



REQUEST FOR APPLICATIONS (RFA) CAPACITY BUILDING PARTNERS

Important Events	Location/Method	Date/Time
Request for Applications (RFA) Release Date	https://www.mo.childcareaware.org/about/partner-agencies/	May 5, 2021
Pre-Bid Q&A Meeting	https://www.youtube.com/watch?v=ecQy9OQZRAo	May 12, 2021 1:00 p.m.
Application Due	Submit online through CCAMO website https://www.mo.childcareaware.org/about/partner-agencies/	July 2, 2021, 11:59 pm
Application Review	You will receive an email if application has been selected for further review and interview.	July 5-9, 2021
Notification of Award	You will receive an email if application has been chosen as Capacity Building Partner.	July 15, 2021
Signed contract due to Child Care Aware® of Missouri	Send to: Carissa Figgins, Assistant Chief of Community Impact Carissa@mo.childcareaware.org (PDF or photo image accepted)	Within 10 days of receiving your contract from Child Care Aware® of Missouri
Service period begins	n/a	Date of contract award July 15, 2021 through June 30, 2022
Service period ends	n/a	June 30, 2022 with potential for one (1) year renewal (July 1, 2022-June 30, 2023, contingent upon CCAMO being awarded the contract)

Contact Information

Child Care Aware® of Missouri
Carissa Figgins, Assistant Chief of Community Impact
carissa@mo.childcareaware.org



INTRODUCTION

Child Care Aware® of Missouri (CCAMO) is contracted with the State of Missouri Department of Social Services, Children’s Division, Early Childhood and Prevention Services Section through our Child Care Resource, Referral, and Training contract to provide capacity building services including education and outreach to families, child care programs, civic and business leaders, and communities on child care, parenting, and related topics (“Capacity Building”).

To ensure these services are equitably delivered across the state, CCAMO partners with quality, capable organizations to assist with service delivery as an extension of CCAMO. This RFA invites applicants to become one of our partners.

We seek Capacity Building Partners to serve one of ten (10) regions on the Capacity Region Map, which include:

Capacity Building Region	Counties
1	Atchison, Nodaway, Holt, Andrew, Buchanan, Worth, Harrison, Gentry, DeKalb, Daviess, Clinton, Caldwell
2	Mercer, Grundy, Livingston, Putnam, Schuyler, Scotland, Clark, Lewis, Marion, Shelby, Macon, Linn, Sullivan, Adair, Knox
3	Platte, Clay, Ray, Carroll, Saline, Cooper, Pettis, Johnson, Cass, Jackson, Lafayette
4	Charlton, Randolph, Monroe, Ralls, Pike, Lincoln, St. Charles, Warren, Montgomery, Callaway, Boone, Howard, Audrain,
5	Henry, Benton, Morgan, Hickory, Camden, Dallas, Laclede, Moniteau, Cole, Miller, Osage, Maries, Pulaski, Phelps, Crawford
6	St. Louis City, St. Louis County
7	Bates, St. Clair, Polk, Greene, Christian, Taney, Stone, Barry, McDonald, Newton, Jasper, Lawrence, Barton, Dade Version, Cedar
8	Webster, Wright, Texas, Douglas, Ozark, Howell, Dent, Shannon, Oregon, Iron, Reynolds, Carter, Ripley
9	
10	Wayne, Butler, Stoddard, Scott, Mississippi, Dunklin, New Madrid, Pemiscot

Child Care Aware of Missouri Capacity Building Regions



This RFA includes the following sections:

- 1) About CCAMO – Our Mission, Vision, Values and Beliefs
- 2) Overview of What CCAMO Seeks in Our Partners
- 3) Eligibility
- 4) Application Process
- 5) Capacity Building Partnerships – Experience Required, Scope of Work and Compensation
- 6) Additional Terms, Procedures and Guidelines

ABOUT CCAMO – OUR MISSION, VISION, VALUES, AND BELIEFS.

CCAMO expects its partners to embrace and enact our mission, vision, beliefs, and values.

