

TRI-CREEK SCHOOL CORPORATION

**2019-2020 REQUEST FOR PROPOSALS FOR
SCHOOL-AGE CHILDCARE SERVICE PROVIDER
(LATCH KEY PROGRAM)**

I. PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of this RFP is to acquire a quality childcare service provider to meet the requirements of IC 20-26-5-3.

II. INFORMATION FOR APPLICANTS

A. RFP Schedule

The schedule of events for implementation of this RFP is as follows:

1. Issue RFP: June 5, 2019
2. Proposals due: June 19, 2019
3. Intended contract award: July 11, 2019
4. Notice of awards: July 12, 2019

B. Principal Corporation Personnel and Addresses

The procurement official responsible for the conduct of this RFP process is:

Dr. Rod Gardin, Superintendent
Tri-Creek School Corporation
19290 Cline Avenue
Lowell, IN 46356
(219) 696-6661
rgardin@tricreek.k12.in.us

The program staff members who may be the liaisons for the purpose of administering the contract to be entered into are:

Mrs. Lindsay Hudak,
Principal
Three Creeks Elementary
School

Mrs. Stacey Schwuchow,
Principal
Oak Hill Elementary
School

Mrs. Lisa Stoelb, Principal
Lake Prairie Elementary
School

C. Who May Apply

Childcare providers that conduct a school-age childcare program (Latch Key) for children who attend kindergarten through grade six that, at a minimum, do the following:

1. Operates before and after the school day or during times of early dismissal when school is not in session;
2. Is available to all children in the applicable grade levels within the school corporation;
3. Complies with IC 20-26-5-3.

D. Submission of Proposals and Rejection of Late Proposals

The proposal must be received in its entirety no later than 2:00 p.m., June 19, 2019.

The proposal must be directed to the procurement official specified in Section B. The proposal must be submitted by mail, electronic mail, or personal delivery. All pages of the proposal must be received by the required date and time.

The proposal must include a statement identifying this RFP with specificity and any subsequent addenda to this RFP.

Two (2) copies of the proposal must be submitted.

The proposer is solely responsible for the timely delivery of the proposal. The corporation does not waive delivery requirements due to failings in the mode of delivery selected by the proposer.

A proposal received after the date and time specified for submission of proposals will not be accepted for consideration regardless of cause. A submitted proposal for which not all pages or attached materials are present at the date and time specified for submission of proposals will not be accepted for consideration regardless of cause.

A late proposal will be destroyed unless the proposer requests the return of the proposal and agrees to pay the costs involved.

E. Term of Contract

The term of the contract will be from August 1, 2019 through June 30, 2020. Contracts awarded will be for one year in duration and are renewable for a second- and third-year depending upon meeting performance criteria each year of the contract.

III. SERVICES TO BE PROVIDED

A. Background Information

Tri-Creek School Corporation seeks to award a contract to a childcare provider that demonstrates a strong link to professionalism in the field of early childhood, a commitment to providing high-quality care in safe and healthy environments, and a commitment to the development and retention of highly skilled and knowledgeable staff.

B. Program Description and Expectations

1. The before- and after-school childcare program shall be offered in **each** of the three elementary schools in the Tri-Creek School Corporation. The use of facilities for school purposes shall have precedence over all other uses.
2. The school corporation will contract with a not-for-profit organization to provide a school-age childcare program (Latch Key Program) that utilizes school corporation buildings.
3. Such use is limited to before and after the school day when school is not in session.
4. An organization eligible to contract with the school corporation for a childcare program must meet or exceed the following standards:
 - a. Provide childcare in **each** of the three elementary schools in the Tri-Creek School Corporation for children enrolled in kindergarten through grade six.
 - b. Maintain a maximum child-to-staff ratio of 15 to 1. Staff, for purposes of determining the child-to-staff ratio, is defined as any person who is responsible for and directly engaged in supervising children.
 - c. Comply with the guidelines developed by the Department of Education and the school corporation for childcare programs described in Subsection (a) under IC 20-26-5-3.
5. Maintain liability insurance as follows:

General Liability
\$2,000,000 General Aggregate
\$2,000,000 Products & Completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury Limit

\$1,000,000 Each Occurrence Limit
\$500,000 Damage to Rented Premises
\$5,000 Medical Expense (Any One Person)

Business Auto Liability
\$1,000,000 Combined Single Limit

Sexual Molestation Liability
\$1,000,000 Each Occurrence
Workers Compensation and Employers Liability
\$100,000 Each Accident
\$500,000 Disease – Policy Limit
\$100,000 Disease – Each Employee

Umbrella or Excess Liability
\$5,000,000 Aggregate
\$5,000,000 Each Occurrence

Contractual Liability
\$1,000,000 Each Occurrence
\$1,000,000 Aggregate

Tri-Creek School Corporation must be named as the Certificate Holder on the Certificate of Liability.

