

REQUEST FOR EXPRESSIONS OF INTEREST

Child Development Center Opportunity at Thaddeus Stevens School



Issue Date: February 2, 2018

Submission Deadline: 3:00 p.m., March 19, 2018

DGS-RFEI-2018-01

SECTION A. EXECUTIVE SUMMARY

The Department of General Services (the “**Department**” or “**DGS**”), on behalf of the District of Columbia (the “**District**”), is issuing this Request for Expressions of Interest (“**RFEI**”) to qualified childcare provider(s) (“**Provider**”) to license space at Thaddeus Stevens School, 1050 21st Street, NW (“**Stevens**”). This RFEI seeks information regarding the personnel, management, operations, and experience of child care providers interested in participating in a potential Request for Proposals (“**RFP**”) to license space at Stevens for the operation of a child development center. Stevens is currently undergoing renovations and is slated to reopen as an infant and toddler child development center and serve as expansion space for School Without Walls at Francis-Stevens. Providers that do not respond will remain eligible for any future competitive RFP offerings for Stevens. However, the intent of the RFEI is to garner information on operational models for child development centers that may determine the nature, scope and specifics of future solicitations for Stevens.

The points of contact and project managers for DGS are:

Yohance Fuller | Portfolio Director
Department of General Services (DGS)
2000 14th Street NW, 8th Floor | Washington, DC 20009
yohance.fuller@dc.gov

Tiwana Hicks | Supervisory Realty Specialist
Portfolio Management Division
Department of General Services (DGS)
2000 14th Street, NW | 8th Floor | Washington, DC 20009
tiwana.hicks2@dc.gov

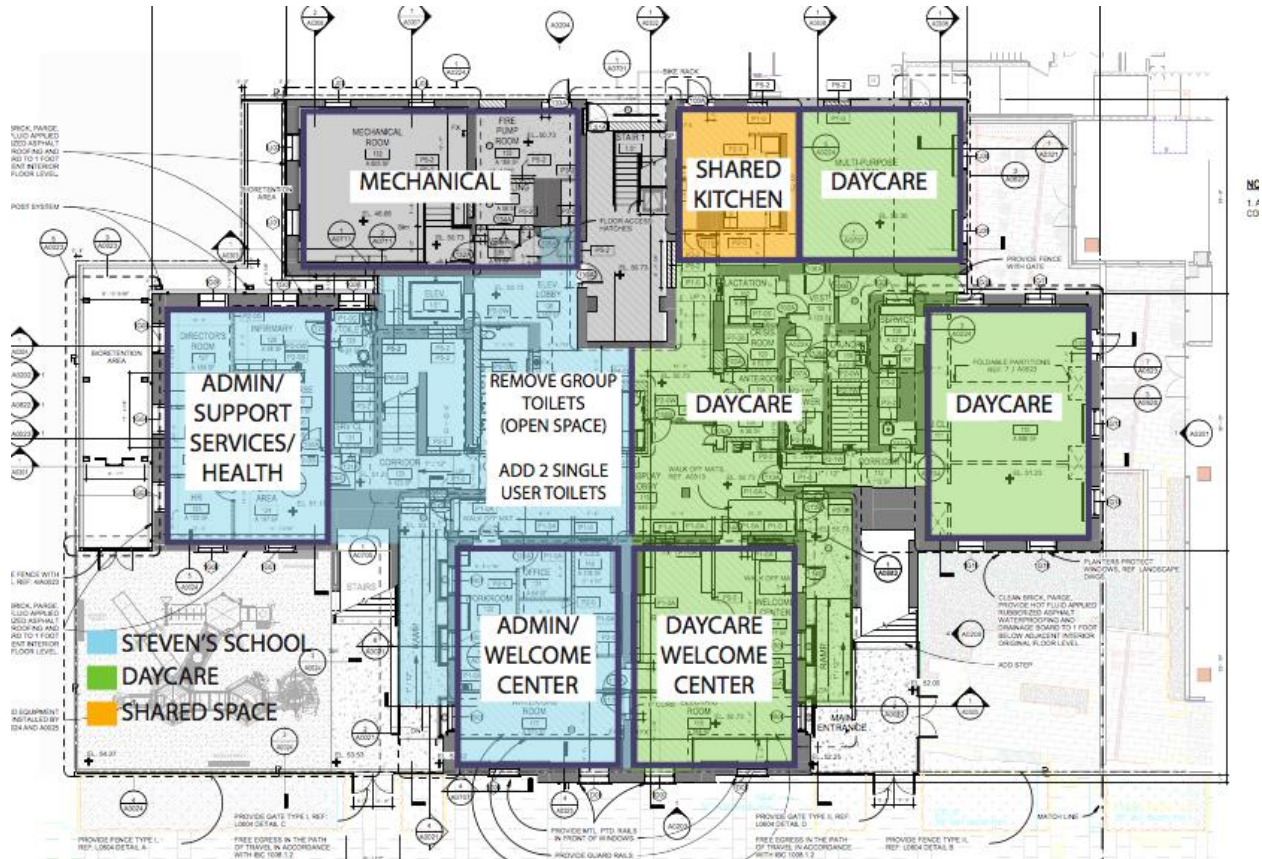
This RFEI is not primarily intended as a formal offering for a future negotiated transaction. DGS reserves the right to issue a future RFP.

