



CITY OF OAKLAND

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OFFICE OF THE CITY CLERK
OAKLAND

2019 JUL -3 AM 3:06

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Sara Bedford
Director, Human Services

SUBJECT: Head Start Program Professional
Services Agreements - FY 2019-20

DATE: June 13, 2019

City Administrator Approval

Date:

7/2/19

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution 1) Waiving The Competitive Request For Proposals/Qualifications Process, And 2) Authorizing The City Administrator to Amend The Professional Services Agreement with Carolyn Lafayette To Extend The Term For Fiscal Year 2019-2020 To Continue Providing Consulting Services And Increase The Amount By An Amount Not To Exceed \$125,000 For A Total Contract Amount Of \$375,000; And Enter Into A Professional Services Agreement With Childcare Careers in An Amount Not To Exceed \$250,000 To Provide As Needed Substitute Teacher Staffing Services For Fiscal Year 2019-2020.

EXECUTIVE SUMMARY

The City of Oakland Head Start Program is a unique early care, education, school readiness, and family services program, that serves the City's low-income and vulnerable families with children, birth through five years-old, and who are most in need. The City of Oakland currently serves 1006 children and families throughout the City.

The Head Start Program is responsible for providing comprehensive, integrated, coordinated and specialized services, that, by federal statute, are in compliance with the Head Start Performance Standards and Early Learning Outcome Framework. As a result, specific services and specialized vendors are required to meet these standards or have evolved to uniquely fill the Head Start requirements.

Human Services Department (HSD) is requesting to amend the existing professional services agreement of Carolyn Lafayette and enter into a new professional services agreement with Childcare Careers, to provide consultation, training and technical support, and specialized services.

- *Carolyn Lafayette* (\$125,000) for continued program consultation under the new Head Start Performance Standards and program conversion to a full day, prenatal to age 5 model

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- *Childcare Careers* (up to \$250,000) providing substitute teachers when the City's full time, substitutes, and part time teaching staff are sick, on disability, on vacation, attending professional development/ conferences, etc.

BACKGROUND / LEGISLATIVE HISTORY

The Head Start Program is a comprehensive program, which serves low-income and vulnerable families with children, ages birth through five-years-old, who need early care and education, family services and school readiness services, and who are eligible, per federal statute, to receive program services.

The Head Start Program is designed with a high degree of specificity in order to effectively and successfully respond to the unique needs and circumstances of the population it serves. As such, Head Start Performance Standards (HSPS) and Early Learning Outcomes Framework (ELOF), require that all Head Start/Early Head Start (HS/EHS) programs are implemented with an equal degree of specificity.

The HSPS and ELOF require that Head Start programs provide: 1) culturally and linguistically responsive services to families and children that are coordinated, integrated and standards-aligned; 2) evidence-based curriculum implementation to fidelity; 3) continuous quality improvement that includes monitoring and program evaluation; and 4) data and fiscal management systems.

Each vendor listed has specialized expertise to meet the unique needs and circumstances of the population served by the City of Oakland Head Start program, as well as the Head Start Program administration and management, itself.

ANALYSIS AND POLICY ALTERNATIVES

Providing specialized program services for children and families; training and technical assistance for direct service staff; and management and fiscal expertise for program administration and management staff are critical elements to continued transformation and success of the City's Head Start program.

Professional Services Descriptions

1. **Carolyn Lafayette (\$125,000)** is a local management and fiscal consultant, who provides critical management and fiscal expertise to Head Start programs undergoing overarching structural and fiscal changes. Ms. Lafayette has extensive expertise with Head Start program operations and implementation at both the state and federal levels, and provides ongoing training, advisement and technical support to Head Start programs, strengthening and/or rebuilding their infrastructure. Ms. Lafayette is the sole provider of the management and fiscal expertise needed by the City's Head Start Program, possessing long-standing institutional knowledge of the City of Oakland, as grantee of the federal Head Start program.

