



Request for Information

Child Care Operators Interested in Collaborating with Affordable Housing Developers



August 19, 2025

RFI KEY ACTIVITIES, DATES, AND TIMELINES

A. Timeline of Activities

- Release of RFI and instructions for submittal will be available on First 5 Orange County's website: <https://first5oc.org/> – September 2, 2025
RFI Office Hours to support you with completing the application – September 19 and September 22, 2025. The meeting will be held via Zoom:

Date: September 19

Time: 2:00pm

Zoom Link: <https://us06web.zoom.us/j/5627166918>

Date: September 22

Time: 6:00pm

Zoom Link: <https://us06web.zoom.us/j/5627166918>

Attendance at the Information Session is not required to submit an RFI.

- Final date to submit questions on the RFI to First5OC@cfcoc.ocgov.com – September 10, 2025 by 3:00 pm.
- Responses to RFI questions posted on First 5 Orange County's website – September, 15, 2025
- **DUE DATE FOR SUBMISSION OF RFI – October 3, 2025 by 3:00 pm. No RFI's will be accepted after this date and time.**
 - *First 5 Orange County may request additional information in the form of writing or in an in-person interview.*
- Notification of next steps based on Agency responses – on or before October 24, 2025.

I. GENERAL INFORMATION

A. Description of First 5 Orange County, Children and Families Commission

The California legislature adopted the California Children and Families Act of 1998, Health and Safety Code Section 130100, et seq. implementing the Children and Families First Initiative passed by the California electorate in November 1998 and establishing the California Children and Families Commission and County Children and Families Commissions.

The Children and Families Commission of Orange County (referred to as "First 5 OC") is responsible for allocating public funding to improve health and educational outcomes for children. Each county commission is required to develop a strategic plan to establish local

priorities to be funded. For more information regarding First 5 Orange County's Strategic Plan, please refer to the following link on First 5 Orange County's website: <https://first5oc.org/>. First 5 Orange County is committed to creating a diverse, equitable, and inclusive working environment and integrating these principles in all our work.

First 5 Orange County has been facilitating discussions amongst Orange County's affordable housing developer community. One key theme has emerged from these discussions -- that a database of child care provider availability, interest, and capacity in working on options for service provision in current and future affordable housing projects would improve the likelihood that affordable housing developers and asset owners would provide child care services onsite. This would in turn help address the current shortage of child care openings and services available, and in close proximity to residences, increasing the number of families that could benefit from those services. ***Many Orange County affordable housing developers are very interested in partnering with qualified child care providers.***

B. Background

First 5 OC is interested in developing and maintaining a list of qualified and interested Child care Providers so that it can be provided to affordable housing developers and providers.

Affordable child care services that are accessible to local residents and community members living in or near affordable housing communities is a priority for First 5 OC. Child care services have long been important resources used by working parents as it allows them to focus on their careers, potentially leading to more rapid career advancements and increased financial security, with 70 percent of families citing employment as the major reason to seek child care.¹ As with most industries, the COVID-19 pandemic served to dramatically disrupt this sector leading to a number of closures, impacts to enrollment and rising costs of child care services which has exacerbated already existing issues within the sector, namely a significant lack of available programs and services, especially in disadvantaged or vulnerable communities, as well as rising costs.

Child care is often a particularly difficult challenge for inhabitants of affordable housing, who often work non-standard 9-5 schedules and often lack personal vehicles. One potentially powerful strategy is locating child care facilities – whether Center- or Home-based – within affordable housing developments. Integrating child care facilities into affordable housing developments has the potential to create jobs in affordable housing communities. Inside and outside of affordable housing, many grandparents, other relatives and family friends already provide informal childcare services; with the right resources they can turn this into a small business opportunity.

C. Who are the Right Type of Applicants? Preferred Qualifications:

The following qualifications are highly desirable for the proposing child care operator to demonstrate in responding to this RFI:

¹ https://rrnetwork.org/assets/general-files/Orange_2023-01-25-043436_qjir.pdf

- a) Child Care Service Provider/Operator with capacity and interest in partnering with affordable housing developers in the provision of child care services at or near affordable housing communities in Orange County.
- b) Proposing operator does not necessarily need to be currently providing child care services in an affordable housing facility. Those providers, in a position to expand services to new venues, who want to or aspire to provide such services are welcomed to propose.
- c) Proposing operator is a licensed Child Care provider either; private “for-profit”, 501(c)(3) nonprofit agency, school district, Local Education Agency (LEA) or a public agency currently operating state and/or federally-funded Early Care and Education (ECE) program(s) in Orange County.
- d) Experience and qualifications commensurate with running a facility similar in scale /or size to affordable housing developments.
- e) Demonstrated successful child care facility operation (all day or after school), Head Start, or CCTR program within the past two (2) years.
- f) Managing a budget for child care with braided funding streams including subsidized, private-pay and other funding sources.

