to filling out the [Part II ELG Implementation Consultant Review Smartsheet](#) application. Applicants should reference the Implementation Consultant Review Request for Applications for detailed directions on what to include in each element.

All files requested in this section should be saved using the provided naming conventions. After files have been prepared and saved accordingly, complete the Part II ELG implementation Consultant Review Smartsheet application. The following files will need to be attached via the Smartsheet form:

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 - Company Name_SBWorksheet_mm.dd.yy
- ☐ Two letters of reference described in **Part II: Section B – 1) History of School and /or District Improvement** (combined into one single PDF file)
 - Company Name_LoR_mm.dd.yy
- ☐ Long-term Implementation Plan described in **Part II: Section B – 3) System Alignment – School Leadership, School Culture and Systems Analysis** and **Section B – 4) Professional Development and Supports** (combined into one single PDF file)
 - Company Name_Plan_mm.dd.yy
- ☐ Résumé(s) described in **Part II: Section B – 6) Résumé** (combined into one single PDF file if submitting more than one resume for consultants under the same company)
 - Company Name_Resume_mm.dd.yy
- ☐ Price Structure Worksheet described in **Part II: Section B - 7: Price Structure** (CDE – provided PDF)
 - Company Name_Pricing_mm.dd.yy

Each template cover page provides directions for all the necessary components of the application.

The highlighted text tells you which PDF template you are completing.

The sections after the cover page walk you through the elements that need to be included on each template.

Critical Components



Part II: Section B - Critical Components of the Application Narrative Worksheet

Section B: Critical Components of the Application requires written narratives and five attached files. Each element is described in the Request for Applications for the 2024 Implementation Consultant Review.

This worksheet collects the required written narratives for Part II: Section B. Complete the required components of this worksheet and save it as a PDF using the naming convention: *Company Name_SBWorksheet_mm.dd.yy*

Directions:

Prepare the required Part II: Section B file attachments, including this worksheet, prior to filling out the [Part II ELG Implementation Consultant Review Smartsheet](#) application. Applicants should reference the Implementation Consultant Review Request for Applications for detailed directions on what to include in each element.

All files requested in this section should be saved using the provided naming conventions. After files have been prepared and saved accordingly, complete the Part II ELG Implementation Consultant Review Smartsheet application. The following files will need to be attached via the Smartsheet form:

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- ☐ Two letters of reference described in **Part II: Section B – 1) History of School and /or District Improvement** (combined into one single PDF file)
 - o Company Name_LoR_mm.dd.yy
- ☐ Long-term Implementation Plan described in **Part II: Section B – 3) System Alignment – School Leadership, School Culture and Systems Analysis and Section B – 4) Professional Development and Supports** (combined into one single PDF file)
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 - o Company Name_Pricing_mm.dd.yy

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.

Part II Section B: Critical Components of the Application Narrative Worksheet

Narrative Worksheet

This first page of the narrative worksheet provides instructions and a checklist.

Note: Some of the critical components for this application are included in the Section B Narrative Worksheet and some are required to be uploaded as separate PDFs.



1. History of School and/or District Improvement



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.

Include written narrative that demonstrates 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 will need to include a list of the ELG schools they supported and the years they supported these schools in their narrative.

Include two recent reference letters that speak to each element of this history, from clients supported within the last three years. Each reference letter does not have to address all three elements. Collectively, the reference letters should address all three elements. (Attach this completed file and both letters in a single PDF file to the [Part II ELG Implementation Consultant Smartsheet](#) application).

A large, empty light blue rectangular box intended for the applicant to write their narrative.

Part II Section B: Critical Components of the Application Narrative Worksheet

This component is included in the Section B: Narrative Worksheet.

In the box included within this worksheet, include a written narrative that demonstrates a history of providing school and district support that led to significant improvement in reading achievement, educator effectiveness, and the overall system at the school and/ or district level.

The reference letters will be submitted as a separate PDF in the Smartsheet form.

2. Scientifically Based Reading Research and Instruction



2. Scientifically Based Reading Research and Instruction

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 trainings you have participated in

**This component is included in the
Section B: Narrative Worksheet.**

In the box included within this worksheet, provide a written narrative that demonstrates a deep understanding of the science of reading and scientifically and evidence-based practices in teaching reading.



