



Request for Proposals Child Development Center Opportunity

Pre-proposal Conference and Site Visits

University of the District of Columbia Student Center, 3rd Floor, Ballroom A
Start Time: 10:00am



Agenda

- I. Welcome
- II. Expanding Access to High-Quality Child Care in the District
- III. Overview of the Request for Proposals
- IV. Questions and Answers
- V. Closing and Overview of Site Visits

Elevating the Quality of Life in the District

Expanding Access to High-Quality Child Care

- In the Fiscal Year 2018 budget, Mayor Bowser invested \$11 million to increase District residents' access to high-quality infant and toddler childcare.
 - **Mayor's Access to Quality Child Care Expansion Grant**, a \$9 million grant that will be awarded in the form sub-grants to provide technical assistance to child care providers. Grant opportunities will be announced later this spring.
 - [My Child Care DC](#), a one-stop online resource that helps families find and compare childcare options in Washington, DC.
 - Increased support for early childhood educators, including expanding the [First Step Child Development Associate \(CDA\) program](#) and the [T.E.A.C.H. grant program](#).
 - Funding to support better collaboration and partnership between OSSE and DCRA, to further **improve the child care licensure process for providers.**

Request For Proposals (RFP) – Objective

The objective of this RFP is to license space to qualified providers of child care services in two (2) District-owned facilities:

1. Deanwood Recreation Center, 1350 49th St NE
2. Building 41 of UDC's Van Ness Campus, 4200 Connecticut Ave NW

License Terms and Requirements

1. License Fee and Operating Costs

- a) Contractor will not be charged a license fee, but Contractor will be responsible for the cost of utilities and all operational costs including personnel, food, supplies, security and parking.

2. Term

- a) Initial term of up to 5 years, with 5 successive one-year options

3. Use

- a) Sole use shall be as a licensed child development center serving infants, toddlers and/or preschool children.
 - Preference to residents of the District
 - At the Van Ness location, children of staff and faculty of UDC will receive up to 30% of the seats

License Terms and Requirements

4. Site Work

- a) Contractor will be responsible for “Site Work”, i.e., interior improvements as required by law.
- b) Contractor to provide all appliances, equipment, furniture, supplies, signage, decorations, etc.
- c) Contractor to provide appropriate security as deemed necessary.

5. Maintenance and Repair

- a) Contractor will be responsible for keeping premises in clean and in good condition and repair.
- b) Contractor responsibilities include but are not limited to, trash removal, daily cleaning, disinfecting, janitorial and pest control services and non-structural repairs.

License Terms and Requirements

6. Insurance

- a) Contractor will be required to maintain insurance coverages as set forth in the License agreement, including any and all coverages that must be maintained in compliance with the District's Child Development Center licensing requirements.

7. Permits

- a) Contractor responsible for obtaining all District licenses required to perform any necessary Site Work, operate the Child Development Center, and conduct business in the District of Columbia.

Solicitation Response Requirements and Evaluation Criteria

1. Transmittal Letter (10 Points)

- a) Identification of type of legal entity.
- b) Identification of all members, partners and/or percentage of interests that make up the entity.
- c) Project vision describing the goals of the Child Development Center, including a statement on the educational philosophy and the mission of the center.

2. Executive Summary of the Business Plan (50 Points)

- a) Provide summary profile of the firm/organization, including the year founded, number and location of offices and existing facilities, number of employees, and rates charged.

Solicitation Response Requirements

2. Executive Summary of Business Plan (50 Points) *(continued)*

- b) Brief description of the firm's history and background, demonstrating a minimum of **2 years prior experience managing or operating a child development center**.
- c) Summary of current staff, their experience and qualifications, tenure, and trainings or degrees.
- d) Summary of how the organization will provide quality care to children, parent and family engagement practices, and management of a student waitlist. May include parent handbook.
- e) Staffing patterns.
- f) Proposed schedule to begin operations.

Solicitation Response Requirements

2. Executive Summary of Business Plan (*continued*) (10 Points)

- g) Schedule for obtaining Child Development Center license and any accreditations.
- h) An estimate of the number of jobs that will be created as a result of the proposed center.

3. Cost Proposal (30 Points)

- a) Statement of financial capabilities with two (2) most recent audited financial statements or financial institution commitments, such as an Irrevocable Letter of Credit.

Solicitation Response Requirements

3. Cost Proposal (30 Points) (*continued*)

- b) Cost-per-week (or rate structure) for each category of user. Identify additional out-of-pocket costs to users besides tuition. Specify charges for additional hours. District prefers tuition be all inclusive with exception of diapers/diapering supplies (wipes, creams, etc.). Include rate for summer programs, if applicable.
- c) An estimated three (3)-year operating budget.

4. Three (3) references with firsthand knowledge of the Contractor's ability to successfully perform the requirements of the RFP (5 Points)

Solicitation Response Requirements

5. Licensure Status (5 Points)

- a. Evidence of OSSE or other State Licensure for child development facilities, including a summary of the last two years of monitoring visits, unusual incident reports and substantiated claims.
- b. Proof of DC Clean Hands Certificate
- c. Proof of Certificate of Good Standing

Solicitation Response Requirements

- 6. If responding to Van Ness Site, the following is required:**
 - a. Proposal for partnership with UDC's Early Childhood Education Certification Program.
 - b. Summary of how organization would support placement of training teachers and observations of training teachers and student teachers.
 - c. Contractors will be required to negotiate with UDC's Early Childhood Education Certification Program as part of the license negotiation process.

Solicitation Response Requirements

Bonus Points

7. Accreditation (5 Points)

- a. Describe accreditation status and/or progress towards accreditation.

8. Service to Students Receiving Child Care Subsidy (5 Points)

- a. Describe status and history of subsidy agreement between your organization and the appropriate government agency. Attach a copy of current or most recent subsidy agreement.

Request For Proposals (RFP) - Submission

Offers must be submitted by **3:00 pm on March 19, 2018**. Offers must include four (4) hard copies, and two (2) electronic copies, maximum of twenty-five (25) pages, single sided in 12-point font on 8.5"x11" paper. Offers must also include a signed DC DGS FORM S-103 attached to the RFP.

Offers shall be mailed or hand delivered to:

Department of General Services

ATTENTION: Tiwana Hicks

REFERENCE: DGS-RFP-2018-2

2000 14th Street, NW - 8th Floor

Washington, DC 20009

Elevating the Quality of Life in the District



Questions/Answers

- All questions should be sent via email to Tiwana.Hicks2@dc.gov.
- The Last Day for Questions/Clarifications will be February 22, 2018.
- Responses will be provided on the DGS website

<https://dgs.dc.gov/event/request-proposals-child-development-center-opportunity>

Closing and Site Visits

- Thank you for your interest in this opportunity and your interest in serving the children and families of the District.
- Please join us for two site visits today:
 - Building 41, 4200 Connecticut Avenue NW (immediately following presentation)
 - Deanwood Recreation Center, 1350 49th St NE (beginning at approximately 12:30 pm)