



Hello,

The YMCA of Metropolitan Los Angeles is a Non-Profit Organization that serves over 29 communities in the Greater Los Angeles area. We are reaching out to national, local and diverse businesses to request a business quote for *temporary/substitute childcare staffing services*.

In our program, we partner with families to support the "whole child." Through engaging learning experiences, children grow across all areas of development in a safe and welcoming environment that prepares them for lifelong success. Starting as young as six weeks, our Early Head Start, Head Start, and preschool classrooms promote school readiness by supporting health, nutrition, mental health, social-emotional, and cognitive development.

The YMCA of Metropolitan Los Angeles seeks a qualified staffing agency to partner with and who can provide us with trained and qualified substitute teachers on an as-needed basis to ensure compliance with licensing requirements, federal and state requirements, and our program continues to offer a quality program with YMCA's teachers and the staffing agency's teachers.

The staffing agency will be responsible for providing substitute teachers that meet the federal, state requirements and community care licensing requirements while performing the following duties as included.

Our annual spend for Temporary/Substitute Childcare Staffing averages between \$150,000-\$500,000. We would like to offer you an opportunity to submit a bid for our business.

As a non-profit we are always looking for cost savings opportunities and look forward to receiving your proposal for Childcare Staffing

Please see the attached proposal information. All proposals are due by November 26, 2025. Please reach out to Mercedes Rosales, KrischaEsquivel@ymcala.org, with any questions.

Thank you kindly and we look forward to hearing from you.

Sincerely,

Krischa Esquivel
Executive Director



Request for Proposal (RFP)

Strategic Sourcing- Temporary/Substitute Childcare Staffing Services

YMCA OF METROPOLITAN LOS ANGELES

4301 W. 3rd Street
Los Angeles, CA 90020

Response Deadline: September 25, 2026

Confidentiality: The contents of this Request for Proposal (RFP) are considered Confidential Information. The company receiving this RFP shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any information concerning this request or any information obtained in subsequent RFP-related communications. No information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of YMCA of Metropolitan Los Angeles (YMCA).

Information in this RFP can only be distributed with written permission of YMCA of Metropolitan Los Angeles. Furthermore, no news releases, public announcement, or any other reference to this request may be made without prior written consent from YMCA of Metropolitan Los Angeles, which consent may be withheld for any reason solely at YMCA of Metropolitan Los Angeles' discretion.

Organization Background Information

Description of Strategic Sourcing Initiative

The YMCA of Metropolitan Los Angeles ("YMCA") has recently begun to examine all aspects of our Temporary/Substitute Childcare Staffing procurement. By streamlining and establishing stronger relationships with fewer Vendors, our YMCA intends to recognize cost savings while improving quality and service.

Overview of Opportunity

The YMCA's annual spend on Temporary/Substitute Childcare Staffing services between 2022 – 2025 averaged between \$150,000.00 - \$500,000.00.

This RFP is for sourcing Temporary/Substitute Childcare Staffing. See Section 6 for details on anticipated Temporary/substitute Childcare Staffing positions needs. The scope of this RFP includes reliable services to 29 centers and all preschool/childcare sites throughout greater Los Angeles.

Timeline

TIMELINE FOR RFP		
Date	Activity	Responsible
Friday, September 11, 2026	Delivery of RFP to Select Group of Vendors	YMCA-Metro LA
Friday, September 25, 2026	Submission of Completed RFP	Vendor
Friday, October 9, 2026	Update Regarding Next Steps	YMCA-Metro LA
Please note that all responses must be by 5:00 p.m. PST on the date listed on the timeline.		

Questions

Mercedes Rosales will be the point of contact for any questions that might arise relating to this RFP. Note that while every attempt will be made to provide timely feedback to all questions, the original timeline will be adhered to regardless of the status of response. It is recommended that any questions be forwarded as soon as possible to provide adequate time for response.

Guidelines for Submitting Reply

General Instructions: Service providers are asked to adhere to and acknowledge the following general instructions:

- ♦ Service provider proposal responses should be clear and concise, describing your company's abilities to meet the requirements of this RFP. The respondent must explain its reasoning for declining to respond to or comply with any request(s) made.
- ♦ All responses/proposals shall remain valid for a period of 120 days from the date of submission.
- ♦ Summary of RFP Formats and Sections - The formats outlined in the RFP must be adhered to in your responses. All response materials must also be accurately labeled and each item should include the section and question it is addressing. Responses must be emailed with the subject line "Temporary/substitute Childcare Staffing **RFP Response**" and sent to KrischaEsquivel@ymcala.org.

