1. Background

The 2012-2017 County Strategic Plan identifies Safe Communities as one of its strategic initiatives. The County's Office of Emergency Services is committed to building safer communities through a number of programs, including a focus on the disaster preparedness of the community's Childcare Providers.

Childcare Disaster Preparedness

Childcare providers play an essential role for San Diego's working families, allowing more parents and guardians to enter the job force as well as to seek higher education. Sound emergency preparedness is especially important during the early onset of a emergency where the safe reuniting of children and parents is critical to the response. Additionally, disruptions of services delay the recovery process, reducing the speed at which parents feel their children will be safe, allowing them to get back to their home, work, and schools.

State licensing in 2012 indicated nearly 5,000 operations in San Diego County, for providers of Day Care, Family Day Care, and School-age Day Care. Their resiliency to disasters is integral to the resiliency of families throughout the region. To increase the disaster preparedness of these facilities, as well as to increase the speed of the region's recovery efforts following a disaster, the Office of Emergency Services has identified objectives to build the emergency capabilities of childcare providers. Specifically their emergency planning and communications capabilities, along with professional development. This SOW will propose a plan to achieve these objectives.

2. Scope of Work/Purpose

To increase Childcare provider resiliency through development and distribution of a standard yet customizable childcare disaster and communications plan, accompanied by disaster preparedness training.

3. Outcomes/Objectives

Expectations related to timelines are desired estimates and start upon contract execution:

Phase I: Develop Childcare Disaster Plan and dissemination campaign (month 1-2)

3.1.1 Work with OES to research tools in use locally and in other communities.

3.1.2 Work with County OES to develop and finalize the design and layout of a Childcare Disaster Plan.

3.1.3 Determine how best to disseminate plans to providers, i.e. mail campaign, distribution at licensing agency, online, public safety events, etc.

3.1.4 Determine best time of day and date for a Childcare Disaster Planning educational event for childcare providers/staff by interviewing members of the San Diego Childcare Disaster Council and other stakeholders as defined by OES.

Phase II: Print sufficient plans for dissemination campaign and arrange for training event. (Month 2)

3.1.5 Print plans for ~5000 childcare providers plus 10,000 extra. (approx 5 page document full color)

3.1.6 Mail plan to 5,000 childcare providers in the County

Phase III: Hold training event and disseminate plans. (Month 3)

3.1.7 Design invitations to a childcare disaster planning/training event to be held before the end of March 2013.

3.1.8 Devise list of invitees and mail event invitations.

3.1.9 In consultation with Childcare Disaster Council, lead event planning, scheduling of speakers, secure location, devise agenda, staff event.

3.1.10 Disseminate childcare disaster plans at event, as well as carry out comprehensive dissemination plan.

3.1.11 Within one week of the event, follow-up email to event participants with event resources and presentations.

4. Target Population and Geographical Area

Target Population: Contractor shall develop Childcare Disaster Plan and training event to reach the following target populations: Day Care, Family Day Care, and School-age Day Care providers in San Diego County.

5. General Requirements for Service Delivery

5.1 The Childcare Disaster Plan shall be developed in consultation with the Office of Emergency Services, and community stakeholders like the Childcare Disaster Council.

5.2 The development and dissemination of the Childcare Disaster Plan and holding of the training event will be completed by the end of March 2013.

5.3 Approval from the County shall be received for each phase of the deliverables.

6. Contract Deliverables

Within the timeframe, it is expected that the Consultant will complete Phases I-III.

The consultant shall deliver the following items by the dates of each phase via email to Holly.Crawford@sdcounty.ca.gov. In each phase, the consultant shall coordinate closely with County work teams as appropriate.

Phase I: Develop Childcare Disaster Plan and dissemination campaign,

6.1 Final Childcare Disaster Plan and planned dissemination campaign that will target and reach the majority of Childcare Providers in San Diego County. – **Draft due February 15, 2013 for review by County OES**

Phase II: Print sufficient plans for dissemination campaign and arrange for training event.

6.2 Work with Office of Emergency Services to produce plans sufficient to meet the current and expected needs of Childcare Providers within the county. **Due March 15, 2013**

Phase III: Hold training event and disseminate plans

6.3 Develop agenda, invitation list, and materials to conduct training event– **due March 15, 2013**

6.4 Conduct training event for Childcare Providers.

6.5 Carry out Childcare Disaster Plan dissemination campaign.

6.6 Compile feedback from training event and Childcare Disaster Plan recipients.

7. Reporting Requirements

7.1 Within 10 days of signing the contract, the contractor will provide a detailed work plan with a timeline of activities to be completed in order to manage the project and track progress.

7.2 Participate in biweekly conference calls or in person meetings to keep County staff apprised of progress. This will include confirming the agenda in advance with the COTR and providing minutes within one week of the call/meeting.

8. Contract Dates: January 15, 2013 through March 31, 2013

9. Contract Amount: TBD

Contractor shall send completed invoices within 30 days of completion for each phase to the following:

Holly Crawford
Director
County of San Diego OES
5580 Overland Ave
Suite 100
San Diego CA 92123

10. Conditions Prerequisite to Payments. County may elect not to make a particular payment if any of the following exists:

10.1 Misrepresentation. Contractor, with or without knowledge, made any misrepresentation of substantial and material nature with respect to any information furnished to County.

10.2 Unauthorized Actions by Contractor. Contractor took any action pertaining to this Agreement which required County approval, without having first received said County approval.

10.3 Default. Contractor was in default under any terms and conditions of this Agreement.

10.4 Fees for Service. Contractor shall not implement a schedule of fees to be charged to clients or third party client representatives without prior County approval.

11. **Withholding Of Payment.** County may withhold reimbursement until reports, data, audits, or other information required for Agreement administration or to meet County or State reporting or auditing requirements are received and approved by the Contracting Officer's Technical Representative (COTR) or designee. County may also withhold payment if, in County's opinion, Contractor is in noncompliance with this Agreement.