



EARLY
CHILDHOOD
OC

**EARLY CHILDHOOD OC CONSULTANT
REQUEST FOR APPLICATIONS (RFA)**

RELEASE DATE: January 14, 2022

I. **TIMELINE FOR SELECTION PROCESS¹**

ACTIVITY	DATE
RFA Released	January 26, 2022
Application Due	February 9, 2022
Interviews	February 14-18, 2022
Consultant Selected	February 18, 2022
Estimated Consultant Start Date	March 1, 2022

In order to respond to this Request for Applications (RFA), the proposer must submit all required documents via e-mail to barry.ross@stjoe.org. It is the proposer's responsibility to verify submission prior to the deadline. ECOC and Charitable Ventures will not be responsible for any technical problems or submission failure. **Failure to submit ALL required documents may constitute an incomplete proposal and may be grounds for disqualification.**

Questions and requests for additional information must be submitted in writing to:

Barry Ross, Co-Chair
barry.ross@stjoe.org

¹ Note: Dates are subject to change at ECOC's discretion.

II. Organization Background

Early Childhood OC is an organization dedicated to promoting the Early Childhood Policy Framework across sectors to ensure Orange County attains economic and social benefits by prioritizing children and families. The framework is based on the belief that Orange County prospers when its children are valued, nurtured, healthy and thriving, and when the systems involving young children and their families are functioning well. Since local and countywide policies and practices can impact the strength and quality of a child's relationships and environments, the Early Childhood Policy Framework was developed to provide a common language to improve coordination and serve as a 'north star' to guide planning and decision making. We are fiscally sponsored by Charitable Ventures which provides fiscal, human resources, and program support.

The Early Childhood OC Steering Committee is seeking a consultant with deep experience to promote the Early Childhood Policy Framework, to engage broadly with the Orange County community, and to facilitate and manage the work of a steering committee and working committees: communication and engagement, resource development, and policy and advocacy. The Consultant will be working directly with the Steering Committee and other working committees to support the achievement of desired deliverables. Current committees include:

Steering Committee
Communications and Outreach Committee
Policy Committee
Fund Development Committee

III. Scope of Work

The Consultant scope of work consists of the following primary activities:

- 1) ***Outreach and Engagement of Potential Partners:*** The Consultant will be asked to:
 - a. Work with the Outreach and Communication Committee
 - b. Identify and communicate with organizations that are currently not engaged in the Framework, to encourage them to align with the Framework.
 - c. Give presentations to potential partners (individuals and groups).
 - d. Support the fulfillment of the Early Childhood OC Equity Statement, including recruiting partner organizations represented and led by people of color.
- 2) ***Revenue Development and Budget Management:*** The Consultant will be asked to:
 - a. Work with the Resource Development Committee
 - b. Support the pursuit of up to \$350,000 annually over a 3-year period funding, through development of a case statement, writing grants (or coordinating grant writing), administering the organizational membership program, and promoting individual giving.
 - c. Work with partners to expand the funding for early childhood programs in Orange County.

- 3) ***Policy & Advocacy:*** The Consultant will be asked to:
 - a. Work with the Policy and Advocacy Committee
 - b. Advance awareness of the Framework and early childhood issues for effecting policy change with elected officials and County administration.
 - c. Develop content for advocacy pieces
- 4) ***Contract and Grant Management:*** The Consultant will be asked to:
 - a. Report to the Steering Committee on the successful achievement of contract deliverables
 - b. Submit reports to funders.
 - c. Work with fiscal sponsor to submit invoices for payment
- 5) ***Meeting Convening and Facilitation.*** The Consultant will be asked to:
 - a. Schedule and facilitate all formal meetings of the Organization, including the full Committee and all working committees.

IV. DESIRED QUALIFICATIONS

A successful Consultant will be well-connected in the Orange County, CA community with a background and passion for the importance of Early childhood, and an understanding of early childhood systems. A track record of working in the nonprofit environment and managing and organizing multiple projects and work groups is critical.

V. CONTRACT TERMS

The contract term is anticipated to end 06/30/2022 and can be renewed dependent upon available funding and successful completion of deliverables. This will be a time and materials contract, with a maximum payment obligation of and an expectation of no more than \$90 per hour, with an anticipation of 50-80 hours of work per month.

VI. SELECTION PROCESS AND REVIEW CRITERIA

The ECOC Steering Committee will conduct the interview and selection process.

VII. REQUIRED DOCUMENTS

Please submit the following documents to barry.ross@stjoe.org as one PDF file for consideration:

1. **Cover Letter**
2. **Application Narrative**
3. **List of Current and Past Clients**
4. **Resume or Curriculum Vitae**

Cover Letter

Included one page cover letter with description of how your qualifications meet the requirements for the consulting services being requested.

Charitable Ventures Contractor Questionnaire

Fully complete the attached Charitable Ventures Contractor Questionnaire. Include proposed hourly rate and hours would be available to provide services.

Application Narrative

Complete a one-to-three-page narrative that addresses the following:

1. Describe your experience in providing similar services to those being requested including project administration, resource development, and public policy advocacy (see Part [...]).
2. Describe your current relationships with early childhood policy makers and advocates, early childhood philanthropists, and other key stakeholders for ECOC.
3. Indicate your approach to providing the services including working effectively with the ECOC Steering Committee, ECOC partner organizations, community members, and other ECOC stakeholders.

List of Current and Past Clients

Include a robust list of current and past clients for whom you have conducted similar work.

Resume or Curriculum Vitae

Include your most recent resume or curriculum vitae.

XI. CONTRACTUAL CONSIDERATIONS

Upon selection by the ECOC Steering Committee, the successful proposer must formally engage with Charitable Ventures as an approved contractor, providing a signed W9 and submitting appropriate paperwork to set up payment terms.