



Orange County Association for the
Education of Young Children

**REQUEST FOR QUALIFICATIONS
FOR CONSULTANT SERVICES**

FEBRUARY, 2021

SUMMARY	The Orange County Association for the Education of Young Children is seeking qualified individuals or organizations with experience in the early childhood development and learning field to provide specialized training and technical assistance to various early care and education providers through cohort trainings and to create a support toolkit for programs struggling amid the Coronavirus pandemic.
SUBJECT MATTER EXPERTISE	<ul style="list-style-type: none"> ● Small Business Management ● Project Management ● Community Engagement Support ● Evaluation ● Diversity, Equity, and Inclusion ● Professional Development ● Language Translation
KEY DATES	<ul style="list-style-type: none"> ● Request for Qualifications (RFQ) and instructions for submittal will be available on OCAEYC's website – February 22, 2021 ● Final date to submit questions on the RFQ – February 26, 2021 by 3:00 pm ● DUE DATE FOR SUBMISSION OF APPLICATIONS – March 5, 2021 by 3:00 pm ● Anticipated approval by OCAEYC of selected consultants – March 19, 2021
QUESTIONS	<p>All questions and requests for additional information regarding this RFQ must be received via email to: ocaeyc@pretendcity.org no later than February 26, 2021 by 3:00pm.</p> <p>This will be the only opportunity to ask questions regarding the RFQ and submittal process.</p>
INSTRUCTIONS	The Request for Qualifications and instructions for submittal will be available on the OCAEYC website www.ocaeyc.com
SUBMITTAL OF APPLICATIONS	<p>All SUBMITTALS MUST BE RECEIVED BY March 5, 2021, AT 3:00 PM</p> <ul style="list-style-type: none"> ● Submissions will only be accepted via email to: ocaeyc@pretendcity.org ● Submittals must include: 2) Cover Letter, 3) Qualifications, and 4) Reference. ● OCAEYC reserves the right to reject any or all applications submitted.

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I. GENERAL INFORMATION

A. Description of OCAEYC

OCAEYC is a critical part of the early childhood education system in Orange County. We work with our partners to make sure you have access to quality training and information, a professional and social network of early educators, and local savings and services. Most of all, we are working to create a community of leaders that will keep you connected, inspired, and supported. Thank you for nurturing and educating Orange County's youngest children. The work that you do is extremely critical to the future of this community.

B. Consultant Scope of Work

OCAEYC received funding from Community Action Partnership of Orange County to provide support to providers struggling amid the COVID-19 crisis. This support will include a series of workshops focusing on small business support for Family Child Care providers, as well as small private and faith based programs. In addition, coordination of Community of Practice sessions with the Orange County Department of Education and materials and stipend support from First 5 Orange County will supplement the project.

OCAEYC is seeking qualified individuals and/or firms (hereinafter referred to as "Applicants") in the subject matter areas as defined herein. Applicants may submit proposals for the workshop series, or technical assistance liaison, or both providing a brief description of the topics to be offered and support systems they feel would best support the work.

Scope of Work entails:

- Multiple workshop series presentations via zoom platform
AND/OR
- Technical Assistance Liaison to provide one on one and group support to providers via email or phone

Applicants who are awarded the contract may be requested to provide planning, project review, and/or development recommendations regarding the project. The specific consultant scope of work will be determined with OCAEYC in the creation of the agreement.

C. Selection Process

OCAEYC will select a consultant or firm based on availability and expertise in the specific scope and nature of the proposed project and issued a contract for the specific project. OCAEYC is not obligated to contract with any or all of the qualified applicants.

II. SUBMISSION INSTRUCTIONS

A. Submission Format / Acknowledgement of Receipt

- Each page must be on 8.5 x 1 inch paper, single spaced, 12 point font size, with one inch margins on all sides.

- Submission of all pages of the application document as a single PDF document is strongly encouraged.
- OCAEYC is not responsible for late or non-delivery of submissions. Late or non-responsive submissions will be rejected without consideration.
- All submissions received will be provided a receipt by emailed confirmation. If you do not receive an emailed confirmation, or you wish to call and verify receipt, you may contact OCAEYC at ocaeyc@pretendcity.org

B. Contents of Submission

All Applicants should submit only one (1) response to this RFQ.

