Child Care Alliance of Los Angeles
Request for Proposals

California Early Care and Education Workforce Registry Cost Analysis and Cost Model

A. Introduction

The Child Care Alliance of Los Angeles (CCALA), the administrator of The California Early Care and Education Workforce Registry, announces its intent to seek proposals from organizations or individuals for a Cost Model Analysis of the operations of the Registry.

The purpose of the Cost Model is to document currently funding streams that support Registry operations and data system, how these funds are used, and predict projected cost of optimal operation of the Registry and a proposed funding model for doing so. There are two distinct components to this analysis: the current financing of the Registry data system RegistryOne; and the proposed cost model for successful and sustainable operations.

B. Background

The California Early Care and Education Workforce Registry (CA ECE Registry) is a critical component of the state's integrated data infrastructure and early childhood professional development system. The Registry is a secure web-based data system that tracks the education, professional development, and experience of the ECE workforce and promotes professionalism and workforce quality to positively impact children.

Early childhood workforce registries have existed across the United States for nearly thirty years. There are currently 44 registries accross the country and a National Workforce Registry Alliance to support registry implementation and emerging practices. A state supported and integrated registry for the ECE workforce has been strongly recommended for California by various state reports and policy papers[1][2][3][4][5][6].

California successfully launched and developed the CA ECE Workforce Registry in 2012, utilizing a combination of local and private foundation funding, and has made significant progress in integrating and aligning with state systems and reaching those working with and on behalf of California's children. In 2017, the Registry received substantial funding for

[1] California Assembly Blue Ribbon Commission on Early Care and Education. 2019. "Draft Summary of Recommendations." https://speaker.asmdc.org/sites/speaker.asmdc.org/files/pdf/BRC-All%20Draft%20Sections%203.11.19.pdf.

[2] Austin, Lea J.E. et al. 2018. *California's ECE Workforce: What We Know Now and the Data Deficit That Remains*. Berkeley, CA: Center for the Study of Child Care Employment.

[3] McClean, Caitlin. 2018. "Missing Information Hampers Policymaking for Young Children." *Words on the Workforce*. Center for the Study of Child Care Employment. http://cscce.berkeley.edu/missing-information-hampers-policymaking-for-young-children/.

[4] Karoly, Lynn. 2012. *A Golden Opportunity: Advancing California's Early Care and Education Professional Development System*. Santa Monica, CA: RAND Corporation.

[5] First 5 California & California Department of Education. 2016. Transforming the Workforce for Children Birth through Age 8: Implementation Plan for the State of California.

[6] King, Carlise et al. 2018. *2018 State of Early Childhood Data Systems*. https://www.ecedata.org/2018-state-of-early-childhood-data-systems/. The Early Childhood Data Collaborative.

statewide expansion from First 5 California and continues to be funded with additional local and private sources. At this time sustainable funding is needed to embed the Registry in the bigger vision for integrated data systems within California.

The CA ECE Registry currently has over 107,000 members of the ECE workforce and is operating across all counties in California. It is the primary source of verified data about California's ECE workforce, its professional preparation and professional development and is a critical component of the data infrastructure for California. The Registry has over one hundred professional development organizations that utilize the Training Module and Calendar to market and track training and verify attendance of the ECE workforce. Additionally, the CA ECE Registry has 24 Data Sharing Agreements with counties across the state. The CA ECE Registry is integrated with and supports staff qualification and professional development verification, processing, tracking, and reporting, of quality and workforce development investments including Quality Counts California, a joint program of First 5 CA and the California Department of Education Workforce Pathways Grants.

To prepare for ongoing and full state-wide integration, the Registry office seeks to develop a comprehensive cost-model for Registry operations. This will lay the groundwork for Registry funders and stakeholders for statewide planning and data vision/systems strategies.

