

**REQUEST FOR PROPOSAL
Afterschool Childcare
Provider
Port Angeles School District
June 2020**

Deadline for Inquiries: **July 3, 2020, 4:00 P.M.**

Time and Date Set for Closing: **July 13, 2020 4:00 P.M.**

Proposed First Date of Childcare Services: **September 3, 2020**

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SECTION I: REQUEST FOR PROPOSAL

The Port Angeles School District (hereinafter, "PASD") is requesting proposals from qualified providers or individuals for after school childcare.

Proposals can be addressed and delivered to:

Port Angeles School District
After School Childcare Provider Proposal
905 West 9th Street
Port Angeles, WA 98363

Or emailed to:
kacker@portangelesschools.org

***NOTE: Submissions are due on or before July 13th 2020, 4:00 P.M.
No proposal shall be accepted after this time.***

SECTION II: REQUEST FOR PROPOSAL DETAILS

1. **Intent**

The PASD intends to contract with a Qualified Licensed Childcare Provider (hereinafter, “Proposer”) for childcare services at various buildings throughout PASD. Multiple proposals could be accepted based on the need in the buildings and the proposals submitted.

A successful Proposer’s program must demonstrate the ability to provide a highly structured program offering developmentally appropriate activities and curriculum. Daily programing should include activities associated with the arts, music, sports, homework, play and reading time.

The program shall be made available to children free of discrimination on the bases of ethnicity, religion, national origin, gender, disabilities and marital status of the parent or guardian.

2. **Term of Contract**

The initial term shall be for three (3) years with the possibility of two (2) successive one (1)-year renewals—for a total term not to exceed five (5) years.

Services will begin in September when school resumes and will follow all state and health department guidelines around the pandemic.

3. **Program Description**

The PASD requests that a Provider operates from the time school commences at the individual school site until 5:30 Monday through Friday. Some flexibility might be needed with this time frame due to pandemic regulations. The district encourages additional services be provided at no additional cost for before school care and when school is not in session.

The district will provide access to restrooms, recreational areas, and storage. The Proposer will provide all basic equipment, supplies, and materials needed to run the program and will be required to clean up after themselves. After school meals may also be available through the USDA Child Nutrition Program hosted by the district at no cost to the provider.

The district will charge a flat rate of \$5.00 per day to the provider.

As an independent contractor of the district it will be the sole responsibility of the Proposer to become licensed at the mutually agreed upon site. The Proposer will be required to work directly with the Department of Child Youth and Family Programs to become licensed and cannot operate until cleared by DCYF. Please see the attached Washington State rules and regulations associated with licensed Childcare programs:

<https://app.leg.wa.gov/wac/default.aspx?cite=110-305>

SECTION III: INSTRUCTIONS

1. **Withdraw of Proposal**

A proposer may withdraw a proposal without prejudice at any time prior to the time and date set for closing.

2. **Interview**

A Proposer who submits a proposal which meets the selection criteria may be requested to give an oral presentation to a Selection Committee (hereinafter, "Committee") comprised of appropriate PASD employees. Should the Committee deem such an interview necessary, the Committee shall schedule the Proposer for a mutually agreeable date and time.

3. **Evaluation Factors**

An award for the aforementioned childcare provider services shall be made to the responsible Proposer whose proposal is determined to be the most advantageous to the PASD based upon the evaluation factors set forth in this Request for Proposal.

4. **Rejection of Proposals**

The PASD reserves the right to reject any or all proposals or any part thereof, as well as to accept any proposal or any part thereof.

5. **Successful Proposer**

The successful Proposer shall enter into a standard form of agreement developed and approved by the PASD. Contract terms and conditions, as included in this Request for Proposal, shall be incorporated into an agreement between the PASD and the successful Proposer. The PASD reserves the right to amend the contract terms and conditions contained within. Any Proposer that fails to ratify the established contract terms and conditions in writing shall be deemed non-responsive, thus allowing the PASD to select another Proposer as a substitute.

6. **Authority of PASD**

The PASD shall have the final authority to determine whether a Provider meets the eligibility criteria for the proposed childcare services. Absent manifest error, the interpretations and determinations of the PASD shall be final and binding.

7. Inquiries, Requests, Clarifications, Interpretations, or Notifications

All formal inquiries or requests for significant or material clarification or interpretation, as well as notification to the PASD of errors or omissions relating to this Request for Proposal, must be directed in writing to:

Kira Acker
Director of Finance and Operations
Port Angeles School District
905 West 9th Street
Port Angeles WA 98363
360-565-3755(phone)
kacker@portangelesschools.org

All questions or clarifications will be posted as an addendum under Public Notices on the districts website. No questions will be addressed or updates to the addendum will be made after the July 3rd deadline.

8. Submission of Proposal

One (1) electronic copy, including any required documentation must be received by the PASD no later than **Monday, July 13, 2020 at 4:00 p.m.** Each response and accompanying documentation shall be by email to kacker@portangelesschools.org in a PDF format.

No proposal shall be accepted after this time.

SECTION IV: EVALUATION CRITERIA

Proposals shall be evaluated on the criteria indicated below:

Evaluation Scale

0= No Evidence: No evidence that the criteria is met.

1=Beginning: Minimal evidence that the criteria is met.

5=Developing: Some of the requirements of the criteria are met.

10= Exemplary: All of the components of the criteria are met.

1. Proposer Qualifications and Implementation Plan	<p>Does the Proposer provide an implementation plan for site licensing? Does the Provider/Director meet the DCYF criteria for an After school Child Care Program? If not, is there a detailed plan documenting how the Director can become qualified?</p> <p>*A waiver can be granted by DCYF to allow Program Directors to become qualified as long as they stay compliant with the education plan provided by the licensor.</p>	<u>Score</u>
2. Insurance	<p>Is the Proposer Insured? Was documentation submitted for review?</p>	
3. Child Care Program, Services and Curriculum	<p>Does the Proposer demonstrate evidence of following an activity plan for the afterschool care program? Are the standards clearly identified and show connections to learning experiences? Does the proposal include plans for services before school and child care for when school is not in session?</p>	
4. References	<p>Does the Proposer have substantial references? Was documentation submitted for review?</p>	
Bonus: Extended Services	<p>Does the provider indicate they would be available for before school care or when the district is not in school?</p>	

SECTION V: ACKNOWLEDGEMENT OF RECEIPT

A Proposer must read, sign, return the following acknowledgement with the proposal:

My signature signifies that I have received and read a copy of the Port Angeles School District Request for Proposal for After School Childcare. I also understand that the Request for Proposal contains important information regarding its purpose, instructions for submission, and evaluation criteria. Further, I acknowledge that it is my responsibility to familiarize myself with the aforementioned information; I have had an opportunity to submit inquires, notifications, and requests for clarification and interpretation prior to the submission of my proposal; and the content of my proposal shall be evaluated by PASD on the established criteria.

Proposer’s Name (Printed)

Proposer’s Title (Printed)

Proposer’s Signature

Date