

**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT**

**HEAD START & EARLY HEAD START
ONGOING MONITORING, TRAINING & TECHNICAL
ASSISTANCE FOR REGULATORY COMPLIANCE**

Request for Interest (RFI) # 735:

The Community Services Bureau (CSB) of the Contra Costa County Employment and Human Services Department (EHSD) seeks an individual to provide comprehensive ongoing monitoring, training and technical assistance on regulatory compliance to the Head Start and Early Head Start Delegate Agency and Child Care Partner Programs.

Funding:

EHSD will award up to one (1) standard contract to the selected individual. Selected individual will be expected to provide approximately twenty-five (25) hours per week of direct monitoring, training and technical assistance with no one contract exceeding \$95,000. The contract term will be for twelve (12) months for the contract period tentatively scheduled to begin March 17, 2022 through March 16, 2023.

Purpose:

To provide ongoing monitoring, training and technical assistance to the Head Start and Early Head Start Delegate Agency and Childcare Partners to assist CSB in achieving regulatory compliance with the Head Start Program Performance Standards and the Head Start Act of 2007 with particular emphasis on Program Governance, Fiscal Management, and Human Resources, and Health and Safety.

Expected Outcomes:

CSB's Head Start and Early Head Start Delegate Agency and Childcare Partners will be supported by early identification of any systems and programmatic issues and will receive timely and responsive training and technical assistance to ensure that compliance with the Head Start regulations is achieved and maintained.

Qualifications:

Minimum qualifications to be considered for a contract under this RFI include:

- Demonstrated experience in working for/with Head Start and Early Head Start in an administrative capacity with competency in conducting ongoing monitoring, training

and technical assistance based on the Head Start Performance Standards and the Head Start Act of 2007.

- Valid California Driver's license.
- Current fingerprints, tuberculosis screening, flu shot, and fully vaccinated for CoVID19.

Insurance and License Required. Valid Class C California Drivers License and automobile with proof of automobile liability insurance is required for countywide work.

Selection Criteria:

Candidates' submission packets will be reviewed by a selection panel. Candidates will be selected for interviews based on submissions and then be contacted for an oral interview. Selection shall be based upon the following elements:

Education	50%
Experience	50%

Submission Requirements:

If interested, respondents must submit:

- Cover letter, résumé, and three professional references.

Submissions must include the bidder's e-mail address and contact phone number. Emailed submissions must show **RFI #735** in the Subject line. Email attachments must be in MS Word, MS Excel, and/or PDF file formats.

How to Apply:

Please electronically submit documentation specified under **Submission Requirements** to contractbid@ehsd.cccounty.us; please note RFI # 735 in subject line.

For US Mail submission send to:

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI # 735**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 608-4969

FAX: (925) 313-1517

E-mail: contractbid@ehsd.cccounty.us; please note RFI # 735 in subject line.

DEADLINE: No later than 5:00 p.m., Monday, January 31, 2022

Please note that responses will not be returned, and postmarks will not be accepted. If you plan to hand deliver your response, please note that the building is open to the public 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday.