



RFQ 2122-05

Financial Management/Accounting Services

The Early Learning Coalition of Orange County (ELCOC) seeks the assistance of a qualified consultant to assist with the provision of early childhood legal counseling/business services to early childhood child care owners, directors, and family child care home providers in our community.

We assume the consultancy will occur between January 25, 2022 and June 30, 2022. Options to continue the consultancy to refine and expand the engagement may extend through June 30, 2023 based on ELCOC need and funding availability.

For more information on ELCOC go to <https://elcoforangecounty.org/>

The specific assistance desired is:

- Provide financial management/accounting services for a maximum of twenty-three early childhood business administrators in support of increasing their ability to implement best business practices considering current/future business trends, changes in tax regulations, and impact on their early childhood business operations.
- A central and key component of these services will be in supporting early childhood business owners in their financial ability to move salaries in their programs toward the \$15/hour requirement in a sustainable manner.
- Identifiable metrics to capture and report legal/business services and common issues, concerns, successes, and relevant needs to further inform ELCOC early childhood business supports.

The ELCOC collaborates with and supports our diverse and culturally rich early childhood community serving Orange County's young children and their families. Applicants familiar with working with early childhood programs and our community's diverse business community are especially encouraged to apply.

Qualified applicants should submit credentials, a brief description of your approach to the above, and proposed bid not later than 12:00 noon January 21, 2021. Submissions should be sent to:

Cindy Jurie

Director of Research and Special Projects
CJurie@elcoc.org

Jamie Lopez

Procurement and Grants Manager
jlopez@elcoc.org

For more detailed information and additional resources please visit:

<https://elcoforangecounty.org/about/procurement/>

NO PHONE CALLS PLEASE.