If you have questions about whether or not you are the right fit for this RFI, please contact us at Cristina.Blevins@cfcoc.ocgov.com:

D. Intent – Request for Information (RFI)

The purpose of this Request for Information (RFI) by First 5 Orange County is to gain a more comprehensive understanding of child care operators that have the capacity to expand and that are interested in developing programs and services in partnership with Orange County’s affordable housing developers and asset owners. This RFI is meant to act as an information gathering tool in order to better understand the child care landscape in Orange County as it pertains to affordable housing communities, with an emphasis on:

- Identifying child care operators that are already providing services in affordable housing communities
- Identifying other child care operators that have the capacity to expand into affordable housing communities
- Gauging the readiness and interest in growing the pool of child care operators interested in this opportunity
- Learning more about which child care operators see this as a compelling opportunity, along with their major strengths and unique positions, readiness and interest in serving community members seeking childcare services in or around affordable housing projects in Orange County.
- Developing a list that can be provided to affordable housing developers for their proposal development?

This RFI is specific to increased provision of child care services at or in close proximity to existing or planned affordable housing communities. Child care providers that take vouchers and are open to expanding in partnership with affordable housing developers are welcomed to submit a response. The information gained through this RFI will inform First 5 on the current child care landscape and environment in and around Orange County affordable housing developments, including the current availability of programs and services, as well as provide guidance on best practices and how to leverage resources to

improve existing services and programs. This ongoing strategy may include information gathering, funding, technical assistance, convening, and collaborating with other agencies.

First 5 Orange County intends to share the database of successful applicants with affordable housing developers and asset owners once finalized.

However, submittal of an RFI does not obligate First 5 Orange County or any affordable housing providers to contract with your agency. Over the course of the next few months, it is the intent of First 5 Orange County staff to follow up with each applicant (method of contact to be determined but may be a site visit, phone call or virtual communication, email, or in-person meeting). These follow up meetings are designed to further cultivate and curate information.

To encourage a fair process, individual telephonic consultations will not be accepted. Applicants may either submit questions in writing prior to the Information Session and/or attend the Information Session. It is anticipated that responses to the questions emailed will be posted on the First 5 Orange County website, <https://first5oc.org/>, by September 15, 2025.

Attendance at the Information Session is not required to submit an RFI. First 5 Orange County may request additional information in the form of writing or in an in-person interview.

III. RFI SUBMITTAL REQUIREMENTS

B. Instructions for Submission

The complete RFI submittal package must include:

- A. Cover Letter (Limited to 1 page).** The cover letter must include Organization's name, and the lead person's name, title, and contact information. The cover letter must be signed by the corporate officer who has the authority to act on behalf of, and bind, the Organization.
- B. RFI Responses** in the tables should be Arial 9-point font size and limited to 50 words. Narrative responses should be Arial 11-point font size and limited to 100 words.
- C.** The RFI shall be saved as a single PDF and submitted electronically to First5OC@cfcoc.ocgov.com no later than October 3, 2025 by 3:00 pm (Pacific Time). Any RFI's submitted after this date and time will be automatically rejected.

Attachment 1 – Tables and Narrative Questions

Please fill out the information on the following tables and narrative questions for your own organization and any partners you might anticipate. If a column or question is not applicable to your organization, enter N/A. The font size for responses in the table should be Arial 9-point font size and limited to 50 words. Narrative responses should be Arial 11-point font size and limited to 100 words.

Lead Agency Name: _____

Table 1: Organizational Information

Full Company Name	Mailing Address	Email Address	Phone Number	Website URL	Primary Contact Information	Valid Address in Orange County for Operations/ Daily Business (Y/N)?	Private For-Profit Applicants: IRS Status / Number of Years in Operation	501(c)(3) or Public agency Applicants: Most Recent 990 and Number of Years in Operation	License Number

Attachment 1 – Tables and Narrative Questions

Narrative Questions (Limit each response to 100 words or less):