Vendor Selection/Award Criteria

In reviewing the RFP/Proposal, Vendors will be favored according to their ability to satisfy the following criteria:

- Quality and breadth of services – 25%
- Ability to meet specified service requirements – 25%
- Best / most competitive savings – 25%
- Transition expertise – ability to implement program quickly with minimal business disruption – 25%

Confidentiality

This RFP is strictly confidential and proprietary to YMCA of Metropolitan Los Angeles. Service providers agree that they will not duplicate, distribute, or otherwise disseminate or make available this document or the information contained therein without the express written consent of the YMCA. The service provider may make this document available to employees who have a need to know its contents in order to participate in the preparation of the RFP response.

Service providers shall not include or reference this RFP in any forum without the prior written consent of YMCA of Metropolitan Los Angeles.

Vendor Response and Information

The following pages contain the questions for your response.

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Section 1 – Organizational Overview

Section 2 – Service Management Capabilities

Section 3 – Implementation

Section 4 – Billing & Invoicing

Section 5 – Quality Control Programs

Section 6 – Pricing & Cost Management

1 – Organizational Overview

It is our desire to establish a strong, lasting relationship with our service providers. In addition, with the YMCA's focus on Social Responsibility, we are committed to maintaining an inclusive and diverse Vendor base and building relationships with vendors that reflect our communities. In order to demonstrate your ability to be a strategic partner, provide responses to the following information requests and questions which address your company's operations, organization, financial viability and structure.

1.1 Company Name

1.2 Key contact – name, title, phone, fax, and email. Company website.

1.3 Describe your company history. Has your firm, or your parent firm, filed for bankruptcy in the last 5 years? If yes, please provide details.

1.4 Are you a small business?

1.4 Are you a diverse business? Minority, women, LGBTQ+, veteran-owned business? Please describe.

2 – Customer Service Capabilities

The questions detailed below will give us a reference point as to the organizational ability of the provider to meet our operating requirements. Providers are expected to exhibit a proven quality track record and have a quality control monitoring program in effect. As an example, quality is defined as staff and delivery performance, billing accuracy, meeting of service level commitments, etc. Complete your responses to the questions regarding quality below. Include any other additional appropriate information describing your quality process.

2.1 Outline your company's proposed account management and customer service structure to support the YMCA.

2.2 Describe your fulfillment process from staffing request to staffing assignment.

2.3 Discuss your ability to provide continued trained and qualified substitute staff on an as needed basis.

2.4 Please provide your candidate selection, screening and training process.

2.5 Please provide your process for addressing underperforming staff. What are your reporting requirements?

2.6 Please list any additional processes or procedures you will implement to meet the YMCA requirements, if applicable.

2.7 What “value added” services can you offer us?

3 – Implementation

A provider’s ability to support and manage a timely implementation process is important in assessing provider performance.

4 – Billing & Invoicing

Service provider will need to meet our requirements for billing and invoicing, while also helping us to streamline processes and reduce demand on our Accounts Payable department. Complete your responses to the questions regarding billing below.

4.1 The YMCA currently issues checks to all our vendors. Are you able to accept check payments and if not, what other payment options that you offer to your clients?

4.2 Do you offer electronic billing? If so, can you explain the process?

4.3 What is your invoicing frequency and payment terms?

4.4 Can you itemize a single invoice by location or center?

5 – Quality Programs

Preference will be given to Vendors who exhibit a proven quality track record and who have a quality control monitoring program in effect. As an example, quality is defined as delivery performance, order accuracy, billing accuracy, meeting of service level commitments, etc. Complete your responses to the questions regarding quality below. Include any other additional appropriate information describing your quality process.

5.1 How do you ensure ongoing customer satisfaction with your services?

5.2 Explain how your company will maintain consistent quality staff and pricing standards.

5.3 Please see staffing and certification requirements in section 6.

6 – Pricing & Cost Management

Our goal is to reduce our total cost associated with our Temporary/Substitute Childcare Staffing spend. It's critical therefore that Vendor can offer both competitive pricing as well as trained and qualified staff as needed.

6.1. Please see below list containing the Temporary/substitute Childcare Staffing positions that we are requesting for pricing quotes. Our goal is to achieve the most competitive savings and qualified staff on an as needed basis.

Staffing Agency Responsibilities:

Provide Staff Coverage for:

- Planned and unplanned teacher vacation, absences, personal time off, training, emergencies, and long-term absences to due leave of absences or vacant positions.
- Coverage required for head start, early head start, or state preschool classrooms in the roles of teacher or assistant teachers

Roles and Responsibilities of Teacher and Assistant Substitutes:

- Implement lesson plans, curriculum, and daily schedules as directed
- Always supervise and ensure the safety of children

- Engage children in developmentally appropriate activities
- Positive interactions, open ended questions, and language modeling with children
- Follow state and local licensing regulations (e.g., child-to-staff ratios)
- Maintain classroom cleanliness and organization
- Communicate effectively with staff, children, and families
- Follow policies and procedures, including health and safety protocols
- Communicate with YMCA teachers and site directors for any questions, child observations, incidents, accidents, or any concerns related to children, families, or staff.

