

Request for contractors to deliver business coaching services to childcare operators

Requirements and Scope of Work

At present, a crippling and chronic childcare crisis threatens the economic vitality of communities across the Regional Districts of Central Kootenay (RDCK), East Kootenay (RDEK) and Kootenay Boundary (RDKB). Kootenay Employment Services is launching “Filling the Gaps: Enhancing Childcare in the Kootenays”, this project aims to alleviate the childcare crisis across the RDCK, RDEK, and RDKB using a two-pronged approach: increasing recruitment of childcare workers to the Kootenays and, secondly, supporting at-risk childcare centers in becoming financially and operationally sustainable.

Over the past two years, the Government of British Columbia has made significant funds available for the construction and establishment of new childcare centers. These centers require business coaching and support to rapidly expand their facilities, including advice from experts who are knowledgeable about the childcare sector, including financial and operational services.

The other component of this project is delivering support to existing but at-risk childcare centers. The closure of even a single daycare operation is a powerful blow to a community with a ripple effect that stretches beyond the individual families impacted to the local businesses where parents are/were employed. Childcare centers across the region recently participated in a community survey, with 30% indicating that they are at risk of closing in the next 5 years. These small businesses will benefit from one-on-one business coaching to ensure they have access to resources, tools, and financial supports that will enable them to be sustainable.

Kootenay Employment Services has confirmed funding to hire a subcontractor to coordinate the project and deliver business coaching to childcare centers who are expanding, or identify as “at-risk” of closing.

Duration of the contract: April 2025 and March 31, 2027

Coordination:

The coordinating organization will work with subcontractors and the contract holder to ensure the goals of the funding agreement are met. This requires working with community partners and childcare providers across the region to introduce the funding and associated services being provided, direct applicants to appropriate resources, identify communities requiring assistance, and respond to community needs as funding permits. The successful organization will be expected to work collaboratively with project partners to share information on community needs, including



attending and hosting meetings with stakeholders to discuss the project progress and lessons learned.

Coaching services

- **Objectives of the coaching service:** Increasing the long-term sustainability and availability of childcare services in the Kootenay region, ensuring that childcare operators have the skills and resources to deliver high quality and sustainable childcare services.
- **Target audience:** 10 expanding childcare centers and 20 childcare centers that self identify as being at risk of closing in the coming years. All participating centers must be located in the Kootenay region.
- **Expected outcomes:**
 - Business coaching - Provide business coaching to 10 expanding centers and 20 centers that identify as not having sustainable business operations. Coaches should utilize materials that are available by the Province of BC Ministry of Education and Childcare.
 - Survey - Participating centers will be surveyed by the subcontractor at the conclusion of the project. Centers that identify as at-risk should report increased sustainability. Centers that are expanding should report increased skills and knowledge relating to increasing capacity at their facility. It is expected that expanding centers will receive approximately 20 hours of coaching per center. At risk centers will receive approximately 30 hours of coaching.
 - Consent – participating businesses will be offered the option to share their information with the Ministry of Education and Childcare, supporting future initiatives to improve childcare in the province of BC.
 - Interim report – 25% and 75% of project completion – brief reports will be requested to track project progress when 25and 75% of project spending has been utilized.
 - Final report – a final report will be provided to the contractor using a template provided by the contractor. This report will include lessons learned, as well as recommendations for the industry.
- **Skills and qualifications:** Qualified applicants must demonstrate knowledge of business planning, financial literacy, and knowledge of the childcare industry including supports that are available.

Request for Proposal (RFP)

Applicants should submit a document outlining the following:

- a. **Scope of services:** provide a description of the method used to provide coaching services.





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- b. **Relevant experience:** The successful organization must have a proven track record of providing business coaching services, preferably within the childcare or related sectors.
- c. **Capacity and resources:** The organization must be capable of providing services to the designated number of childcare operators.
- d. **Compliance and legal standing:** The organization should be in good standing legally and financially.
- e. **Past performance:** Applicants must provide examples of similar engagements (previous or current).
- f. **Deliverables and timeline:** Applicants must provide a description of the anticipated timeline to deliver the services described.
- g. **Pricing structure:** Provide a cost to deliver the services.
- h. **Location:** Preference for successful contractor to be located in the Kootenays.

Due date: May 5, 2025

RFPs should be submitted to Londa Morris at lm@kes.bc.ca

Proposals will be evaluated based on the following criteria:

- **Qualifications and experience** in providing business coaching.
- **Understanding of the needs of childcare operators** and the scope of the project.
- **Methodology and approach** to delivering coaching services (including any innovative strategies or resources they might offer).
- **Cost-effectiveness:** Value for money and whether the budget aligns with the proposed services.
- **Examples of previous projects** that demonstrate success.

