

CHILD CARE EXPANSION TOOLKIT

REQUEST FOR PROPOSALS

Issued by: Kitsap Economic Development Alliance (KEDA)

Issue Date: 2-16-2026

Proposals Due: 3-18-2026

Project Completion Deadline: Close of Business June 16, 2026

Proposal Length Limit: 10 pages plus attachment A

NEED

The Kitsap Economic Development Alliance seeks a consultant to develop a provider-facing Child Care Business Toolkit that supports individuals and organizations seeking to open, expand, or convert childcare capacity, with particular focus on infant and toddler care. This tool kit will be focused on creating region specific resources for Kitsap County Entrepreneurs.

The Toolkit will be action-oriented and designed to reduce barriers to child care supply growth by providing a practical, start-to-finish navigation guide that helps providers understand and plan for:

- a) Licensing and pre-licensing steps, including common pitfalls and how to verify requirements;
- b) Permitting and fire marshal processes, including development sequencing and contractor engagement.
- c) Financial supports and sustainability tools (grants, subsidies, and business planning); and
- d) Real-world space constraints and options (HOAs, conversions, square footage considerations, and capacity potential).

Key to this project is developing a Toolkit that is actionable and empowering, including language that reinforces that it is acceptable for applicants/providers to ask questions and seek clarification from regulatory authorities and administrators.

INITIAL SCOPE OF WORK

The consultant will deliver a proposal that addresses the following parts of the project (Tasks 1–7):

Task 1. Step-by-step guide (start to finish)

- Develop a clear roadmap that walks a provider from early exploration to launch new childcare businesses, including decision points, sequencing, and "what happens next" guidance.
- Provide a simple cost estimator framework addressing start-up costs (including real estate/land considerations), typical allocation expectations (e.g., spending a target percent on staffing), and ongoing operating cost categories and revenue considerations.

Task 2. Licensing

Develop a process guide that helps childcare providers navigate the licensing and pre licensing process which includes a guide to relevant WAC, RCW, and DCYF regulations and common pitfalls in the licensing process, and their solutions.

Task 3. Permitting + development process expectations

Include practical expectations for navigating permitting and development processes, including when/how to talk with the fire marshal, engaging contractors, common permitting bottlenecks, and strategies for proactive outreach to permitting offices.

Task 4. Grants and Subsidy program navigation

Introduction to perennial grant programs that can help providers launch or scale new care.

Include plain-language guidance on how to qualify to accept subsidized childcare through Early Achievers, Working Connections Child Care (subsidized care) and eligibility concepts, and military childcare subsidy participation pathways for providers who want to accept military subsidy.

Task 5. Continuing education and quality supports

Summarize continuing education and quality system supports and pathways, including STARS, CAC, and relevant collaboratives (e.g., OC collaboration or similar).

Task 6. Business training and operations modules

Include a section that points to (or outlines) practical business training module topics: how to run the business, financial management, and operational considerations and compliance basics. Along with suggested technical assistance providers.

Task 7. Insurance Directory and Considerations

Research and develop an insurance guide covering child care liability concepts, types of coverage, key questions to ask, and how to find insurers that cover child care businesses.

Task 8. Build this toolkit in a format that can be revised and updated in the future

It is imperative that this toolkit be revisable in the future, and Ideally built as an online interactive model that can be hosted on the KEDA website.

This Initial Scope of Work is subject to further revision by KEDA and the successful candidate.

Key Dates

Milestone	Date
Opening of proposal period	2-17-2026
Closing of proposal period	3-18-2026
Notification of Award	3-24-2026
Commence Engagement	3-25-2026
Finish Engagements	All work completed by Close of Business June 16, 2026

BACKGROUND

KEDA is the primary economic development organization serving Kitsap County and advances regional solutions that strengthen economic vitality.

Kitsap's ability to support working families is directly tied to the availability of childcare. This project supports childcare supply growth by making it easier for providers to understand the steps, requirements, and resources needed to open or expand capacity.

Qualifications

The ideal consultant/team will have experience in at least some of the following:

- Childcare licensing and regulatory navigation (or comparable regulated human services)
- Small business technical assistance, operations, or financial planning
- Government process navigation (permitting, fire/life safety, building processes)
- Toolkit development, guidebooks, or similar public-facing materials
- Ability to translate complex processes into clear, accessible steps

Experience working in Washington State (or comparable regulatory environments) is preferred.

Budget

A budget not to exceed \$30000 has been established for this program. Proposals should be submitted in an all-inclusive format with one fee identified for services. All other operational costs after the inclusive proposal is submitted are to be borne by the consultant.

Format

Targeted, tight proposals are welcomed. Proposals must be submitted as a written narrative (12-point font) not to exceed 10 pages, plus attachment A. (slide deck is also acceptable)

Important: Submissions not meeting format requirements may be disqualified.

Evaluation

The successful consultant will be selected based on, but not limited to, the following criteria:

1. Experience with similar engagements
2. Overall proposal quality and clarity of approach
3. Proposed cost
4. Quality of references
5. Demonstrated understanding of child care expansion barriers (licensing, permitting, finance, space, operations)
6. Interview (if selected)

Terms

KEDA reserves the right to negotiate with any consultant necessary to serve its best interests in achieving the goals described in this RFP. Select consultants may receive interview requests or requests for demonstrations of their work. All proposals will become the property of KEDA once submitted.

Contact / Submit Proposals to: 9499

Contact:

James Davis davis@kitsapedia.org
Kitsap Economic Development Alliance (KEDA)
360.377.9499

Attachment A: RFP Appendix

All proposals must include the information requested below.

References

List three similar engagements and/or consulting references. Briefly describe work done and point of contact.

- 1.
- 2.
- 3.

Personnel

List the names of key personnel anticipated to work on the project and their LinkedIn profiles. For the proposal's primary point of contact, include the best phone number. Any subcontracting entities and personnel should also be disclosed here.

- Primary Point of Contact:
- Team Member(s):

Hours

Please identify the total hours you will expend on: (1) this project overall and (2) each of the deliverables in the Initial Scope of Work (Tasks 1–8).

Engagement Timeline

Please outline roughly the timeline for executing your proposed project beginning [Commence Date] and finishing all work by Close of Business June 1, [Year].

Cost

Include your proposed compensation schedule, and briefly describe how you calculated the overall cost of this project. Project budget is between \$25,000 and \$30,000.

About Kitsap Economic Development Alliance (KEDA)

Founded in 1983, the Kitsap Economic Development Alliance's mission is to facilitate healthy economic growth and investments that support livable, resilient communities, fueled by innovation and the diverse people and businesses of Kitsap. The organization focuses on holistically developing Kitsap's economy across its various geographies and communities to ensure healthy growth and a desirable quality of life. Our vision is *economic vitality for all, in one spectacular place!* For more information, visit www.kitsapeda.org

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About the Center for Economic and Business Research (CEBR) at Western Washington University

The Center for Economic and Business Research (CEBR) at Western Washington University works in partnership with businesses, non-profits, government/quasi-governmental entities and tribal communities to respond to data and analysis needs. CEBR's work includes analyses, presentations and reports supported by academic standards and best practices. Learn more online at cebr.wwu.edu
