



Childcare Provider Training Fund (FY 2025)

July 1, 2024 through June 30, 2025

OVERVIEW

Request for Proposal

Missoula County seeks a highly qualified agency to develop and carry out an integrated, cohesive, strategic workplan based on professional standards to provide comprehensive training and support services to early-childhood service providers in Missoula County for the purpose of sustaining and improving the quality of childcare available to Missoula County families.

Fund Description

The Childcare Provider Training Fund is based on the belief that investing in evidence-based, best practice professional development for Missoula's early childhood caregivers in both home and center settings establishes a path for success for children throughout their lifetime. Training and education of childcare providers using a variety of learning opportunities delivered by multiple methods and supported with onsite coaching is paramount. Early-learning childhood curriculum, health and safety, nutrition, inclusion of special needs children, and business management represent some but not all topics addressed by the agency with which the county will contract for services. Demonstrated success in assisting childcare facilities achieve certification of staff and national accreditation will be taken into consideration when selecting a vendor.

Program Period

The program period begins July 1, 2024 and ends June 30, 2025. Funds may not be expended or obligated prior to July 1, 2024.

Funding

The preliminary, projected fiscal year 2025 amount available is \$81,458; however, neither the availability nor amount from the Childcare Provider Training Fund for fiscal year 2025 is guaranteed.

Proposal Deadline

The deadline for submission of a complete proposal is 5 p.m. on Friday, May 24, 2024.

How to Submit

All components of the proposal are to be emailed to county grants administrator Nancy Rittel. The email address to use is nrittel@missoulacounty.us.



PROPOSAL COMPONENTS

The following components comprise a complete proposal package: (A) Cover Letter, (B) Executive Summary, (C) Workplan, (D) Budget Detail Worksheet, (E) Budget Narrative, and (F) Attachments.

(A) COVER LETTER

On agency letterhead, provide a cover letter that includes the agency's name, address, executive director/CEO, and principal contact for this RFP. Also include a general description of the agency including its primary source of business, number of employees, and years of doing business performing childcare provider training services similar to those described within these guidelines.

(B) EXECUTIVE SUMMARY *(2 pages maximum; 1.15 line spacing)*

Summarize the program for which you are seeking funds. Identify the needs that your program will meet. Use specific action items and outcomes. Be clear who will be implementing the program. Be clear who the beneficiaries are. Be clear about what is to be accomplished. Include the amount of funds you are requesting. Be concise but make sure the content can stand on its own if it were to be separated from the rest of the proposal.

(C) WORKPLAN *(no page maximum; single line spacing in preferred table format)*

The Workplan is comprised of Goals, Objectives, and Implementation activities that your agency will follow to accomplish the program for which you are seeking county funds.

The following goals must be included:

Goal 1: Improve quality of childcare businesses by delivering professional development opportunities through a variety of methods to caregivers providing childcare within home and center settings throughout Missoula County.

Goal 2: Ensure professional development is based upon current research grounded in early childhood knowledge concepts and adult learning principles.

Goal 3: Improve the health and safety of children and caregivers in childcare settings, including but not limited to mental/behavioral health and infectious diseases.

Goal 4: Improve business management practices of childcare providers in both home and center settings to ensure providers are knowledgeable about how to effectively run a business.



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Each goal must include:

- **Objectives** (at least two within each goal). Objectives must be quantifiable and measurable. An objective is a specific milestone that is measurable, achievable, realistic, and time-bound. Objectives start with the word “To.”

Each objective must include an implementation plan that includes:

- **Action Steps/Activities** *for each objective*.
- The **Responsible Party** who will carry out each activity (name and title if known).
- The **Timeframe** during which the action step will take place over the course of the fiscal year. Show the quarter during which the activity will take place (**Q1**=July, August, September; **Q2**=October, November, December; **Q3**=January, February, March; **Q4**=April, May, June).