6. The corporation will assess no fee for the use of the school facilities. The corporation may assess fees for added costs directly attributed to the use of the buildings for the program.
7. Fees due the corporation are payable the first day of each month and should be mailed to the Tri-Creek School Corporation, Business Manager, 19290 Cline Avenue, Lowell, IN 46356.

C. Withdrawal and Resubmission

A proposer may withdraw a proposal at any time prior to the date and time the corporation designates for the submittal of proposals. A proposal withdrawn prior to the date and time may be resubmitted in a modified form if done so within the time period allowed.

D. Compliance with the Terms of this Request for Proposals

This RFP contains the instructions governing the submission of a proposal, the descriptions of the tasks to be performed, and the requirements necessary to undertake performance. The corporation, acting through a

procurement official and other personnel, determines a proposer's compliance with the requirements of the RFP.

The corporation, in evaluating the submitted proposals, first determines whether a proposal is responsive. A proposal that is not presented substantively in the required format, does not contain all the requested information, contains clearly erroneous information, or is deficient in any respect may be rejected as non-responsive and may receive no further consideration.

The corporation, in its discretion, may request further information, clarification, or correction of obvious mistakes from any and all proposers. The corporation, in its discretion, may request a proposer to correct obvious mistakes or provide needed clarifications in a proposal either before or after the date for submittal.

A proposer may not unilaterally make changes in a submitted proposal after the date for submittal has passed.

E. Required Format

A proposal must be written in a 12-point font, be organized by sections in accordance with the RFP, have numbered pages and a table of contents.

F. Proposer's Representations

A proposer, by submitting a proposal for consideration, represents that this RFP has been read and is fully understood and that the submitted proposal is based upon that understanding of the specifications, tasks, and requirements described in this RFP.

This request for proposals is to be incorporated into and made a part of the contract. Consequently, the provisions of this RFP are to be binding upon the contractor.

The proposer, by submitting a proposal, agrees that, if it receives and accepts an offer to contract from the corporation, it is to be bound by the terms of this RFP and the contract along with any attachments to either document.

A proposer further represents that it has the ability to deliver the services specified, to perform the tasks and responsibilities in accordance with the timelines presented in this RFP, and to deliver the services at no more than the costs specified in the proposer's proposal.

G. Notice of Ambiguities, Inconsistencies, or Errors

A proposer must provide notice in writing to the corporation prior to the deadline for questions (June 12, 2019, 8:00 a.m.) of any possible ambiguity, inconsistency, or error in the RFP that is discovered.

H. Corrections of/or Changes to this RFP

Any corrections of/or change to this RFP made by the corporation is to be made by written addendum. Any information provided or received in any other manner that purports to correct or change the RFP is not binding and may not be relied upon.

I. Questions, Answers, and Presentations

Proposers may submit written questions concerning the RFP process and the services to be provided. Written questions must be submitted by the due date for submittal of written questions. Questions submitted to the corporation are to be in writing and directed to the procurement official and address specified in Section B. The corporation responds in writing to written questions. The questions and answers are distributed to those entities that have requested this RFP by the date specified in Section A.

Oral questions are not accepted. Any information received by a proposer that does not originate with the procurement official, is not in writing, or is not shared with all proposers is not official, is not part of the RFP, and may not be relied upon.

The corporation, in its discretion, may request that proposers make presentations concerning their proposals and capabilities as organizations. The corporation may specify and limit the particular features of the presentations.

J. Public Access

A proposal, inclusive of the information within and attached to the proposal, is submitted for the purpose of evaluation of the proposal and, if the proposer is successful, is then incorporated into the contract as one of the principal features defining and governing performance. Upon entry into a contractual relationship, the corporation has the right to use or disclose the proposal and related information to any extent required by law.

All proposals are available for inspection during regular business hours. Please contact the procurement official for further details.

The meeting of the evaluation committee is open to the public for observation.

