

Ogden City Corporation
Request for Proposals to Provide
Child Care Services and Consulting

Ogden City Corporation ("City") is requesting proposals from interested firms ("Contractors") to consult on the build-out of a child care facility, and to manage and operate child care services at a location to be provided by the City in downtown Ogden. The child care services are provided as a benefit to parent and grandparent employees.

Proposal packets may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading proposal packets from the Ogden City website at http://ogdencity.com/en/doing_business/bids_proposals. Bidders are responsible for securing any and all addenda issued.

Responses to this Request for Proposals shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, or via electronic mail to purchasing@ogdencity.com, no later than 4:00 p.m., on April 16, 2018. LATE PROPOSALS WILL NOT BE ACCEPTED.

Interested Proposers are invited to attend a pre-proposal meeting to discuss the services that are being sought, to ask questions about this RFP, and to tour the day care space, if available. The meeting is for informational purposes only and is not binding. It will be held on Monday, April 9, 2018, at 9:00am. Meet in the 7th Floor Conference Room, #2549 Washington Blvd., Ogden, Utah.

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from women and minority owned businesses.

OGDEN CITY PURCHASING

PUBLISHED: March 25 & April 1, 2018

Ogden City

Request for Proposals to Provide Child Care Services and Consulting

I. Introduction

Ogden City Corporation (“City”) is requesting proposals from interested firms (“Contractors”) to manage and operate child care services at a location to be provided by the City in downtown Ogden. The child care services are provided as a benefit to parent and grandparent employees. The selected contractor will also be engaged prior to build-out of the facility, to advise on the appropriate lay out for indoor space and an adjacent outside play area.

Ogden City desires to accommodate approximately 70 children as follows:

| | |
|--------------------|----|
| Birth to 23 months | 24 |
| 2 years old | 8 |
| 3 years old | 10 |
| 4 years old | 8 |
| School-age | 20 |

II. Form of Contract

The selected Contractor must be willing to enter into a written agreement with Ogden City to provide all services required herein. It is the intent of the City to enter into a contract with the successful Contractor for a three-year initial term. The contract may be renewed for two (2) additional two-year term periods under the same terms and conditions. At the culmination of the maximum seven years, the service shall be open for a competitive process.

III. Scope of Services

Advise Ogden City on the build-out of a new child care center for Ogden City employees’ children and grandchildren, including appropriate lay out for indoor space (to include kitchen, administrative area and restrooms) and an adjacent outside play area.

Operate and manage a full service day care center for Ogden City employees’ children and grandchildren. The City may partner with nearby businesses. An on-site full time manager is required.

The Contractor shall:

1. Comply fully with Utah law and administrative rules governing Child Care Centers, Utah Admin. Code R381-100 et seq., as developed by the Utah Department of Health (hereafter "Child Care Center Rules"). In addition to other audits as may be conducted by the Utah Department of Health, Ogden City may also conduct an annual audit.
2. Supply indoor and outdoor toys, curriculum materials, computer, cubby holes, cribs, bed, or mats, all bedding and linens, kitchen utensils/equipment for preparation of snacks and other supplies as necessary to develop and challenge the wide range of children at the center.
3. Manage the day-to-day operations of the center including the collection of revenues. The Contractor shall take advantage of existing Social Service Assistance Programs.
4. Operate the center at least from 6:00 a.m. to 6:00p.m., with a maximum of ten (10) hours care per child per day and no more than 50 hours per week.
5. Accept infants and preschoolers into the program. Priority will be given to Ogden City employees. The City will consider placing non-City children, except in the infant and toddler room, on the provision that they may be displaced from the program if an employee requests placement for a child.
6. Provide reasonable provisions to accommodate breast-feeding mothers.
7. Provide healthy meals and snacks per Child Care Center Rules. The Contractor will post a menu for breakfast, lunch, and snacks. The menus will be available to parents 10 days in advance.
8. Provide nap time for younger children who are at the child care center all day.
9. Provide flexibility with regard to age group mix, maintaining the ratio of teacher/child outlined in the Child Care Center Rules.
10. Operate the child care center Monday through Friday, inclusive, year round. The center will be closed on City holidays.
11. Provide age-appropriate development curriculum for all age groups to include activities to promote gross motor, fine motor, cognitive, language, and social development skills which will encourage the development of self-esteem and respect for others.
12. The Contractor and/or Director of the child care center shall meet the minimum requirements of Child Care Center Rules; preference will be given to those who have a minimum qualification of at least a bachelor's degree in child development or special education or early childhood education; or a minimum of

