

Agreement No. _____

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND CHILD CARE
COORDINATING COUNCIL OF SAN MATEO COUNTY**

This Agreement is entered into this 25th day of March, 2025 by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Child Care Coordinating Council of San Mateo County, hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of maintaining existing Family Child Care Home providers in San Mateo County by providing services, support and other assistance to those providers, and increasing the number of Family Child Care Home providers in San Mateo County by helping providers establish, open, and successfully operate new Family Child Care Homes,

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates
- Exhibit C – Performance Measures and Reporting

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed \$753,483 unless the County exercises its option provided in Section 4 of this Agreement, in which case the County's total fiscal obligation under this Agreement shall not exceed: \$1,153,115 if extended for July 1, 2026 to June 30, 2027, and \$1,553,115 if extended for July 1,

2027 to June 30, 2028, and \$1,953,115 if extended for July 1, 2028 to June 30, 2029. In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from March 10, 2025, through June 30, 2026. The County may, in its sole discretion, exercise an option to extend the term for up to three (3) additional one-year terms (from (i) July 1, 2026 to June 30, 2027 and (ii) from July 1, 2027 to June 30, 2028 and (iii) from July 1, 2028-June 30, 2029) under the same terms and conditions set forth in this Agreement. The County may exercise its option by providing written notice to Contractor at least thirty (30) calendar days prior to the expiration of the initial term of the Agreement, or thirty (30) calendar days prior to the expiration of the first option, if applicable.

5. Termination

This Agreement may be terminated by Contractor or by the County Executive or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as “contract materials”) prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

(A) injuries to or death of any person, including Contractor or its employees/officers/agents;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

(C) any sanctions, penalties, or claims of damages resulting from Contractor’s failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor’s duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County’s prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

a. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County’s Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor’s coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days’ notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

b. Workers’ Compensation and Employer’s Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers’ compensation and employer’s liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor’s operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(a) Comprehensive General Liability.....\$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, regulations, and executive orders, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance, as well as any required economic or other sanctions imposed by the United States government or under state law in effect during the term of the Agreement. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law, regulation, or executive order, the requirements of the applicable law, regulation, or executive order will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall also report to the County the filing by any person in any court any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission, or any other entity

charged with the investigation of allegations of discrimination within seventy-five (75) days of such filing, provided that within such seventy-five (75) days such entity has not notified contractor that such charges are dismissed or otherwise unfounded. Such notification to County shall include a general description of the allegations and the nature of specific claims being asserted. Contractor shall provide County with a statement regarding how it responded to the allegations within sixty (60) days of its response and shall update County regarding the nature of the final resolution of such allegations.

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Executive Officer, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Executive Officer.

To effectuate the provisions of this Section, the County Executive Officer shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

h. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor

shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply unless this Agreement's total value listed in the Section titled "Payments", exceeds two-hundred thousand dollars (\$200,000); Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

16. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

17. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Justin Mates, Deputy County Executive
Address: 500 County Center, 5th Floor, Redwood City, 94063
Telephone: 650-363-4136
Email: jmates@smcgov.org

In the case of Contractor, to:

Name/Title: David Fleishman, Executive Director
Address: 330 Twin Dolphin Drive, Ste 119, Redwood City, 94065
Telephone: 650-517-1435
Email: dfleishman@sanmateo4cs.org


18. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

* * *

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: Child Care Coordinating Council of San Mateo County, Inc.

 FC13B1AF4D33409...	3/17/2025	David Fleishman
_____ Contractor Signature	_____ Date	_____ Contractor Name (please print)

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor and its subcontractor, Renaissance Entrepreneurship Center (Renaissance), will develop a customized program to support the sustainability of existing San Mateo County Family Child Care Home (FCCH) providers and the establishment of new FCCH sites in San Mateo County by delivering the following services. Measure K funds will contribute to the costs of up to four Contractor staff and five Renaissance staff providing the services described below.

