



REQUEST FOR PROPOSAL NO. 9-18

“CHILDCARE PROVIDER – Ecole Dugald School Childcare Centre”

Request for Proposals (RFP) 9-18
Ecole Dugald School Childcare Centre

CHILDCARE PROVIDER
for the planned new Childcare Centre space
adjacent to Ecole Dugald School in Dugald, MB

ISSUE DATE: August 1, 2018
CLOSE DATE: August 31, 2018 at 11:00:00 a.m. CST
CLOSING LOCATION:
Sunrise School Division
75 – 5th Street South, Beausejour, MB R0E 0C0



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ADMINISTRATIVE

Purpose

Sunrise School Division is seeking the services of a qualified Childcare provider to operate a childcare in the planned facility adjacent to the school located in Dugald, MB. This facility will be built and paid for by the Province of Manitoba and will be on school property with its own playground area. The School Division desires to enter into a rent/lease agreement with an external provider to run and operate the facility.

General Conditions:

- That a licensed childcare centre be established by a non-profit childcare provider who has proven expertise in the field;
- That the childcare offer competitive rates and as many services and programs as possible to the diverse needs of the School Division community;
- That the childcare provider be responsible for all financial obligations with respect to the operations of the centre.

Background

The Province of Manitoba has approved a six thousand five hundred (6500) square foot childcare centre that will look after sixteen (16) infants and fifty-eight (58) pre-school or a total of seventy-four (74) spaces. It is anticipated that this space will be available by January, 2019.

Inquiries relating to this RFP should be directed to:

Elise Downey, Secretary-Treasurer
204-268-6514
edowney@sunrisesd.ca

Tracy Weidman, Purchasing Manager
204-268-6531
tweidman@sunrisesd.ca



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SELECTION CRITERIA

Eligibility:

In responding to this RFP, childcare providers warrant their compliance to appropriate Municipal, Provincial and Federal laws and orders. Childcare providers must agree to indemnify the School Division and its employees if they fail to comply. The School Division reserves the right to cancel any agreement arising from this RFP for failure to adhere.

Indemnification:

The successful childcare provider agrees to indemnify and hold harmless the School Division, its officers and employees against any damage caused as a result of any negligence or unlawful acts of the daycare provider or its employees.

The successful childcare provider agrees to indemnify and hold harmless the School Division, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the childcare provider or its employees.

References:

Childcare Providers must present at least three (3) references. The information must include the contact name, and a phone number. The School Division reserves the right to contact other industry sources and known users at its discretion.

Insurance:

We expect the following insurance to be in place:

A comprehensive General Liability policy for limits of no less than \$2,000,000 per claim and in the aggregate, inclusive of tenant's legal liability coverage and non-owned automobile coverage. The policy should not contain an abuse exclusion.

A Business policy, inclusive of all coverage on all the furnishings, equipment and business assets of the childcare to the full replacement value.

The successful childcare provider will be responsible for the placement of all Workers Compensation Board (WCB), employers' liability, health, disability and dental benefits for the employees of the facility. The creation of the relationship between the childcare provider and the School Division is in no way to be deemed an employment relationship between the daycare and its staff and the School Division accepts no responsibility for the provision of these benefits.

All insurance shall be without right of subrogation against the School Division. The School Division must be added as an insured party.

The School Division will not assume responsibility for any loss, theft or damage of the childcare provider's equipment.



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The successful childcare provider is required to provide the Division with written confirmation of insurance coverages.

Evaluation Criteria:

Evaluation will be carried out by a team established by the School Division, that will evaluate each submission according to the criteria below:

The quality of the proposal as defined by, but not limited to:

- **Statement of philosophy:** The provider must state what their philosophy is toward early childhood education, how they envision their partnership with the school will operate and how cooperation with the school’s community, parents and early childhood programs might work.
- **The complement of services proposed:** There should be a variety of high quality programs that can meet the various needs of children. Please include your organization’s mission.
- **Business Record:** The Provider must be able to demonstrate a successful track record of offering similar services. Please provide your organization’s history, details of your current business, management experience/credentials, a list of owners and directors, and include a proposed budget for this centre.
- **Hours and months of operations:** The Provider shall maintain a schedule that meets the needs of parents, matching or exceeding the hours and flexibility of the schedule.
- **Safety and Health:** The Provider shall enforce safety and health standards that are consistent with Provincial regulations in such areas as administration of medications and emergency information forms. The Provider shall ensure that staff members receive on- going training as required under Workplace Safety and Health legislation. The provider must provide their Workplace Safety and Health plan for this centre.
- **Enrolment/Waiting List:** The Provider shall provide details on the process the centre will use maintain its waiting list and also provide details of enrolment policies it maintains with respect to currently enrolled children, siblings and part-time care.
- **Reviews:** The Division may require the successful Provider to participate in an evaluation to satisfy the Division that the Provider is meeting the commitments as outlined in this RFP.
- **Responsibility for Operating Costs:** The Provider shall pay all direct operating costs associated with the centre including but not limited to hydro, telephone, internet services and the security system. The provider shall maintain the facility in good repair and shall be responsible to replace and repair existing furnishing and equipment as required.
- **References:** A minimum of three (3) references must be provided, at least one from each of the following categories: client references, parent references and professional references. The reference must include a contact name, organization name (if applicable), address and phone number.



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Intention:

If, in the opinion of the School Division, the bids do not meet the criteria identified, various other options may be considered. The School Division therefore **reserves the right not to award any contract(s) as a result of issuing this RFP.**

This RFP does not form a contract and the School Division is under no obligation to receive further information or participate in discussions as a result of issuing this RFP.

Process:

Proposals will be reviewed against the criteria and evaluated by the Division. References may be checked and childcare providers may be asked to attend a meeting or prepare a presentation.

If submissions have provided viable options, the School Division will enter into negotiations with the selected provider(s) and, if successful, a contract will be formed as a direct result of issuing this RFP.

The School Division reserves the right to accept or reject all or any part of a proposal as deemed to be in the best interest of the School Division.

PROPOSAL PROCEDURES

Sealed proposals must be received by Friday, August 31, 2018 at 11:00:00 a.m. clearly marked **“CHILDCARE PROVIDER – ECOLE DUGALD SCHOOL CHILDCARE CENTRE RFP NO. 9-18”** will be received at the offices of Sunrise School Division located at 75 – 5th Street South, Beausejour, MB R0E 0C0 PRIOR to the closing time of the due date to be eligible for consideration. NOTE: Proposals sent by “Fax”, “Email” or by “Canada Post” will not be accepted.

STATEMENT OF REQUIREMENTS

General:

Through this Request for Proposal (RFP), the School Division will review proposals and select a solution to meet the following primary objectives:

- That a licensed childcare be established.
- That the childcare services and programs offered meet the needs of the School Division and its community.
- That the childcare provider be responsible for all financial obligations with the operations of the childcare and building.



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Terms of Agreement:

The initial agreement will be for a five (5) year period. Provided it is mutually agreeable, the School Division reserves the right to renew for an additional five (5) year period, and any time thereafter provided it is mutually agreed upon.

The School Division will undertake annual reviews with the successful daycare provider for the purpose of contract review and service evaluation.

Scope:

The childcare facility will be located on School Division property.

The primary clients consist of community members.

Childcare Provider Obligations:

The successful provider will be responsible for all money collection, tax remittance and insurance claims for services rendered.

The successful provider is required to keep the facility in a clean and sanitary condition.

The successful provider is expected to abide by all Sunrise School Division policies and regulations.