four years' experience directing a child care facility; and a full-time on-site manager with a bachelor's degree or a minimum of three years' experience managing a child care facility.

13. Provide child care group leaders, as required, who meet the minimum requirements of the Child Care Center Rules; preference will be given to those who employ child care providers who are at least 18 years of age and have at least a high school education completed with at least one year experience in infant care and/or child care or equivalent education in child development. At the beginning of the contract the Contractor will provide proof of these requirements. Proof will also be required for any new employee hired during the contract term. This information must be provided to parents or grandparents if asked and should appear on the daycare website.
14. Provide at Contractor's expense, education of personnel as required in the Child Care Center Rules.
15. Treat as confidential information regarding recipients of service. Publication of any information that would identify an individual recipient is prohibited except upon written consent of the responsible parent or guardian.
16. Maintain availability for audit and inspection, records of revenues and expenditures relating to these services shall be maintained by the Contractor and made available upon request until audits initiated by the City, State, or Federal auditors are completed, or for a period of three years after termination of services, whichever is greater.
17. Develop and implement an equipment tagging and inventory system that will permit the ready identification of equipment supplied by the Contractor and that supplied by the City.
18. Develop and implement an emergency evacuation program in compliance with City evacuation policy and Child Care Center Rules. Implement and practice daily safety procedures.
19. Changes in all fees or other costs must be submitted to Human Resources for approval by March of each year.
20. Schedule at least quarterly meetings for the Parents Group to review curriculum, policy and procedures of the center and ask questions. The Director and full time on-site manager of the day care center must attend the scheduled meetings. Also be available for additional meetings in requested by the Parents Group.
21. Develop policy and procedures for the day care center. These policy and procedures must be available to Human Resources and the Parents Group.

22. Donations made to the Ogden City Child Care Center, whether of cash or other property will remain with the Center upon termination of the Contract.
23. All employees must be approved and screened in compliance with Child Care Center Rules and Ogden City Human Resources.
24. Ensure transportation for children away from the center in properly licensed, inspected, and insured vehicles, by employees who are properly licensed and insured.
25. In October of each year, the Contractor will submit to the Ogden Facilities Director a list of improvements and modifications to the physical space to be considered in the annual budget process.
26. The successful Contractor will obtain its own account with an independent internet service provider to provide a website available for parents to disperse information to parents (i.e. policy manual, menus, teacher credentials, health alerts, waiting list, etc.)
27. Clean and sanitize toys and play-mats daily.

IV. Ogden City Shall:

1. Provide child care building and yard space and provide maintenance of the same including:
 - a. Water, heat, and light; snow removal from parking lots, sidewalks, building entrances, and stairways; grass cutting and trimming; and janitorial supplies to include toilet paper, soap, and paper towels.
 - b. Empty and replace liners for all wastebaskets and garbage cans; remove all trash to outside dumpsters daily; sweep, dry dust mop, and buff all vinyl floors nightly.
 - c. Clean and sanitize all restrooms daily.
 - d. Vacuum all carpets nightly and shampoo carpets weekly.
 - e. Dust furniture, clean window blinds and window sills, dust and clean mop boards, and dust and clean top of partitions once weekly.
 - f. Repair City building assets and equipment as needed.
 - g. Provide parking near the Day Care Center for staff, and a drop off and pickup point for clients; day care staff are required to park their vehicles in the employee parking area, not in the public parking area.
 - h. Provide a food preparation area within the day care center which will include a stove, microwave oven, refrigerator, dishwasher, and disposal.
 - i. Provide administrative space, telephone equipment, and local dial tone within the child care center.