Staffing:

- Screen and assign qualified substitute teachers or assistant teachers for head start, early head start or state preschool classrooms
- Ensure substitutes meet all state, federal, and local licensing requirements
- Conduct background checks and fingerprinting (as required)
- Provide the YMCALA verification of staff's
 - Educational qualifications
 - Experience working with young children
 - CPR/First Aid certification
 - Health/TB screening
- Provide orientation or training on:
 - Classroom management
 - Child development best practices
 - Safety and Supervision
 - Program-specific policies (if required)
- Provide a process for complaints or concerns about substitute performance
- Replacement of underperforming substitutes process
- Provide substitutes to the location on the agreed upon times

Per Head Start Performance Standards and the Los Angeles County Office of Education of which the YMCALA is a delegate agency of, require that all substitutes in the Head Start and Early Head Start Programs must meet the following:

Teacher Qualification

Infant & Toddler (Birth–36 months)

Standard	Teacher Qualification	Assistant Qualification	Ratio
LACOE	Associate degree + Associate Teacher Permit or higher + 3 IT plan units at hire, 6 within 1 year	Permit or 6 ECE units if enrolled in pathway & PD	Follows OHS ratios (1:4, Max 8) or (1:3, Max 9)

Preschool (3–5 years)

Standard	Teacher Qualification	Assistant Qualification	Ratio
LACOE	Bachelor's degree + Teacher Permit or higher (AA allowed only if 50% workforce has BA)	Associate Teacher Permit or 6 ECE units if enrolled in pathway & PD plan	Follows OHS ratios (1:10, Max 20) 1:10 approximate not required

For our California State Preschool Program (CSPP), the YMCALA requires that the substitutes meet the California Department of Education staff requirements and meet the following:

Teacher Qualification

Infant & Toddler (Birth–36 months)

Standard	Teacher Qualification	Assistant Qualification	Ratio
CDE (Title 5)	Teacher Permit or higher (Associate Teacher under supervision)	Assistant Permit optional (6 units)	1:3 (Max 18)

Preschool (3–5 years)

Standard	Teacher Qualification	Assistant Qualification	Ratio
CDE (Title 5)	Teacher Permit or higher (Teacher, Master, Site Supervisor)	Assistant Permit optional (6 units)	1:8 (Max 24)

For our fee-based licensed programs the YMCALA requires that the substitutes meet the Community Care Licensing staff requirements and meet the following:

Teacher Qualification

Infant & Toddler (Birth–36 months)

Standard	Teacher Qualification	Assistant Qualification	Ratio
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CCLD (Title 22)	12 ECE/CD units + 6 mos exp (or CD Permit) Entry: 6 units under plan	Aide: ≥18 yrs	1:4 (Max 12)
Preschool (3–5 years)			
Standard	Teacher Qualification	Assistant Qualification	Ratio
CCLD (Title 22)	12 ECE/CD units + 6 mos exp (or CD Permit) Entry: 6 units under plan	Aide: ≥18 yrs	1:12 (Max 24)

YMCALA Centers and Information:

- **Burbank YMCA CDC**
 - **Combination of Fee and Subsidy Program:** Offers both subsidized care and fee-based programs; financial assistance is available and 3rd party funding is accepted.
 - Burbank, CA 91504
- **Gardena-Carson Family YMCA**
 - **Head Start and Combination of Fee and Subsidy Program:** Offers both subsidized care and fee-based programs; financial assistance is available and 3rd party funding is accepted.
 - Gardena, CA 90248
- **Ketchum-Downtown YMCA**
 - **Head Start and Subsidized Preschool Programs** Families must qualify for this program based on income, family size, etc.
 - Los Angeles, CA 90005
- **Mid Valley Family YMCA**
 - **Early Head Start, Head Start and Subsidized Preschool Programs:** Families must qualify for this program based on income, family size, etc.
 - Van Nuys, CA 91405
- **Montebello-Commerce YMCA**
 - **Early Head Start, Head Start and Subsidized Preschool Programs:** Offers both subsidized care and fee-based programs; financial assistance is available and 3rd party funding is accepted.
 - Commerce, CA 90040
- **Weingart East Los Angeles YMCA**
 - **Subsidized Preschool Program:** Families must qualify for this program based on income, family size, etc.
 - Los Angeles, CA 90023
- **West San Gabriel Valley YMCA**
 - Alhambra, CA 91801
- **City of Lancaster YMCA Preschool Services**
 - Lancaster, CA 93534
- **Antelope Valley (Coming Soon)**
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- ♦ Provide contract pricing for the above positions. We are looking for best competitive price possible on an as needed basis, but if applicable, please specify any minimum quantities required that could result in additional savings in contract pricing that the Y should consider.
- ♦ Provide length of time the contract pricing would be set for.
- ♦ Please comment on any additional fees/charges if applicable.
- ♦ How can you help us achieve continuous savings throughout the lifecycle of our relationship?