

Proposed Scope of Work

Napa County received American Rescue Plan Act monies from the U.S. Treasury to provide for public health and economic recovery in response to the COVID-19 pandemic. The Board of Supervisors prioritized community investment into addressing childcare issues. The age range for this project is children ages 0-6. The County is seeking a consultant that will assess the community's needs, resources, and gaps. The Supervisors desire transformative systemic change that benefits residents and employers.

Presumptions indicate there are not enough childcare facilities or employees to work in this field due to:

1. Fixed Costs including:
 - commercial property location
 - zoning and building codes
 - high cost of development,
2. Labor Supply issues including:
 - time and/or cost commitment to train workers,
 - market wage that limits attracting and retaining workers,
 - competition for workers with hospitality and retail sectors, and
 - workforce housing quantity and cost.

Needs Assessment

Consultant shall meet collectively twice and individually with employers, childcare providers, commercial property brokers, workforce and industry partners, education providers, and other stakeholders identified through discussions to substantively identify the concerns with lack of supply of childcare. The expectation is to talk with a cross-section representation for each of the stakeholder groups to adequately reflect size and geographic location factors.

The Consultant will compile, analyze, and synthesize the data gathered to identify trends and opportunities. The needs assessment should include a market analysis reviewing what is already known about this market. The analysis may include geographic details on where the demand for childcare is coming from, and where the market for the supply of childcare exists. This can include zip codes where childcare supply and demand gaps exist. The report should verify whether the presumptions are accurate, and the significance of the contributing factors identified and learned.

Resources Assessment

Many stakeholders have a vested interest in addressing childcare shortfalls and provide a variety of resources to the community. Further, there may be under-utilized and/or untapped resources stakeholders could pursue. The consultant shall identify available and potential resources, assess resource utilization and effectiveness, and determine opportunities for resource coordination and redeployment.

The Consultant will compile, research, and assess the data gathered to determine opportunities. This can include specific government or philanthropic funding opportunities. The report should

capture the current resources and uses, potential resources, and stakeholders' capacity to manage growth.

Gap Assessment

Upon completion of the Needs Assessment and Resources Assessment, Consultant will identify where the systemic gaps exist, assess the magnitude, and determine what resources or actions are needed to address each gap. The analysis should focus on market forces that influence the gap between high childcare demand and low childcare supply including labor supply, fixed costs such as land costs, and building availability.

Qualifications

Share your firm's experience with assessing community issues, engaging community stakeholders, determining critical gaps. Provide 1-2 specific examples with contact information for the client(s). Include resumes of your team members that will work on this project and a proposed fee to complete a preliminary report within 100 days.