- j. Provide building security at all times, either by a security officer or system, and fire insurance on the building.
- k. Create a Parents Group to ensure support of and input into the operation of a child care center and to facilitate communication.

V. Contractor's Costs/Fees

Calculation of Contractor's proposed fees and costs for child care services should not include items covered in Section IV, and should assume completion of necessary child-care facility build-out. Contractor should include separate fees for consultation regarding build-out of child care facility, however, Ogden City will be responsible for cost of build-out.

VI. Proposal Submission Requirements/Criteria

All proposals submitted for evaluation must include, but are not limited to, the following information. The City will evaluate each proposal as to the responsibility and responsiveness of each Proposer. Proposals will be evaluated and ranked by a selection committee. A select number may, if it is in the best interest of the City, be invited for an interview. The City reserves the right to request a best and final offer.

Section 1 - Responsiveness to the RFP: 30%

This section shall demonstrate the content and quality of programming and responsiveness to program goals identified in the RFP, shall demonstrate the ability to consult on the build-out of a child care facility, and proposed operation and management of the child care center on a day-to-day basis, and include a proposed budget itemizing expenses.

1. List type of business: i.e. sole proprietor, corporation, or partnership. List all officers or the person authorized to commit your firm to the proposal submitted. Include copy of: License - State/DFS, evidence of good standing from the Department of Commerce, State of Utah, and Ogden City business license.
2. Provide licensing review and health inspection for the last three years.
3. Describe your organization:
 - a. Number of years in business.
 - b. Organizational Chart and corporate structure.
 - c. List day care centers being operated, include contract names, addresses and phone number.

4. Describe your proposed curricula (including enrichment programs and learning goals which encompass activities to promote gross motor, fine motor, cognitive, language, and social development skills) for each age group. Include samples of your curriculum materials:
 - a. Describe your approach to diversity and multi-cultural curriculum.
 - b. Describe your approach for transitioning children from one age group to another.
 - c. Describe your program policy pertaining to the discipline of children.
 - d. Describe your experience and approach to infant toddler care.
 - e. List equipment you would provide to operate a child care center and specify which equipment to be used for age groups and ratio of equipment to children.
5. Describe your organization's philosophical approach to child care.
6. Describe your methodology for providing healthy meals and snacks. Include a one month menu which includes breakfast, lunch, and snacks.
7. A description of methods used to facilitate communication between the staff and parents (daily feedback reports, descriptions of incidents such as biting or accidents, etc.)
8. Include a description of the Contractor's grievance procedure for parents who are not satisfied with the Contractor's response to an issue.
9. Describe the vehicle(s) to be used in transporting of children away from the center, including license, inspection, and insurance information.
10. Provide references for at least three major clients during the past *six* years providing the same type and level of day care. The City may contact any or all of your clients for a reference.
11. Describe your procedure for daily communication to parents, such as, a child in a classroom diagnosed with H1N1 or strep, such as, e-mail, text, posting on day care web page, notice on door, etc.

Section 2 - Firm and staff qualification: 40%

This Section shall demonstrate the experience of your firm and experience of each of your care givers. If staff members would need to be hired, include the job description and certifications you would require.