Carolyn Lafayette will provide follow-up training, technical assistance and consultation on the continued development of management and fiscal systems during the Oakland Head

Start program's transformation from a part-day, double-session service delivery system to a full-day, single session service delivery system. Ms. Lafayette will provide these services for all downtown central office Head Start and Early Head Start staff on a regularly scheduled basis throughout the 2019-20 program year. This consultant is uniquely qualified given her ongoing knowledge and support for the program. Furthermore, given the change in program continuity, working with this consultant is critical to the program's continued progress, stability and management.

- 2. Childcare Careers (up to amount \$250,000).** This agency provides as-needed, licensed, qualified teachers for both Head Start and Early Head Start when City full-time, part-time or substitute teachers are not available. There is a critical shortage of early childhood educators throughout the state and as such the City has conducted continuous recruitment for teachers for the past two years. Childcare Careers ensures families will not be sent home given all types of absences that must be covered including sick leave, disability, vacation, training, etc. In past years, issuing a request for agencies to provide this service has not garnered any qualified responses except Childcare Careers. To ensure continuity of service and quality teaching with a provider familiar with our Head Start standards, City of Oakland requirements, and centers, it is recommended to enter into a new agreement with this agency.

Oakland Municipal Code (OMC) section 2.04.040.B requires the City Administrator to conduct a RFP/Q process for professional services contracts, and OMC section 2.04.051.B permits the City Council to waive the RFP/Q process upon a finding that it is in the best interest of the City to do so.

HSD staff is requesting that the City Council waive the Request for Proposals/Qualifications (RFP/Q) process because the specialized consultation, training and technical support provided by Carolyn Lafayette is aligned and in compliance with the Head Start Performance Standards and Early Learning Outcomes Framework. The consultation services and support provided by Carolyn Lafayette are also essential to the continued development of management and fiscal systems as the Oakland Head Start Program transforms from a part-day, double-session service delivery system to a full-day, single session service delivery system, which is critical to the program's continued stability and management.

HSD staff is also requesting that the City Council waive the RFP/Q process because Childcare Careers provides specialized services that are also aligned and in compliance with the Head Start Performance Standards and Early Learning Outcomes Framework. Equally essential is that Childcare Careers provides licensed, qualified substitute teacher support for Oakland HS/EHS classrooms, when full-time City teaching staff have covered absences, including sick leave, disability, vacation, training, etc., ensuring families will not be sent home and the continuity of service and quality teaching remains intact.

FISCAL IMPACT

Approval of the proposed resolution will authorize the City to amend the existing professional services agreement with Carolyn Lafayette, for program management and fiscal consultation, to increase the amount by an amount not to exceed \$125,000; and enter into a new professional

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service agreement with Childcare Careers, for licensed, qualified teachers for Head Start and Early Head Start when City full-time, part-time or substitute teachers are not available, in an amount up to \$250,000, for fiscal year 2019-20. Approval of this proposed resolution will not have a negative impact on the City's General Fund.

AMOUNT OF RECOMMENDATION/COST OF Carolyn Lafayette – PROJECT# 1004470 – Head Start Basic and PROJECT #1004476 – Early Head Start Basic

- \$125,000 for FY 2019-20
- Total Agreement/Contract Amount: \$375,000 over the three-year period

AMOUNT OF RECOMMENDATION/COST OF Childcare Careers – PROJECT# 1004470 – Head Start Basic and PROJECT #1004476 – Early Head Start Basic

- Up to \$250,000 for FY 2019-20
- Total Agreement/Contract Amount: Up to \$250,000

SOURCE OF FUNDING:

- Fund (2128); HS Classroom and Seasonal Org (78231); FY19-20 Project #1004470 Head Start Basic and Project # 1004476 – Early Head Start Basic

PUBLIC OUTREACH / INTEREST

This item did not require any additional public outreach other than the required posting on the City's website.

