



Request for Quotes #2223-05 Early Childhood Preparedness Training Services for 2023 Early Childhood Business Conference

The Early Learning Coalition of Orange County (ELCOC) seeks the assistance of a qualified consultant & trainer to assist with emergency preparedness services, including conference training presentations, to early childhood child care owners, directors, and family child care home providers in our community.

We assume the consultancy will occur on June 10th, 2023. 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 early childhood owners, directors, and family child care home providers with a keynote address providing an overview of key emergency preparedness issues at our 2023 Early Childhood Business Conference, specific to early childhood best practices.
- Develop and provide additional breakout session(s) focused on emergency preparedness safety best practices for the 2023 Early Childhood Business Conference.
- Conference keynote and breakout sessions must be offered in person at a site identified by the ELCOC.
- Presenter(s) must provide training documentation necessary for the ELCOC to submit for Continuing Education Units (CEU), which would include trainer qualifications, objectives for training, training plan, pre/post assessment measures, presentation materials and handouts for participants. Additional metrics to capture and report health and safety services and common issues, concerns, successes, and relevant needs to further inform ELCOC early childhood business services will be consider as an additional benefit.

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 March 3rd, 2023. Submissions should be sent to:

1. Cindy Jurie, Director of Research & Special Projects - cjurie@elcoc.org

and

2. Jamie Lopez, Procurement and Grants Manager – jlopez@elcoc.org