



Reinvestment Fund, Programs Department

Early Childhood Education Consultant Request for Qualifications

2023

ABOUT REINVESTMENT FUND

Our Mission: Reinvestment Fund (“RF”) is a national mission-driven financial institution that creates opportunity for underserved people and places through partnerships. We marshal the capital, analytics, and expertise necessary to build strong, healthy, and more equitable communities. At Reinvestment Fund, we recognize the opportunity and responsibility that we have to make an impact in our community. Our values reflect what guides us as an organization. They also reflect the experiences of our past and the focus of our future. These are the strengths that we continue to invest in, reinforce, and enhance.

Reinvestment Fund aims to catalyze growth in historically underserved communities by using our tools and resources to advance equity and reduce racial disparities that stem from historic and systemic racism. We drive our work by increasing equity of access to resources that strengthen communities and create economic opportunity. We bring financial and analytical tools to partnerships that work to ensure that everyone has access to essential opportunities: affordable places to live, access to nutritious food and health care, schools where their children can flourish, and strong, local businesses that support jobs. We use data to understand markets, communities, and impediments to opportunity—and how investment and policy decisions can have the most powerful impact.

Refer to our [“Insights”](#) page and [2021 Annual Report](#) for information on our work in the community and recent wins.

PROGRAM SUMMARY

At Reinvestment Fund, we work together with businesses, local governments, and community leaders, to ensure that every child—no matter what neighborhood they live in or where their family works—has the opportunity to get the best possible start in life through a high-quality early childhood education. We support local child care sectors by delivering technical assistance, and increasing their access to capital via grants and loans. Our current Early Childhood focus areas are:

- High quality ECE facility expansion
- ECE facility improvements
- Child and Adult Care Food Program (CACFP) coaching and expansion
- Sustainable business practices

WHERE WE WORK

We currently administer ECE programs in Atlanta, GA; Philadelphia, PA; and Washington, DC.



DESCRIPTION OF PROGRAM ACTIVITIES

Project predevelopment: ECE providers may have access to grant funding to properly plan for their ECE facility projects. Predevelopment consultants may be useful with understanding child care licensing and other local licensing required for the project to be successful. Additionally, ECE providers may need access to architectural, environmental analyses, and other professional services, such as legal, during their predevelopment phase.

Capital Project Management: Construction monitoring is a key function of our facility projects. Construction project monitoring allows Reinvestment Fund to understand the plans and cost for proposed facility projects, requirements, project progress, payment schedules and project completion. Additionally, through construction project monitoring, RF can mitigate risks associated with construction projects and address project-related issues as they may arise.

Trainings, webinars, Technical Assistance and Consultation: Reinvestment Fund supports local child care business owners and directors with peer learning opportunities and access to quality training and workshops on topics of interest. These topics include child care business management, fiscal management, licensing and certification, parent engagement and communication, leadership cultivation, facilities resources, CACFP sponsorship, and more. Additionally, as part of our proven grantmaking and capacity-building model, many of our ECE grant programs are coupled with individual technical assistance and consultation for grantees. Individual TA needs may vary but will generally focus on business planning.

SERVICES NEEDED

To support the goals of the ECE Team, Reinvestment Fund is seeking expert professional service providers to enter our consultant pool to provide the program activities listed above. Consultants may be either individuals or organizations and available to work either in-person or remotely, as appropriate.

Services may include:

- Capital project management:
 - Construction management
 - Construction monitoring/inspection
 - Owner's representative
- Consulting, coaching and technical assistance areas:
 - Child care licensing consultation
 - Budgeting and financial systems
 - Child care facilities best practices
 - Administration of federal nutrition funds
 - Nutrition and meal planning
 - Food procurement and bidding processes
 - Food safety practices
 - Staffing (recruitment, qualifications, retention, training, pay, benefits)



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- Policies and procedures
- Data management
- Marketing and community outreach

Reinvestment Fund seeks professionals with general business and project planning expertise as well as specialized expertise in the above areas as it pertains to child care businesses.

SCHEDULE

This RFQ is for current and RF ECE future projects. Qualified consultants will be added to the RF ECE Consultant pool, which we will pull from to make assignments on projects as applicable.

