

MARIN COUNTY CHILD CARE COMMISSION
Request for Proposals (RFP)

1. INTRODUCTION

This Request for Proposal is an invitation to qualified individuals to submit proposals to provide consulting services to the Marin County Child Care Commission, the state-mandated local child care planning council for Marin County. This contract is for consultant services; therefore costs shall include all overhead, insurance, wages, and operating costs. The maximum possible contract award is \$30,000. All contracted services are to be completed by October 31st, 2019

2. THE MARIN COUNTY CHILD CARE COMMISSION

The Marin County Child Care Commission, which also serves as the state- mandated local child care planning council, is responsible for conducting an assessment of child care needs at least once every five years and to "prepare a comprehensive countywide plan designed to mobilize public and private resources designed to address identified needs." The Commission's last needs assessment and plan were completed in 2014, covering 2014-2019.

The Child Care Commission is staffed under contract with Marin County Office of Education. The Commission has established a Master Plan Committee to guide the process for creating the Master Plan. However, the Marin County Office of Education is responsible for negotiating and finalizing the contract with the successful bidder.

For more information on the Marin County Child Care Commission, please visit www.marinchildcare.org

3. SCOPE OF WORK AND DELIVERABLES

Scope of Work

The Child Care Commission seeks to hire a consultant to assist the Commission with:

- Reviewing progress on the 2008-2013 and 2014-2019 plan, completing a report on the state of early learning and care for the county.
- Creating the 2020-25 countywide Master Plan based on meaningful engagement of key stakeholders in a common vision for quality child care programming in the County.
- Updating the Commission's 5 Year Strategic Plan.



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Master Plan Development

- a. Maintain regular communication with the Master Plan Committee and Commission staff and meet with them a minimum of four times during timeline of contract.
- b. Facilitate up to three community and stakeholder input sessions and plan up to five focus groups with key informants on needs assessment findings and identified gaps in service.
- c. In consultation with the Child Care Commission Master Plan Committee and staff, update progress made by the community since the last plan.
- d. Develop sections for Master Plan describing current status of child care in Marin County based on stakeholders' analysis of the 2018-2019 Needs Assessment and other information collected through community and stakeholder input sessions and focus groups.
- e. In consultation with the Child Care Commission Needs Assessment and Master Plan Committee and staff, revise objectives and develop indicators to watch and potential strategies relative to 2020-2025.

Plan Writing

- a. Develop draft comprehensive plan and provide it to Master Plan Committee for feedback and editing.
- b. Submit final written comprehensive plan after edit process for electronic access.
- c. Develop and produce print ready executive summary.

Strategic Plan

- a. Maintain regular communication with the Executive Committee and Commission staff and meet with them a minimum of two times during timeline of contract.
- b. Facilitate up to two commission meetings on the strategic plan.
- c. In consultation with the Child Care Commission Executive Committee and staff, develop commission's strategic plan including general goals, objectives, measurable outcomes, and indicators to watch and potential strategies relative to 2020-2025.

Deliverables

1. A report on the state of early learning and care in the county based on needs assessment data analysis
2. Community outreach and engagement plan
3. Notes and conclusions from community outreach and engagement implementation
4. Final written comprehensive 2020-2025 countywide master plan for web and print ready with executive summary for distribution
5. Commission's 2020-2025 strategic plan



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CONTRACTOR REQUIREMENTS

Desirable applicants will possess the following characteristics:

1. Background in community or county-wide planning
2. Experience in data collection, survey research, policy and data analysis
3. Expertise in the use of *Equity and Empowerment Lens* in planning and decision-making
4. Knowledge of early childhood resources, funding streams and program models
5. Experience in facilitating meetings, input sessions, focus groups, and interviews
6. Ability to work with diverse groups of people
7. Capacity to draft and finalize high quality written reports

Preference will be given to applicants with knowledge of and experience working in early learning and care and/or Marin County.

PROPOSAL FORMAT

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. The proposal shall be limited to six pages maximum not including attachments. Please do not use fonts smaller than 11 pt. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

A. EXECUTIVE SUMMARY

This part of the response to the RFP should be limited to a brief narrative summarizing the proposal. Contact information should include a valid e-mail address and daytime telephone number.

B. SCOPE OF SERVICES

Please provide detailed information on how you will provide the services discussed in the scope of work and required deliverables.

C. BACKGROUND

Please provide the following information:

- Detailed description of any current and previous work with child care or early care and education planning, research or evaluation that qualifies you to perform this task.
- One sample of each of the following:
 - a. A written summary of a data analysis completed for a previously developed plan



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- b. A sample executive summary of a previously developed plan

D. CLIENT REFERENCES

Please provide at least three business references. The names and phone numbers for each reference must be listed.

E. COST PROPOSAL

Proposers should submit an estimate of project costs. The proposal should include a budget with complete budget detail.

SUBMISSION REQUIREMENTS

Proposals must be received by email no later than 5:00 pm on **Friday, May 3rd** to:

Ericka Omena Erickson, Coordinator
Marin County Child Care Commission
Marin County Office of Education
eerickson@marinschools.org

QUESTIONS REGARDING RFP

Vendors should submit questions in writing by e-mail. Email subject line should read: QUESTION REGARDING CHILD CARE COMMISSION RFP.

Send all inquiries to:

Ericka Omena Erickson
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