Early Care and Education (ECE) Workforce Policy Project

Request for Qualifications
Information Meeting
Thursday, October 23, 2008

ECE Workforce Development Initiative

• ECE Workforce Development Initiative:
  ✓ The ECE Workforce Development Initiative addresses the challenges facing the ECE workforce in LA County.

• Initiative Components:
  ✓ Family, Friends, and Neighbors
  ✓ High School Recruitment Program
  ✓ Public Education
  ✓ ECE Workforce Policy Project

First 5 LA

• First 5 LA

• Next Five Strategic Plan (FY 2004-2009)
  Goal areas:
  ✓ Early Learning
  ✓ Health
  ✓ Safety

• First 5 LA Policy Agenda

ECE Workforce Challenges

• Shortfall of close to 58,000 ECE infant and preschool spaces
• Supply of the ECE workforce will need to increase by 4,480 new child care providers annually
• Low salaries, high turnover and an aging ECE workforce threaten the future availability and quality of child care services
• Cultural and linguistic diversity
ECE Workforce Barriers

- ECE providers often face barriers in acquiring career development services
- ECE providers are required to navigate through an array of organizations and service delivery points to meet their career development needs
- Career development support services exist in a “fragmented” system

ECE Workforce Policy Project (RFQ, page 4)

- Policy Project consists of 3 inter-related strategies:
  - Career Development Demonstration Collaboratives
  - Access to Higher Education and Training Policy Workgroup
  - ECE Workforce Sustainability Policy Workgroup

- Project will be implemented in 5 Geographic Areas:
  - All 3 strategies will be implemented in 5 geographic areas
  - Through the 5 geographic areas the Project will address a range of needs that may vary within different environments in LA County

ECE Workforce Policy Project

- Focuses on “system change”
- Coordinate with and build on existing efforts
- Goal: increase the training and education levels, supply & diversity of the ECE workforce
- Full spectrum of ECE workforce
- System: easily accessible, “seamless,” and added-value
- Sustainability: Compensation & Retention
- Policy Project utilizes a policy approach

Project Strategies Implemented in the 5 Geographic Areas (RFQ, page 5)
Contractor & Project Participant Roles

- Contractor:
  - Neutral facilitator
  - Provide expertise and information/research

- Project Participants:
  - Role of “Participants”
  - Key stakeholders

- Contractor cannot be a “Participant”

Career Development Demonstration Collaborative Outcomes (RFQ, page 6)

- Collaboratives will achieve following outcomes in the 5 geographic areas:
  - Increased awareness of ECE career development opportunities by current and potential ECE providers
  - Improvement in deepening ECE knowledge by current and potential ECE providers
  - Reduced systemic barriers for current and potential ECE providers in accessing ECE career development opportunities
  - Increased access to, and use of, career development opportunities by current and potential ECE providers
  - Improvement in ECE career advancement by current and potential ECE providers
  - Increase in training and education levels of the ECE workforce

Career Development Demonstration Collaboratives (RFQ, page 5-7)

- Collaborative Participants (RFQ, page 6)
- Objectives: (RFQ, page 5)
  - Identifying ECE career development services system
  - Identifying the ideal ECE career development services system
  - Identifying the causes of gaps in the ECE career development services system
  - Assessing current ECE career development system assets
  - Identifying the ECE career development policies and practices to address gaps
  - Testing policies and practices to improve the ECE career development services system

- Web based ECE career development services: (RFQ, page 7)
  - Tested by Collaboratives
  - Coordinate with and build on existing efforts

Access to Higher Education & Training Policy Workgroup (RFQ, page 7-8)

- Policy Workgroup Participants
- Create county wide vision for improving access to ECE career development opportunities
- Identify and influence needed policy changes
Access to Higher Education & Training Policy Workgroup (RFQ, page 8)

• Access Policy Workgroup will achieve the following outcomes in the 5 geographic areas:
  ✓ Increased awareness among education and training organizations of the barriers and potential solutions for current and potential ECE providers in LA County to increase their education and training levels
  ✓ Increase in collaborative efforts among education and training organizations in addressing systemic issues related to access to ECE education and training opportunities
  ✓ Reduced systemic barriers for current and potential ECE providers in accessing ECE education and training opportunities by current and potential ECE providers
  ✓ Increase in training and education levels of the ECE workforce

ECE Workforce Sustainability Policy Workgroup Outcomes (RFQ, page 8-9)

• Sustainability Policy Workgroup will achieve the following outcomes in the 5 geographic areas:
  ✓ Increased awareness among key stakeholders of the barriers and potential solutions to sustain the ECE workforce
  ✓ Improvement in compensation and retention for ECE providers
  ✓ Improvement in number and diversity of people entering the ECE field
  ✓ Improvement in retention rate of ECE providers