3. System Alignment



Request for Applications

Letters of Intent Due: **Friday, January 19, 2024**, by 4:00 p.m. MT
Applications Due: **Wednesday, February 28, 2024**, by 4:00 p.m. MT

Early Literacy Grant Implementation Consultant
Advisory List

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

This component is NOT included in the Section B: Narrative Worksheet.

- For this component, you will submit a separate PDF with a long-term implementation plan that includes components 3 and 4 in Smartsheet.
- There is not a CDE-provided template for this plan.
- The information below is in the [Part II Implementation Consultant Review Application Information PDF](#) for your reference.

Send questions to:
Melissa Ahlstrand,
(303) 660-5037 | [mahlstrand@cde.state.co.us](#)

3. 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

4. Professional Development and Supports

This component is NOT included in the Section B: Narrative Worksheet.

- For this component, you will submit a separate PDF with a long-term implementation plan that includes components 3 and 4 in Smartsheet.
- There is not a CDE provided template for this plan.
- The information on this slide is in the Part II Implementation Consultant Review Application Information PDF for your reference.

Applicants must demonstrate their ability to develop and support a long-term implementation plan through professional development and consulting efforts. This includes experience and knowledge in instructional components, assessments and data analysis, school-wide implementation, and communication planning.

Within the long-term implementation plan for support, include efforts. Specifically address the topics below through the lens of K-3 literacy and how the overall system will be supported over

- **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
- e. Targeted strategies to close achievement gaps
 - i. Readers who struggle (including those with student's ability to learn how to read)
 - ii. Students reading at and above grade level
 - iii. Multilingual learners

- **Assessments and Data Analysis**

- a. Amplify, Inc., mCLASS with DIBELS 8th Edition Progress Planning Growth Tools and
- 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.



COLORADO
Department of Education

Request for Applications

Letters of Intent Due: **Friday, January 19, 2024, by 4:00 p.m. MT**
Applications Due: **Wednesday, February 28, 2024, by 4:00 p.m. MT**


Early Literacy Grant Implementation Consultant
Advisory List

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

Send questions to:
Melissa Ahlstrand, Literacy Program Supervisor
(303) 660-5037 | madactele@cde.state.co.us



5. Training

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5.Training:
List any official trainings they have participated in on the following topics:

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

Part II Section B: Critical Components of the Application Narrative Worksheet

This component is included in the Section B: Narrative Worksheet.

In the box included within this worksheet, list any official trainings that you have participated in on the following topics:

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

6. Résumé(s)



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This component is NOT included in the Section B: Narrative Worksheet.

- For this component, you will submit a separate PDF in Smartsheet.
- There is not a CDE-provided template for résumés.
- The information below is in the Part II Implementation Consultant Review Application Information PDF for your reference.

6. Resume

Applicants must submit a copy of their resume. If a consulting company is applying rather than an individual, 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.



7. Price Structure



Company Name Price Structure

Provide a clear and detailed pricing structure *that includes dollar amounts*. The pricing structure must answer each question below. If rates vary for different reasons, be sure to address this in your responses.

Please note: The CDE must be notified of any changes made to pricing structures throughout the year. Changes must be submitted through the [Implementation Consultant Update Smartsheet](#) form.

What is the annual contract rate for your implementation consultant services?

What are your daily rates for implementation consultant services?

What rates do you charge for providing professional development services?

Describe any travel rates and fees.

Include any fees you charge for materials and/or supplies.

