




Interoffice Memorandum

February 28, 2022

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

 FROM: Carrie Mathes, CFM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Angela Chestang, Manager I, Citizen's Commission for Children Division
(407) 836-6541

SUBJECT: Approval of Contract Y22-2409, Provision of Training to Increase Recruits for Early Head Start Classrooms

ACTION REQUESTED:

Approval of Contract Y22-2409, Provision of Training to Increase Recruits for Early Head Start Classrooms, with Community Coordinated Care for Children, Inc. in the not-to-exceed amount of \$299,320. Request delegation of authority to the Procurement Division Manager or designee to execute such Federal Subrecipient Agreement on a form approved by the Orange County Attorney's Office and Risk Management Division.

PROCUREMENT:

This Subaward is issued from the American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery Fund allocation received by the County on May 18, 2021.

This agreement will define the working relationship between Orange County, Florida and Community Coordinated Care for Children, Inc., the Federal Subrecipient for the performance period of January 1, 2022 through January 31, 2023.

DISCUSSION:

In accordance with Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286-Application and Exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

As the County's Subrecipient, Community Coordinated Care for Children, Inc. will assist in trainings to increase the number of potential recruits for Early Head Start classrooms. The contract prices are comparable to state-mandated classes and competency exams offered by similar agencies statewide. Costs for the infant toddler child development associate were based on the current value of those courses obtained from entities independent of Community Coordinated Care for Children, Inc.

During the performance period, the Subrecipient shall be paid through cost reimbursement for actual funding-eligible cost not to exceed the amount to achieve the following objectives:

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1. Ensure services are provided to funding-eligible clients (specifically residents of Orange County, Florida, who are experiencing financial hardship due to the pandemic, are currently unemployed, or are of low-to-moderate income).
2. The Subrecipient shall adhere to a Project Schedule including the following:
 - Marketing and Outreach;
 - Determine Program Eligibility;
 - Administration - Track and Report State Mandated Trainings
 - 45 hours total;
 - Exam Cost Coverage;
 - Infant/Toddler Child Development Trainings.
3. Provide training to enhance the recruitment of child care instructional staff.
4. Provide recruitment efforts for potential new hires to backstop the high levels of turnover observed in child care settings as a result of the pandemic as well as create an increased pool of potential workforce candidates.