

Maryland State Department of Education
RFI
Request for Information



January 26, 2018

Request for Curriculum

Early Childhood Curriculum Project: Comprehensive/Individual Curricula for Infants and Toddlers

NOTE: This is not a solicitation. No Procurement is involved in this request. No purchase will be made as a result of this request.

Maryland State Department of Education
RFI
Request for Information

Issue Date: January 26, 2018

Title: Early Childhood Curriculum Project Comprehensive/Individual Curricula for Infants and Toddlers

NOTE: This is not a solicitation. No Procurement is involved in this request. Nothing will be purchased as a result of this request.

Purpose:

To provide the Maryland State Department of Education (MSDE) Division of Early Childhood Development (DECD) with identified comprehensive/individual curricula for Infants and Toddlers that can be recommended by MSDE if it meets specific criteria.

Background:

The Maryland State Department of Education's (MSDE) Division of Early Childhood Development (DECD), which includes the Office of Child Care and the Early Learning Branch, is soliciting submissions of published comprehensive/individual curricula for Infants and Toddlers (Birth to age 3). Through the submissions received, MSDE will identify early childhood curricula that will be recommended by MSDE according to specific criteria and will meet the curriculum requirements for Maryland EXCELS Standard DAP 4.5.

The combined mission of the Office of Child Care and the Early Learning Branch focuses on providing leadership in promoting readiness for school and life for all children from birth through age 5, including those children with special needs and disabilities. The Division includes in its mission the focus for developing a high quality early care and education system statewide which provides safe, healthy, nurturing, culturally sensitive, and cognitively stimulating environments for young children.

The Division also promotes a continuum of learning by establishing early care and education as the foundation for school success through continued improvement and accountability. This mission includes children in both public and nonpublic schools, child care centers, family child care homes, and Head Start.

While responsibility for public school early childhood programs fall under the auspices of local boards of education, nonpublic programs do not consistently benefit from this local leadership. For this reason, DECD seeks to provide assistance to these programs by identifying early childhood curricula for children ages birth to age 3 that meet Maryland standards.

To meet the Maryland standards, curricula must align with *Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age and the Fine Arts Standards for Early Learners 0-3.*

A copy of the related document along with the supplementary Fine Arts Standards for Early Learners 0-3 can be accessed at the following links:

Maryland State Department of Education
RFI
Request for Information

- **Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age:**
<http://www.marylandhealthybeginnings.org/>
- **Fine Arts Standards for Early Learners 0-3 :**
<http://marylandpublicschools.org/programs/Pages/Fine-Arts/Fine-Arts-Early-Childhood.aspx>

Nature of Work:

Curriculum, broadly speaking, is “what schools teach.” This includes all that is planned for children in the classroom, such as learning centers, morning circle and teacher-initiated small-group activities. Curriculum is the entire range of experiences that children have in their school. Content objectives and learning outcomes, knowledge of child development, systematic observation of the needs and interests of individual children, attention to diversity, and family and community relationships all influence curriculum.

According to a joint position statement of the National Association for the Education of Young Children and National Association of Early Childhood Specialist in State Departments of Education, curriculum is defined as:

**Curriculum is more than a collection of enjoyable activities. Curriculum is a complex idea containing multiple components, such as goals content, pedagogy, or instructional practices. Curriculum is influenced by many factors including society’s values, content standards, accountability systems, research findings, community expectations, culture and language and individual’s children’s characteristics.*

The Early Childhood Curriculum Project will solicit and evaluate curricula from publishers/vendors of comprehensive/individual curricula for Infants and Toddlers, children birth to 3 years of age. Interested vendors/publishers should submit a technical report showing the corresponding alignment between their curricula with specified Maryland criteria, namely: *Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age* and the *Fine Arts Standards for Early Learners 0-3* (MSDE Technical Report Appendix A). Programs must also supply narratives for professional development (Appendix B), assessment (Appendix C), pedagogy (Appendix D) and research (Appendix E).

Deliverables:

- By **4 p.m. on Friday, February 23, 2018** interested programs should submit technical reports and Teacher’s guides that have been used as a reference. Technical reports must be submitted for Appendices A, B, C, D and E.

Technical Report Appendix A

Citations or examples and corresponding page numbers from the publishers’/vendors’ Teacher’s Guide must show how the curricula for Infants and Toddlers is aligned with the indicators listed in *Healthy Beginning* and with the Fine Arts Standards.

Technical Report Appendix B

Maryland State Department of Education
RFI
Request for Information

Publishers/Vendors must provide a detailed narrative of their capacity to provide professional development to the consumer for the comprehensive/individual curriculum for each level birth to 3 years of age. The narrative should include the types of professional development available, the number of hours of training that will be provided, and types of follow-up to professional development.

Technical Report Appendix C

Publishers/Vendors must provide a detailed narrative describing types of assessment associated with the comprehensive/individual curriculum for each level birth to age 3. The narrative should include the time schedule for suggested assessment, how assessment results contribute to providing individual learning activities and how the assessment aligns to the comprehensive/individual curriculum.

