



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

Request for Interest (RFI) 759

Amended as of March 10th and Extended to March 31, 2023

EARLY CARE & EDUCATION WORKFORCE STIPENDS

Contra Costa County Employment and Human Services Department (EHSD), Community Services Bureau (CSB), announces a **Request for Interest (RFI) 759** to determine interest from qualified Community Based Organizations (CBO) in providing Measure X funding to the early care and education (ECE) workforce. This RFI is a preliminary step to assist EHSD in determining potential interest in the capacity to disburse stipends in an effort to incentivize retention and sustainability of early care and education (ECE) workforce in Contra Costa County using Measure X funding. If interest is limited to only one CBO, the competitive bidding process may be waived pursuant to Contra Costa County Administrative Bulletin No. 613.0. Pending the results of this RFI, the County may negotiate a contract, may publish a Request for Proposal (RFP) solicitation should there be multiple responses from the community, or take no further action.

This RFI is not in itself an offer of work nor does it commit Contra Costa County EHSD to fund any proposals submitted. The County is not liable for any costs incurred in the preparation or research of proposals. Respondents may be asked to participate in an interview. Please note, there are no guaranteed number of referrals being sent nor requested for services under this RFI.

Contra Costa County Employment and Human Services Department (EHSD) is soliciting proposals for a third-party contractor(s) to administer and disburse ECE stipends. The goal of the contract is to incentivize workforce in ECE to further bridge the gap of community's needs for high quality childcare and early care and education.

CSB is currently seeking interest from qualified, licensed CBO(s) that are able to provide the following requirements:

1. Demonstrate recent direct experience with operating licensed childcare centers or close partnership with other programs in California as per the California Community Care licensing program.
2. Knowledgeable in early childhood education programs for children 0-5 years of age, which operate by State and/or Federal funding.
3. Knowledgeable, qualified staff members that serve the needs of a diverse client population.
4. Adequate internal controls and personnel to provide the program services and monitoring requested within this RFI.



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5. A capacity for collaboration and interagency coordination.

The County is requesting the following information from CBO(s) that wish to respond to the RFI:

1. **Introduction Cover Letter** – The introduction/cover letter must be on CBO’s letterhead and include:
 - a. CBO’s full legal name
 - b. Type of entity (public/private, for profit/nonprofit)
 - c. Name and title of the individual authorized to make representations for the CBO
 - d. CBO’s mailing address
 - e. Contact individual’s name, telephone, and email address
2. **Licensing** – Provide evidence of licensing per requirements contained in this RFI.
3. **Insurance** – Provide evidence of insurance at the coverage levels required by the County. Following are the insurance requirements: Liability; Commercial General; Automobile; Workers Comp/Employer Liability; Professional Liability.
 - a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under the Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor’s insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of the Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.
 - b. **Workers’ Compensation.** Contractor must provide workers’ compensation insurance coverage for its employees.



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- c. **Employee Dishonesty Bond.** Contractor shall provide an Employee Dishonesty Bond with a minimum limit of \$50,000.
- d. **Child Accident and Health Insurance.** Contractor shall provide Child Accident and Health Insurance for each child served under the Contract.
- e. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of the Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of the Contract, then Contractor must provide (a) current certificate(s) of insurance.
- f. **Additional Insurance Provisions.** No later than five (5) days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by the Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by the Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under the Contract.

Deadline for Submission of Letter of Request for Interest

In order to be considered as a Respondent for this RFI, interested parties must submit the completed Letter of Request for Interest including requested documentation above, not to exceed twelve (12) pages (including attachments), along with the Respondent's name, title, email address and contact phone number by the deadline of **no later than 5:00 p.m. Friday, March 31st, 2023** to: contractbid@ehsd.cccounty.us. Email should include "RFI 759 Letter of Request for Interest" in the subject line. Email attachments must be in MS Word, MS Excel, and/or PDF file format.

Contact (RFI Process only): Contra Costa County, EHSD Contracts Unit
Telephone: (925) 608-4969 (for any questions related to submitting the Letter of Request for Interest)
E-mail: contractbid@ehsd.cccounty.us
Website: <https://ehsd.org/overview/contracting-opportunities/>



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Responses must be received no later than 5:00 p.m. Friday, **March 31st, 2023** without exception. Please note that responses will not be returned and late deliveries will NOT be accepted.

EHSD will notify those who submitted a RFI response submission within the next business day of the RFI submission deadline. If you do not receive an acknowledgement receipt, call the EHSD Contract Bid phone number at (925) 608-4969.

Once you have submitted your request, you must call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your submission.

County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.

The RFI process may be cancelled at any time without written notice.

Restriction and Disclosure

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT.

This RFI does not constitute a solicitation for contracting and should not be construed as a RFP or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the property of Contra Costa County.

Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Letters of Request for Interest and accompanied documents will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Respondents should be aware that EHSD is required by law to make its records available for public inspection and copying, with certain exceptions. (See California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

EHSD will not notify Respondent of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by the Respondent as confidential or proprietary. If EHSD receives a request for release of such



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previously marked and identified confidential or proprietary information, EHSD will notify the Respondent of such request to allow the Respondent to challenge such request consistent with applicable law.