



## Request for Proposals (RFP): TECPDS Training Implementation for Early Childhood Professionals in Bexar County

Release Date: June 20, 2025

Proposal Due Date: July 21, 2025

Contact: Tessa Harlin; Tessa.Harlin@EarlyMattersSA.org

### Overview

#### About Early Matters San Antonio

Early Matters San Antonio is a collective impact initiative committed to ensuring every child in our region has access to high-quality early childhood education and care. Through partnerships across education, business, philanthropy, and government, the Early Matters collective drives policy change, promotes workforce investment, and expands access to high-quality programs that support children from birth through age five.

**Our bold promise:** All children in San Antonio have strong early learning and development, creating a powerful future for themselves, their families, and the community.

#### About the Professional Pathways Workgroup

The Professional Pathways Workgroup is one of Early Matters San Antonio's core collaborative bodies focused on strengthening the early childhood workforce. This workgroup brings together educators, trainers, system leaders, and community partners to identify gaps in the professional development pipeline and implement sustainable, data-informed solutions. The group is leading efforts to expand awareness and use of the Texas Early Childhood Professional Development System (TECPDS), streamline credentialing opportunities, and support professional growth across early childhood roles. This training initiative reflects the workgroup's commitment to making high-quality professional learning more accessible, using data to inform policy, and building pathways for the future.

Early Matters San Antonio is seeking proposals from qualified individuals or organizations to develop and implement a targeted training initiative to onboard early childhood educators and administrators onto the Texas Early Childhood Professional Development System (TECPDS). This initiative will focus on



supporting providers in 15 Bexar County zip codes with historically low TECPDS engagement rates, improving equitable access to the professional development system.

## Background

TECPDS serves as a centralized platform for tracking early childhood educator credentials, training hours, and professional growth. While usage has grown, disparities remain across Bexar County. Early Matters' TECPDS Subgroup has identified the need to directly train professionals in underrepresented zip codes to promote equitable workforce development and data quality.

## Scope of Work

Successful proposals will include the following deliverables:

### 1. Training Program Development

- Customize or adapt existing TECPDS training materials into an engaging and mobile-friendly format.
- Create or adapt current TECPDS materials into interactive learning resources for both in-person sessions and asynchronous self-study.
- Ensure materials are accessible to diverse audiences.
- Materials to be reviewed and approved by TECPDS staff for accuracy.

### 2. Training Implementation

- Conduct 15 in-person training sessions across Bexar County.
  - The anticipated/expected number of participants per session is 30 early childhood professionals.
- Sessions must be eligible for clock hours (Admin Core Competencies)
- Schedule sessions with proximity groupings to maximize efficiency.
- Partner with local centers and organizations to host sessions.
- Coordinate incentives for training participants.

### 3. Data & Reporting

- Track participant attendance and engagement using the TECPDS Certificate Generation Tool.
- Track TECPDS usage changes by zip code and role.
- Provide a summary of outcomes and recommendations.

## Budget

The maximum funding available for this project is \$42,500, broken down as follows:



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- Development of resources: \$5,000
- Implementation of 15 trainings: \$500/session = \$7,500
- Incentives and support: \$2,000/training = \$30,000
  - Gift Cards for participants of at least \$50.00 each for in-person sessions
  - The goal of 30 participants per session has been accounted for in the incentive allotment.

## Proposal Requirements

Proposals should be no more than 6 pages and must include:

- Work plan or approach

Experience and qualifications

- Budget or cost breakdown
- Work samples (optional)

Additional Review Focus:

- Feasibility and clarity of approach
- Value for cost
- Relevant experience

## Timeline

- RFP released: June 20, 2025
- Proposals due: July 21, 2025, by 5 pm CT
- Award announced: No later than August 15, 2025
- Contract execution: No later than September 15, 2025
- Project start date: September 15, 2025
- Training implementation: October 2025 – October 2026
- Final report due: November 2026

## Selection Criteria

Proposals will be reviewed based on the following:

- Experience with TECPDS and relevant professional qualifications
- Quality and feasibility of training plan
- Budget alignment and cost-effectiveness



## Selection Process

The selection process will be conducted by a steering committee composed of community members, Professional Pathways Workgroup participants, and Early Matters San Antonio staff who do not have any conflicts of interest. This committee will review all submitted proposals using the criteria outlined above and will make the final selection based on alignment with project goals, feasibility, and potential impact.

## Payment Structure

The total contract amount for this project is up to \$42,500. The first payment of \$5,000 will be issued following the development of training materials and resources. The remaining balance will be distributed in quarterly payments, based on successful progress toward project milestones and submission of status updates and invoices. Payment amounts and schedule will be finalized in the contract agreement.

## Submission Instructions

Submit proposals as a single PDF to: [Tessa.Harlin@EarlyMattersSA.org](mailto:Tessa.Harlin@EarlyMattersSA.org)  
Subject line: RFP Submission – TECPDS Training Project