SECTION B. OBJECTIVES

DGS intends to enter into a contract to provide space at Stevens to a qualified provider of childcare services. A license agreement will be executed between the District and the selected Provider. A successful Provider's program must at a minimum demonstrate evidence of the following:

- Proven experience operating a childcare development center in a first-class and professional manner. OSSE will monitor the quality of the center using the Infant/Toddler Environment Rating Scale (ITERS) tool.
- An educational program focused on promoting optimal physical, social, emotional and intellectual development of each enrolled child.
- A program that will charge reasonable, yet competitive rates to the public.

SECTION C. SITE INFORMATION



Spec: Three (3) classrooms and a Welcome Center

Size: Approximately 5,000 total square feet

Use: Limited to child development center

Hours of Operation: To be determined by Provider, subject to applicable laws

Condition of Premises: "As Is" "Where Is"

Provider Responsibility: All operating costs and expenses related to Provider's business operations and the property.

SECTION D. SUBMITTAL REQUIREMENTS

Submittals should include the following key information:

1. A Transmittal Letter on company letterhead and signed by an individual authorized to legally bind the Provider. The Transmittal Letter must include:
 - a) Identification of the type of legal entity with whom the District would contract.
 - b) Identification of Provider, including all members or partners and percentage interests.
 - c) Project vision describing Provider's goals and vision for the proposed child development center, including a statement of educational philosophy and mission in no more than two pages.
2. An Executive Summary of the Provider's Business Plan that details:
 - a) A summary profile of the firm/organization, including year founded, form of organization, number and location of offices and existing child care development centers, number of employees, childcare rates charged, and general condition of firm's financial condition. List any professional organization accreditations held by the firm/organization.
 - b) Briefly describe your history and background experience managing or operating childcare development facilities.
 - c) A summary of the current staff, including center directors and teachers; describe their experience and qualifications, tenure with the organization, and any specialized trainings or degrees they may have.
 - d) A summary of how the organization defines or aspires to provide quality care to children including parent and family engagement practices; and, how organization proposes to manage a student waitlist, if necessary. Organizations may also submit additional written materials that expand on the organization's goals and vision, such as handbooks and parent information and resources.
 - e) Briefly describe how the organization might consider and be prepared to engage, collaborate, or partner with Thaddeus Stevens Elementary and DC Public Schools, which may include, but not limited to, engagement, collaboration or partnerships regarding curriculum or educational program content; social and emotional learning and development; health; classrooms and facilities; professional development and staffing; parent and family engagement; program admissions; and other program aspects.
3. Any recommendations to enhance the viability of subsequent RFPs for the operation of a child development center at the Stevens site.
4. Please describe the status and history of a subsidy agreement between your organization and the appropriate government agency. If no current agreement is in place, explain why. Also specify the government agency and attach as evidence a copy of your current or most recent subsidy agreement, if applicable.
5. Offers must also include completed RFEI Summary Sheet attached to this RFEI. (**See Form in Exhibit A**)

SECTION E. SUBMISSION FORMAT AND DUE DATE

Please provide four (4) hard copies and two (2) electronic copies (via a USB drive) in Microsoft Word and PDF of the proposal portion of the submittal, which shall be limited to a maximum of ten (10) pages, single sided in 12-point font size on 8.5"x 11" paper.

Submittals must be mailed or hand delivered to:

Department of General Services

ATTENTION: Tiwana Hicks

REFERENCE: DGS-RFEI-2018-01

2000 14TH Street, NW, 8th Floor

Washington, DC 20009

No phone calls please. All questions should be sent via email to tiwana.hicks2@dc.gov. Responses will be provided on the DGS website located @ <http://dgs.dc.gov>.

Electronic mail and facsimile Offers will not be accepted. Each submittal shall be in a sealed envelope conspicuously marked: **"Submittal in Response to DGS-RFEI-2018-01"**

Submittals must be mailed or delivered to DGS with all required information and documentation by 3:00 pm on March 19, 2018 in order to be considered. NO EXCEPTIONS.

Attached Exhibits

A. RFEI Summary Sheet

Exhibit A.
RFEI Summary Sheet

Provider: _____

Primary Contact for RFEI and Address: _____

Primary Contact for Proposal: _____

Contact Phone: _____

Contact Email Address: _____

Years of Experience: _____

Number of Current Child Development Facilities Under Management: _____

Proposed Number of Children Served: _____

