

Agreement for Professional Services
Project: Valdez Childcare Needs Assessment
Contract No.
Cost Code:

Schedule kick-off meeting with the project team. Review background materials. Schedule and host monthly meetings of the Stellar & Valdez project teams, participate in other project meetings and activities. Prepare monthly progress reports.

DELIVERABLES

- » *Regular status meetings with project team (virtual)*
- » *Finalized timeline and methodology*
- » *Summaries of any meetings with City of Valdez departments and other stakeholders*

ASSESS THE CURRENT STATE

\$24,200

Conduct research to determine the current state. Survey families, conduct interviews with providers, employers, school district and other key stakeholders. Compile census and surveillance datasets for Valdez. Conduct focus groups to follow-up on specific needs identified in surveys. Provide incentives. Travel for two staff to visit Valdez for data collection.

DELIVERABLES

- » *Data collection, coding, and analysis including key informant interviews with providers, employers, and other key stakeholders and Family survey and/or focus groups with community members and/or members of childcare workforce*

SERVICE PLANNING

\$12,000

Use information gathered in the assessment process to create a detailed plan outlining options for the City of Valdez to improve child care access in the community. The plan will include projected need, identify potential partnerships and include financial analysis.

DELIVERABLES

- » *Draft strategic plan*

FINAL REPORT

\$12,000

Develop final written report of the needs assessment and related service plan for public review. Present and reflect on findings with the City of Valdez project team