

## **Request for Qualifications (RFQ)**

### **1. Timeline for Selection Process**

<b><u>Activity</u></b>	<b><u>Date</u></b>
RFQ Released	April 12, 2021
Application Due	April 30, 2021
Application Review	Applications will be reviewed on a rolling basis throughout the application process.
Notifications of Acceptance/Rejection	May 14, 2021

- 2. Background: The Child Care Alliance of Los Angeles (CCALA)** is a partnership of ten Resource and Referral and Alternative Payment agencies in Los Angeles County. Together, our agencies deliver various resources and services to thousands of families and child care providers. Through our member agencies, CCALA has the ability to reach providers, families and children at a grass-roots level in multiple languages and a strong understanding of their areas’ unique communities. CCALA is the glue that brings together our ten member agencies around: best practices and standardized methods in the child care voucher programs; advocacy on behalf of working parents and their children as well as in making improvements to government systems and programs; and coordination of county-wide services delivered by several or all of the agencies to families and providers in the areas of improving child care quality and well-being of the child. CCALA also manages and maintains the California Early Care and Education Workforce Registry, leads the Child Care Bridge Program, and serve as partner in the Quality Start Los Angeles Program. Visit [www.ccala.net](http://www.ccala.net) for more information.

### **Dual Language Learner Grant**

The Los Angeles Dual Language Learner (DLL) expansion project is comprised of multiple partners collaborating to utilize, adapt, and align existing resources to develop a comprehensive “menu” of training and professional development opportunities for providers, coaches, and families that are available virtually and address COVID19 response needs. This approach will closely align Los Angeles County’s DLL professional development opportunities with family engagement to ensure dual language learning and support is extended to children’s families.

As part of CCALA’s Scope of Work for the LA County Dual Language Learner (DLL) Expansion Grant, CCALA is tasked with: developing and implementing a county-wide family engagement and education workshop series and train-the-trainer model for families and providers in under-resourced communities, including those with high levels of dual language learners ages birth to five years, and those hardest hit by the COVID 19 pandemic. In addition, CCALA will ensure that the local Resource and Referral (R&R) agencies in LA County offer DLL provider trainings through their agencies. To meet

these goals, CCALA will: 1) Develop, deliver, and evaluate a three-part series of family engagement workshops for families of dual language learners. 2) Develop and deliver a Train-the-Trainer curriculum to support early learning providers in facilitating the family workshop series or sharing the content embedded within the workshops to families at center-based and family childcare (FCC) programs. 3) Offer workshops for early educators and providers in English, Spanish, and a third language (TBD). 4) Disseminate information about provider training to local Resource and Referral agencies 5) Coordinate with local R&R agencies to ensure trainings are offered to meet deliverables.

For this RFQ, we are looking for a Project Coordinator Consultant who has the qualifications to lead coordination of CCALA's DLL Scope of Work, with support from CCALA's Program Director and Quality Start Los Angeles (QSLA) Program Manager, which includes the following activities:

- A. Assist with interviewing and hiring all consultants for this project
- B. Develop a thorough understanding of CCALA's Scope of Work and deliverables
- C. Create and maintain an action plan with timelines and ensure all deliverables are met
- D. Work closely with Content Development Consultant, QRIS Program Manager and QRIS Family Education Coordinator to ensure timely and high quality training development.
- E. Coordinate the translation of all training materials
- F. Coordinate the training of all trainers for both direct Family Engagement Workshop content and Train the Trainer Content
- G. Coordinate direct trainings of families offered through the Family Engagement Workshop series, including outreach to designated early learning sites and families, assigning trainers to conduct trainings in preferred languages, and supporting with event logistics (Zoom or in-person)
- H. Coordinate Train-the-Trainer Events for FCCs
- I. Coordinate Train-the-Trainer Events for Centers
- J. Establish methods to ensure all attendance data is collected from FCCs and Centers who offer FE workshops series or materials to families
- K. Purchase and track distribution of books and other determined materials to families and early learning providers who attend FE DLL trainings.
- L. Coordinate with local R&Rs to share information about upcoming Training of Trainer Opportunities for DLL Provider training workshops
- M. Coordinate with local R&Rs to ensure R&Rs offer minimum of 21 trainings to early educators.
- N. Ensure all deliverables are met
- O. Support with data collection and progress reporting requirements, as applicable
- P. Work collaboratively with all partner agencies to ensure alignment of content, information sharing, and goal attainment.

**3. RFQ Overview:** The Child Care Alliance of Los Angeles (CCALA) is seeking qualified consultant applicants to coordinate the planning, development and implementation of CCALA's Scope of Work for the LA County DLL Expansion Grant. The services coordinated and developed through this grant will

support an aligned, systematic, county-wide effort to provide comprehensive, high quality and high impact supports to those supporting and caring for our highest need dual language learners.