Unless otherwise specified in this scope of work:

- Services will be delivered by Contractor and Renaissance staff to San Mateo County FCCH Providers or those interested in opening an FCCH in San Mateo County.
 - o Contractor will obtain the County's prior written consent before engaging outreach partners to provide services under this Agreement.
 - o Renaissance will obtain the County's prior written consent before engaging any contracted consultants to provide services under this Agreement.
- Contractor staff will provide services in English, Mandarin, Portuguese, and Spanish. Ladon Language and Language Line Services will be used to provide interpretation/translation needs beyond staff's capacity.
- Renaissance staff will provide services in English, Spanish, Cantonese, Mandarin and Portuguese.
- Services will be offered both remotely and in-person.

Part 1: Outreach

To notify existing FCCH providers and those interested in opening an FCCH of available business development resources and to promote running an FCCH as a career path, Contractor will:

- Focus outreach activities on high need and underserved communities by subcontracting with up to 4 outreach partners in year 1 and 2 of this Agreement, who will act as trusted community messengers to connect these communities to services provided by Contractor under this Agreement.
- Work with additional county-based organizations such as, Family, Friend, and Neighbor (FFN), Canada College, Skyline College, Bay Area Entrepreneur Center (BAEC), and San Mateo County Family Child Care Organization, and JobTrain to raise awareness about the availability of services under this Agreement.
- Leverage social media platforms to disseminate information, highlight career pathways, and connect with prospective providers through engaging content and targeted advertising.
- Conduct information sessions/interactive workshops in local communities to provide information about family child care careers, share success stories, and offer hands-on activities that engage potential providers.
- Conduct joint presentations with Community Care Licensing to inform potential providers about regulatory requirements, support services, and the benefits of becoming licensed.
- Renaissance will set up a landing page and market their services through their existing channels and will have information available at all business resource centers. Renaissance's Coastside Manager will support outreach on the Coast in Yr 1, and contracted consultants will support outreach efforts to engage FCCH business owners and ensure program accessibility.

Part 2: Assistance to Existing FCCH Providers

4Cs Ambassador Program

- Existing family child care providers “Ambassadors” will deliver 1:1 mentoring sessions (3 mentees maximum per year) and up to 2 Group workshops per year covering early childhood education competencies and business best practices.
- Workshops will be conducted based on the Ambassador’s preferred language, typically in English, Spanish, or Mandarin.
- Contractor will recruit and train new Ambassadors annually.
- Ambassadors will be required to have at least 5 years of experience, attend a 2-hour ambassador training, provide at least 10 hours of mentorship to each mentee with a minimum of 2 hours in-person.
- Ambassadors will receive a stipend of \$500 per mentee and/or \$150 to facilitate a workshop.

Business Consulting

- Renaissance staff and contracted consultants will provide 1:1 business consulting support to FCCH Providers in marketing, financial planning, and HR.
- Renaissance staff will administer growth grants of \$1000 to participants who meet the following eligibility criteria The funds can be used on items such as marketing and age-appropriate equipment.
 - i. Applicants must be licensed home-based FCCH business owners in San Mateo County
 - ii. Must be an active Renaissance Entrepreneurship Center client.
 - iii. Business Revenue Limit: Preference is given to businesses with gross receipts under \$120,000.
 - iv. Completion of 15 hours of business training, which can include the All Our Kin (AOK) 10-week course or other approved business workshops for FCCH business owners.
 - v. Completion of 3 hours of 1:1 Business Consulting with Renaissance consultants.
 - vi. Submission of:
 1. A business budget reflecting identified business needs.
 2. A use of funds statement detailing the priority items the grant will support.Agreement to report business progress to Renaissance for at least one year or until the business is no longer operating.

Resource & Referral—Connecting Families to FCCH Providers

- FCCH Providers receiving support under this grant—both new and existing—can market their programs using the My Child Care Plan provider database, an online resource that helps families find child care and early learning programs that meet their needs, to increase visibility. Contractor will provide technical assistance to activate their profiles, ensuring families seeking care can be referred to them through 4Cs Resource & Referral (R&R) services, supporting provider enrollment and business sustainability.

Connecting Providers with Additional Grant Opportunities

- Contractor will provide FCCH providers with information on additional grant opportunities available through community partners such as Build Up and other local organizations. Providers will receive technical assistance to navigate these funding sources, supporting their long-term sustainability and business growth.

