



REQUEST FOR PROPOSALS – PROGRAM ADMINISTRATION

Overview

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consultants to support administrative and contracting needs at CDFA to advance the Statewide Family Child Care Pilot Program.

CDFA invites proposals from interested consultants/firms with experience in program administration, contracting support and project management. Total budget for services not to exceed \$33,000. The expected project timeline is from November 2023 through September 2024.

Background

The [New Hampshire Community Development Finance Authority](#) (CDFA) is a statewide nonprofit public authority focused on maximizing the value and impact of community development, economic development and clean energy initiatives throughout New Hampshire. The organization leverages a variety of financial and technical resources, including the competitive deployment of grant, loan and equity programs. Those resources include New Hampshire state tax credits, federal Community Development Block Grant resources and the CDFA Clean Energy Fund.

The Statewide Family Child Care Pilot Program will focus efforts on supporting family-based child care providers to increase equitable access to quality, affordable child care for New Hampshire families. The pilot program will also provide the State of New Hampshire an understanding of the current landscape of supports and opportunities for family-based child care providers to help inform how it may approach the development of a [Staffed Family Child Care Network](#) as a long-term solution for the sector. The one-year pilot program will focus on engaging new and existing family-based child care providers.

Family-based child care providers are a distinct, essential and valued early care and education setting that require a unique and intentional focus. A strong network of family-based child care providers delivers quality care critical to the success of our children and enables New Hampshire families to participate in the workforce, increasing their ability to access economic opportunities while growing the state's economy.

CDFA is centering equity in this work and prioritizing delivering resources in a way which provides communities, families and individuals what they need to grow and prosper in New Hampshire. We believe this approach will continue to provide quality care for families and encourages the long-term sustainability of providers as small business owners in New Hampshire.

Scope of Services

CDFA is seeking a qualified consultant to support New Hampshire's Statewide Family Child Care Pilot Program with administration, contract, and project management services, including:

- Provides timely, helpful, and effective response to the express needs of Community Center Investment Program applicants, award recipients, and internal staff.
- Manages contract for approved projects, which includes ensuring that required documents are collected and reviewed timely and meet standards.
- Conducts and reports on required project monitoring.
- Implements and manages deadlines helping to ensure compliance with internal standards and external regulations. Communications regarding deadlines and requirements.
- Performs other duties related to community development team and CDFA operations as requested by supervisor.

Prospective consultants or firms are welcome to suggest additional ideas/services based on previous experience and/or understanding of the program.

Experience

Proposals must include, at a minimum, the following information:

1. Professional profile
2. Qualifications
3. Experience and ability to perform this work
4. Pricing
 - a. Provide a schedule of fees for all relevant services described in the Scope of Work.
 - b. Based on your approach, provide an estimate of the number of hours required for each service area.

Preference will be given to the individual or entity with prior experience, an innovative approach to the work and demonstration that they can deliver timely, impactful work.

Questions and Submissions

New Hampshire Community Development Finance Authority
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Deadline

Proposals should include qualifications, describe any recent project work in this or relevant field, and estimated costs. Proposals should be submitted by email or in hand no later than Friday, November 3, 2023.