1. Please summarize your organization's mission statement, teaching methodology, philosophy, and learning environment principles.
2. Please share the number of children currently enrolled and their age groups (infant/toddler (0-2), 3-4, 5+) and describe your staffing ratios in each age group category. A chart format to respond to this question is acceptable.
3. If you are interested in expanding to other age groups, please explain.
4. Describe your recruitment policies and protocols and how you manage a wait list of clients.
5. Describe your agency's engagement and collaboration with key stakeholders such as parents, non-profits, and governmental agencies.
6. Is there any other information you would like First 5 Orange County and affordable housing developers to know as it relates to staffing, funding, or capacity for a specific program or for your agency overall? This might include your recruitment and retention plan for staffing needs and the amount of administrative support that would be included.
7. Please summarize any formal partnerships and/or contracts with other organizations such as school districts, community organizations or and/or grantor organizations.
8. Please provide three (3) references from entities your organization has collaborated with in the past. Collaborators include but are not limited to cities, counties, hospitals, health care providers, employers, schools. affordable housing advocates, community groups, and economic development agencies.

Attachment 1 – Tables and Narrative Questions

Table 2: Qualifications and Experience

Program Name	Current Annual Operating Budget	Number of Full-Time and Part-Time Staff	Number of Children Served on Annual Basis	Total Capacity or Total Available Spaces Annually?	Age Range of Children Typically Served	Estimated Annual Fees/Tuition	Any additional services provided	Is this location a Child Care Center? (Y/N)	Is this location a Family Child Care Home (Private residence) (Y/N)?

Attachment 1 – Tables and Narrative Questions

Narrative Questions (Limit each response to 100 words or less):

1. Provide a clear and detailed narrative of the organization's experience in the child care sector, including the specific services at affordable housing projects or similar settings. Include current operational successes as well as examples of other relevant projects.
2. Describe staff qualifications and competencies. Describe briefly why your organization would be a good fit for affordable housing projects.
3. Please provide the range of costs for services. Is there only an annual/monthly fee/tuition? Any additional services with additional costs?
4. List any subsidized programs that could be accepted as part of the program. If subsidized programs could be accepted, what percentage of overall enrollment do they typically account for?

Attachment 1 – Tables and Narrative Questions

Table 3: Demographics & Populations Served (Limit each response to 50 words)

Program Name	Target Population	Culturally Appropriate for Which Populations	Demographic Breakdown of Participants	Special Population Served	Geographic Coverage (list cities)	Linkages to other Resources?	Additional Comments

- **Narrative Questions. Please answer Yes/No and if Yes, please describe your approach. (Limit responses to 100 words or less):**
 1. Does your agency have experience serving historically marginalized populations in culturally appropriate, respectful, and empathetic ways? Please describe your approach.
 2. Does your agency focus on specific populations such as families with substance use disorder (SUD), autism, other special needs, involvement in the child welfare system, etc.?
 3. Does your agency currently support families that are currently houseless?
 4. How does your agency tailor messages to different populations your agency serves (not a one size fits all)?
 5. Is there any other information you would like us to know as it relates to demographics and populations served by your agency?

RFI Submission Checklist

1. Prepare Your Cover Letter

- Include:
 - Organization's name
 - Lead contact person's name, title, phone, and email
 - Signature of a corporate officer with authority to commit the organization
- **Limit:** 1 page

2. Complete Section A & B

- Focus on **Tables + Short Narrative Responses**
- Stick to the required format:
 - **Tables:** Arial 9 pt, max **50 words per field**
 - **Narratives:** Arial 11 pt, max **100–500 words per question**

Here's what you'll need to fill out:

Section A: Organizational Details

Table 1: Organization Info

- Contact & address info
- Type of license + years operating
- IRS or nonprofit status

Narrative Questions

- Mission, teaching approach, age groups, staffing ratios
- Interest in expanding services
- Waitlist process
- Partnerships, references, and collaboration

Section B: Qualifications & Experience

Table 2: Program Overview

- Staff count, number of children served
- Capacity, fees, services offered
- Type of facility (Center or Home-based)

Narrative Questions

- Experience with affordable housing or similar environments
 - Staff qualifications & community strengths
 - Service cost models
 - Subsidies accepted
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Section C: Demographics & Communities Served

Table 3: Populations Served

- Target groups, cultural tailoring, geographic areas
- Special populations and external linkages

Narrative Questions (Yes/No + short explanation)

- Culturally appropriate practices
 - Experience with specific needs (SUD, autism, houselessness)
 - Communication and messaging strategies
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Submission Steps

- Combine all parts into **a single PDF**
 - Email to **First5OC@cfcoc.ocgov.com**
 - **Deadline passed for original date**, but review and prep may still support future opportunities or updates
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