



COLORADO
Department of Education

Implementation Consultant Review: Part I – Letter of Intent to Apply

Technical Assistance Webinar

January 11, 2024

Introductions and Webinar Purpose

Elementary Literacy and School Readiness Introductions:

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

Webinar Purpose:

- To provide technical assistance for *Part I – Letter of Intent to Apply* for the ELG Implementation Consultant Advisory List

Webinar Logistics

- This webinar is organized by each section of the *Part I – Letter of Intent to Apply*.
- 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.

Part I – Letter of Intent to Apply Location:

- [2023-2024 READ Act Implementation Consultant 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.
 - 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 list 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 providers on the list.
- There is no guarantee that providers 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 review process 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*
 - Applicants 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 I – Letter of Intent to Apply

- Applicants will submit a *Part I – Letter of Intent to Apply* to be considered for the Implementation Consultant Advisory List.
- To receive part II of the application for the CDE full review, each applicant must submit *Part I - Letter of Intent to Apply* which includes signing the Assurances and Disclaimers document.
- Only those applicants that have completed the *Part I – Letter of Intent to Apply* and have been asked to move forward with a full review will be considered.

Eligibility Criteria:

Part I – Letter of Intent to Apply

- Submitting a *Part I – Letter of Intent to Apply* does not obligate an applicant to submit a *Part II – Implementation Consultant Review* application.
- Completion of *Part I – Letter of Intent to Apply* **does not** guarantee an applicant will be approved.
- Applicants meeting *Part I – Letter of Intent to Apply* must still complete the *Part II – Implementation Consultant Review Application* and be approved before final inclusion in the READ Act Implementation Consultant Advisory List

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 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 I – Letter of Intent to Apply

Part I – Letter of Intent to Apply	
January 8, 2024	Letter of Intent to Apply Window Opens
January 11, 2024	Information Webinar
January 19, 2024 at 4:00PM MT	Letter of Intent to Apply Deadline
January 29, 2024	Vendors are Notified of the Results of the Letter of Intent to Apply Submission
January 29, 2024	Application for Part II Opens

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.
- The timeline for review and approval of Implementation Consultants may be extended or changed if unforeseen circumstances arise during the review period.

Questions?

Part 1:

Letter of Intent to Apply

Part I – Letter of Intent to Apply



- *Part I – Letter of Intent to Apply* Application Process
 - [A Letter of Intent](#) 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](#)

Letter of Intent to Apply



All requested information in *Part I - Letter of Intent to Apply* must be included to advance on to *Part II – Implementation Consultant Review*.

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.



Letter of Intent to Apply

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>

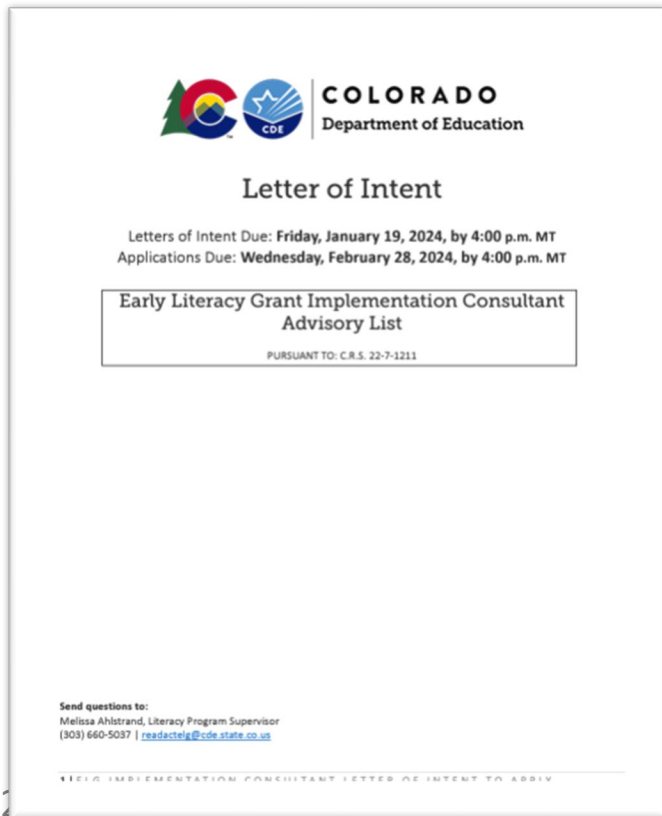
For *Part 1 – Letter of Intent to Apply*, the Smartsheet application must be fully completed which includes uploading the following documents and labeling them as follows:

- **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

Preparing Your Materials

Use the Letter of Intent PDF to guide you in gathering and preparing the necessary information **prior** to filling out the Smartsheet application.



The image shows the cover page of a PDF document titled "Letter of Intent". At the top left, there are two logos: the Colorado state logo and the Colorado Department of Education (CDE) logo. To the right of these logos, the text "COLORADO Department of Education" is displayed. Below the logos, the title "Letter of Intent" is centered. Underneath the title, the due dates are listed: "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 box in the center 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 | readactelg@cde.state.co.us". At the very bottom, there is a small line of text: "EARLY LITERACY GRANT IMPLEMENTATION CONSULTANT LETTER OF INTENT TO ADVISY".

