

Hood River County School District
1011 Eugene Street, Hood River, OR 97031
Phone: 541-386-2511 Fax: 541-387-5099

Request for Qualification

After School Child Care Provider(s)

Hood River County School District is soliciting qualifications from interested “After School Child Care Providers” to create a list of pre-qualified providers that will be eligible for assignment to District schools beginning fall 2023.

Request for Qualification packets are available by contacting Meghan West, Phone: 541-386-2511, meghan.west@hoodriver.k12.or.us

Statements of Qualifications must be received at the District Administration Building located at 1011 Eugene Street, Hood River, Oregon 97031, no later than 2pm on May 19, 2023.

By: Doug Holmes, Chief Financial Officer

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Statements of Qualifications must be received by the undersigned or designee, at the above location no later than:

2pm on May 19, 2023

INTRODUCTION

The purpose of this Request for Qualifications (RFQ) is to obtain Statements of Qualifications from qualified after school child care providers (Providers) to offer after school child care (Child Care) in one or more of the Hood River County School District's (District's) elementary schools. The District will develop a list of eligible qualified Child Care Providers for use by a selection committee for selecting Providers to serve elementary school locations.

Proposing firms (Proposers) shall be solely responsible for reviewing and understanding all RFQ documents. This solicitation consists of the following sections:

- I. Specifications
- II. Instructions to Proposers
- III. Evaluation and Response
- IV. Child Care Facility Use Information

The RFQ provides Proposers with sufficient information to enable them to prepare and submit Statements of Qualifications for consideration by the District to satisfy needs outlined in the Specifications portion. All communication with the District regarding the RFQ process shall be addressed to Meghan West. Questions or requests for clarification must be received by the District by 10am on May 9, 2023. Any answers, changes or clarifications will be sent in writing to all parties that have been sent this RFQ by the end of the day on May 10, 2023. Communication with other District staff shall be considered as possible grounds for removal from consideration at the District's Sole discretion.

Meghan West

Phone: 541-386-2511

Email: meghan.west@hoodriver.k12.or.us

Mail: 1011 Eugene Street, Hood River, OR 97031

SECTION I – SPECIFICATIONS

1. USE OF DISTRICT FACILITIES FOR CHILD CARE

Hood River County School District is soliciting qualifications from interested After School Child Care Providers to create a list of pre-qualified Providers that will be eligible for assignment to District schools beginning Fall 2023.

Child care is offered after school by a non-district provider in two (2) of the District's five (5) elementary schools. The District has announced plans to explore its child care operations in May 2023 and intends, subject to sufficient interest, to allow non-district providers at two (2) of its elementary schools. To maintain continuity in operations, it is necessary to have a list of qualified providers for school administrators to contact for this service on an annual basis. Providers are not hired by the District, but allowed to rent space to offer their program. It is a concern of the District that the provider be able to offer their program for the full school year and that the provider will comply with all requirements necessary to operate a daycare in the State of Oregon. Therefore, the District will create a list of qualified providers to ensure the stability of the programs offered to district families. Selection of providers to rent District space at below market rates will be determined by a committee, with input from school administrators on a per school basis.

2. TERMS

Selected Providers will be asked to agree to the terms and conditions for facility use. General terms are available at <https://www.hoodriver.k12.or.us/Page/335>.

3. REQUEST FOR QUALIFICATIONS

The District is requesting Statement of Qualifications from bonafide Child Care Providers interested in being on a list of eligible qualified Child Care Providers. Where applicable, please be specific. Brevity and clarity are appreciated. The Statement of Qualifications shall not exceed twelve single-sided pages, in not less than 12 point text in Times New Roman or Arial font, page margins shall not be less than one half inch. Required Provider forms, pamphlets and other attachments will not be included in the page limit.