OUR MISSION

To raise the quality of early child care educational experiences in Missouri by improving child care services through training, education, quality standards, coaching, business support, and policy work.

OUR VISION

Every young child receives safe, quality learning experiences.

OUR BELIEFS

- We believe every child deserves a safe, equitable, and quality early childhood education experience which is critical to maximize their future well-being.

- We are a statewide organization serving the early care and education needs of all communities and all people.
- We believe we are called to serve all those in Missouri to the best of our ability and resources.
- We value all voices in the early care and education industry and work to raise and elevate those voices.
- We believe in creating systemic change in the early care and education industry through wage compensation, workforce development and retention.
- We believe the work we do impacts Missouri’s children now and throughout their lives.
- We believe we are a leading voice in the field of early care and education and desire to have strategic partnerships where together we create transformational change at the state and national level.
- We accept, include, and honor people of all races, sexual orientations, gender identities, abilities, religions, and ages.

Our Core Values:

- *Passion* – dedication to the cause that sets our organization apart.
- *Results Driven* - measure our success by what is being accomplished; track our success by outcomes, not inputs or outputs.
- *Thought Leadership* - lead as informed opinion leaders and are trusted sources who move and inspire others.
- *Community Partnerships* - innovative and flexible ways to bring mutual benefits to both partners.
- *Integrity* - the quality of being honest and having strong moral principles and moral authority.
- *Financial Stewardship* - management of processes and internal health to enable those responsible for the organization’s overall performance to execute our strategies.
- *Excellence* - we believe in what we are doing and that the value of what we do warrants the persistent commitment to its betterment.

OVERVIEW OF WHAT CCAMO SEEKS IN OUR PARTNERS.

CCAMO is committed to raising the quality of early childhood educational experiences in Missouri. We seek partners who:

- Embrace and enact our mission, vision, beliefs, and values as an extension of their organization;
- Demonstrate quality, experienced provision of early childhood workforce development and support, business acumen, and community outreach;
- Utilize dedicated staff for a minimum of 5-10 hours each week for CCAMO service delivery;
- Demonstrate capacity building defined as activities to increase the sustainable impact as a continuous improvement strategy whether operationally, programmatically, and/or financially, so CCAMO may more effectively and efficiently advance its mission in their entire region; (excerpted from [A Network Approach to Capacity Building](#));
- Exemplify innovative, solutions-oriented thought leadership;
- Are collaborators willing to serve as a local extension of CCAMO to ensure Missouri’s children have exceptional care.

ELIGIBILITY

WHO IS ELIGIBLE FOR CAPACITY BUILDING PARTNERSHIPS?

Organizations with multi-faceted programming, multiple staff, and a recognized presence in the community (“Organization Applicants”) are eligible to become Capacity Building Partners. Applications from individuals/consultants (“Individual Applicants”) will not be accepted.

CCAMO will select one (1) partner to deliver services in each Capacity Building Region. If your organization’s application is successful, the organization will be awarded one (1) of the regions selected.

APPLICATION PROCESS

All applications must be submitted online through the application link. The RFA cover page has a link to the online application and provides deadlines and other dates related to the application process and contract period. Applications cannot be accepted after the stated deadline.

The application process includes a completed application, letters of recommendation, and an interview via Zoom. By submitting an application, you imply that you have the skills and equipment required to perform the Scope of Work, whether or not those skills and equipment are specifically listed in this RFA.

CCAMO shall not be liable for any costs incurred in preparing/submitting your application.

ACCEPTANCE OF APPLICATIONS

CCAMO will accept all applications properly submitted and responsive to the RFA. We reserve the right to request clarifications or corrections to applications.

WITHDRAWAL OF PROPOSALS

Should you need to withdraw your proposal, please notify CCAMO as early as possible.

REJECTION OF APPLICATIONS

CCAMO reserves the right to accept or reject in whole or in part any application submitted, waive any technicalities, and to accept the application CCAMO considers most advantageous to CCAMO and to the consumers of Capacity Building services. CCAMO, in its sole discretion, shall reject the proposal of any Applicant that it determines to be non-responsive or non-compliant with the RFA instructions. Applicant’s failure to supply additional information by the date requested by CCAMO may constitute grounds for a determination of non-responsiveness.

