

SCOPE OF WORK

A. Background – Macomb County Planning & Economic Development (MCPED) has been awarded a Regional Child Care Planning Grant to conduct research into the access, affordability and quality of child care in Macomb County. MCPED is one of 16 to receive a Regional Child Care Planning Grant from the [State of Michigan and the Early Childhood Investment Corporation's \(ECIC\) Child Care Innovation Fund](#). The goal of the initiative, to be led by the ECIC in partnership with the Michigan Department of Education and the Michigan Economic Development Corporation, is to bring together regional coalitions to understand child care facilities and workforce needs and develop a plan that meets the needs and preferences of working families. Ultimately, it hopes to address Michigan's pressing need for high-quality, affordable child care.

B. Objective - To build a robust regional coalition and understand the capacity and quality of the current child care system, the child care preferences of parents, and the needs of the business community in Macomb County. With this understanding, we will need to determine the barriers to increasing access, affordability, and quality, along with the policy, funding, and programs that can be used to overcome these barriers. To assist with this grant, MCPED is seeking to onboard a consultant that has expertise in the childcare sector.

C. Description of Activities -

Activity 1 - **Convene:** Engage and convene community partners

Activity 2 - **Assess regional child care needs**, focusing on the child care needs of working families

Activity 3 - **Understand municipal policies** that positively and negatively impact child care business start-up

Activity 4 - **Establish a baseline** inventory of the regions:

- i. existing for-profit and non-profit child care businesses
- ii. the current facilities and workforce needs of these businesses
- iii. the early care and education workforce and their talent development needs
- iv. existing building stock useable/licensable for child care facilities

Activity 5 - **Develop a regional action plan**, inclusive of how the Coalition will plan for, support and launch child care sites, including how the Coalition proposes to capitalize on ARPA funds, currently available for facilities improvements

Activity 6 - **Implement the regional action plan.**

Performance Date:

Start Date: April __, 2023 End Date: Dec 31, 2023 with an option to extend to June 30, 2024

Services to Be Performed:

The MC4 consultant will:

- A. Lead the Macomb County Child Care Coalition. This includes facilitating quarterly meetings, gathering data research and survey results, conducting focus group sessions (if necessary) and formulating recommendations for the action plan. The coalition will work together to assess and address the needs in child care as well as how the availability of licensed daycare is influencing the workforce needs in the county.
- B. Assist in the creation of two surveys to be distributed to the following:
 - The first survey will be focused on the child care providers and the issues faced with maintaining their business.
 - The second survey will be distributed to employers in Macomb County to discover how the access to local child care services is affecting their workforce.
- C. Along with MCPED, hold meeting/s with local municipality planners to discuss current zoning ordinances for operation of new child care facilities whether in the home or at a location. Goal is to understand and compile all of the various zoning regulations and seek out best practices.
- D. Through MCPED GIS mapping team, the MC4 consultant will obtain information regarding specific communities of need, based on population, daycare deserts in the county, zoning regulations for various communities and land use that could attract potential new daycare sites.
- E. The consultant along with the MC4 Coalition will create a final report and action plan based on a combination of survey results, coalition quarterly meetings, GIS data, local municipality zoning information and any additional information obtained through the program period. This action plan will guide economic developers, workforce development and planning groups within Macomb County to grow opportunities for day care facilities and help fulfill daycare positions with a workforce pipeline.

Deliverables to Be Provided by consultant and proposed deadlines:

- Conduct first coalition meeting in Spring 2023
- Assist MCPED with coalition member reimbursement process and forms
- Create a “participation form” to be signed by each member of the coalition regarding willingness to participate and role. To be distributed at first coalition meeting
- Assess coalition after first meeting to determine if additional members should be added. If determined, additional members would attend the second coalition meeting.

- Successfully complete and distribute surveys by Jun 30, 2023
- Report survey finding and GIS data to coalition by Jul 30, 2023
- Meet with local planners to discuss zoning ordinances by May 30, 2023
- Compile local municipality rules/regulations, along with GIS data to coalition by July 30, 2023
- Share model ordinance with local communities which would include a model zoning ordinance that communities can adopt.
- Identify local workforce programs and credentials available for local high school students, college bound and continuing education students.
- Creation of final report and action plan
- Implementation of action plan (Jan-Jun 2024)

RFQ Submittal Requirements

Consultants interested in providing these services must prepare and submit a Proposal that includes:

1. Cover Letter - The cover letter is to be signed by a contractor or an officer of the firm authorized to execute a contract.
2. Consultant Team Qualifications - This section shall describe the areas of expertise on the consultant team including current permanent staff and the types of services that the lead and any supportive team members can provide and have demonstrated experience in facilitating coalitions to include daycare operators, municipal clients, and economic development entities, etc.
3. Key Personnel - Include a proposed project management structure. Identify the key contact for the project and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications, and experience. A meeting facilitator shall be included as part of the project team. Include resumes for all key individuals.
4. Project Understanding Approach - A concise description of project understanding, work approach and methodology will be identified.
5. Project Schedule - Propose a general timeline for completion for the strategy including start date, milestones, and target date of completion.
6. Project Experience and References - Provide brief descriptions of project management experience and provide 3 professional references (name, business, phone and email)
7. Price proposal for consulting fees, broken down into a monthly amount. Please roll any cost of travel, per diem, and technology needs into the monthly fee as we are not able to directly reimburse these costs.

Deadline and Delivery - One (1) digital copy of the proposal shall be submitted to Jennifer Weot at jennifer.weot@macombgov.org

The deadline for submission of qualifications is Wednesday, April 5, 2023 at 5PM EST. Proposals received after 5PM EST on April 5, 2023 will not be accepted.

RFP Questions and Clarifications

To ensure consistent response and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to Jennifer Weot at jennifer.weot@macombgov.org. No questions will be accepted after 5:00 p.m. on Mar 31, 2023 .

Payment Terms:

This is a firm, fixed contract not to exceed \$35,000 for the 2023 calendar year with an option to extend the contract in 2024, not to exceed \$20,000. Payments will be made monthly unless otherwise agreed.