The following items constitute the format/content/order that the proposals are required to follow:

1. Experience: Submit references for three (3) currently active local Child Care programs, one reference may be from two separate schools within the same school district, if applicable. Include client name, information concerning the number of facilities, estimated total participation levels, and duration of services for each reference program. Include separate contact information for credit reference for rental payments, and program quality reference for each program, if applicable.
2. Content: Discuss program content including but not limited to physical and social emotional development, art, music, individual and group play, student grouping and homework assistance. Also provide an example of a typical daily schedule.
3. Policies: Discuss company policies including but not limited to minimum participants by site, staff ratios, student discipline, parent visitation, closure communication, monitoring, emergency response, medical protocols, sick students, late pickups, complaints, proactive consideration of school activity calendar and student scholarships. Discuss if your programs participate in the State of Oregon's Employment Related Day Care Program, and if not, whether you would be open to participation and under what general terms, such as a minimum number of X qualifying families at a location prior to participation.
4. Staff: Discuss program staffing including but not limited to safety training, CPR training, licensing/certifications, background checks, and consistency/turnover. Attach one (1) copy of employee training manuals and child health and safety training synopsis provided to employees.
5. Rates and revenue share: Share your plan for fees charged to District families for services. Propose a plan to share revenue with the District.
6. Provide a current certificate of liability insurance and a synopsis of your organization's ownership and management structure and business type (e.g. C-Corp, S-Corp, Nonprofit (specify type), Partnership, Sole Proprietor).

4. SCHEDULE OF EVENTS (subject to change)

The projected schedule of events for this proposal is as follows:

- | | |
|--|-------------------|
| 1. Advertisement of Request for Qualifications | May 3, 2023 |
| 2. Deadline for Clarifications | 10am, May 9, 2023 |
| 3. Written Changes to RFQ Issued by District | May 10, 2023 |
| 4. Proposals Due | 2pm, May 19, 2023 |

5. Selection Process, Interviews/Site Visits if Requested May 22 - 26, 2023
6. List of Qualified Providers Available May 27, 2023
7. Selection from Qualified List for Each School June 5, 2023
8. Posting of Selected Providers for Each Elementary School June 12, 2023

SECTION II - INSTRUCTIONS TO PROPOSERS GENERAL INSTRUCTIONS AND CONDITIONS

1. INTRODUCTION

These instructions outline the procedure to be followed in submission of a proposal, the evaluation of proposals, and the inclusion on the list of qualified Child Care Providers.

2. SOLICITATION REVIEW

Proposers must carefully review this document and are responsible for knowing and understanding the terms and conditions included in or applicable to this document. Any defects, ambiguities, omissions, or errors must be brought to the District's attention prior to the request for clarification due date and time. Protests or appeals based on such defects, ambiguities, omissions, or errors not received by the District prior to this deadline shall not be favorably considered.

3. CLARIFICATION

Questions regarding the request for qualifications should be submitted in writing to Meghan West, meghan.west@hoodriver.k12.or.us.

4. AMENDMENT

Changes or additions to RFQ documents shall be accomplished by written amendment. Amendments shall be issued not less than ninety-six (96) hours prior to the RFQ due date and time to allow Proposers sufficient time to consider the changes or additions in preparing their proposals. The Proposer shall acknowledge receipt of all amendments issued on the proposal form. Proposers shall be solely responsible for inquiring as to any amendments issued.

5. MODIFICATION OR WITHDRAWAL

Proposers may withdraw from the process at any time if they feel they will not be able to fulfill the terms and conditions.

6. SUBMITTING PROPOSALS

Proposers are solely responsible for delivering offers in the designated manner, to the required delivery point, prior to the RFQ due date and time.

1. To ensure proper identification and handling, proposals shall be submitted in a sealed envelope appropriately addressed and marked with Child Care RFQ on the envelope in large block letters.
2. Two (2) electronic copies of the proposal in PDF format on separate USB “thumb-drives.”
3. Proposals shall be delivered to: Meghan West, 1011 Eugene Street, Hood River, OR 97031, during normal business hours prior the RFQ due date and time.
4. Facsimile proposals shall not be accepted.
5. Email proposals shall not be accepted.
6. Envelopes properly marked shall not be opened until the RFQ due date and time.
7. The District shall not be responsible for the premature opening or failure to open a proposal that is not properly addressed and identified.

7. RECEIVING OFFERS

1. Time and date of submission shall be noted on the proposal envelope. Proposals shall be held unopened and stored in a secure place until the RFQ due date and time. The District shall not be responsible for the premature opening or failure to open a proposal that is not properly addressed and/or identified. If proposals are opened inadvertently or are opened prior to the RFQ due date and time because they were improperly identified by the Proposer, the opened proposal will be resealed and stored.
2. Failure to submit a proposal in the format specified shall be considered just cause for rejection of the proposal at the sole discretion of the District.
3. When the RFQ due date and time has passed, the District shall cause the proposals to be opened and recorded. The number of proposals received, the identity of Proposers, or the contents of a proposal will not be disclosed to the public until all proposals have been evaluated and a recommendation for the list of qualified Child Care Providers has been developed.