Foundational Business Courses

- Contractor will deliver a 20-hour workshop series titled **Fundamentals of Family Child Care** in English and Spanish
 - o Contractor will facilitate at least 2 cohorts per year (1 cohort is comprised of up to 15 people, exception is Year 1 - only 1 cohort will be offered)

- Contractor and Renaissance staff with contracted consultants will offer the 30-hour **All our Kin** (AOK) course, an advanced business series covering business sustainability, risk management, marketing, financial management and business operations.
- Contractor and Renaissance will have staff complete the Train the Trainer course to then be able to administer the 30-hour AOK course to FCCH Providers.
 - o Contractor will facilitate at minimum one cohort per year and Renaissance will facilitate at least 2 cohorts per year (each cohort is comprised of about 15 people)

Advanced Business Courses

- Renaissance staff with contracted consultants will develop and deliver an advanced training curriculum covering topics such as financial modeling, refining or modifying your business model, enrollment assistance, including marketing and client retention, technology tools for efficiency and growth, and tax and financial compliance

Part 3: Assistance to individuals interested in opening a new FCCH

Child Care Initiative Program (CCIP)

- Contractor staff will assist providers with the licensures and licensing process, obtain business insurance, navigate county and state requirements, meet mandatory training requirement, business education and support.
- Pre-licensing visits in-person at prospective providers' residence.
- Provide start-up grants up to of \$2,500 to CCIP participants who meet the below eligibility criteria to assist with necessary start-up costs to obtain licenses and supplies such as sleeping cots, safety locks, emergency kits, smoke/carbon monoxide detectors, fire extinguishers, and file organizers.
 - o Applicants must be in the process of securing a Family Child Care Home (FCCH) license in San Mateo County.
 - o Must be an active participant in the California Child Care Initiative Project (CCIP).
 - o Must have completed prerequisites for licensing, including Preventive Health & Safety training and CPR/First Aid certification.
 - o Must have attended or be registered for *Fundamentals of Family Child Care* or have completed 20 professional development hours in comparable foundational business courses, including Community Care Licensing (CCL) Orientation.

Loaner Laptops and Technical Literacy Support

- Laptops will be available to FCCH Providers receiving support under this grant who lack personal devices, which would otherwise create barriers to participation. Contractor business courses and workshops, including the AOK series, require online platforms for homework submissions and hands-on activities like developing contracts and policies using business tools and applications that aren't compatible with cell phones. Contractor will procure and provide loaner laptops to ensure full participation. Upon program completion, participants can use their startup grants to purchase their own devices for continued use in their business. By the end of the program, they will have developed the technical literacy required to effectively use and maintain their personal device.

Part 4: Data Collection and Reporting

Contractor will

- Implement data tracking mechanisms.
- Develop quarterly report templates, and submit quarterly reports according to Exhibit C.
- Meet with the County quarterly to provide progress updates.
- Participate in County evaluation or assessment related work.

- Develop and administer/align across sub-contractors surveys pre/post participation in programming. Feedback from participants is incorporated into adjusting program planning to respond to needs as appropriate.

Table 1: Contract Outputs

The below tables correspond to the sections and services listed above

Part 1: Outreach				
Service/# Providers	FY 24/25	FY 25/26	FY 26/27 (projected)	Total
Outreach events held	4	8	4	16

Part II: Assistance to Existing FCCH Providers				
Service/Activity	FY 24/25	FY 25/26	FY 26/27 (projected)	Total
Ambassadors recruited and trained	10	15	20	45
Participants in 1:1 Mentorship with Ambassadors	10	30	40	80
Number of Ambassador-led workshops	N/A	15	20	35
Number of FCCH accessing 1:1 business consulting sessions	45	30	30	105
Participants in Fundamentals workshop	10	20	30	60
Participants in All Our Kin workshops	30	45	50	125
Train the Trainer AOK Certificates	4	2	0	6
Participants in Advanced business courses	25	35	45	105
Growth grants administered	45	30	30	105
Logos created	5	10	10	25
Websites created	5	10	10	25

Part 3: Assistance to individuals interested in opening an FCCH:				
Service/# Providers	FY 24/25	FY 25/26	FY 26/27 (projected)	Total
Child Care Initiative Program (CCIP) Participants	10	20	30	60
Start-up grants (\$2,500) administered	10	20	30	60

Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

1. Payments to the Contractor will be on a cost-reimbursement basis. Payments to the Contractor will not exceed \$753,483 unless the County exercises its option provided in Section 4 of this Agreement, in which case the County’s total fiscal obligation under this Agreement shall not exceed: \$1,153,115 if extended for July 1, 2026 to June 30, 2027, and \$1,553,115 if extended for July 1, 2027 to June 30, 2028, and \$1,953,115 if extended for July 1, 2028 to June 30, 2029. In the event the county elects to exercise its option(s), the parties will agree on appropriate performance metrics for any extension period.