Required documents to be submitted in response to this RFQ are:

1. **Cover Letter** – provide a cover letter, signed by the Applicant, briefly summarizing Applicant’s qualifications and the consulting services being offered; include the requested hourly rate, or rate of compensation for deliverable based services, based on the proposed services to be provided; and include any questions or concerns you may have regarding general requirements as described below. If you are aware of, or are concerned about, a possible conflict of interest, please disclose it in your application submission.
2. **Qualifications** – Applicants should provide a resume, curriculum vitae, or statement of firm qualifications outlining relevant work and/or consulting history, education, publications, prior projects, etc. Qualifications should demonstrate experience relevant to the consulting services being submitted.
3. **Reference** – provide a reference narrative for the project. Narratives should describe previous client engagements and be no more than four (4) pages total:
 - a. Project Title
 - b. Client/Agency Name
 - c. Description of the Project, including your role, and any deliverables and/or outcomes of the Project
 - d. Contact Person – This should be the person who serves or served as the lead project manager for your client. You are responsible for securing your client’s permission to be contacted as a reference. Must include name, title, phone number and email.
 - e. Dates of Project (include start and end dates)

C. First 5 Orange County reserves the right to retain all applications submitted. Submission of applications indicates acceptance by the individual of the conditions contained in this RFQ and will be confirmed in contracts between OCAEYC and qualified individuals.

D. During the review process, OCAEYC reserves the right, where it may serve OCAEYC’s best interest, to request additional information or clarification from individuals, or to allow correction of errors or omissions.

III. GENERAL REQUIREMENTS

A. Contract – OCAEYC will develop a contract based on its usual and customary terms and conditions incorporating the requirements outlined in the RFQ document and the responses of the qualified applicant(s).

B. Non-Resident Tax Withholding – Please note that OCAEYC is required to comply with all State laws and regulations related to non-resident withholding pursuant to California Revenue and

Taxation Code Section 18662 which requires 7% of all payments exceeding applicable amount in a calendar year to be withheld and sent to the California Franchise Tax Board. Nonresident payees include corporations, limited liability companies, partnerships, and individuals that do not have a permanent place of business in California.

- C. Additional Services** - The general service requirements outlined above describe the minimum work to be accomplished. During initial contract negotiations and any subsequent negotiations for contract renewals, the scope of service may be modified and refined based on the needs of OCAEYC.
- D. Undue Influence** – The firm declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of OCAEYC in connection with the award or terms of any contract that will be executed as a result of award of this RFQ, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of OCAEYC will receive compensation, directly or indirectly, from Applicant, or from any officer, employee or agent of the firm, in connection with the award of any contract or any work to be conducted as a result of an ensuing contract. A violation of this provision shall be a material breach of any contract entered into, entitling OCAEYC to any and all remedies at law or in equity.
- E. Submittal Preparation Expenses** –OCAEYC shall not be liable for any expenses incurred by the Applicant in the preparation or submission of its applications, and such expenses shall not be reimbursed under a resulting contract.
- F. Insurance Requirements** –*The insurance requirements for standard OCAEYC contracts are set forth below, including coverage amounts, types of coverage, and policy requirements. The insurance requirements for specific contracts may be adjusted at time of contract negotiations based on the scope of services to be provided.*
- *Comprehensive General Liability Insurance for bodily injury (including death) and property damage which provides not less than \$1,000,000 combined single limit per occurrence and not less than \$2,000,000 annual aggregate.*
 - *Comprehensive Automobile Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than \$1,000,000 combined single limit per occurrence applicable to all owned, non-owned and hired vehicles/watercraft, \$1,000,000 annual aggregate.*
 - *Workers' Compensation Insurance for all employees engaged in project services with the California statutory amount of \$1,000,000 per accident (only if the Applicant is a firm with employees).*
 - *Employers' Liability Coverage of not less than \$1,000,000 per occurrence for all employees engaged in project services or operations (only if the Applicant is a firm with employees).*
 - *Professional Liability of not less than \$1,000,000 for professional licensed staff engaged in project services or operations (only if the Applicant will provide a service which requires a professional license).*

G. Conflict of Interest

A conflict of interest exists when a consultant has the opportunity to advance or protect his/her own interest, or the interests of others with whom he/she has a relationship, in a way that is detrimental or potentially harmful for the integrity or fundamental mission of OCAEYC or renders the Consultant unable, or potentially unable, to provide impartial assistance or advice. Consultants will be required to disclose potential conflicts of interest as soon as it becomes known to him/her, or prior to engaging in any services to a OCAEYC-funded project, whichever comes first. Even the perception of a conflict of interest must be avoided and may require the restriction of the consultant's scope of work or may give rise to the disqualification of a consultant from providing further services on behalf of OCAEYC in a particular area of expertise. OCAEYC staff shall consult with legal counsel regarding potential conflicts of interest at the earliest opportunity. Remedies may include, but not be limited to, removing the consultant from any decision making, limiting the consultant's exposure to the decision-making process, and other means as available to avoid the conflict of interest.

- H. **Cancellation of RFQ** – OCAEYC may cancel or withdraw this RFQ at any time without prior notice.
- I. **Compliance with Laws** - All Applications submitted in response to this RFQ shall comply with current federal, state, and other applicable laws related thereto.
- J. **Severability** - If any provisions or portion of any provision of this RFQ are held invalid, illegal or unenforceable, they shall be severed from the RFQ and the remaining provisions shall be valid and enforceable.