GUIDELINES FOR APPLICATIONS

Your application must be submitted as instructed on the cover page of this RFA.

The application consists of:

- ***Fillable fields.*** All fields must be completed before the portal will accept the submission of your application.
- ***Narrative sections.***
- ***Document Uploads.*** All documents must be uploaded before the portal will accept the submission of your application. Submitted documents must be in PDF format.

CAPACITY BUILDING PARTNERSHIPS – EXPERIENCE REQUIRED, SCOPE OF WORK, AND COMPENSATION

MINIMUM REQUIREMENTS – ALL CAPACITY BUILDING APPLICANTS. APPLICANTS MUST:

- 1) Provide a narrative describing:
 - a) How the applying organization’s mission demonstrates shared values and beliefs with CCAMO;
 - b) The applying organization’s current community presence and involvement in the entire prescribed region and/or plan for engaging parts of the region where organization will grow impact;
 - c) How the applying organization will specifically deliver services described in the **Scope of Work - Capacity Building Partners**, documenting objectives, strategies, activities, and timelines;
 - d) How the applying organization will demonstrate proof of impact in the prescribed region such as mapping how the applying organization is influencing change, what activities are making a difference, what connections exist between activities and accomplishing the goal; and
 - e) What metrics the applying organization will track.
- 2) Provide the name and resumes of key employees who will deliver services under this RFA. Subcontracting with individuals or other organizations/companies is not permitted.
- 3) Have a supervisor over the delivery of services who holds at least a four (4)-year bachelor’s degree.
- 4) Provide applying organization’s Articles of Incorporation and/or most recent 990.
- 5) Provide applying organization’s Proof of Good Standing with the Missouri Secretary of State.
- 6) Provide a statement that applying organization:
 - a) Has, or will obtain, general business liability insurance; and
 - b) Is willing to add CCAMO as an additional insured if applying organization’s application is accepted.
- 7) Provide a statement of agreement that applying organization will maintain an ongoing collaborative relationship with CCAMO which includes regular and prompt communication to ensure excellence in our Capacity Building program.
- 8) Provide a statement of agreement that all contractors will maintain enrollment and participation in the E-Verify federal work authorization program including:
 - a) Maintaining E-Verify records on all employees who will provide services under this contract,
 - b) Information needed to confirm the person can legally work in the US;
 - c) Information needed to conduct a criminal background check and/or Missouri Family Child Safety Registry (FCSR) evaluation; and/or

- d) Other information (including fingerprints, proof of citizenship or other personal information) as to assess employees, as required by the State of Missouri.
- 9) Provide a list with the addresses of applying organization's Missouri business location(s).
- 10) Provide two (2) letters of recommendation:
 - a) These letters may be from providers, programs, funders, or community/civic leaders that have knowledge or have benefitted from the applying organization's services and further demonstrates relationships throughout the entire prescribed region.
- 11) Provide applying organization's website and social media feeds.

SCOPE OF WORK – CAPACITY BUILDING PARTNERS

As a representation and extension of CCAMO, Capacity Building Partners will, at a minimum, complete these core requirements.

- 1) Submit a Community Impact Plan for community, civic, and family outreach that impacts every county in designated region by August 1, 2021.
- 2) Participate in Capacity Building Partner meetings and trainings
 - a) Every staff person involved in service delivery will participate in one (1) onboarding training and orientation for 1 hour prior to August 1, 2021 with the CCAMO Community Impact Coordinator.
- 3) Participate in twelve (12) monthly Capacity Building Partners Working Meetings for 1 hour each (12 total hours between July 1, 2021-June 30, 2022).
 - a) This should include the supervisor or one additional staff person involved in this service delivery.
- 4) Attend four (4) quarterly Child Care Aware® of Missouri Regional Collaboration Meetings for 1 hour each (4 total hours between July 1, 2021-June 30, 2022).
 - a) This should include the supervisor or one additional staff persona involved in this service delivery.
- 5) Participate in four (4) quarterly individual Community Impact Plan update meetings for 1 hour each (4 total hours between July 1, 2021-June 30, 2022).
 - a) This should include the supervisor AND one additional staff member directly involved in this service delivery.