8. LATE REQUESTS FOR QUALIFICATIONS

Proposals received after the RFQ due date and time specified shall not be considered. The District’s boardroom clock shall determine time of submission for proposals.

9. CANCELLATION/REJECTION OF PROPOSALS

The District reserves the right to reject all submissions and recruit Child Care Providers in another manner if it is in the best interest of the District to do so.

10. MISTAKES BY PROPOSER

The District has the authority to waive any and all minor deviations, informalities, or errors on any Proposal at the District's sole discretion.

11. RESPONSIVE RESPONSIBLE PROPOSER

A responsive proposal is one which conforms, in all material respects, to the RFQ. The District reserves the right to waive technicalities or minor informalities in determining a Proposer's responsiveness at the District's sole discretion. A responsible Proposer is a person or Firm that has the capability in all respects to perform fully as a Child Care Provider, and the tenacity, perseverance, expertise, integrity, reliability, capacity, facilities, equipment, staff, and credit that will assure good faith performance. The District shall determine whether a Proposer is responsible at its sole discretion.

12. INCLUSION ON THE LIST OF ELIGIBLE QUALIFIED PROVIDERS

1. The contents of the proposal of the successful Proposer(s) will become the expectation of the level of service and failure to continue with the contents of the proposal will result in removal from the list of qualified Providers.
2. Inclusion on the list will be awarded only to the responsible Proposers that achieve the minimum scoring described in Section III, that meet and comply with the requirements of the solicitation as determined by the evaluation criteria, provided that the proposal is reasonable and it is in the best interest of the District to accept it.
3. The list of qualified Providers shall be published on the District website after the evaluation process is complete. The list will also be available at the District's Administration Building, 1011 Eugene Street, Hood River, OR 97031.
4. Inclusion on the list does not guarantee the ability to rent space for a Child Care program.
5. The School Board is the final approving authority for all long-term building use rentals and use of District property.

13. AGGRIEVED PROPOSERS

As the District is not awarding a contract there is no contract appeal process. Those not included on the list of qualified Providers are encouraged to apply in future years.

14. ACCEPTANCE PERIOD

Inclusion on the list shall be through December 31, 2029. Providers wishing to be withdrawn from the list may contact the Business Services Department to withdraw their business from the list.

15. PROPOSAL PREPARATION COSTS

The District shall not be liable for any expenses incurred by Proposers associated with this RFQ process.

SECTION III - EVALUATION AND RESPONSE

1. PROPOSAL EVALUATION PROCESS

1. Proposals shall be evaluated by a Selection Committee appointed by the District. Each proposal shall be evaluated for completeness. Any proposals which do not include all of the required elements may be rejected at the District's sole discretion.
2. The Selection Committee may request an interview and/or site visit to a local program to further evaluate Proposer(s).
3. The Selection Committee will review and meet to discuss the merits of each complete proposal received. The Selection Committee reserves the right to meet as often and as required to adequately consider the merits of the proposals received. Each member of the Selection Committee shall provide a score for each criterion indicated below. The Selection Committee will meet to discuss the relevant topics and issues from the proposals. Each member will then be allowed to revise their scoring based on the discussions of the committee.
4. A net score for each member of the committee shall be calculated based on the sum of the criteria scores. The proposing firm's score for the proposal shall be the numerical average, rounded down to the nearest whole number, of all the Selection Committee member scores.
5. All Proposals must include a completed copy of the attached Proposal Form signed by an authorized agent. The Proposer must sign all required forms.

2. PROPOSAL EVALUATION CRITERIA

1. Experience – 25 points
 2. Content – 25 points
 3. Policies – 25 points
 4. Staff – 25 points
3. **SELECTION FOR QUALIFIED PROVIDERS LIST** Proposers with a score of eighty-five (85) or higher will be added to the District's list of qualified Child Care Providers. All Proposers will be notified regarding the final results of the RFQ. Providers for each elementary school will be selected by school administrators from the list of qualified Child Care Providers.

