



RFQ 2122-06

Human Resources Support Services

The Early Learning Coalition of Orange County (ELCOC) seeks the assistance of a qualified consultant to assist with the provision of early childhood human resources support 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 human resources and employment law service supports for early childhood business administrators in support of increasing their ability to implement best business practices in response to current/future business trends, changes in regulations, and impact on their early childhood operations.
- A central and key component of these services will be in supporting early childhood business owners in their ability to recruit and retain early childhood employees in support of quality early childhood business services.
- 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.