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**Request for Qualifications**  
**Childcare Baseline Inventory and Needs Assessment**  
**TOWN OF JACKSON**

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August 8, 2019

# RFQ Childcare Baseline Inventory and Needs Assessment

## **SECTION ONE: INTRODUCTION**

### **1.1. Purpose**

The Town of Jackson and Teton County intends to enter into a contract with a consultant to develop and complete an inventory of existing childcare facilities and develop an actionable Childcare Needs Assessment for early childhood care in the community.

### **1.2. Goal**

The goal of this project is to complete a Childcare Baseline Inventory and Needs Assessment that accurately describes and quantifies the childcare needs and strengths of the Town of Jackson, Teton County, and if possible surrounding communities. The assessment will provide recommended solutions for meeting gaps in the provision of high-quality, affordable early childhood education/childcare services to all children aged 0-6 years old in the region.

### **1.3. Background**

Teton County is a year-round resort community, located in the northwestern corner of Wyoming. In the summer, tourists experience our County as the southern gateway to Grand Teton and Yellowstone National Parks; while winter visitors enjoy three world class ski resorts. Approximately 97% of the land within the county is held in public ownership – National Park, National Elk Refuge, and National Forest. The tourism industry is a major employer in Teton County. There is an anecdotally-identified lack of childcare options in the community.

Teton County is comprised of the town of Jackson (the county seat and only incorporated community), and the Census Designated Places of Alta, Moose Wilson Road, Teton Village, Rafter J Ranch, Kelly, Wilson, South Park, and Hoback. A significant portion of the local workforce commutes from nearby Sublette and Lincoln County, Wyoming and Teton County, Idaho. The estimated population of Teton County, Wyoming is approximately 23,081 people.

On July 15, 2019, the Mayor and Vice Mayor of Jackson asked that the Council consider a new funding allocation for FY20 to fund an inventory and needs

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assessment for early childhood care in the community. The purpose of this work is to better understand the current supply and demand of and need for early childcare facilities in the community and provide a projection of future demand. This constitutes half of the estimated cost for the inventory with the other half being funded by Teton County

## SECTION TWO: GENERAL INFORMATION

### 2.1 Schedule of Events

Activity	Date	Comments
Request for Qualifications Available	August 8, 2019	
RFQ Questions Due	August 22, 2019	10:00 AM
RFQ Submission Deadline	September 2, 2019	5:00 PM
Consultant Recommendation to Town Council and Board of County Commissioners – Joint Information Meeting (JIM)	September 9, 2019	3:00 PM
JIM Consultant Approval	TBD	
Notice to Proceed*	TBD	

\* Pending Consultant's submission of Contract, Certificate(s) of Insurance, and Business License

### 2.2 Contact person

Tiffany Stolte, Office Manager

(307)-733-0440

[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)

Town of Jackson Planning & Building Department

150 East Pearl Avenue, 2nd Floor

Jackson, WY 83001

All questions and requests for additional information shall be directed to Tyler Sinclair via e-mail only at [tsinclair@townofjackson.gov](mailto:tsinclair@townofjackson.gov)

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## **SECTION THREE: SCOPE OF WORK**

### **3.1 Project Overview**

The selected consultant is to work in conjunction with the Town of Jackson Planning Department and other designated community partners to develop the Childcare Baseline Inventory and Needs Assessment. Community Partners include, but are not limited to:

- Wyoming Department of Family Services
- Teton County School District #1
- Licensed Childcare Centers
- Licensed In-Home Providers
- Other Existing Preschool and Childcare Centers in the Community
- The Town of Jackson
- Teton County
- Teton County Housing Authority
- Systems of Education
- Jackson Hole Chamber of Commerce
- One22
- St. John's Medical Center
- Grand Teton National Park (GTNP)
- Snow King Mountain Resort (SKMR)
- Jackson Hole Mountain Resort (JHMR)

### **3.2 Types of Services**

Provide the Town of Jackson and Teton County with a comprehensive report detailing the supply of, and demand for, childcare in Teton County (for children aged 0-6) and assessing the business and infrastructure needs of providers. The assessment must include the following:

- Supply and Demand: Relevant data regarding current users of childcare in Teton County
  - Compile a detailed analysis of cost, quantity, and quality of existing childcare options in Teton County including licensed

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childcare centers, licensed family childcare providers, and if possible unlicensed “friend/family” childcare networks

- This list should include but not be limited to:
  - Daily capacity/enrollment and age range
  - Hours of operation
  - The number of children on waiting lists by age group
  - Potential/available funding sources or scholarships for children
  - The number of employees on staff, qualifications, and rate of pay, and percentage that live in Teton County
  - The square footage of the operation (indoor and outdoor)
  - The cost of providing service per day, or tuition and rates
  - Bilingual services
- Identification of different childcare user types and how to reach each segment of the potential user population given there are barriers to accessing the commuting population and the potential sensitivities of immigrant communities in Teton County.
- An inventory of services available to parents of infants (i.e. public health nursing, postpartum support groups, growing great families, etc.)
- Total number of potential childcare users in Teton County (both residents of Teton County and commuting employees of Teton County businesses).
- Estimate of total number of potential tourist and second homeowner drop-in clients based on research of drop-in childcare at childcare centers within the town of Jackson.
- For each of the user categories, identify the various types of childcare they would choose to participate in (part time/full time, licensed, unlicensed, drop-in, any special night/weekend needs of tourism industry workers, etc.) and at what cost.

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- An analysis of the barriers preventing new and/or existing providers from serving the childcare demand in Teton County (segmented by age of child served).
  - Operational costs per day
  - Building/startup costs per day
  - If a childcare is licensed for more children than they currently provide services for what are the main reasons, (i.e. lack of employees)
- A projection and analysis of future demand for childcare and individual daycare in Teton County in the near future (5 years, 10 years, etc.).

### **SECTION FOUR: SUBMITTAL CONTENT QUALIFICATIONS**

#### **4.1 Consultant Qualifications**

The consultant or team of consultants need to have expertise in:

- Quantitative and Qualitative Research Methodologies in the following areas:
  - Demographic and Statistical Analysis
  - Economic Impact Assessments
  - Housing and Community Development
  - Social, Market and Customer Research
  - Diversity Research and Disparity Studies
- Report Preparation

#### **4.2 Submittal Content**

Consultants shall adhere to the following format and content in their submittal:

- Identification of the Submitting Entity.
  - State the name of the firm, mailing address, telephone number, email address, and individual authorized to negotiate on behalf of the firm.
- Work Plan and Fees. Describe in detail, and as discrete tasks, the proposed work program that will be developed to undertake and accomplish the

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Childcare Baseline Inventory and Needs Assessment as described in this document, particularly Sections 3.1 and 3.2.

- Experience. Provide specific and detailed examples of direct experience with drafting Childcare Needs Assessments (or similarly appropriate studies).
- Personnel and Staffing Plan. Identify and provide resumes for all personnel who will have responsibility for performing the proposed scope of work.
- References. Provide a list of current and past clients for which your firm has performed work of a similar nature. For each reference, include a contact name, phone number and address. Briefly describe the work performed for each reference. Include a minimum of three references and no more than five.

### **4.3 Submittal Address**

A copy of the submittal contents described above must be delivered via email to [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov) before 5:00 pm on September 2, 2019.

### **4.4 Award of Contract**

A formal contract will be awarded to the proposing consultant whose qualifications will be most advantageous to the Town of Jackson and Teton County.