ECE Workforce Sustainability Policy Workgroup (RFQ, page 8)

• Sustainability Policy Workgroup Participants
• Create county wide vision for increasing the sustainability of the ECE workforce
• Identify and influence needed policy changes

Coordination of the 3 Project Strategies

• Cross participation among the strategies
• 3 strategies will coordinate with and build on one another’s activities
• Coordinate with other existing efforts and First 5 LA investments
Collaboratives and Policy Workgroups Participation

- Resource support
- Commitment:
  - Collaboration
  - Time
  - Staff

Proposal Requirements (RFQ, page 9-13)

- Project Start-Up
- Support the Project’s implementation
- The following Project Deliverables are detailed in the RFQ:
  - Career Development Demonstration Collaboratives (RFQ, page 9)
  - Policy Workgroups (RFQ, page 9)
  - Logistical Support for Project Meetings (RFQ, page 10)
  - Written Materials and support (RFQ, page 10)
  - Evaluation (RFQ, page 10)
  - Project Administration (RFQ, page 10)

Eligibility and Contractor Qualifications (RFQ, page 12-13)

- Complete list of Qualifications are listed in the RFQ, examples include:
  - Expertise in facilitating collaborative policy & system change efforts
  - Experience with, and knowledge of, the challenges the ECE workforce faces in accessing ECE career development support services in LA County
  - History of working in lead role with multiple collaboratives involving policy and systems change
  - Expertise in program evaluation
  - Ability and capacity to provide and support administrative and financial management

Terms of Project (RFQ, page 13)

Applicants submitting a Proposal can request up to $5.71 million for up to six years:

- Contractor Staffing and Implementation Costs:
  - Maximum of $3,890,000
- Testing of ECE Career Development Practices:
  - Minimum of $1,130,000
- Meeting Participation Support Costs:
  - Minimum of $190,000
- Web Based Career Development Support Services:
  - A minimum of $210,000
- Evaluation:
  - Costs for similar projects generally have been 5%
Proposal Submission Requirements
(RFQ, page 14)

- Statement of Qualifications & Project Implementation:
  - Cover Letter (RFQ, page 14)
  - Description of Applicant’s Qualifications (RFQ, page 14)
  - Project Implementation Content (RFQ, page 15)
  - Description of Project Implementation (RFQ, page 15)
  - Project Evaluation Plan (RFQ, page 16)

Proposal Submission Requirements
(RFQ, page 15-17)

- Appendix 2: Budget Form
  - Excel document
  - Individual Budget Sheets for each Section
- Budget Instructions Form
- Budget Narrative
- Key Staff and Subcontractor(s) Rate Table:
  - Identifies staff and subcontractor(s) that will perform tasks related to this Project

Proposal Submission Requirements
(RFQ, page 16)

Appendix 1: Scope of Work Form

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities &amp; Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the overall goal of the Project.</td>
<td>List specific tasks and subtasks required to achieve the objectives.</td>
<td>Identify the staff, consultants, and subcontractors responsible.</td>
<td>Indicate the start and end period.</td>
<td>Indicate the product(s) or deliverables resulting from each task.</td>
</tr>
</tbody>
</table>

Review Process and Criteria
(RFQ, page 19-20)

- Review Process
- Review Criteria
Appendices (RFQ, page 23)

- Appendices:
  - Appendix 1: Scope of Work Form
  - Appendix 2: Budget Form, Budget Instruction Form, & Sample Budget Narrative
  - Appendix 3: Key Staff and Subcontractor(s) Rates Table
  - Appendix 4: Sample Memorandum of Understanding
  - Appendix 5: Agency Involvement in Litigation and Contract Compliance Difficulties Form
  - Appendix 6: Contractor Signature Authorization Form
  - Appendix 7: Sample Board Resolution
  - Appendix 8: Sample Contractor
- Include attachment of Resumes or Curriculum Vitae for Key Staff & Subcontractor(s)

Submission Requirements (RFQ, page 17)

- Proposal Format
- Do not bind the proposal material
- 1 Original & 7 copies
- Include 1 digital version of the full Proposal including all Appendices and Attachments on Compact Disc

Timeline (RFQ, page 1)

- November 7, 2008: Last Day to Submit Questions
- November 21, 2008: Proposal due by 5:00 p.m. at First 5 LA
- Week of December 8, 2008: Interview for Selected Applicants
- Week of December 15, 2008: Notification of Final Decisions
- February 27, 2009: Contract Begins

Proposal Due

- November 21, 2008 by 5:00 p.m.
- First 5 LA Website:
  - www.first5la.org
  - FAQ’s – Check website
- QUESTIONS?