

## **HAMILTON COUNTY JOB AND FAMILY SERVICES**

### **Request for Information**

#### **Statement of Purpose**

The Hamilton County Department of Job and Family Services (HCJFS) is seeking information for a program to help Hamilton County Type B Professional providers achieve specific, verifiable accreditation or certification available to Child Care professionals.

#### **Brief History**

The HCJFS Child Care Certification Program is mandated by the ODJFS to certify and re-certify Type B Home providers to ensure the health and safety of children in the providers' care.

#### **Program Scope and Specifications**

HCJFS, in an effort to better serve our Community, would like to go beyond our State mandates and achieve better quality child care services for our customers, while also affording our Type B Professional providers the opportunity to enhance their professional child care service skills as well as increase their earning potential by acquiring specific certifications and accreditations, unique to the Child Care profession.

Through input from vendors with this Request for Information (RFI), HCJFS would like to explore different programs that would facilitate the recruitment, progress monitoring, retention in certification/accreditation process, mentoring and providing referrals to assist with maintaining their on-going certifications or accreditations for Hamilton County Type B Professional providers. The specific certification and/or accreditation providers may train for and receive are restricted to one (or more) of the following three:

- Head Start Home training and resulting Head Start Certification (for providers)
- NAFCC training and resulting Accreditation
- Child Development Associate classes and resulting CDA Certificate

Response to this request should include the following:

- Organization name, a brief description of organization, and contact person;
- A concise statement of interest not exceeding five (5) pages in length demonstrating a clear understanding of 1) Type B Professional Providers and 2) certification and/or accreditation for the above mentioned;

- Detailed program description;
- Strategy for program monitoring;
- Budget/Cost;
- Estimate on the number Type B providers to be served;
- Experiences/Collaborations with existing community organizations that will maximize resources;
- List services you currently provide that are within the parameters of this RFI and describe how you would use additional funding to enhance these services.
- Strategy for marketing and outreach to Hamilton County Type B Providers, including those not available during the 8:00a.m. to 5:00 p.m. timeframe;
- Services to prepare/encourage providers that are non-HS graduates to earn GED/HS diplomas and prepare them for participation in the program;
- Strategy to maintain providers during certification/accreditation process;
- Retention plan for working with providers once credentials are received; linking them with Professional Business or Self-employment associations or groups
- Any additional information that you believe would aid HCJFS in the development of a Request for Proposal that may result from this RFI.

**Contact Person**

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Requests should be received no later than February 6, 2008 at 11:00 a.m. EST.