6) Submit timely reports.

<i>August 1, 2021</i>	<i>January 15, 2022</i>	<i>May 15, 2022</i>
Complete a Community Impact Plan that includes strategies, anticipated timelines, performance indicators expected outcomes and estimated hours spent for each county in the prescribed region on Capacity Building Partners Teams Channel.	Submit a Mid-Year Narrative Report on Community Impact Plan prior to the individual partner mid-year meeting that includes an update on performance indicators on the Capacity Building Partners Teams Channel.	Submit a Year End Community Impact Plan indicating outcomes on the Capacity Building Partners Teams Channel.

7) Spend approximately 20 hours total on these core requirements between July 1, 2021 and June 30, 2022).

8) *Provide technical assistance to existing child care providers for improvement of business practices*

- a) Create and utilize a communication plan with multiple approaches and strategies to regularly communicate with existing child care programs in the entire region to identify needed supplies, services, training, or other resources. Plan should include but not be limited to disseminating state wide messaging related to child care.
- b) Research and distribute resources and information to existing child care programs in the entire prescribed region on grants, loans, and other resources to help support their business; contact can be made via phone, in-person, email, social media, monthly regional child care listening sessions, or other methods appropriate for the region.
- c) Promote all CCAMO programs and resources including but not limited to Show Me Child Care Resources, DSS approved CCAMO trainings, T.E.A.C.H. MISSOURI Scholarship Program, Live 2 Lead, Child Care Aware® of Missouri's CDA Scholarship Project or other meetings or trainings to support existing child care programs in the entire prescribed region for the purpose quality improvement efforts.
- d) Demonstrate child care program support by communicating and/or incentivizing all child care programs in the prescribed region to submit updated Program Information Forms, share knowledge of resources for child care programs such as local and state funding opportunities, licensing codes, and zoning laws.
- e) Encourage and/or incentivize existing child care providers in the entire region to market their child care business to families by updating their program information through the CCAMO child care program database.

- f) Empower child care providers to advocate for early childhood education by providing advocacy and sharing Child Care Aware® of Missouri Action Alerts information through email, social media, or website links.
 - g) Submit monthly reporting to demonstrate deliverables and impact to CCAMO.
 - h) Hours spent on this work will be based on the needs of the prescribed region and determined in conjunction with the Assistant Chief of Community Impact and documented in the Community Impact Plan.
- 9) *Provide family and community outreach as an extension of CCAMO in the entire prescribed region.*
- a) Research and promote family resources, parenting education and engagement opportunities in all counties within the Capacity Building region and utilize a communication plan with multiple approaches and strategies for the purpose of sharing these opportunities and resources.
 - b) Provide specific advocacy outreach to business and civic leaders to encourage their assistance in increasing child care capacity for working families at meetings, trainings, and/or events.
 - c) Build relationships with local economic development offices to better identify connections for child care providers and to educate on the importance of the availability of child care to increase/stabilize the economy.
 - d) Share the child care search platform with the top 5% of major employers in the prescribed region encouraging them to add the link to their internal employee communications.
 - e) Advocate on behalf of child care providers at state and local level meetings, trainings, and/or events. Incorporate feedback from families to inform process improvements.
 - f) Expand partnerships within the prescribed region and implement innovative ways to reach families to ensure families and professionals are working together to support the health and development of young children.
 - g) Direct business and civic leaders to CCAMO for supply and demand data and/or customized data reports created by CCAMO.
 - h) Distribute consumer education and other CCAMO collateral to families, community stakeholders, business leaders, organizations, and other contacts throughout the entire region at events such as conferences, parent/family engagement events, and health systems expos throughout all counties in prescribed regions. Obtain pre-approval on any event costing more than \$250.00 for booth/vendor fees and divide cost for these fees when there is intent to co-brand.
 - 1) If you wish to publish any material (print, video, digital or other format) about the work you perform as a CCAMO partner, you will obtain CCAMO's prior written consent for the

publication; collaborate with CCAMO on the content, form, timing, and other publication details; and credit CCAMO with dual authorship.