IV. INFORMATION ON CONTRACTUAL RELATIONSHIP

A. Assignment Transfer and Subcontracting

The proposer that becomes a contractor is the prime contractor and is responsible in total for all work performed under the contract. The contractor may not assign, transfer, or subcontract any responsibilities or duties under the terms of the contract without the written approval of the corporation. All intended subcontractors must be listed in the proposer's proposal.

The contractor is responsible to the corporation for the acts and omissions of all subcontractors and of persons directly or indirectly employed by subcontractors and for the acts and omissions of persons employed directly by the contractor.

Nothing contained within this RFP or any contract documents derived from this document creates any contractual relationship between any subcontractors and the corporation.

V. CONTENTS AND FORMAT OF PROPOSAL

A. Contents

The following topics must be addressed in the responses to this Request for Proposal. Responses must have numbered pages, a table of contents, and be organized in the following order:

GENERAL TOPICS	DETAILS THAT MUST BE ADDRESSED IN RESPONSES
Section 1 - Purpose of the Proposal	The purpose of the Latch Key Program is to provide quality before- and after-school care for children who attend kindergarten through grade six. This section of your application must provide an overview of how your services will meet this goal.
Section 2 - Experience as an Organization in Providing Before- and After-School Childcare	Describe how before- and after-school childcare services have been successfully deployed in other school systems. Describe the type of services your organization will provide. List the number of years your organization has been providing child-care services. List the number of children your organization is currently serving. Include full- and part-time children.
Section 3 – Program Overview	Please provide an overall description of your program.
Section 4 – Qualifications of Staff Members	Describe individual staff members' experience in working with children in a before- and after-school childcare setting. Do your employees have First Aid and CPR Certification? Do you conduct criminal history checks on employees who will be working with children? Do you drug test your employees?
Section 5 – Hours and Days of Operation	What hours and days will the before- and after-school program operate?
Section 6 – Cost to Parents	What will parents pay for the before- and after-school childcare? What will be the hourly rate?

	<p>Is the rate discounted if a parent enrolls more than one child in the program? Is there a registration fee? How and when is payment collected from parents?</p>
Section 7 – Daily Activities	<p>What activities would children experience each day? Will the children be provided with a snack? What are the procedures for guaranteeing safe food handling and clean up after the snack? Provide a time-sequenced schedule of activities for a typical before- and after-school care session.</p>
Section 8 – Child to Staff Ratio	<p>What will your ratio of staff members to children will you guarantee? What is your plan for replacing a staff member who calls off on any given day?</p>
Section 9 – Child Safety Measures	<p>What are your child drop off and pick up procedures? What is your procedure when parents are late in picking up their children? What is your response plan to an unknown intruder? What is your response plan to fire, tornado, or other natural disaster?</p>
Section 10 – Reporting Child Abuse	<p>What is your policy on reporting suspected child abuse? What training do your employees have in recognizing child abuse?</p>
Section 11 – Health Care Information	<p>What are your procedures for obtaining medical information from parents? How do you ensure the health and safety of children with allergies? What are your procedures for responding to a student who becomes ill or injured while under your care?</p>
Section 12 – Confidentiality of Records and Information	<p>What is your policy on confidentiality of records and information? How do you ensure records and information regarding children and their family remains confidential?</p>
Section 13 – Accommodations for Special Needs Students	<p>How will you determine if children have special needs? How will you accommodate children with special needs?</p>

Section 14 – Student Behavior Guidelines and Discipline Plan	What are your student behavior guidelines? What is your discipline plan? What training do your employees have in working with children who require behavioral intervention? How is the discipline plan communicated to parents?
Section 15 – Communication	How do you ensure regular ongoing communication with parents? How can parents or representatives of the school district contact your organization? In the event of an emergency, how would a parent or school official contact the adult who is supervising the children during the hours that the before- and after-school program is operating?
Section 16 – Comprehensive Liability Insurance	A certificate of insurance must be included in the proposal. A description of the levels of insurance is in this request for proposal.
Section 17 – Program Evaluation	How do you evaluate the effectiveness of your program? How do you determine the level of your clients' satisfaction?
Section 18 – Complaint Procedure	How do you respond to complaints or concerns from parents? How do you respond to complaints or concerns from school officials?
Section 19 – Minimum Participation	Is there a threshold of how many children must participate in the before- and/or after-school childcare program in order for your organization to provide the program?
Section 20 – Addenda Information	Please include any forms that are pertinent to the operation of the before- and after-school childcare program.

In completing the application form, be brief, to the point – but be sure to provide sufficient information, and detail to allow for adequate understanding and evaluation of the proposal. Please type all the information requested on the application form.