Necessary Information

Required Attachments:

- ☐ Signed Assurance Document
- ☐ Company/Personal Bio
- ☐ Company Logo/Headshot



Letter of Intent to Apply – Assurances



Section B: Assurances and Disclaimers

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

I, _____, 2024, the representative of _____, 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](#).

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

Assurances Template

- ☐ Complete the CDE-provided Assurances Template
- ☐ Rename and Save:
Company Name_AD_mm.dd.yy
Example: *ConsultantsRUs_AD_01.19.24*
- ☐ Upload to Smartsheet



Letter of Intent to Apply – Biography

 **COLORADO**
Department of Education

Part I: Letter of Intent to Apply | Implementation Consultant Biography

The professional bio and company logo or consultant headshot are publicly posted on the CDE Early Literacy Grant Implementation Consultant Advisory List website, and may be used in other CDE distributed publications or materials. Professional biographies are limited to a standard 200 characters or less. Images should be sized to approximately 250 x 150 pixels in a jpeg or png format and need to be uploaded using the [Part I: Letter of Intent to Apply Smartsheet form](#).

Company Name: Name of Main Contact:

Company/Consultant Phone: Consultant Email:

Professional Bio (200-character limit):

Biography Template

- ☐ Complete the CDE-provided Biography Template
- ☐ Rename and Save:
 - Company Name_Bio_mm.dd.yy
 - Example: *ConsultantsRUs_Bio_01.19.24*
- ☐ Upload to Smartsheet

If applying as a Company, use one Company biography

If applying as an individual implementation consultant, use an individual biography

Letter of Intent to Apply – Company Logo or Headshot

150 px



250 px

- ☐ Size your image accordingly (150 w x 250 l)
- ☐ Avoid adding frames or borders to your submitted images
- ☐ Rename and Save:
Company Name_Logo_mm.dd.yy
Example: *ConsultantsRUs_Logo_01.19.24*
- ☐ Upload to Smartsheet

If applying as a Company, provide a company logo

If applying as an individual implementation consultant, you can choose to provide a headshot or your company logo

150 px




Images may be posted publicly on CDE websites and materials.



Smartsheet Form

<https://app.smartsheet.com/b/form/a01973ec05c14880b269611dff9bb90b>



**2023-2024 ELG Implementation
Consultant Review Part I: Letter of
Intent to Apply**

The Colorado Department of Education is accepting *Part I: Letter of Intent to Apply* applications for inclusion on the Advisory List for Implementation Consultants.

In order for a provider to submit an application to the CDE for full review, each vendor must submit a completed Letter or Intent to Apply. 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.

The *Part I: Letter or Intent to Apply* submission window will close **Friday, January 19, 2024 at 4:00PM MT**. No late submissions will be accepted.

Today's Date

Application Type (select one) *


Select

Name of Provider *

The name the implementation consultant provider operates under.

☐ Send me a copy of my responses

Submit

Powered by  smartsheet
[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 Letter of Intent PDF
- The form **does not** save your data entry as you go



Letter of Intent to Apply Submissions

- All *Part I - Letter of Intent to Apply* submissions must be received by **Friday, January 19, 2024 at 4:00 PM MT.**
- Submit the *Part I - Letter of Intent to Apply* through the Smartsheet form:

<https://app.smartsheet.com/b/form/a01973ec05c14880b269611dff9bb90b>

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

Questions?

Frequently Asked Questions

Frequently Asked Questions

1. Can the application be submitted as a hard copy or via email?

All materials must be submitted in digital format via Smartsheet for review. No hardcopies or emails will be accepted.

2. I am already an Implementation Consultant on the Advisory List. Do I need to reapply for the latest review process for 2024 or is our past approval still valid?

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.

3. When will the *Part II – Implementation Consultant Review* application be available?

Applicants that meet the criteria of the *Part I – Letter of Intent to Apply* will receive the *Part II – Implementation Consultant Review* application information by email on January 29, 2024.

Conclusion & Next Steps

Conclusion

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

- Completion of *Part I – Letter of Intent to Apply* does not guarantee an applicant will be approved.
- Applicants meeting *Part I - Letter of Intent to Apply* must still complete the *Part II – Implementation Consultant Review* and be approved before final inclusion in the Implementation Consultant Advisory List.
- Applicants that meet *Part I - Letter of Intent to Apply* criteria will receive the *Part II – Implementation Consultant Review* application information by email from CDE on January 29, 2024.

What's Next

Important Dates



- This presentation and webinar recording will be posted to the [2023-2024 READ Act Instructional Programming Review Process](#) webpage by end of day tomorrow.
- *Part I – Letter of Intent to Apply* submissions are **due Friday, January 19, 2024, at 4:00 PM MT.**
- Vendor notification of *Part I – Letter of Intent to Apply* decision and application information distributed to eligible applicants for *Part II – Implementation Consultant Review* on Monday, January 29, 2024.

Questions

READActELG@cde.state.co.us