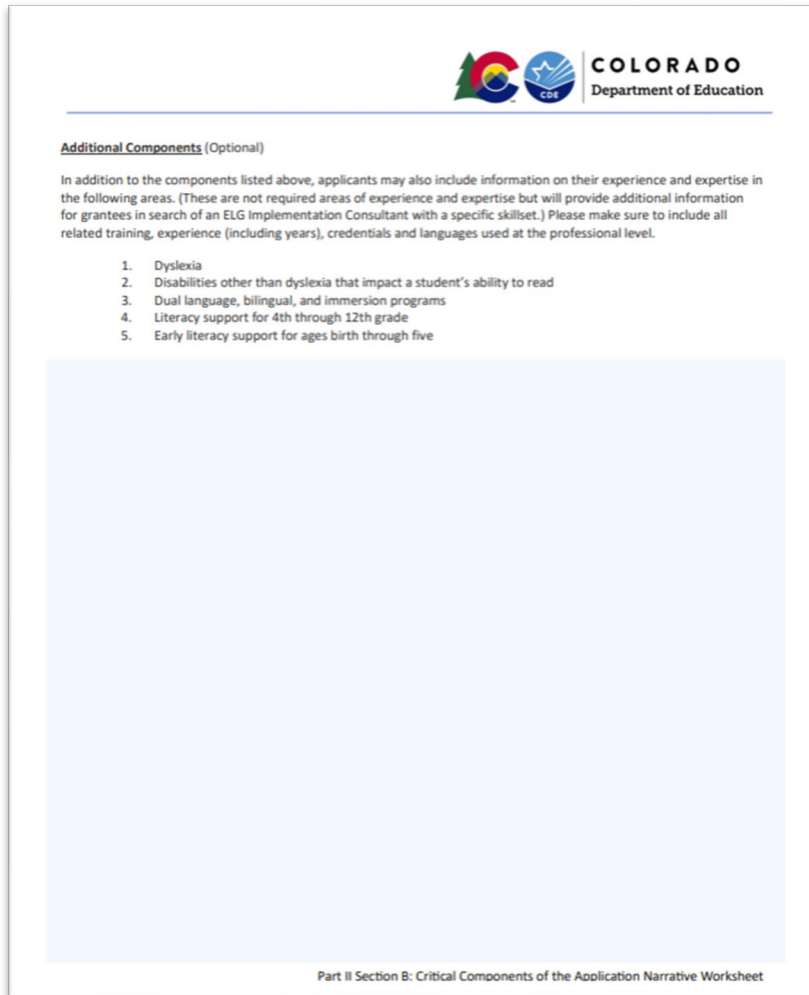
Detail any additional fees/expenses charged to districts and schools that were not listed above.

Price Structure (CDE Template)


- Separate from Narrative template
- For this component, you will submit a separate PDF in Smartsheet using the CDE-provided Price Structure Worksheet Template.
- Note: Implementation Consultants are required to update this document if price structures change as part of the assurances.



Additional Components



The screenshot shows the 'Additional Components' section of the application narrative worksheet. At the top, there are logos for the state of Colorado and the Colorado Department of Education (CDE). Below the logos, the section is titled 'Additional Components (Optional)'. A paragraph explains that applicants may include information on their experience and expertise in the following areas, which are not required but provide additional information for grantees in search of an ELG Implementation Consultant with a specific skillset. The areas listed are: 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, and 5. Early literacy support for ages birth through five. Below the list is a large, empty light blue box for the applicant to provide details. At the bottom of the page, it says 'Part II Section B: Critical Components of the Application Narrative Worksheet'.

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Additional Components (Optional)

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

Part II Section B: Critical Components of the Application Narrative Worksheet

This component is included in the Section B: Narrative Worksheet.

In the box included within this worksheet, include information based on your experience and expertise in the following areas:

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

Questions?

Conclusion & What's Next

Conclusion



- To ensure submission review, the entire application needs to be completed as requested.
- The electronic *Part II – Implementation Consultant Review* application must be submitted through the Smartsheet form.
- Incomplete submissions are subject to not being reviewed.
- Important Note: Completion of the requirements for *Part II – Implementation Consultant Review* does not guarantee an applicant will receive final approval for the advisory list.

What's Next

Important Dates



The webinar recording link will be posted to the CDE Website by end of day tomorrow.

Additional Questions?

Contact READActELG@cde.state.co.us

All Part II – Implementation Consultant Review Application submissions must be received by **Wednesday, February 28, 2024, 4:00 PM MT.**

Vendor notification of inclusion on CDE Implementation Consultant Advisory List will be sent in May of 2024.

Contact

READActELG@cde.state.co.us