Formatting Suggestion for Workplan

It is strongly recommended to present the Workplan in a table format *for each goal* using the layout below. Such a format keeps the individual goal, its objectives, action steps, responsible party, and timeframe in a concise and easy-to-understand presentation. For example:

GOAL 1: Hawthorne Quilting Guild will reduce the number of children who go to bed cold at night.		
Objective 1: To provide 300 quilts to children in the community.		
Action Steps/Activities	Responsible Party	Timeframe
Purchase 5 bolts of fabric from local quilt shop	Program Manager	Qtr 1
Hold 2-hour sewing sessions once a week for 30 weeks	Sewing Coordinator	Qtr 1-4
Objective 2: To provide 300 pairs of warm sleeping slippers to children in the community.		
Action Steps/Activities	Responsible Party	Timeframe
Order wool sleeping socks from Amazon.	Program Manager	Qtr 1
Distribute to schools, churches, food bank, and other organizations that provide human services.	Volunteers	Qtr 1-4

(D) BUDGET DETAIL WORKSHEET

Complete the Excel Budget Detail Worksheet template. Provide revenue sources and program costs associated with delivering the services described in your proposal. Detailed calculations showing how each program cost is associated with the county funding request must be explained in the Budget Narrative section.



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(E) BUDGET NARRATIVE *(no page maximum; single line spacing)*

The Budget Narrative explains in detail how you arrived at the program costs for which you are seeking county funding. **NOTE:** *It is highly recommended you develop the Budget Narrative before you complete the Budget Detail Worksheet.*

What you'll be including in the Budget Narrative:

- **How the costs were derived.** In other words, show the calculations step by step and the specific figures used to arrive at the final cost for each budget line item.
- **A brief written description** that explains how the funding request will accomplish the goals and objectives included in the Workplan for each budget line item. See this as another opportunity to educate the reviewer about what you are proposing to accomplish.
- **NOTE:** The Program Costs included in the Budget Narrative are for funding through the Childcare Provider Training Fund – not all your sources of funding.
- **The bottom line is that you need to show, in detail, how you arrived at the program costs that are included on the Budget Detail Worksheet.** Do not make the reviewer try and figure out where you got the numbers and how they pertain to your program.

Below is one example of the type of information and layout you will be expected to provide for each budget line item.

EXAMPLE: Salaries & Wages Narrative

Position title: Program Manager

Position FTE and equivalent hours: 1 FTE (equal to 2088 hours per year)

Hourly wage: \$20.00 per hour

FTE portion supported by county: .25 FTE (equal to 522 hours per year)

Amount of county funding for position: \$10,440 (\$20 per hour x 522 hours)

Narrative: The program manager for Fruit-N-Kids oversees a variety of projects that benefit the community. Multiple revenue sources support the manager's position. For the county-funded project, .25 FTE is needed to conduct outreach to generate volunteers to drive to pick up the fruit and distribute it to the elementary school, to work with the school administration for fruit distribution, and to submit the quarterly reports required by the funder.



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(F) ATTACHMENTS

1. **Organizational Chart.**
2. **Board of Directors list** printed on agency letterhead with each director's name, title, and period of service.
3. **Certificate of insurance** with the following included per Missoula County policy:
 - a. Minimum \$1 million per occurrence,
 - b. Minimum \$2 million in the aggregate for general liability coverage plus workers compensation as required by state law,
 - c. If automobiles are used in carrying out the service provided under contract, \$500,000 in auto liability is required,
 - d. Missoula County as an Additional Insured
 - e. Missoula County as a Certificate Holder (address to use: Missoula County; 200 W. Broadway; Missoula, MT 59802)

REVIEW and AWARD PROCESS

The proposal will be reviewed for completeness and responsiveness addressing the purpose of the Childcare Provider Training Fund and other requirements as set forth in this Request for Proposal. In Summer 2024, the preferred agency will receive tentative notice of its selection. During this period, depending upon the anticipated fiscal year 2025 budget, the agency may be requested to submit revisions to its original proposal and budget. Final adoption of Missoula County's fiscal year budget typically occurs in early September after which the process for finalizing the FY25 contract will begin. The contract period will be retroactive to July 1, 2024.

CHECKLIST

Email the following files to nrittel@missoulacounty.us. These files comprise a complete proposal package. NOTE: It is helpful if each filename includes a way to associate the file with the agency. For example: CoverLetter_ABC or ExecutiveSummary_ABC .

<u>PROPOSAL COMPONENT</u>	<u>FORMAT</u>
Cover letter	PDF
Executive Summary	Word
Workplan	Word
Budget Detail Worksheet	Excel
Budget Narrative	Word
Organizational Chart	PDF
Board of Directors list	PDF or Word
Certificate of Insurance	PDF