DISCLAIMERS

Responding to this solicitation is not a guarantee of a contract. This RFQ is merely an invitation for submission of qualifications and does not legally obligate Reinvestment Fund to accept any of the submitted applications in whole or in part. Reinvestment Fund reserves the right to negotiate with any or all firms with respect to price, cost, and/or scope of services. Only the execution of a written contract shall obligate Reinvestment Fund in accordance with the terms and conditions contained in such contract. Names of submitting organizations and individuals, as well as application content and any attachments, are kept confidential, except to those Reinvestment Fund staff involved in the review process.

ELIGIBILITY

Individuals and organizations are invited to apply for this opportunity. Organizations responding will need to identify specific individuals in their organization that will conduct the work and include details of their qualifications. Subcontracts are not permitted.

RESPONDENT INFORMATION

Please provide an overview of yourself or your organization, including:

Name:
Employer Identification Number:
Address:
Areas of availability for in-person work:
Email:
Website:
Staffing plan (if organization, include names of all consulting staff; consultants listed must be employed by the organization applying):
Hourly consulting rate:



DEMONSTRATION OF QUALIFICATIONS

Please provide a response to the following prompts. Organizational respondents will provide responses for each individual on their staffing plan.

1. Indicate your area(s) of expertise (please check or highlight)

- Capital project management (note, this requires in-person services):
 - Construction monitoring/inspection
 - Owner's representative
- Consulting, coaching and technical assistance areas:
 - Child care licensing consultation
 - Budgeting and financial systems
 - Child care facilities best practices
 - Administration of federal nutrition funds
 - Nutrition and meal planning
 - Food procurement and bidding processes
 - Food safety practices
 - Staffing (recruitment, qualifications, retention, training, pay, benefits)
 - Policies and procedures
 - Data management
 - Marketing and community outreach
 - Other (please specify):

2. Please describe your experience in delivering services in each indicated area of expertise. Include scope, duration and outcomes of past projects. Include any experience working with ECE programs (please limit your response to 1 page. You may include links to past work).
3. Please list three references that can speak to your area of expertise and competence as a consultant in the above identified areas.
4. Please include a copy of current resume or curriculum vitae for all staff listed on the staffing plan.
5. Please disclose any possible conflicts in working with ECE programs and grantees. A conflict would include if you are currently employed by an organization, serving on the board of an organization, or providing other services to an organization involved in a



program. Please list and describe the nature of these relationships and possible conflicts¹.

RACE, EQUITY, AND INCLUSION (REI) QUESTIONNAIRE

At Reinvestment Fund, we celebrate our commitment to empowering Black and Brown communities through the creation of strategic partnerships and wealth-building opportunities. Reinvestment Fund strives to ensure the culture and diversity of RF's employees reflect the organization's mission and the diversity of the communities we serve. We collectively reinforce RF's values, mission, strategy, and operating priorities to improve and expand culture-building initiatives. One outcome of our focus on REI is the recent onboarding of our new Chief Diversity Officer, who has the charge of creating focus and action-oriented solutions that intersect diversity, equity, and inclusion values throughout the organization's culture. To remain consistent with our values and corporate objectives, we seek to identify consultants who share a similar commitment to REI, internally and externally. Please provide the following answers based on current organizational data:

1. **Please summarize your efforts to address the needs of underrepresented and underserved communities of color - including your employee population and external community stakeholders or clients.**
2. **What tangible goals does your organization have surrounding diversity, equity, and inclusion? Who is responsible for making sure these goals are met?**
3. **How are you currently measuring progress towards achieving these goals?**
4. **Is your organization recognized as any of the following?**
 - a. **Minority, women, disadvantaged business (MWDBE)? If so, which?**
 - b. **Veteran owned business?**

SUBMISSION DEADLINE

This is an open solicitation without a current deadline. Please send responses to this RFQ and all questions to ECE@reinvestment.com with the subject line: Consultant RFQ. **Reinvestment Fund will acknowledge all submissions and may request an interview to confirm your interest and qualifications and discuss relevant projects with you.**

¹ Please note—a conflict does not disqualify a candidate but could help determine the best match for each organization.