- 2) Communicate with the media about the work you perform as a CCAMO partner only with CCAMO's prior written consent and collaboration.
 - i) Update any new county-specific information about available family resources for inclusion in CCAMO's statewide directory at least every other month of the contract year.
 - j) When applicable, connect with the Preschool Development Grant regional hub leader(s) in the prescribed region and engage in systems building/collaboration work.
 - k) Submit monthly reporting through CCAMO.
- i) Hours spent on this work will be based on the needs of the prescribed region and determined in conjunction with the Assistant Chief of Community Impact and documented in the Community Impact Plan.

COMPENSATION – CAPACITY BUILDING PARTNERS

All work in the core section of the contract is to be completed, with each Capacity Building Partner working in conjunction with the Assistant Chief of Community Impact to determine how much time to allocate to each portion of the core contract. Capacity Building Partners will be compensated at a rate of \$45/hour for up to 400 hours between July 15, 2021 and June 30, 2022, not to exceed \$18,000 for the minimum requirements listed in Scope of Work-Capacity Building Partners

ADDITIONAL OPPORTUNITIES FOR INCREASED COMPENSATION FOR EXPANDED SERVICES

Additional opportunities for increased compensation are as follows. These additional activities may be chosen based on the Capacity Building Partners' regional relationships and outreach.

- 1) ***Promote and support child care program start-up or expansion in the prescribed region including but not limited to:***
 - a) Connect child care providers to local or regional resources and programs identified by Capacity Building Partners and CCAMO to aid in start-up or expansion activities.
 - b) Be knowledgeable of resources included in CCAMO's Family Child Care Start-Up Guide. Capacity Building Partners will also identify additional local and regional start up and expansion resources. Emphasis should be placed on family child care.
 - c) Provide information on county specific zoning restrictions, Missouri child care statutes and regulations including but not limited to Mo Rev. Stat 210.201-210.259, 19CSR 30-60.010, 19CSR 30.61-010 and 19CSR 30.62.010.

- d) Work in partnership with the Director of Data and Analysis to analyze the child care landscape and child care deserts within identified regions to target where recruitment should take place as well as to educate and promote child care as an essential need.
- e) Any other identified need or opportunity not specifically stated above that is in alignment with CCAMO's Capacity Building Goals will need prior approval.
- f) Submit monthly reporting through CCAMO.
- g) Hours spent on this work will be based on the needs of the prescribed region and determined in conjunction with the Assistant Chief of Community Impact and documented in the Community Impact Plan.

2) Provide intentional outreach and support to individuals in the community interested in starting a child care program by hosting family child care business start-up meetings including but not limited to:

- a) Identify family child care providers in the region who can be connected to and engaged with CCAMO's Family Child Care Network pilot project.
- b) Create and host informational meetings on CCAMO co-branded templates provided by CCAMO with the purpose of recruiting potential family child care business owners in identified regions.
- c) Invite representatives from other organizations to attend meetings that can provide guidance and information on a variety of startup topics such as licensing regulations, subsidy payments, CACFP, etc.
- d) Distribute start-up materials and resources including local start-up information.
- e) Provide and promote exempt program listing packets to be included CCAMO referral database.
- f) Provide technical assistance to potential providers on the process of child care start-up.
- g) Connect potential providers to start-up grants and available resources.
- h) Track attendees after completion of each presentation and implement an individualized follow up plan for attendees in order to provide technical assistance in the future as needed.
- i) Any other identified need or opportunity not specifically stated above that is in alignment with CCAMO's Capacity Building Goals are highly encouraged and will need prior approval.
- j) Submit monthly reporting through CCAMO.