C. Schedule of Activities

The anticipated timeline for the Request for Proposal phase is as follows:

ACTIVITIES	DATE
RFP Released	3/9/21
Deadline for submission of written questions or requests for clarification	3/16/21
Proposals Due	3/30/21
Proposal Review	Proposals will be reviewed on a rolling basis throughout the application process.
Notifications of Acceptance/Rejection	4/9/21

D. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Contractors should use this description when designing their proposed projects. However, contractors may suggest modifications and/or additions that will, in their estimation, make the program more feasible or effective. The description below outlines the key project elements and services the selected vendor(s) will provide.

E. Description of Project

As part of CCALA's Scope of Work for this Cost Model, CCALA is tasked with developing and implementing a cost model tool that will used to predict costs associated with operating a statewide California Early Care and Education Workforce Registry to look at longer term sustainability of the project based on historical analysis and emerging partners and technologies. Selected contractors will work closely with the Registry Director for scope of work. The amount available for this project is $25,000. The final project is anticipated to be delivered by June 18, 2021.

CCALA is looking for consultants that can deliver the following products:
1. Cost analysis for the development and implementation and ongoing costs of a registry platform and recommended platforms.
2. An excel based cost model tool with various inputs based on current and emerging needs
3. User Guide for tool use
4. Memos documenting progress and summary of work completed

F. Submission Guidelines and Required Documents

a. Proposal (not to exceed 6-pages)
   1. Registry software cost analysis
   2. Cost Module Tool (Excel format)
   3. Cost Module Tool User Guide
   4. Memos
b. Budget (Up to $25,000) (Excel format)
c. Work Plan Timeline (1 page)
d. Statement of Experience (not to exceed two pages): Describe the length of time and experiences that the applicant has been actively involved in work relevant to early childhood education and cost modeling. Explain how these experiences relate to the applicant having significant knowledge and expertise in the areas listed.
   - Role of Consultant: Provide up to 2 examples of prior cost model development experiences, explaining the scope of work and timeline from development to completion.
e. Résumé(s) of consultant(s)
f. References: A minimum of two references, including current phone numbers and e-mail addresses, who hired the applicant to develop cost models and fiscal analysis related to the early care and education field.

Failure to submit all required attachments will be considered an incomplete application and may result in disqualification from the process. To respond to this RFP, please complete and submit your on-line application and all required documents to CCALA no later than 5:00 pm Pacific Standard Time on March 30, 2021. Applications received after this deadline will not be considered.

G. Terms of the RFP

CCALA reserves the right to reject all applications and re-solicit for this RFP. Failure to comply with application requirements shall be grounds for disqualification.

CCALA shall not be liable for any costs incurred in connection with an applicant's preparation of an application in response to this RFP. Any cover letters, narrative, resumes,

and curriculum vita, including attached materials, submitted in response to this RFP shall become CCALA's property and subject to public disclosure.

The applicant may not submit a proposal with services to be completed by a subcontractor.

The applicant agrees that, by applying, the applicant authorizes CCALA to verify any or all information and/or references submitted in the application.

All materials developed as a result of this RFP may be released and available to the public.

H. Selection Process and Review Criteria

CCALA will review the applicants based on the following multi-phase review process:

Phase 1:
CCALA will review all applications for completeness and minimum requirements. Basic requirements include timely receipt of application, submission of all required attachments, etc. Applications with omissions of any required documentation are subject to disqualification.

Phase 2:
Applicants that pass Phase 1 review will proceed to Phase 2 review. CCALA reviewers will score applicants using the evaluation rubric below:

Proposal Elements	Point Value
Proposal Description	55
Budget	10
Experience	15
Examples of Previous Work	10
Overall Quality of Submission	10
Total Points	100

I. Submission Requirements

Deadline: March 30, 2021

Proposals must be received by 5:00 pm (Pacific Standard Time) on March 30, 2021. Late submissions will not be considered.

Proposals must be submitted electronically via to Elise Crane at Elise.Crane@ccala.net

Only complete submissions will be reviewed.