



COLORADO
Department of Education

Letter of Intent

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:

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Table of Contents

Introduction	3
Purpose	3
Eligibility	3
Review Process.....	3
Timeline.....	5
Data Privacy.....	5
Vendor Interactions During Review Period	5
Submission Process and Deadline.....	6
Section A: Cover Page –Vendor Information.....	6
Section B: Assurances and Disclaimers	7
Letter of Intent to Apply Submission Information	8

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

Letters of intent 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

Letter of Intent Due: Friday, January 19, 2024 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. 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 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 and 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, and
3. Professional development and supports

Review Process

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.

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 April 15, 2024. 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.

Eligibility Criteria:

Part I – Letter of Intent to Apply

The first stage of this review is Part I – *Letter of Intent to Apply* for inclusion on the Implementation Consultant Advisory List. For a provider to receive part II of the application for the CDE full review, each vendor must submit Part I - *Letter of Intent to Apply* which includes signing the Assurances and Disclaimers document. Only those vendors that have completed the *Part I – Letter of Intent to Apply* application and have been asked to move forward with a full review will be considered.

Submitting a *Part I – Letter of Intent to Apply* does not obligate a vendor to submit a *Part II – Implementation Consultant Review* application.

Completion of *Part I – Letter of Intent to Apply* does not guarantee a vendor will be approved. Vendors meeting *Part I – Letter of Intent to Apply* must still complete the *Part II – Implementation Consultant Review* and be approved before final inclusion on the READ Act Implementation Consultant Advisory List.

Part II- Implementation Consultant Review

Upon approval of *Part I – Letter of Intent to Apply*, providers will be notified and will receive the *Part II – Implementation Consultant Review* application with instructions to submit materials for the second stage of the Advisory List Submission for Review. **All applications must be submitted online via Smartsheet form. Submission of applications in either hard copy or via email will not be reviewed or accepted.**

Appeal Process

If an applicant is not approved to be included on the Implementation Consultant Advisory List, the vendor 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 vendor with a written explanation of why they will not be included on the list.

Timeline

Announce the Implementation Consultant Review	December 18, 2023
Letter of Intent to Apply Window Opens	January 8, 2024
Information Webinar	January 11, 2024
Letter of Intent to Apply Deadline	January 19, 2024 at 4:00 p.m. MT
Vendors are Notified of the Results of the Letter of Intent to Apply Submission	January 29, 2024
Application Opens	January 29, 2024
Information Webinar	February 5, 2024
Application Deadline	February 28, 2024 at 4:00 p.m. MT
Vendor Notification of Review Results	April 15, 2024
Appeal Window Opens	April 15, 2024
Appeal Deadline	April 29, 2024 at 4:00 p.m. MT
Vender Notification of Appeal Results	May 2024
Initial Posting of the Updated Implementation Consultant Advisory List on the CDE Website	May 6, 2024

Please note:

- *To be included on the Implementation Consultant Advisory List, applications must be submitted and reviewed during this review window.*
- *The timeline for review and approval of Implementation Consultants may be extended or changed if unforeseen circumstances arise during the review period.*

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 readactelg@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.

Submission Process and Deadline

Completed Letters of Intent must be submitted online by Friday, January 19, 2024, by 4:00 p.m. MT. Within the Part I: Letter of Intent submission, applicants must upload the signed [assurances form](#), the professional bio, and a company logo or headshot. 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 readactelg@cde.state.co.us.

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:	
Please provide a company/personal bio in less than 200 characters. (Please note: this may be information posted on the CDE Implementation Consultant Advisory list webpage.)	

Applicants will need to upload an image of the company logo or a head shot. (*Please note: this may be posted on the CDE Implementation Consultant Advisory list webpage.*)

Section B: Assurances and Disclaimers

The appropriate Authorized Representatives must sign the assurances form to indicate their approval of the contents of the application.

On _____ (date), 2018, the representative of _____ (Entity) hereby agrees to the following assurances:

1. Commitment to ensuring consultants have read and understand the READ Act and READ Act Rules.
2. Commitment to supporting Early Literacy Grant schools in implementing scientifically Based and evidence-based reading research and all other requirements of the Early Literacy Grant in collaboration with the Colorado Department of Education.
3. Ensure consultant(s) are sufficiently trained in Amplify, Inc., mCLASS with DIBELS 8th Edition (2018), Lectura (2022) and mCLASS DIBELS® 8th Edition Progress Planning Growth Tools.
4. Commitment to ensuring responsive, timely communication within the structures established by CDE related to grantee support and progress toward meeting grant goals with relevant CDE staff, including the READ Act Grants Project Manager.
5. Commitment to ensuring consultants provide CDE with completed *ELG Implementation Consultant Onsite Reports* monthly.
6. Consultant will participate in consultant meetings, webinars, conference calls, and any additional gatherings or discussions requested by the READ Act Grants Project Manager.
7. Commitment to ensuring that consultant contact information is always up-to-date with the CDE and agree to use the [CDE Implementation Consultant Update Form](#) to submit changes.
8. Commitment to provide resume(s) to the CDE for approval for any additional consultants that are subcontracted to support Early Literacy Grant awardees. In addition, ensure all subcontractors are aware of the requirements of the ELG program as well as consultant roles and responsibilities within the ELG program, specifically able to support and implement in alignment with all eligibility requirements included within this RFI. Resumes for newly hired staff will need to be submitted through the [CDE Implementation Consultant Update Form](#).
9. Agree to submit to a review of billing and billing practices upon request from CDE.
10. Commitment to ensuring that pricing structure information is always up-to-date with the CDE. Updated pricing structure information will need to be submitted through the [CDE Implementation Consultant Update Form](#).

If any findings of support by Implementation Consultants are found to not be aligned with evidence-based practices or acceptable professional conduct, providers may be subject to removal from the approved list and/or current existing contracts with schools in the Early Literacy Grant program.

Approved providers may be subject to review and/or resubmission according to CDE timeline for ELG program.

By signing below, the undersigned agree to all Early Literacy Grant Consultant assurances listed above:

Consultant Name, Consulting Firm

Signature

Date

Letter of Intent to Apply Submission Information

All *Part I - Letter of Intent to Apply* submissions must be received by Friday, January 19, 2024 at 4:00 p.m. MT.

Submit the *Part I - Letter of Intent to Apply* through the Smartsheet form:
<https://app.smartsheet.com/b/form/a01973ec05c14880b269611dff9bb90b>

For *Part I – Letter of Intent to Apply*, the Smartsheet application must be fully completed which includes uploading the following documents and labeling them as follows:

- **Signed Assurances Document:** Company Name_(AD)_Date
- **Company/Personal Bio:** Company Name_(BIO)_Date
- **Company Logo/Headshot:** Company Name_(LOGO/HS)_Date

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