Technical Report Appendix D

Publishers/Vendors must provide a detailed narrative describing how the curriculum is aligned with the pedagogy as extracted from Healthy Beginnings. The narrative should include examples of how the curriculum uses child development to optimize children's growth, engages families and communities, and fosters diversity and supports: play, environment, and differentiated instruction.

Technical Report Appendix E

Publishers/Vendors must provide a detailed narrative describing the research conducted on the comprehensive/individual curriculum for each age level. The narrative should include the results of the research conducted and the research base that contributed to the development of the comprehensive/individual curriculum for children birth to age 3.

Technical Reports for Appendices A, B, C, D and E from publishers/vendors will be reviewed in three steps;

Step 1. This step will be a prescreening process to determine if all technical reports (A, B, C, D, and E) submitted by the publishers/vendors have been completed according to specification.

Step 2. This step will include a thorough review, by an evaluation committee, composed of early childhood teachers, administrators and specialists to examine the documentation submitted by the publishers/vendors in response to the Maryland State Department of Education's Technical Report Appendix A. Evaluators will ascertain if the citations or examples and corresponding page numbers referenced in the Teacher's Guide are aligned to *Healthy Beginnings and the Fine Arts Standards*. The publishers/vendors citation or example documenting the alignment to each indicator in Appendix A will be rated as **fully met, partially met, or not met**.

The evaluators will examine Appendices B, C, D, and E to ascertain if the narrative adequately addressed the information requested. Each standard will be rated as **fully met, partially met, or not met**. (See sample Rubric attached)

Note: One original and two (2) copies of the completed technical reports and two (2) copies of the Teacher's Guide are to be part of the submission.

Maryland State Department of Education
RFI
Request for Information

Step 3. The reviewers will complete their examination of the technical reports by **Friday, March 16, 2018**. The reviewers will select a pool of curricula submitted by publishers/vendors that have successfully met the alignment requirements and have fully and satisfactorily addressed the criteria in Appendices B, C, D, and E. These publishers/vendors will be asked to submit their full curricula materials and responses to any clarifying questions **if necessary** for review by **Monday, April 16, 2018**.

Anticipated Timeline:

February 23, 2018 publishers/vendors will submit technical reports and Teacher's Guides in response to the Maryland State Department of Education Technical Report Appendices A, B, C, D, and E.

March 16, 2018 a selected pool of applicants will be identified and requested to submit their full curricula and all materials of instruction for review **if necessary**.

April 16, 2018 selected publishers/vendors will submit their full curricula and all instructional materials if requested.

April 23, 2018 recommended curricula will be identified and publishers/vendors will be notified.

Submission:

The Program must submit a letter of interest and technical reports in response to the Maryland State Department of Education's Appendices A, B, C, and D and E. All submitted materials must have the signature and/or endorsement of an authorized member of the corporation.

Rights of MSDE:

State-recommendation of curricula by the Maryland State Department of Education does not provide funding or procurement of publishers'/vendors' curricula and materials.

Submission Due Date:

Interested individuals must submit a letter of interest, and the completed technical reports in response to Appendices A, B, C, D and E by **4:00 P.M. on February 23, 2018** Please submit one original copy which shall be identified as such and two copies of the technical report and two copies of the publisher's/vendor's Teacher's Guide to:

Zina Spriggs
Maryland State Department of Education
200 West Baltimore Street,
Baltimore, Maryland 21201

Please direct all questions to Shelley Downs at shelley.downs@maryland.gov

Maryland State Department of Education
RFI
Request for Information

Shipping Instructions:

1. When shipping the materials to MSDE by courier, please use address as follows:
Attention: Zina Spriggs
Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201
2. When hand delivered please use the 6 North Liberty Street entrance of the building with the packages marked as follows:
Attention: Zina Spriggs

Complete this form and return with the technical reports and all other requested information.

VENDOR'S NAME: _____

PRINT

VENDOR'S ADDRESS: _____

VENDOR'S FEDERAL ID # _____

NAME OF AUTHORIZED CONTACT: _____

PRINT

SIGNATORY: _____

TITLE: _____

TELEPHONE NO: _____

E-MAIL ADDRESS: _____

DATE: _____

Maryland State Department of Education
RFI
Request for Information

**Comprehensive/Individual Curricula-Infants and Toddlers
Procedure for Claiming Submitted Materials**

Name of Publisher/Vendor: _____

Name of Curriculum: _____

Ages: _____

Name of Vendor's Contact: _____

Contact's Email: _____

Contact's Phone Number: _____

I understand that the curriculum materials submitted for review must be claimed between April 24, 2018 and May 23, 2018 or they will be donated/discarded.

Please check one response:

Materials will be claimed between April 24, 2018 and May 23, 2018 Yes _____

Materials will not be claimed and may be donated. Yes _____

Name Title

Signature Date

Email address Telephone Number

To make arrangements for claiming your materials, please contact Shelley Downs, Education Program Specialist, Early Learning Branch at shelley.downs@maryland.gov or 410-767-7835.