

## Request for contractors to deliver recruitment services for Early Childhood Educators in the Kootenay region

### 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. Recruitment of hundreds of Early Childhood Educators (ECEs) is required in order to fully staff these new centers and open all newly funded childcare spaces.

Kootenay Employment Services has confirmed funding to hire a contractor to conduct recruitment of ECEs, attracting qualified staff to relocate to the Kootenay region.

- **Objectives of the recruitment services:** Increasing the long-term sustainability and availability of childcare services in the Kootenay region, increasing availability of qualified staff to operate childcare centres in the Kootenays.
- **Target audience:** Qualified Early Childhood Educators who have graduated from recognized institutions, including inter-provincial candidates and international candidates.
- **Duration of the contract:** April 2025 and March 31, 2027
- **Expected outcomes:**
  - Recruitment - Recruitment of up to 80 certified Early Childhood Educators who have accepted jobs at facilities within the Kootenay region.
  - Case management - Candidates will work with a consultant to consider their individual circumstances, including housing, family members who will accompany them to the new location, and financial needs when determining a good fit for job posting.
  - Promotion of the ECE industry – using marketing materials produced by KES, the successful contractor will distribute marketing, attend job fairs, and host/attend events to promote ECE training.
  - Collaboration with partners – the successful organization will be expected to work collaboratively with project partners to share information on community





- recruitment needs, including attending meetings with stakeholders to discuss the project progress and lessons learned.
- Interim report – 25% and 75% of project completion – brief reports will be requested to track project progress when 25 and 75% of project spending has been utilized.
- Final report – a final report will be provided to the contractor describing lessons learned, as well as recommendations for recruitment for regional childcare centers.
- **Skills and qualifications:** Qualified applicants must demonstrate recruitment experience, and knowledge of the childcare industry entry-level requirements.

### 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.
- b. **Relevant experience:** The successful organization must have a proven track record of providing recruitment services, preferably within the childcare or related sectors.
- c. **Capacity and resources:** The organization must be capable of recruiting the required volume of ECEs.
- 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:** Applicants must 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](mailto:lm@kes.bc.ca)

### Proposals will be evaluated based on the following criteria:

- **Qualifications and experience** in providing recruitment services.
- **Understanding of the needs of childcare operators** and the scope of the project.
- **Methodology and approach** to completing the project deliverables (including any innovative strategies or resources they might offer).





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- **Cost-effectiveness:** Value for money and whether the budget aligns with the proposed services.
- **Examples of previous work** that demonstrate success in similar projects.

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