

REQUEST FOR QUALIFICATION
PROJECT: BUSINESS SURVEY COLLECTORS

Child Care Associates (CCA) is seeking a qualified Business Survey Collector to work in collaboration with the Research Manager to gather survey responses and data collection for a research project focused on childcare policy. The ideal candidate will have strong experience in the fundamentals of small business management to collect accurate financial data needed for a research study. This is an exciting opportunity for seasoned small business owners, child care owners and managers who are skilled communicators to ensure the integrity of data collection.

A. BACKGROUND

CCA is committed to advancing research and policy development in the field of childcare, with a focus on improving financial models and understanding the impact of policy on childcare systems in Texas. This research initiative purpose is to explore financial contracts in childcare, review state history and policy, and analyze both qualitative and quantitative data related to the sector.

B. SCOPE OF SERVICES

- Conduct scripted surveys with center directors at early childhood programs, via phone/video calls to gather data regarding financial and operational data regarding child care business practices
- Ensure accurate and complete data collection by following provided survey protocols and guidelines
- Complete ethical research certification provided by CCA.
- Build and maintain positive relationships with early childhood providers to facilitate smooth survey administration
- Manage and track survey responses, ensuring timely follow-up with participants as needed
- Address any questions or concerns from survey participants in a professional and courteous manner
- Maintain confidentiality and security of all collected data in accordance with project and organizational standards

C. PERIOD OF PERFORMANCE

- Business Survey Collectors will meet regularly with project team members to assess progress and address any challenges
- Business Survey Collectors will meet regularly with Program Manager to review progress individually
- Evaluation of project outcomes against predetermined objectives
- Solicitation of feedback from stakeholders to inform continuous improvement

D. QUALIFICATIONS

- 3-5 years owning, or managing a small business, child care business experience preferred.
- Demonstrated experience in data collection
- Proficiency in collecting and managing data documentation (surveys, interviews)

- Familiarity with educational and/or early childcare education systems, particularly in Texas
- Must demonstrate a high level of initiative and the ability to work well independently.

Preferred Qualifications:

- Bi-lingual Spanish preferred.
- Experience with technology tools for data collection
- Comfortable utilizing virtual technology essential for working remotely (Zoom, WebEx, and Microsoft Teams).
- Ability to effectively manage multiple projects simultaneously

E. QUESTIONS

Direct all questions to Venessa Miller, Procurement Director at: procurement@childcareassociates.org, subject line “*Question Business Survey Collectors Proposal*”.

F. QUOTE SUBMISSION

Please submit a proposal for the project listed in the Scope of Services above.

Please provide the following information:

- Executive Summary
- Resume
- Describe your previous experience related to similar projects
- Provide 3 references that support your expertise in this area
- Provide proposed hourly rate
- We will accept up to 4 proposals at a maximum of \$10,000/proposal

The proposals are due by 3 p.m. CST on January 02, 2025. Proposals must be emailed to: procurement@childcareassociates.org. Please use the subject line “*Business Survey Collectors Proposal*”. Late proposals will not be reviewed.

G. SELECTION CRITERIA

Selections will be based on qualifications. Quotes will be evaluated as follows:

1. 40% - Qualifications
2. 40% - Demonstrated Experience and Approach
3. 20% - Cost Reasonableness

H. INTERVIEWS

Top scoring Proposers may be asked to participate in a virtual interview. The Proposer will be provided a maximum of 30 minutes to cover qualifications, experiences, and approach. CCA will provide additional information regarding the interview process to the top scoring Proposers.

I. CONTRACT INFORMATION

Awarded Contractor will be considered an Independent Contractor. The proposer will need to provide all the equipment necessary to perform services. Anticipate start date early January 2025, and expire on or before May 31, 2025, unless extended by mutual agreement between parties.