

1. Timeline for Selection Process

<u>Activity</u>	<u>Date</u>
RFQ Released	November 9, 2021
Application Due	November 24, 2021
Application Review	Applications will be reviewed on a rolling basis throughout the application process.
Notifications of Acceptance/Rejection	December 1, 2021

2. Organization and Project Overview

The Child Care Alliance of Los Angeles

Background

(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 for more information.

California ECE Workforce Registry

Background

In 2012, the California Early Care and Education (ECE) Workforce Registry (herein after referred to as "Registry") began as a pilot in San Francisco and Los Angeles Counties. The Registry is an information system that collects, verifies, and tracks demographic, education, training, and employment data about the ECE workforce. In FY 13-14, First 5 LA established a strategic partnership with the Child Care Alliance of Los Angeles (CCALA) to administer the Registry in Los Angeles County.

Since then, the Registry has become a state, regional and local collaboration designed to track and promote the education, training and experience of the ECE workforce for the purpose of improving professionalism and workforce quality to positively impact children. As of September 2021, there are 116,271 Registry users across California, with 88,131 of those active users.

The Registry provides participants a single location to securely store and access:

- Verified qualifications (e.g., transcripts, permits, and other pertinent documents) that links to their employer (E-Portfolio);
- Professional development opportunities – search and enroll in trainings (Training Calendar);
- Employment opportunities – search for job opportunities in the early learning and care field and contact potential employers (Job Board and Resume Builder);
- Streamlined data used to support participation in programs such as Quality Counts California and Early Learning Workforce Pathway Grants

Since 2017, there have been several initiatives that have led to an increase in Registry profile use, including: the mandate for all California Department of Education-Early Learning and Care Division (CDE-ELCD) funded training vendors to utilize the Registry, and the integration of local Quality Rating and Improvement Systems (QRISs) with the Registry for processing staff qualifications for QRIS Tier Ratings. Currently, 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 and forty professional development organizations and/or projects that utilize the Training Calendar Module to market and track training and verify attendance of the ECE workforce. The Registry is integrated with and supports staff qualification and professional development of workforce development investments for the Early Learning Workforce Pathways Grant and Quality Counts California in over forty counties, including Los Angeles, San Francisco, Santa Clara, Alameda, Nevada, with many other counties in process of integrating local efforts.

For this RFQ, we are looking for a Consultant who has the qualifications to lead analysis and coordination of CCALA’s Registry Data Quality Improvement Plan Scope of Work, with support from CCALA’s Program Manager and Registry Director, which includes the following activities:

The consultant will:

- 1) Obtain orientation to the CA ECE Workforce Registry
- 2) Use previous analysis of the completeness and validity of existing Registry data, and recommendations for improvement (Data Quality Assessment)
- 3) Develop an approach to the Data Quality Improvement Plan
- 4) Develop a Data Quality Improvement Plan
- 5) Implement the Data Quality Improvement Plan
- 6) Develop a mechanism to track progress in implementing the plan
- 7) Memo/Summary that explains the status and next steps

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 Data Quality Improvement Plan. The services coordinated and developed through this grant will support an aligned, systematic, state-wide effort to increase the data quality in the California Early Care & Education Workforce Registry to improve access to critical data for the State, counties, regions, employer, individuals, policy makers and researchers.

- a. **Contracted Consultant**

- i. **Project Term:** December 15, 2021 – May 31, 2022 (with possible extension to June 15, 2022)

- ii. **Not to Exceed:** This solicitation is being issued with a not-to-exceed amount of \$75,000 for the six-month duration of the contract. The Consultant will be required to construct a deliverables-based budget for the six-month period to cover all planned tasks with the contract year.
- iii. **Consultant Rate:** The total composite rate for a Consultant may not exceed \$150 an hour. This means that the total cost of billable hours associated with a contract divided by the total number of hours billed must be equal to or less than \$150. A blended rate is allowable. For example, for a contract totaling \$15,000, a consultant may bill 50 hours for Consultant A at \$200/hour, and 50 hours for Consultant B at \$100/hour, with a total composite rate of \$150/hour (100 total hours divided by \$15,000 in billable hours = \$150/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/Placer County. No travel expenses will be reimbursable.

Eligibility: Eligible applicants must demonstrate the qualifications, experience, competency, and ability to successfully lead the coordination of Data Quality Improvement Plan grant efforts, as indicated. Applicants must submit their application under their legal name or legal business name (if applicable).

Required

Qualifications

- Expertise in analyzing qualitative, quantitative, and administrative data
- Experience in conducting psychometric analysis
- Experience in designing and conducting interviews
- Experience assessing data quality include validity and completeness
- Experience in designing clear and informative user manuals and codebooks for datasets or data systems
- Skilled in MS Excel, Access and other relational database software
- Skilled working with databases and data structures
- Excellent verbal and written communication
- Demonstrated capacity to complete tasks and deliverables, and manage complex data projects
- Knowledgeable about data privacy and confidentiality issues especially in the context of administrative data
- Experience with technology to recommend how data could be captured differently in the Registry (from a software perspective)

Preferred Qualifications

- Familiar with early care and education data and policy issues
- Excellent planning and research skills
- Excellent critical thinking
- Excellent organization skills
- Flexibility, adaptability and integrity

The Consultant must provide a response to this solicitation in order to be considered for the contract. Interested consultants must submit the following:

b. 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

4. 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.

5. 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.

6. Required Documents

Documents required to apply to this RFQ:

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

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

- B. **Proposal Narrative:** The narrative should be single-spaced, 11-point font with 1" margins and should not exceed 3-pages. Information beyond the page limit will not be considered.
- C. **Expertise:** Discuss your knowledge, skills, and experience related to working with data systems, analyzing and assessing data quality, and developing data quality improvement plans. Include 2 brief examples.
- D. **Approach:** Provide a general proposed approach for completing the tasks and accomplishing the objectives of this project.
- E. **Qualifications:** Submission of resume demonstrating required qualifications. Include resumes or curricula vitae for all proposed personnel who will exercise a major role in carrying out project tasks. Resumes must not exceed five (5) pages.
- F. **Budget/Pricing:** Submission of budge/pricing.
- G. **References:** List three (3) current or former references where similar work was performed or accomplished. Please note that CCALA reserves the right to contact references in order to determine fit for the proposed work.

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 **November 24, 2021**. Applications received after this deadline will not be considered.

7. 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.

8. Document Submission

Only complete submissions will be reviewed. All documents should be submitted through the application link above. If you have any questions about or issues with document submission, please contact: Elise Crane, Registry Director at Elise.Crane@ccala.net or Fiona Stewart, Program Director at Fiona.Stewart@ccala.net.