

## Scope of Work

## I. Introduction

## A. Overview and Purpose

The CONTRACTOR shall serve as the Early Childhood Comprehensive System of Personnel Development (“CSPD”) Lead. The CSPD Lead shall work closely with the CSPD Leadership Team and CSPD Workgroup Teams which includes but not limited to the following entities: Early Childhood Action Strategy (“ECAS”), DOH EIS Individuals with Disability Act (“IDEA”) Part C, Department of Education (“DOE”) IDEA Part B, other government and nongovernment partners, and those with real-life expertise, to design and sustain a CSPD for the Early Childhood (“EC”) workforce that supports keiki (“children”) from birth to five (5) years old with special health needs and their ohana (“family”) in the State of Hawaii.

## B. Hawaii’s CSPD Vision &amp; Mission:

Vision: Hawaii will have a highly-qualified, sustainable professional workforce that is culturally and linguistically responsive to Hawaii’s keiki from birth to five (5) years old and their ohana.

Mission: Hawaii will create an integrated CSPD that will result in a collaborative, knowledgeable and highly qualified workforce. This workforce will provide culturally and linguistically responsive early learning services to keiki from birth to five (5) years old with special needs and their ohana that are linked to national standards and integrated within personnel systems in our State.

## C. Background

Hawaii’s early childhood leaders began working in 2015 with the federally-funded technical assistance center, Early Childhood Personnel Center (“ECPC”), as one of ECPC’s Leadership states, with an initial focus on establishing a leadership team to assess professional development across systems in Hawaii and to complete an initial CSPD self-assessment.

The Hawaii CSPD is a system designed to address the challenges faced by the EC workforce, specifically working with children with special needs, including:

1. Shortages of personnel;
2. Training needs at both the preservice and in-service levels;
3. Inconsistent alignment of state and national competencies and standards;
4. Challenges due to the diversity of needs of young children and their families; and
5. Inequities of preparation and compensation among those providing services.

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As work towards Hawaii's CSPD has developed, the CSPD Team has focused on coordinating and addressing state needs for both quantity and quality of EC personnel and the degree of support they require to be successful practitioners. The CSPD Team acknowledges the need for coordination between preservice institutes of higher education and in-service professional development to ensure the consistent use of evidence-based practices by EC personnel. Throughout the development of Hawaii's CSPD, CSPD Team monitors progress through ongoing evaluation to assess Hawaii's capacity to implement system-wide quality standards that result in improved outcomes for children and families.

There are six (6) CSPD workgroups, comprised of cross-sector representatives from government/non-government agencies, that were created around the CSPD Components. Each workgroup is facilitated by co-leads that meet monthly and tracks the workgroup's progress against its action plan. The CSPD workgroup leads sit on the "Leadership" team (Core Planning Team), tasked with developing and facilitating the overall CSPD strategy.

## II. Scope of Work ("SOW") Specifications

The CONTRACTOR shall serve as the CSPD Lead to provide the following:

- A. Support day-to-day coordination, implementation, and project management functions for all of Hawaii's CSPD efforts.
  1. The extent of the work varies based on needs and timelines. As such, the estimated hours remain intentionally broad and flexible rather than defined to ensure the CSPD Lead is able to provide the services necessary to fulfill the responsibilities outlined in the SOW.
  2. The proposed authorized budget per Contract Year shall cover all costs associated with fulfilling the requirements outlined in the SOW
- B. Work closely and collaboratively with the CSPD Leadership Team, CSPD Workgroup Teams, and partners on designing and implementing CSPD work plans to support the sustainability of Hawaii's CSPD.
- C. Plan, coordinate, and facilitate CSPD Leadership Team meetings and other CSPD workgroup meetings to update all CSPD actions plans.
  1. The frequency and duration of meetings may vary depending on the needs of the CSPD Leadership Team and CSPD workgroups. These meetings shall occur at least once per month at a minimum, however, additional meetings shall be scheduled as needed to fulfill the requirements of the SOW. The meetings shall be conducted in person and/or virtually.

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- i. For in-person meetings, the CSPD Lead is responsible for securing the meeting location and arranging all necessary on-site accommodations to support participants and ensure effective meeting operations.
    - ii. For virtual meetings, the CSPD Lead is responsible for coordinating the meeting platform, distributing access links and materials in advance, and ensuring that all required technical and administrative supports are in place to facilitate effective participation.
  2. The CSPD Lead shall also ensure that all logistical and administrative duties related to meeting planning, preparation, and follow-up are completed in a timely and organized manner.
  3. The CSPD Lead shall also ensure that accurate meeting notes are documented, organized, and distributed to participants in a timely manner for all meetings.
- D. Ensure that the CSPD workgroups completes the ECPC-CSPD Self-Assessment annually to identify areas in need of strengthening the CSPD priorities. The data is used to help inform and update the CSPD action plans, as needed. Refer to Exhibit “A,” ECPC-CSPD Self-Assessment, for more information.
- E. Engage and maintain key relationships with CSPD stakeholders, partner individuals, and organizations to encourage their participation in the CSPD work.
- F. Facilitate conversations with those with real-life expertise across the State of Hawaii to strengthen CSPD priorities.
- G. Conduct and/or commission research support, as necessary.
- H. Update and finalize the Hawaii’s CSPD Business Plan.
- I. Track, monitor and report on all of Hawaii’s CSPD activities.
- J. Develop and disseminate outreach and educational materials related to the CSPD.
- K. Use the ECPC materials as organizing tools to work with CSPD teams and partners (<https://ecpcta.org/cspd/>).
- L. Maintain the organization of all CSPD materials in a centralized, easy to access location.
- M. Maintain Hawaii’s CSPD website (<https://www.hawaiicspd.org/>) which may include but not limited to regularly updating content to help communicate Hawaii’s CSPD mission, share

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materials and products developed by each of the workgroups, and share Hawaii's CSPD successes with stakeholders.

N. Regularly communicate and/or meet with EIS to provide progress updates on deliverables.

III. Personnel Qualification and Administrative Requirements

A. The CONTRACTOR shall have an office space located in the State of Hawaii on the island of Oahu.

B. The CONTRACTOR shall have adequate staffing capacity to provide contracted services and deliverables as the CSPD Lead. The CSPD Lead shall:

1. Minimally have a Bachelor's degree or equivalent combination of education/experience.
2. Be willing to travel between neighbor islands and to the U.S. Mainland.
3. Demonstrate a thorough understanding of the purpose and scope of the services being requested by EIS.
4. Demonstrate necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services. This includes:
  - a) Knowledge and understanding of and commitment to systems change through building the capacity of Hawaii's CSPD;
  - b) Knowledge and understanding of Hawaii Early Intervention, Special Education, and Early Childhood systems;
  - c) Knowledge and understanding of federal policies and funding that pertain to young children with special needs;
  - d) Knowledge and experience conducting research and analyzing data;
  - e) Strong project management skills;
  - f) Facilitation, consensus-building, and leadership skills;
  - g) Exceptional communication skills, both written and oral;
  - h) Ability to work collegially and collaboratively with diverse partners and other organizations;

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- i) Competency and ability to analyze and articulate complex issues and to communicate them to a variety of stakeholders using different tools to communicate and share information;
- j) Ability to produce consistent, quality work in a fast-paced environment;
- k) Ability to manage several projects simultaneously and to adjust to frequently changing demands;
- l) Experience in strategic planning, tracking, and monitoring of implementation and reporting;
- m) Experience as a public spokesperson and advocate;
- n) Experience maintaining websites; and
- o) Commitment to advance equity in systems.