COORDINATION

The Budget Bureau and the Office of the City Attorney were consulted in preparation of this report.

SUSTAINABLE OPPORTUNITIES

Economic: There are economic benefits to the City from these Professional Services Agreements. Both vendors offer a cost-effective approach to train and provide technical assistance to Oakland Head Start program staff, in order to effectively address the unique and emerging cognitive, social and emotional needs of HS/EHS children, while still providing the comprehensive, well managed, fiscally responsible child development services elemental to Head Start and Early Head Start.

Environmental: It is expected that there will be no direct environmental benefits or impacts from the training and technical assistance services provided to Oakland HS/EHS program staff by Carolyn Lafayette or Childcare Careers to the City of Oakland. Consistent with the Oakland HS/EHS program, the trainers will use recyclable paper and training materials.

Social Equity: Consistent with the Oakland Head Start program, the principal sustainable opportunity of Carolyn Lafayette and Childcare Careers will be in the area of social equity. Each vendor will deliver high-quality training and technical assistance services to program staff, children and families. The Head Start program is implemented through a comprehensive service delivery model. As such, the program is specifically designed to meet the needs of low-income and vulnerable families and children with the highest need, while promoting and fostering healthy cognitive, social, and emotional development in children. The trainings, technical support and management and fiscal consultation, will be responsive and appropriate to each child and family's developmental, ethnic, cultural, and linguistic heritage and experience, as well as to program's management and fiscal needs. Scientific research has verified what early childhood educators have known for years - that how children are nurtured and educated in their youngest years has a significant impact on later growth and development.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution 1) Waiving The Competitive Request For Proposals/Qualifications Process, And 2) Authorizing The City Administrator To Amend The Professional Services Agreement with Carolyn Lafayette To Extend The Term For Fiscal Year 2019-2020 To Continue Providing Consulting Services And Increase The Amount By An Amount Not To Exceed \$125,000 For A Total Contract Amount Of \$375,000; And Enter Into A Professional Services Agreement With Childcare Careers In An Amount Not To Exceed \$250,000 To Provide As Needed Substitute Teacher Staffing Services For Fiscal Year 2019-2020.

Respectfully submitted,



SARA BEDFORD
Director, Human Services Department

Reviewed by: Diveena Cooppan, Interim Manager

Prepared by: Tracey Black, HHS Planner
Early Childhood & Family Services Division

FILED
OFFICE OF THE CITY CLERK
OAKLAND

Macmillan
City Attorney's Office

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OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION 1) WAIVING THE COMPETITIVE REQUEST FOR PROPOSALS/QUALIFICATIONS PROCESS, AND 2) AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH CAROLYN LAFAYETTE TO EXTEND THE TERM FOR FISCAL YEAR 2019-2020 TO CONTINUE PROVIDING CONSULTING SERVICES AND INCREASE THE AMOUNT BY AN AMOUNT NOT TO EXCEED \$125,000 FOR A TOTAL CONTRACT AMOUNT OF \$375,000; AND ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH CHILDCARE CAREERS IN AN AMOUNT NOT TO EXCEED \$250,000 TO PROVIDE AS NEEDED TEACHER STAFFING SERVICES FOR FISCAL YEAR 2019-2020

WHEREAS, the Human Services Department (HSD), Head Start Program proposes to amend the Professional Services Agreement with *Carolyn Lafayette*, to extend the term through fiscal year 2019-2020 and increase the compensation amount by an additional amount not to exceed \$125,000 for a total contract amount over the three-year period of \$375,000; and

WHEREAS, *Carolyn Lafayette*, will provide follow up training, technical assistance and consultation on the continued development of management and fiscal systems during the Oakland Head Start Program's transformation from a part-day, double-session service delivery system to a full-day, single session service delivery system, for all downtown central office Head Start and Early Head Start staff, on a regularly scheduled basis; and

