# Table of Contents

* Scope of Work Service Categories
  + Data Analytics and Analysis
  + Strategic Policy Consultation
  + Policy Research and Analysis
  + Financial Modeling and Analysis
  + Regulatory Analysis, Development, and Economic Impact
  + Communication Support

# Scope of Work Service Categories

Data Analytics and Analysis

The Contractor(s) shall provide data analytics and analysis services to support OECOSL in evaluating program performance and informing decision-making. The Contractor(s) shall analyze data provided by OECOSL to generate actionable insights, identify trends, and support strategic planning and policy development. The Contractor shall remain in compliance with all State data privacy and security standards. Responsibilities under this service category may include:

* Reviewing program performance data to evaluate outcomes and trends over time and assess the impacts generated by changes in policy and procedure, as well as to compare outcomes across cohorts.
* Developing predictive models to estimate the potential outcomes of proposed policies and procedural changes.
* Creating clear reports, including visualizations of key data points and trends, to present findings to OECOSL leadership.
* Developing actionable recommendations and accompanying implementation plans, informed by data analysis, to inform OECOSL strategic planning.

## Strategic Policy Consultation

The Contractor(s) shall provide strategic policy consultation services to support OECOSL in its strategic decision-making with the underlying goal of building child care capacity in Indiana. The Contractor(s) shall work in close coordination with OECOSL leadership and designated staff to ensure alignment with the agency’s goals, priorities, and statutory responsibilities. Notable policy areas of focus relating to this service category include, but shall not be limited to, workload and staffing analysis, business process improvement, organizational efficiency, and program specific performance evaluation. Responsibilities under this category may include:

* Providing data-driven, evidence-based recommendations and advisory support on proposed or existing OECOSL policies and strategic initiatives.
* Distinguishing between options for current funding streams and potential new funding streams.
* Analyze and recommend incentives to accelerate investment in the child care sector and opportunities to drive growth through public private partnerships (such as those with employers, philanthropic organizations, and local government).
* Develop strategies to support and build local solutions to child care.
* Developing and maintaining project tracking tools, including timelines and workplans, for specific initiatives and projects.
* Conducting interviews, surveys, or discussions with OECOSL employees, program participants, and other relevant stakeholders to inform policy recommendations.
* Developing actionable recommendations to support OECOSL’s operational objectives.
* Drafting detailed implementation plans for newly enacted or amended policies, including clear action steps, assigned responsibility, timelines, and performance measures if relevant.

Policy Research and Analysis

The Contractor(s) shall provide comprehensive policy research and analysis services to support OECOSL in identifying best practices, evaluating policies in peer states, and informing the development of future strategies with the underlying goal of building child care capacity in Indiana. The Contractor(s) shall conduct comparative and analytical research to assist OECOSL leadership in making informed decisions regarding current and prospective policy initiatives. Responsibilities under this service category may include:

* Monitoring and analyzing options for current funding streams and potential new funding streams to support OECOSL initiatives and programs.
* Researching opportunities and strategies to support and build local solutions to child care, including approaches implemented in peer states.
* Monitoring incentives to accelerate investment in the child care sector and opportunities to drive growth through public private partnerships.
* Conducting benchmarking analysis comparing OECOSL’s policies, programs, and procedures with those of peer agencies and organizations in other states.
* Developing qualitative and quantitative models to assess the potential outcomes of proposed policy changes.
* Monitoring and analyzing relevant policy developments from other states, the federal government, and national organizations.
* Conducting interviews with stakeholders with direct experience or organizing focus groups
* Propose recommendations for new policies or amendments to existing policies, supported by policy research findings and data analysis.
* Draft implementation plans to accompany policy recommendations, including objectives, key activities, responsibilities, and timeline.

Financial Modeling and Analysis

The Contractor(s) shall provide financial modeling and analysis services to support OECOSL in evaluating historical budget and spend data, projecting future financial performance, and informing strategic decision-making. The Contractor(s) shall deliver actionable insights and evidence-based recommendations to guide OECOSL’s fiscal planning and resource allocation. Responsibilities under this service category may include:

* Developing robust financial models to project future budgetary and spending outcomes, including scenario analyses to evaluate the impact of potential changes in policy or procedure.
* Cross-agency cost benefit analysis of existing or proposed policies to assess financial impact of various policy choices, including cost effectiveness and return on investment analysis.
* Presenting findings from financial analysis, including actionable recommendations, supporting evidence informed by analysis, and draft implementation plans for incorporating recommendations.

Regulatory Analysis, Development, and Economic Impact

The Contractor shall conduct regulatory analysis to support OECOSL in evaluating existing regulations, developing new regulations, and assessing their economic impact as well as their impact on OECOSL’s programs and objectives with the underlying goal of building child care capacity in Indiana. The Contractor(s) shall conduct comprehensive analysis to inform OECOSL leadership of the strengths and weaknesses of regulations, opportunities for improvement, and associated implications. Responsibilities under this service category may include:

* Researching options for current funding streams and potential new funding streams, as well as forecasting their impact on OECOSL initiatives.
* Assessing incentives to accelerate investment in the child care sector and opportunities to collaborate through public private partnerships, including how such efforts work within OECOSL’s regulatory framework.
* Analyzing regulatory strategies to support and build local solutions to child care.
* Conducting interviews with stakeholders with direct experience or organizing focus groups
* Analyzing the effectiveness of currently enacted OECOSL regulations by identifying successes, challenges, and areas for improvement.
* Assessing the potential economic impacts of existing or proposed regulations, including effects on the agency’s budget, operational costs, and the populations served by OECOSL and other government programs such as Medicaid and child welfare.
* Recommend potential new regulations or amendments to existing regulations, informed by research and analysis and supported by detailed implementation plans when appropriate.

Communication Support

The Contractor(s) shall support OECOSL in developing, coordinating, and executing both internal and external communications across its programs, initiatives, and stakeholder groups. The Contractor(s) shall support OECOSL’s efforts to increase public engagement, promote program visibility, and enhance the agency’s overall communications strategy. Responsibilities under this category may include:

* Drafting outreach materials for intragovernmental communications, including correspondences, policy updates, and informational briefings, such as those directed to policymakers and partner agencies.
* Supporting the planning and coordination of community engagement activities, such as public forums and webinars, by assisting in the development of agendas, presentation materials, and more.
* Informing the content and format of internal communications, such as agency wide announcements and newsletters, to ensure a clear and consistent dissemination of information to OECOSL staff.
* Developing actionable recommendations regarding approaches and strategies applicable to communications to support agency objectives.
* Drafting detailed implementation plans for communications efforts, including objectives, target audiences, delivery methods, and timelines.