- k) Hours spent on this work will be based on the needs of the prescribed region and determined in conjunction with the Assistant Chief of Community Impact and documented in the Community Impact Plan.

3) Create and implement an outreach plan to recruit, advance, and retain the early child care and education workforce, including but not limited to:

- a) Find creative mutually beneficial ways to partner with organizations already serving this audience.
- b) Engage in listening sessions with potential employers.
- c) Recognize and celebrate the profession in a manner that best represents each county in the identified region.
- d) Share educational presentations on the CDA Scholarship Project and T.E.A.C.H. MISSOURI for early childhood education departments within local two- or four-year institutions in the prescribed region.
- e) Identify both real and perceived barriers in workforce recruitment and retention in the prescribed region to share at Capacity Building Partners Monthly Working Meetings to work towards possible statewide solutions.
- f) Host CCAMO Show Me Child Care Resources, CDA Scholarship Project and T.E.A.C.H. MISSOURI informational sessions in each county in a prescribed region at least quarterly to assist in recruitment of potential participants.
- g) Host one local Live2Lead session for both child care educators and local business and civic leaders.
- h) Any other identified need or opportunity not specifically stated above that is in alignment with CCAMO's Capacity Building Goals are highly encouraged and will need prior approval.
- i) Submit monthly reporting through CCAMO.
- j) Hours spent on this work will be based on the needs of the prescribed region and determined in conjunction with the Assistant Chief of Community Impact and documented in the Community Impact Plan.

4) Create and implement an outreach plan to business and civic leaders to encourage their assistance in increasing child care capacity for working families including but not limited to:

- a) Direct business and civic leaders to CCAMO for supply and demand data and/or customized data reports.
- b) Host informational sessions with local Chambers of Commerce, Small Business Development Councils, Economic Development Councils, MO Job Centers, etc.

- c) Participate with community planners to represent child care work force development and economic development issues and identify community needs in the prescribed region.
- d) Enhance the entire prescribed region's knowledge of the mission of CCAMO through print and digital media such as webpages and websites, social media, or videos .
- e) Engage new partners, stakeholders, and community leaders to be ambassadors for child care and early learning opportunities for the purposes of resource allocation, outreach, and recruitment.
- f) Any other identified need or opportunity not specifically stated above that is in alignment with CCAMO's Capacity Building Goals are highly encouraged and will need prior approval.
- g) Submit monthly reporting through CCAMO.
- h) Hours spent on this work will be based on the needs of the prescribed region and determined in conjunction with the Assistant Chief of Community Impact and documented in the Community Impact Plan.

COMPENSATION – CAPACITY BUILDING PARTNERS EXPANDED SERVICES

Capacity Building Partners participating in expanded services will be compensated at the rate of \$45/hour for up to 156 hours between July 15, 2021 and June 30,2022, not to exceed \$7000 for the expanded services requirements listed in sections one through four of Additional Opportunities for Expanded Services.

ADDITIONAL TERMS, PROCEDURES AND GUIDELINES

AMBIGUITY, CONFLICT OR OTHER ERRORS IN THE RFA

If you discover any ambiguity, conflict, omission, discrepancy, or other error in the RFA, immediately notify CCAMO in writing at carissa@mo.childcareaware.org and request modification or clarification of the document. If CCAMO deems a modification necessary, CCAMO will post an Amendment to the RFA online.

You are responsible for seeking clarification of any ambiguity, conflict, discrepancy, omission, or other error in the RFA before submitting your application or the issue will be deemed waived.

CCAMO may withdraw this RFA at any time and for any reason, and issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Acceptance of the organization's application does not guarantee a partnership will be awarded.



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CAPACITY BUILDING PARTNERS

The terms of this RFA cannot be changed because of any conversation or communication with CCAMO staff. Any changes to the RFA will be posted online at [\(https://www.mo.childcareaware.org/about/partner-agencies/\)](https://www.mo.childcareaware.org/about/partner-agencies/) as an Amendment to the original RFA.

We appreciate your application and reserve the right to select applicants that best meet our goals and objectives, needs and fiscal constraints.