



AGENDA ITEM: 25-32
DATE OF MEETING: July 09, 2025
ACTION: ☒
INFORMATION: ☐

**AUTHORIZE RELEASE OF REQUEST FOR PROPOSAL FOR A
COMPREHENSIVE CHILD CARE NEEDS ASSESSMENT
[\$250,000 – PROP 10 FUNDS]**

SUMMARY OF REQUEST

Authorize the Executive Director or designee to issue a Request for Proposals (RFP) for the procurement of a comprehensive Child Care Needs Assessment of Riverside County. The resulting data will inform Commission strategic plan decision-making and strengthen countywide early childhood infrastructure efforts, including those tied to state-required reports. This assessment will provide a detailed analysis of child care needs, supply, demand, and access barriers across the County.

BACKGROUND

Riverside County Children and Families Commission seeks to initiate a comprehensive Child Care Needs Assessment to address the gaps in timely, countywide data on child care supply, unmet demand, and barriers to access. The assessment will directly support the Commission's strategic planning cycle and inform broader systems planning and investment decisions aimed at strengthening the local child care infrastructure.

This effort is particularly timely as Riverside County contributes to state-required early learning and care planning efforts, including the Local Planning Council and other countywide efforts that would benefit from more robust, county-specific data. The assessment is designed to supplement and enhance these planning efforts by addressing critical data gaps—especially in areas such as facilities, workforce capacity, and family access barriers—that have limited the impact of prior planning documents.

The selected vendor will conduct a countywide landscape and gap analysis, lead inclusive community engagement, and assess fiscal and structural challenges that impact equitable access to care. Deliverables will include a public-facing dashboard, executive summary, and report to inform system alignment and decision making across public and private sectors.

The total project budget is estimated at \$250,000. Staff will also explore potential co-funding opportunities to enhance the reach and value of this initiative.

All procurement actions will comply with Riverside County procurement policies. The RFP process and vendor selection will be conducted with transparency, and the final award recommendation will be shared with Commissioners.

RECOMMENDED ACTION

That the Commission:

1. Authorize the release of a Request for Proposals (RFP) for the procurement of a comprehensive Child Care Needs Assessment for Riverside County, in an amount not to exceed \$250,000 in Proposition 10 funds.
2. Authorize the Executive Director, or designee, to identify, negotiate, and receive funds from partners to co-fund the Needs Assessment.
3. Authorize the Executive Director, or designee, to establish an ad-hoc committee to review proposals, select a qualified vendor, and award the contract based on established criteria.
4. Authorize the Executive Director, or designee, to negotiate and execute all necessary agreements, contracts, and amendments related to this procurement, subject to County Counsel approval as to form, without further action by the Commission.

BUDGET IMPACT

Adequate appropriation is included in the approved Fiscal Year 25/26 budget.

STRATEGIC PLAN RELEVANCE

Goal Area 1 - Quality Early Learning (92950)

POTENTIAL CONFLICTS OF INTEREST

None.

ATTACHMENTS

None.