

**RFP #2122-09 Childcare**



# REQUEST FOR PROPOSAL

PROVISION OF NON-PROFIT GROUP CHILDCARE SERVICES

AT PALSSON ELEMENTARY SCHOOL

2557 Beverly St, Duncan, BC, V9L 2X3

ISSUED: September 2, 2021

## **PART 1 – INTRODUCTION**

### **1.1 Invitation to Proponents**

This Request for Proposal (“RFP”) is an invitation by ‘The Board of Education of School District No. 79 (Cowichan Valley)’ (The “Owner”) to prospective proponents to submit proposals for the provision of **Group Childcare Services** as further described in Part 2 – the Deliverables (The “Deliverables”).

### **Project Background**

The Cowichan Valley School District has received funding from the Ministry of Children and Families for the creation of new childcare spaces to be located adjacent to District schools. The facilities have been designed and are currently being constructed offsite with an estimate delivery date of December 2021. The District is seeking the services of a qualified non-profit Society to deliver childcare services for up to 12 infants under 3 years old (birth to 36 months) and up to 25 children 3 years old to school age at Palsson Elementary School in Lake Cowichan.

### **Start Date**

The facilities are anticipated to be available for occupancy during the month of December 2021. Planning for operation with the School District is anticipated to begin immediately following the award of the Group Childcare Services lease contract.

### **Location**

The proposed childcare centre facility is located on the school grounds of Palsson Elementary School.

### **Request for Proposal Terminology**

Throughout this Request for Proposal, terminology is used as follows:

1. “Lease” means the written Operating Agreement resulting from the successful Request for Proposal executed by the School District and signed by the Society;
2. “Society” means the successful Proponent to this Request for Proposals who enters into a Lease with the School District;
3. “School District” or “District” means The Board of Education of School District No. 79 (Cowichan Valley);
4. “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request of Proposal.”

### **Terms of Reference**

The School District wishes to enter into a Lease with a qualified non-profit Society for provision of childcare services for a newly-built facility on school property. The District will maintain the building envelope, however, the District expects that the Society will:

1. Hold all licenses and permits required to operate the childcare centre;
2. Agree to enter into a probationary 3-month term;
3. Deliver group childcare programming for infant and up to school-age children, following the Early Learning Framework/Reggio Emilia Approach;
4. Offer and provide service to families receiving the Affordable Child Care Benefit;

5. Actively participate in the Child Care Operating Funding (CCOF) program;
6. Commit to enroll in the Child Care Fee Reduction Initiative (CCFRI);
7. Operate the centre on a financially self-sustaining basis, with the understanding that the District is not prepared to contribute any funding to the centre;
8. Assume responsibility for all childcare operational costs including purchase of all toys and equipment as well as custodial;
9. Ensure services are accessible to children who require extra support and establish policies to support inclusion and cultural diversity; and,
10. Maintain at all times appropriate insurance coverage and submit copies to the District at the time of yearly renewal.

**Procurement Process**

This procure process will utilize an RFP format based on the following timelines.

Issuance Date	September 2, 2021
Deadline for Questions	September 13, 2021
Deadline for Addenda	September 17, 2021
Submission Close	September 20, 2021 @ 12:00 p.m. Pacific Time (PT)

For the purposes of this procurement process, the “Owner Contact” shall be:

**Jason Sandquist, Secretary-Treasurer**

**Email: [jsandquist@sd79.bc.ca](mailto:jsandquist@sd79.bc.ca)**

**Questions**

Any questions are to be made in writing only to the owner contact. Requests are to reference ‘RFP#2122-09 Childcare’ in the subject line.

**Submission**

Submissions are to be emailed to the Owner Contact no later than the Submission Close. All submission shall be submitted in PDF format and shall reference ‘RFP# 2122-09 Submission’ in the subject line.

**Type of Contract for Deliverables**

The selected Proponent(s) will be required to enter into a Lease Agreement.

**Site Review**

A site review is not required. The facilities are expected to be delivered and installed by the end of December 2021. Building layout plans are available upon request.

**PART 2 – THE DELIVERABLES**

**2.1 Information Required in Proposal**

Proposals should contain the following information, as explained below.

This information shall form the basis of, but not limit, the evaluation criteria.

1. Proponent
  - 1.1. Name, statement of purpose, and philosophy of non-profit Society
  - 1.2. Current copy of Society's Charter and Bylaws, with date of registration and list of directors
  - 1.3. Copy of most recent annual report and audited financial statement of the Society
2. Program Philosophy and Management Concept
  - 2.1. Description of Proponent's vision for operation of the childcare centre (including ages served, program overview, and ways to maximize use of the resource)
  - 2.2. Description of Proponent's philosophy and past practice regarding staff education, personnel and hiring policies, staff salaries, parent involvement, safety and protection of children, service to children with special needs, service to a multicultural clientele, interaction with the School and broader community (and involvement with educational institutions)
3. Statement of Proponent's relationship to and familiarity with the community
4. Operating Team
  - 4.1. Background on the experience and credentials of key people expected to be involved in the development and operation of the centre
  - 4.2. Name, telephone number, email and mailing addresses of key contact person(s) from the applicant Society and operating team (may or may not be the same person)
5. Experience
  - 5.1. Description of Proponent's experience in developing and operating group childcare centres – including names, addresses, and summary information on the centres
  - 5.2. The names, addresses, and telephone numbers and other contact information of no fewer than 3 relevant references for whom the Proponent has provided, within the past 2 years, childcare centre operational or related services. It is the District's intent to check references, and to take the results into account in the selection process
6. Financial Information
  - 6.1. Preliminary operating budget for the centre, showing projected staff salaries, maintenance and operating expenses, other costs, and anticipated childcare fees
  - 6.2. Information on the Proponent's experience, philosophy, and commitment regarding fundraising and grant writing to assist with the ongoing sustainability of the centre
  - 6.3. Commitment that the Society will obtain, at its own expense, insurance as outlined by the School District

## **Disclaimer**

The School District retains the right to reject any or all proposals received. The School District may select the proposal that, in its sole opinion and discretion, will provide the greatest benefit to the District and the residents of the community it serves. Without limiting the foregoing, the School District may take into consideration the following:

1. The history and proven experience of the applicant both inside and outside of the Cowichan Valley;
2. The financial strength of the applicant;
3. Other matters and factors specified in Section 5.0;
4. Any other matters of factors that the School District considers relevant.

The applicant acknowledges and agrees that the School District decision shall be final and not subject to review or challenge.

## **Acceptance**

All proposals shall remain open for acceptance by the School District for no less than 14 calendar days from the closing date of this RFP. Only the issuance of a resulting Lease by the District to the Society shall constitute acceptance of the proposal. No other act by or on the part of any other party shall be binding to the School District.

The School District is not under any obligation to award a resulting Lease and reserves the right to terminate the RFP process at any time. Award of the Proposal in whole or in part may be contingent upon but not limited to:

- School District approval;
- Approval by the Board of Education;
- Receipt of at least three qualified Proposals.

## **Intent**

It is the intent of this RFP to obtain offers for the scope of work stated above. This RFP is issued solely for the purpose of obtaining proposals; its issue does not confer any license or grant for any other purpose whatsoever.

## **Legal and Regulatory Compliance**

The Society shall comply with all applicable federal, provincial, regional and municipal laws, regulations, bylaws and orders, and with all directions and orders of any body having jurisdiction.

## **Business License**

The Society shall obtain and hold a valid Business License and contain an endorsement prohibiting cancellation, lapse, or adverse material change in coverage without 30 (thirty) days' prior notice in writing to the School District by registered mail.