**a. Contracted Consultant**

- i. **Project Term:** April 1, 2021 – December 2021 (with possible extension to June, 30, 2022)
- ii. **Total Consultant hours:** Up to 540 hours or approximately 15 hours per week, (with possible extension to June, 30, 2022)
- iii. **Rate of Pay:** Up to \$100 per hour
- iv. **Location:** Virtual/Remote with some in-person meetings if needed and in accordance with the Center for Disease Control (CDC) guidelines and agency policies. Any in-person work would be within Los Angeles County. No travel expenses will be reimbursable.

- 4. Eligibility:** Eligible applicants must demonstrate the qualifications, experience, competency, and ability to successfully lead the coordination of Dual Language Learner grant efforts, as indicated. Applicants must submit their application under their legal name or legal business name (if applicable).

**Qualifications include:**

**a. Education:** Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, education, social work, psychology, public health, or related field.

**b. Experience:** Minimum of 3 years of relevant experience related to project coordination/management and 5 years of relevant experience related to family engagement, dual language learners, early childhood education, and/or professional development and training

**c. Preferred Skills:**

- i. Familiarity with the Los Angeles child care delivery system and childcare provider population.
- ii. Familiarity with Family Engagement and Dual Language Learner best practices and current research
- iii. Strong interpersonal skills including the ability to work effectively with diverse populations
- iv. Effective time management and organizational skills and the ability determine priorities and to work under deadlines with great attention to detail.
- v. Self-motivated, innovative and able to work independently on multiple tasks
- vi. Effective problem solving skills.
- vii. Effective written and verbal communication skills that utilize a strength-based approach
- viii. Strong computer skills, including experience with Microsoft Office Suite, Google Suite, Slack, Zoom, Microsoft Teams, etc.
- ix. Experience and comfort with public speaking and group facilitation, in person and virtually
- x. Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- xi. Ability to be flexible, innovative and adapt to the changing needs of the project.
- xii. Bilingual-reading, writing, speaking in English/Spanish (preferred, but not required)

**d. Desired Competencies:**

- i. **Diversity:** Shows respect and sensitivity for cultural differences, actively works towards equity, access and inclusion in all aspects of work
- ii. **Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically
- iii. **Project Coordination** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Coordinates project team activities

- iv. **Adaptability:** Adapts to changes in the work or work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- v. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives

## 5. Terms of Participation:

- a. **Acceptance of Qualifications does not guarantee a contract with CCALA.** The selected consultant and CCALA staff will negotiate a scope of work and final budget during the contracting process. Any performance or services begun prior to receiving all written approvals by CCALA shall be considered voluntary and are not subject to reimbursement.
- b. Initial contact and on-going correspondence will be done via e-mail. Applicants are responsible for providing a valid e-mail address during the application process and notifying CCALA of any changes during the term of the contract. If a valid e-mail address is not on record, CCALA may determine that the applicant is no longer able to complete the work and cancel the contract.
- c. The term of participation for project is from the time of acceptance through June 30, 2022.
- d. Consultants may withdraw their application at any time by e-mailing a signed letter to CCALA. Accepted consultants are not bound to accept the work solicited by CCALA.
- e. CCALA reserves the right to amend the qualification requirements as needed to best meet the needs of all parties. At CCALA's discretion, consultants may be removed from consideration at any time.

## 6. 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 (Attachment A). Applicants that score 12 points or higher will be considered for contracting.

## 7. Required Documents

Documents required to apply to this RFQ:

- A. On-line Application: [RFQ On-Line Application](#)

**Note:** Documents B-E will be submitted through the RFQ On-line Application link above.

- B. Résumé

- C. Narrative: Please provide a brief narrative (not to exceed two pages) that includes the following information:

- Experience: Describe the length of time and experiences that the applicant has been actively involved in work relevant to the coordination or management of projects related to

early childhood education, dual language learners and/or family engagement. 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 project coordination or management experiences. Provide specific details related to scope of work, methods used, and outcomes for the project under your coordination or management.
- D. **Samples of Work:** Please submit 2 examples of successful project coordination led by the applicant, such as final reports, completed project plans or outlines that detail applicant's role impact/effect/impression on the project(s).
- E. **References:** Please provide at least 2 references, including current phone numbers and e-mail addresses, who hired the applicant to lead project coordination/management of projects related to early education, family engagement, or dual language learners.

Failure to submit all required attachments will be considered an incomplete application and may result in disqualification from the process. In order to respond to this RFQ, please complete and submit your on-line application and all required documents to CCALA no later than **April 30, 2021**. Applications received after this deadline will not be considered.

#### **8. Terms of the RFQ**

CCALA reserves the right to reject all applications and re-solicit for this RFQ. 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 RFQ. Any cover letters, narrative, resumes, and curriculum vita, including attached materials, submitted in response to this RFQ shall become CCALA's property and subject to public disclosure.

The applicant agrees that, by submitting an application, 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 RFQ will be open-source and available to the public.

#### **9. Document Submission**

Only complete submissions will be reviewed. All documents should be submitted through the application link above. If you have any questions about document submission, please contact: Ilyssa Foxx, QSLA Program Manager at [ilyssa.foxx@ccala.net](mailto:ilyssa.foxx@ccala.net).