

Project: Child Care Feasibility Study

Start Date: March 15, 2011

Client: Child Care Center Task Force

Program Manager: Linda Maule

Project Manager: Katie Butwin / Susan Powers (Subcommittee Co-Chairs)

Thesis Statement: The Childcare Task Force requests funds to engage WFD Consulting to prepare and administer a childcare needs assessment and feasibility study.

Introduction/Background – What?:

The Child Care Center Task Force is a subcommittee of the Quality of Life Initiative of Goal Six, Recruit and Retain Great Faculty and Staff. The Strategic Plan calls for the Task Force to conduct a survey of needs of students, faculty and staff to determine aspects not included in prior studies, e.g., price elasticity.

Proposal/Purpose/Justification – Why?:

In December, 2010, the Task Force issued an RFP through ISU's Purchasing and Central Receiving Department. (See attached Request for Proposal). The Purchasing Department received two responses to the RFP, and the committee has selected WFD Consulting as our partner. WFD will conduct a needs assessment and feasibility study and, taking the results of the survey, will develop a report that will include findings, recommendations and a proposed operational budget for the Center. (See attached Draft LOA and Response to Request for Proposal).

Work Plan – Action Steps – Process – How?:

WFD has developed a work plan that will be modified to allow the survey to take place in April, 2011 (Action #2). Once a contract is complete, WFD will be onsite to discuss the survey instrument with stakeholders to ensure that the survey addresses our requirements. Once the survey is complete, WFD will develop a report, which will include an operational budget. WFD will also make recommendations about potential partnerships and funding sources (Action #4), as well as operational approaches to managing the center (Action #5).

Reporting and Deliverable Schedule – When?:

The survey is expected to be completed in mid to late April, 2011. WFD will facilitate discussion of the survey results and resulting recommendations, with a final report due by August 1, 2011.

Budget – How Much?:

WFD's consulting services will cost \$49,700.

Stakeholders and Management Plan – Who?:

WFD will be managed by the Task Force co-chairs, Susan Powers and Katie Butwin. WFD will meet with the Task Force and other stakeholders, including College of Education representatives, both before and after the survey to develop the business plan and operational budget. For more information, please see Draft LOA and WFD's Response to Request for Proposal.

Outcome Assessment & Future Testing – How Well?:

WFD's report will provide underlying data for discussions on approaches to operation of the Child Care Center, including development of external partnerships and funding sources.

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