



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Sara Bedford
Director, Human Services

SUBJECT: Head Start Program Professional
Services Agreement - FY 2020-21

DATE: May 19, 2020

City Administrator Approval

Date: June 23, 2020

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To (1) Waive The City's Competitive Bidding Process For As-Needed Head Start Staffing Services And (2) Award A Professional Services Agreement To ChildCare Careers For Said Services In A Not To Exceed Amount Of \$250,000 For Fiscal Year 2020-2021.

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, from birth to five years old, who are most in need. The City of Oakland currently serves 1,006 children and families throughout the city.

The Head Start Performance Standards Section 1304.53(k)(2)(3) mandates 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 to help build skills and knowledge needed to fulfill their job responsibilities.

The Human Services Department is requesting authorization to execute a Professional Services Agreement (PSA) with vendor ChildCare Careers for a total contract amount not to exceed \$250,000 for fiscal year (FY) 2020-21 to provide as-needed licensed, qualified teachers when the City's full-time, substitute, and part-time teaching staff are sick, on disability, on vacation, attending professional development/conferences, etc.; or when authorized positions remain vacant.

Childcare Careers will also provide needed support in response to newly-issued and restrictive Community Care Licensing requirements resulting from the COVID-19 pandemic, that reduce the ratio of teachers to children in classrooms, thereby increasing the need for teaching support. This service is critical for meeting legal child to teacher ratios that ensure the health and safety of children, and that families will not be sent home due to inadequate staffing.

BACKGROUND / LEGISLATIVE HISTORY

The Head Start Program is a comprehensive program serving low-income and vulnerable families with children, ages birth to 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.

ChildCare Careers competed through the City's standard Competitive Request for Proposals and Qualifications (RFP/Q) processes in 2018, and was selected in compliance with the RFP/Q selection guidelines, after being the *only responsive applicant*.

Last year (i.e., for the current Fiscal Year (FY) 2019-20) staff recommended and it was resolved that it was in the best interests of the City to waive the RFP/Q process and award a professional services agreement to Childcare Careers for as-needed Head Start staffing services because it provides specialized services that are aligned and in compliance with the Head Start Performance Standards and Early Learning Outcomes Framework.

ChildCare Careers has proven capable of providing licensed, qualified substitute teacher support, for Oakland Head Start/Early Head Start classrooms, when full-time City teaching staff are absent, including for sick leave, disability, vacation, training, etc., in order ensure families will not be sent home and the continuity of service and quality teaching remains intact. Therefore, it is in the best interest of the City to approve the attached resolution.

ANALYSIS AND POLICY ALTERNATIVES

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 are critical elements to the continued evolution and success of the City's Head Start program.

There is a significant shortage of early childhood educators throughout the state and as such the City has utilized a continuous recruitment for teachers over the past two years. ChildCare Careers ensures families will not be sent home due to absences that must be covered including sick leave, disability, vacation, training, etc. To ensure continuity of service and quality teaching with a provider familiar with Head Start standards, City of Oakland requirements, and centers, it is recommended to execute a Professional Services Agreement with this agency. FY 2020-21 will be the fifth and final year of the City's 5-Year Head Start Grant. In preparation for the potential award of a new 5-Year Grant starting in FY 2021-22, the Head Start Program plans to issue a Request for Proposals in approximately six months to secure a substitute staffing vendor through the competitive bidding process for the next 5-Year Grant Term (July 1, 2021 through June 30, 2026).

ChildCare Careers has provided quality teachers in a timely manner over the past two years of their contract. Their performance and ability to meet the needs of the program has been strong.

Professional Services Description

ChildCare Careers (FY 2020-21, not to exceed \$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, or these authorized positions are vacant.

FISCAL IMPACT

Approving this resolution will not have a negative impact on the City's General Fund. Approval of the proposed resolution will authorize the City to execute a Professional Services Agreement with a specialized provider of Head Start Staffing Services, 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 FY 2020-21.

In FY 2018-19, Head Start accrued expenditures of approximately \$240,000 with this vendor, during a full Program Year.

In FY 2019-20, Head Start accrued expenditures of approximately \$170,000 with this vendor, during a shortened Program Year. In FY 2019-20 services with this vendor ceased in March when all Head Start Centers closed. If expenditures were projected through the end of the Program Year, accrued expenditures would have been approximately \$235,000.

In FY 2020-21 there are several factors that make a projected spending analysis challenging. These include uncertainty around what dates the centers will be open, how many staff vacancies there will be, how much leave will be taken by City of Oakland staff, and whether the State of California's Child Care Licensing Board will modify the mandated adult to child ratio per classroom in response to COVID-19 and thus require increased staffing at Centers. Carefully considering these factors, Head Start projects spending no more than \$250,000 on substitute staffing services from ChildCare Careers during FY 2020-21.

The Head Start proposed budget for "substitute staffing services" in FY 2020-21 is only \$50,000. However, funding to this budget line item is increased as necessary throughout the year via real salary savings that are accrued because of staff vacancies.

SOURCE OF FUNDING:

Fund (2128); HS Classroom and Seasonal Org (78231); FY20-21; Project #1004508 Head Start Basic and Project # 1004514 – Early Head Start Basic

In FY18-19 and FY19-20, these expenditures were allocated approximately 67 percent to Project #1004508 and 33 percent to Project #1004514.

PUBLIC OUTREACH / INTEREST

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

COORDINATION

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

SUSTAINABLE OPPORTUNITIES

Economic: There are economic benefits to the City from these Professional Services Agreements. Childcare Careers will provide needed support with experienced and qualified teaching staff, while the City's Head Start staff are absent, resulting from sick leave, disability, vacation, training, etc., enabling the program to maintain the required teacher to child ratio in all classrooms, thereby preventing classroom closure due lack of available teachers.

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

Race & Equity: Consistent with the Oakland Head Start program, the principal sustainable opportunity of Childcare Careers involves social equity. The vendor will deliver high-quality services to enrolled Head Start children. These services are designed to promote and foster healthy cognitive, social, and emotional development in children from low-income families, as well as support program management and fiscal functions. These services will be responsive and appropriate to each child and family's developmental, ethnic, cultural, and linguistic heritage and experience. 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 Authorizing The City Administrator To (1) Waive The City's Competitive Bidding Process For As-Needed Head Start Staffing Services And (2) Award A Professional Services Agreement To ChildCare Careers For Said Services In A Not To Exceed Amount Of \$250,000 For Fiscal Year 2020-2021.

For questions regarding this report, please contact Diveena Cooppan, Interim Manager, at 510-238-3165.

Respectfully submitted,



SARA BEDFORD
Director, Human Services Department

Reviewed by:
Diveena Cooppan, Interim Manager
Human Services Department

Prepared by:
Tracey Black, HHS Planner

Dylan Schubert, Admin Analyst II
Human Services Department