SECTION IV – CHILD CARE FACILITY USE INFORMATION

1. ELEMENTARY SCHOOL INFORMATION

School Name	Address	School Release	PM Bus Load
May Street Elementary School	1001 May Street Hood River, OR	2:05pm	2:10pm
Westside Elementary School	3685 Belmond Drive Hood River, OR	2:05pm	2:10pm

1. SELECTION FROM QUALIFIED PROVIDERS LIST

1. One Provider may be selected from the list of qualified Providers for each of the District’s elementary schools, subject to approval by school administration on a per school basis.
2. Selection at one elementary school does not entitle the Provider to selection at any of the other elementary schools.
3. Selected Provider(s) shall provide services for one year, beginning at the start of school, through the end of the second week prior to start of school the following year (summer 2024 subject to adequate demand).
4. Starting in 2023, the District intends to survey families at each elementary school each spring as part of the annual selection process, to cultivate a response from the school communities regarding Provider performance and to gauge interest for the following summer and school year. A survey of interest for child care services by school will be conducted in May 2023 is enclosed. Survey results will be reviewed by a selection committee.
5. Interviews and/or site visits may be requested by the selection committee during the annual selection process.
6. Starting in 2023, selection of Provider(s) for the upcoming year shall be posted and sent to all providers on the list of qualified Providers no later than May 1 each year. In the event a Provider does not wish to provide Child Care at a location they have been selected for, written confirmation must be provided to the District by May 15 of the same year. This confirmation will allow the District to make another selection in time for patrons to register their students.
7. Selection at elementary school(s) one year does not entitle a Provider to selection for subsequent years.

2. RENTAL RATES AND CONDITIONS

1. The current District building rental rates are listed on the District website but Providers will be not required to pay rental fees to allow lower Provider fees charged to District families.
2. Providers shall be required to accept the facility use rental agreement and terms and conditions.

3. RENTAL SPACE INFORMATION

1. Rental includes only the use of space for the program and may not include storage areas. Storage is dependent on the school site.
2. Rental space is generally the school cafeteria and a classroom, but may be a different space depending on the school setup.
3. Gym use may be available or partially so, but are not guaranteed.
4. Playground or covered play areas may be available depending upon the site.
5. Equipment use is dependent upon the school site. School recess equipment is not included in the fee.
6. Providers shall leave the space as clean as it was found each day. The District provides cleaning tools for Providers to sweep and mop the floor as needed. The District will remove garbage. Due to vacations and staffing, custodial service is not guaranteed on a daily basis during breaks (summer, winter, spring).

4. RENTAL SCHEDULE

1. Rental space shall not be available to the Child Care Provider after 6pm.
2. During the school year the rental space shall only be available on school days.
3. During winter, spring and summer breaks availability of the rental space is not guaranteed.
4. On scheduled early release days rental space shall be available immediately after dismissal.
5. In the event of inclement weather:
 - i. No morning Child Care in the event of a late start
 - ii. No afternoon Child Care in the event of an early release
 - iii. No Child Care in the event of school cancellation

5. OTHER

1. As school and district use is a priority, Child Care programs may be relocated during the course of the year as needed for school use or district events. Relocating will be managed by the Facilities Department.
2. Mass communication by Provider(s) outside of program policies and rates must be reviewed by site administration prior to sending to patrons or the school community.

SUBMITTAL FORM

Hood River County School District
Request for Consideration on List of Qualified After School Child Care Providers.

The undersigned agrees to furnish the services outlined in the attached RFQ per the terms stated in the Request for Qualifications for Child Care Services _____ Addenda _____

Company: _____

Address: _____

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Please mark the appropriate statement:

_____ I have read and reviewed the insurance requirements in the Terms and Conditions and currently have all required insurance in place. A certificate of insurance is attached for all required coverage.

_____ I have read and reviewed the insurance requirements in the Terms and Conditions. I currently do not have all required insurance in place. Coverage will be in place prior to scheduling services.

By signing this proposal form, the proposing firm agrees to accept sole responsibility to obtain and maintain all required permits, licensing, and insurance and conform to all regulations necessary to operate an After School Child Care Program at the program location. Firm seeking qualification also agrees to comply with all requirements and conditions of this RFQ and documents attached thereto, including but not limited to the facility use rental rates, agreement and terms & conditions if selected to provide Child Care services at one or more of the District's elementary schools.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Tel. Number: _____

Email Address: _____