



**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:**

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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: Wednesday, February 28, 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 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 [readactelg@cde.state.co.us](mailto: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.

## 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 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.

### Timeline

Announce the Implementation Consultant Review	December 18, 2023
Letter of Intent to Apply Window Opens	January 8, 2024
<a href="#">Information Webinar</a>	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
<a href="#">Information Webinar</a>	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

## Submission Process and Deadline

Completed *Letters of Intent* must be submitted online by Friday, January 19, 2024, by 4:00 p.m. MT.

Completed applications must be submitted online by Wednesday, February 28, 2024, by 4:00 p.m. MT. Within the online application. 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](mailto:readactelg@cde.state.co.us).

## Application Required Elements

### Application Requirements:

Section A: Cover Page

Section B: Critical Components of the Application

1. History of School and/or District Improvement
2. Scientifically Based Reading Research Instruction
3. System Alignment
4. Professional Development and Supports
5. Resume(s)
6. Price Structure
7. Additional Components

## Section A: Cover Page –Vendor Information

<b>Application Type</b> (select one)	
<input type="checkbox"/> <b>Single Implementation Consultant Provider</b>	
<input type="checkbox"/> <b>Implementation Consultant Provider – One or more subcontractors</b>	
<b>Name of Provider (The name the implementation consultant provider operates under.):</b>	
<b>Contact Person(s) for the Proposal:</b>	
Email Address	Telephone

Mailing Address	Webpage:
<p><b>If applying as an Implementation Consultant Provider which includes more than one consultant, list the names below of additional consultants who will be contracted to support Early Literacy Grant schools:</b></p>	

## Section B: Critical Components of the Application

It is critical that each application addresses and adequately demonstrates proficiency in the critical components of the application, described in detail below. Applicants must also provide an up-to-date resume to serve as an outline of experience and expertise. Reference the rubric below for additional information on application expectations.

### **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. Applicants must attach a narrative and at least 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.) 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.

***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.***

### **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. 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**

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 the following professional development and consulting efforts. 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 8<sup>th</sup> 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.

### **5. Training:**

Applicants must 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.)

### **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**

Applicants must submit a clear and detailed pricing structure. The pricing structure must include but is not limited to:

- Annual contract rate
  - Hourly rates
  - Daily rates
  - Rate for professional development
  - Travel rates/fees
  - Materials/supplies
  - Any other costs charged to districts and schools

**Please note:** *If there are any changes made to the pricing structure, CDE must be notified, and an updated pricing structure needs to be submitted.*

### **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

## 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](mailto:readactelg@cde.state.co.us)