WHEREAS, HSD proposes to enter into a professional service agreement with *Childcare Careers* in an amount no to exceed \$250,000 to provide teacher staffing services for fiscal year 2019-2020; and

WHEREAS, *Childcare Careers* will provide licensed, qualified teachers for both Head Start and Early Head Start when City full time, part time or substitute teachers are not available; and ensure that families will not be sent home given all types of City staff absences that must be covered, including sick leave, disability, vacation, training, etc.; and

WHEREAS, the Head Start Performance Standards section 1304.53 (k)(2)(3) mandate that Head Start programs must provide information, education and family engagement opportunities for parents, as their child's first teachers, as well as a structured approach to staff training and development in order to help build skills and knowledge needed to fulfill their job responsibilities; and

WHEREAS, the funding source is the Department of Health and Human Services Fund (2128), HS Classroom and Seasonal Org (78231); FY19-20 Project Number (1004470) Head Start Basic and Project Number (1004476) – Early Head Start Basic; and

WHEREAS, Oakland Municipal Code (OMC) section 2.04.040.B requires the City Administrator to conduct a Request for Proposals/Qualifications (RFP/Q) process for professional services contracts, and OMC section 2.04.051.B permits the Council to waive the RFP/Q process upon a finding that it is in the best interest of the City to do so; and

WHEREAS, both vendors listed in this resolution successfully competed through previous Competitive Request for Proposals and Qualifications Processes, and were selected in compliance with the RFQ selection guidelines; and

WHEREAS, each vendor listed in this resolution has specialized expertise to meet the unique needs and circumstances of the population served by the City of Oakland Head Start program, as well as the Head Start Program administration and management, itself, therefore the program is requesting an amendment to the existing professional services agreement with Carolyn Lafayette and a new agreement with Childcare Careers for FY 2019-20; and

WHEREAS, staff recommends that it is in the best interest of the City to waive the RFP/Q process because the specialized consultation, training and technical support provided by *Carolyn Lafayette* is aligned and in compliance with the Head Start Performance Standards and Early Learning Outcomes Framework, as well as essential to the continued construction of management and fiscal systems as the Oakland Head Start Program transforms from a part-day, double-session service delivery system to a full-day, single session service delivery system, which is critical to the program's continued program, stability, and management; and

WHEREAS, staff recommends that it is in the best interest of the City to waive the RFP/Q process because *Childcare Careers* provides specialized services that are aligned and in compliance with the Head Start Performance Standards and Early Learning Outcomes Framework, in addition to licensed, qualified substitute teacher support, for Oakland Head Start/Early Head Start classrooms, when full-time City teaching staff have covered absences, including sick leave, disability, vacation, training, etc., ensuring families will not be sent home and the continuity of service and quality teaching remains intact; and

WHEREAS, the City Administrator has determined that these contracts are of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; now, therefore, be it

RESOLVED: That pursuant to Oakland Municipal Code section 2.04.051.B and based on the findings set forth above and in the City Administrator's report accompanying this item, the City Council finds and determines that it is in the best interest of the City to waive the competitive RFP/Q process for the agreements with *Carolyn Lafayette* and *Childcare Careers* and so waives the requirement; and be it

FURTHER RESOLVED: That based on information provided by the City Administrator, the City Council finds that these contracts are of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator to amend the professional services agreement with Carolyn Lafayette to extend the term for FY 2019-20 and increase the contract amount by an amount not to exceed \$125,000 for a total contract amount over the three-year period of \$375,000 and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator to enter into a professional services agreement with Childcare Careers in an amount not to exceed \$250,000 to provide teacher staffing services for fiscal year 2019-2020; and be it

FURTHER RESOLVED: That the City Administrator or her designee, is hereby authorized to execute any subsequent amendments, modifications, or extensions of this Professional Services Agreement without increasing the amount of the agreement; and be it

FURTHER RESOLVED: That said agreement shall be approved as to form and legality by the Office of the City Attorney and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND
PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council of the
City of Oakland, California