1. Describe how the child care facility will be operated and managed on a day-to-day basis.

- a. Identify number of staff, position title, and area of responsibility assumed under this contract.
 - b. Provide proposed organizational chart.
 - c. Include resume for Director.
 - d. Include resume for full-time on-site manager.
2. Address concerns arising from stress to children that a change in provider may cause.
 3. Describe current policy and procedures used to ensure safety and security of the children at current centers managed by your organization.
 4. Describe your employee health benefit, sick leave policy, and vacation package.
 5. Indicate staff turn-over rate for your organization.
 6. Describe the methods used for evaluating program and staff performance (performance measurement tools):
 - a. Describe systems, procedures, and specific monitoring tools in place to ensure a quality program and staff performance.
 - b. Describe systems in place to measure and monitor client satisfaction and parent satisfaction.
 - c. Comment on whether your organization has ever been censured by the National Association for Education of Young Children (NAEYC) or any licensing authority for misrepresenting your accreditation record or license status.
 - d. Indicate if you would be willing to build into your performance measurement tools parent evaluations of staff.

Section 3 - Proposed fees and costs: 30%

This Section should demonstrate fiscal stability and financial capacity to operate the program and carry out a multi-year contract.

1. Propose a pricing model that accounts for variables in the year such as off-track, summer vacation, part and full-time children. All fees disclosed in the proposal will be held for the first 15 months of the contract. Include a monthly price per child for all levels of care for infants through pre-k and total monthly cost for 70 children. Include a discount if it will be offered for a second or third child in the day care center.
2. List salary for each staff member or for each classification of staff. Provide breakout of salaries, benefits, and operational and overhead costs.

3. Describe the resources in your company designed to support the center.
4. Provide a detailed three-year operating budget for each line item operation budget scenario that you present.
5. Specify the insurance provided by the Contractor. Specify your insurance carrier's current rating.
6. Provide a copy of last year's audited financial statement (income statement and balance sheet).
7. Provide a sample management contract.
8. Describe your method for accepting payment from the parents such as monthly, bi-monthly, credit card, check, etc.

VII. Pre-proposal Conference and Submission of Questions

Interested Proposers are invited to attend a pre-proposal meeting to discuss the services that are being sought, to ask questions about this RFP, and to tour the day care space, if available. It will be held on Monday, April 9, 2018, at 9:00am. Meet in the 7th Floor Conference Room, 2549 Washington Blvd, Ogden, Utah.

The meeting is for informational purposes only and is not binding. If a written response is needed to modify or clarify the RFP, it will be issued by addendum and posted at http://ogdencity.com/en/doing_business/bids_proposals.

Questions may be submitted to purchasing@ogdencity.com until April 12, 2018, 4:00 pm. Answers will be posted at http://ogdencity.com/en/doing_business/bids_proposals and may be considered as an addendum to this RFP.

VIII. Insurance Requirements

The awarded Proposer will, at their sole cost and expense, secure and maintain during the term of the contract, including all renewal or additional terms, minimum insurance coverage as follows:

Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

Commercial general liability with a minimum of \$1,000,000 per occurrence and \$2,000,000 general policy aggregate. This policy shall be endorsed to include Abuse and Molestation coverage, food preparation/food borne illness coverage,

liability for dispensing medications, and premises medical coverage.

Commercial automobile liability in the minimum amount of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence for property damage, or a single combined limit of \$1,000,000.

IX. Submission of Proposals and General Provisions

Five (5) copies of your sealed proposal shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, no later than 4:00 p.m., on April 16, 2018. LATE PROPOSALS WILL NOT BE ACCEPTED.

The sealed transmittal is to have "Child Care" clearly marked on the outside of the package and on the body of the proposal. All copies should be put into one envelope or box and sealed; do not put each proposal copy in a separate, sealed envelope.

The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

All costs related to the preparation of proposals and any related activities are the sole responsibility of the respondent. No reimbursement will be made by Ogden City for any costs incurred in preparing proposals.

Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of the City and will not be returned to the respondent.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City welcomes and encourages proposals from women and minority owned businesses.

Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The City reserves the right to issue contracts to multiple service providers.

Public records: Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, they are required to provide a written request for

business confidentiality to the Ogden City Recorder at the time the proposal is submitted.

Ogden City reserves the right to cancel or modify this request for proposal. There is no guarantee that Ogden City will enter into an agreement for the requested services.