2. Contractor shall submit quarterly invoices according to the schedule outlined in Table 2 (Invoice/Reporting Timeline) with the following information and in reference to Table 3 (Budget):

- A description of quarterly expenses, evidence of work performed, or of costs incurred, such as performance measures, timesheets, activity logs, copies of bills, and/or packing slips, and proof of disbursement of stipends.
- Amount invoiced to the County for the relevant Agreement year, as well as the total amount invoiced to the County under this Agreement.
- The Agreement number, project location, dates of service, and specific work completed.
- Contractor shall include a written certification that the costs were actually, reasonably and necessarily incurred for the Project described in Exhibit A and that the supporting documentation is true, correct and complete.
- All invoices shall include the agreement number, project location, dates of service and specified work completed.

Table 2: Invoice/Reporting Timeline

Reporting Period		Due Date for Invoices with supporting documentation and Quarterly Reports. 4 th Quarter report will count as the annual report.
Q1	July	October 20 th
	August	
	September	
Q2	October	January 20 th
	November	
	December	
Q3	January	April 20 th
	February	
	March	
Q4	April	June 20 th (due early due to year end processes)
	May	
	June	

Contractor shall perform the services set forth in Exhibit A and bill time for the Project based on the Budget set forth in Table 3, below, provided that Contractor may make minor modifications to the Budget as follows: a certain line item within a category or an entire category may be increased or reduced by up to \$100, but the total expenses may not be exceeded. Any further modifications must receive written pre-approval by County in its sole discretion.

3. County will remit payment to Contractor within 30 days of receipt and approval of an adequate invoice by the County Executive’s Office, Accounting Unit. County shall have the right to withhold payment if County determines the quantity and/or quality of the work performed is unacceptable.

4. At the quarterly Contractor and County Project Manager meeting during the third quarter of every fiscal year, the Contactor will provide a summary of year-to-date and fiscal year total projected expenditures and progress against performance measures. At that meeting, the Contractor and Project Manager will review the projected annual expenditures. If expenses are expected to be less than the Agreement amount for that fiscal year, the Project Manager and Contractor will discuss why the expenses are lower and whether the Agreement amount should be adjusted downward for the upcoming fiscal year.

At the end of the first fiscal year of the Agreement, FY 24/25, the Contractor may carry forward any Agreement amounts from the following categories: community partner outreach subcontract, growth and start up grants, Ambassador stipends, train the trainer certificate and Laptop Loaner Program, not expended during that fiscal year into the second fiscal year of the Agreement for onetime expenses and costs. However, the total amount for the first two fiscal years, \$753,483 (\$365,412 plus \$388,071), must be spent by the end of second fiscal year, FY 25/26.

Remit invoices to:	Remit quarterly and annual reports to:
County Executive’s Office Attn: Accounting 500 County Center, 5 th Floor Redwood City, CA 94063 Email: CEO_AP_Inbox@smcgov.org w/ cc to Irene Pasma, ipasma1@smcgov.org Phone: (650) 363-1810	County Executive’s Office Attn: Justin Mates, Deputy County Executive 500 County Center, 5 th Floor Redwood City, CA 94063 Email designee, Irene Pasma: ipasma1@smcgov.org

