

**Middle Georgia Community Action Agency, Inc.**

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November 28, 2023

**Request for Proposal  
Head Start Classroom Support for Instructional Staff**

The Head Start program of the Middle Georgia Community Action Agency, Inc. (MGCAA, Inc.) is requesting proposals from qualified vendors to provide support for the programs instructional staff.

**Background:** As stated by our Head Start Director, “over the course of the last three years, we have seen an increase in severe behaviors, diagnosed Autism; nonverbal and at other levels of the spectrum. Support is needed in order to have strategies to cope with challenging behaviors.”

**Objective:** to provide support and mentoring services to Head Start teachers to ensure effective instructional practices. These services should be based on the domains of the CLASS Assessment system: emotional support, classroom organization, and instructional support. The Head Start program currently has 35 operational classrooms in 16 counties.

**Time frame of service:** January 2024 – May 2024

Please include in your proposal resumes, references, rates and the services that will be rendered.

**The deadline to submit a response is Wednesday December 13<sup>th</sup>, 2023 by 3 o'clock pm.**

Send your information via email to Alma Clay at [aclay@mgcaa.org](mailto:aclay@mgcaa.org). If you have any questions or concerns in regards to this proposal request, please contact Alma Clay via email or at 478-922-4464 ext. 1102