Table 3: Budget

	FY 24/25	FY 25/26	FY 26/27 (projected)	Description
4Cs				
Personnel [up to 4 staff] and benefits	\$38,446	\$119,546	\$123,132	Workforce development specialist, data specialist, CCIP coordinator, ECE specialist
Ambassador Mentorship Stipend	\$5,000	\$15,000	\$20,000	\$500 per FCCH Provider an Ambassador mentors
Ambassador-led Workshop Stipend	\$0	\$2,250	\$3,000	\$150 per Ambassador-led workshop
Start Up Grant	\$25,000	\$50,000	\$75,000	\$2500 per FCCH Provider
Laptop Loaner Program	\$30,000	\$0	\$0	Purchase of 25 laptops to be loaned to providers to facilitate participation in services as described in Exhibit A.
Marketing/Promotion and Translation	\$6,000	\$6,000	\$5,500	Collateral materials such as fliers and brochures and translation of program materials
AOK Business Course- Train the Trainer Certification	\$7,000	\$3,500	\$0	Train the Trainer certification (\$3500/instructor) for Contractor staff to lead the All Our Kin workshop for FCCH Providers
FCCH Workshop Supplies	\$5,000	\$5,000	\$2,000	Supplies such as binders, file organizers, certificates, calculators, USBs for participating FCCH Providers
Consulting and Professional Services	\$1,500	\$1,500	\$1,500	Subject matter business development training experts to support 4Cs-led workshops.
4Cs subtotal	\$117,946	\$202,796	\$230,132	
Renaissance Sub Contract				
Personnel [up to 5 staff] and benefits	\$53,824	\$82,468	\$77,680	Program Director, Program Manager, Program Coordinator, Data Manager, Coastside Manager
Growth Grants	\$45,000	\$30,000	\$30,000	\$1000 per FCCH Provider
AOK Business Course - Train the Trainer Certification	\$7,000	\$3,500	\$0	Train the Trainer certification (\$3500/instructor) for Renaissance staff/consultants to lead the All Our Kin workshop for FCCH Providers
FCCH Workshop/Course Supplies	\$8,000	\$8,000	\$10,000	Supplies such as binders, file organizers, certificates, calculators, USBs for participating FCCH Providers
Contracted Consultants	\$28,000	\$33,000	\$23,500	Renaissance will contract with 3-4 consultants, \$75/hour, who, in conjunction with Renaissance staff, will provide 1:1 Consulting to FCCs, Business Course Instruction and Curriculum Development
Website and Logo Development	\$4,250	\$8,500	\$8,500	\$450 per website, \$400 per logo
Renaissance Subtotal	\$146,074	\$165,468	\$149,680	
Community Partner Outreach Subcontracts				
Community Partner 1-4				Up to 4 partners, not to exceed a total of \$75K across all four, to conduct outreach in hard to reach communities
Outreach Subtotal	\$75,000	\$0	\$0	
Indirect Costs				
Indirect Costs	\$26,392	\$19,807	\$19,820	Covers costs such as insurance, audit, rent, telephone, equipment leases, IT, & program oversight roles i.e. Executive & Comms. Director.
TOTAL	\$365,412	\$388,071	\$399,632	

Exhibit C – Performance Measures and Reporting

Contractor will submit a quarterly report to indicate progress against Contract Outputs (Table 1 in Exhibit A) and below performance measures.

In addition to providing numbers on the below, Contractor will provide a brief, 1-2 paragraph update on progress, information about collaboration/partnerships, as well as 1-2 client stories/testimonials/photos. Reports should be submitted according to Table 2 in Exhibit B.

Table 4: Performance Measures

	FY 24/25	FY 25/26	FY 26/27 (projected)	Total
Number of existing FCCH Providers supported (unduplicated)	85	128	165	378
Number new FCCH opened*	10	20	30	60
Number new childcare slots created	60	120	180	360
Number of FCCH Providers that upgrade license from small to large	N/A	3	5	8
Number FCCH Providers at risk of closing that remain open	N/A	5	5	10
Business sustainability**	80% of FCCH business owners will maintain or increase child enrollment after receiving support 60% of FCCH business owners will report increased revenue after receiving training or consulting services.			
Support Satisfaction	90% of participants feel the support they received through the program helped them successfully start, grow, or sustain their business			

*Data reporting should include small vs large FCCH, # slots, and location of facility

**Participants will be surveyed at three, six-, and twelve-months post-service to track these outcome

Contractor will meet quarterly with the County Project Manager and provide updates on all deliverables listed above and in Table 1 (Contract Outputs). At this meeting, Contractor will discuss reasons for any shortfalls in project goals and plans to address those shortfalls.

At the third quarter meeting in FY25/26, Contractor will present a summary report of all contract performance metrics for the term listed in the table above and in Table 1 (Contract Outputs) and provide a summary of all expenses. At that meeting, the Project Manager will also discuss the potential for an additional period of funding with Contractor if performance metrics have been met.