

Rush County Community Foundation

Request for Proposal - Child Care

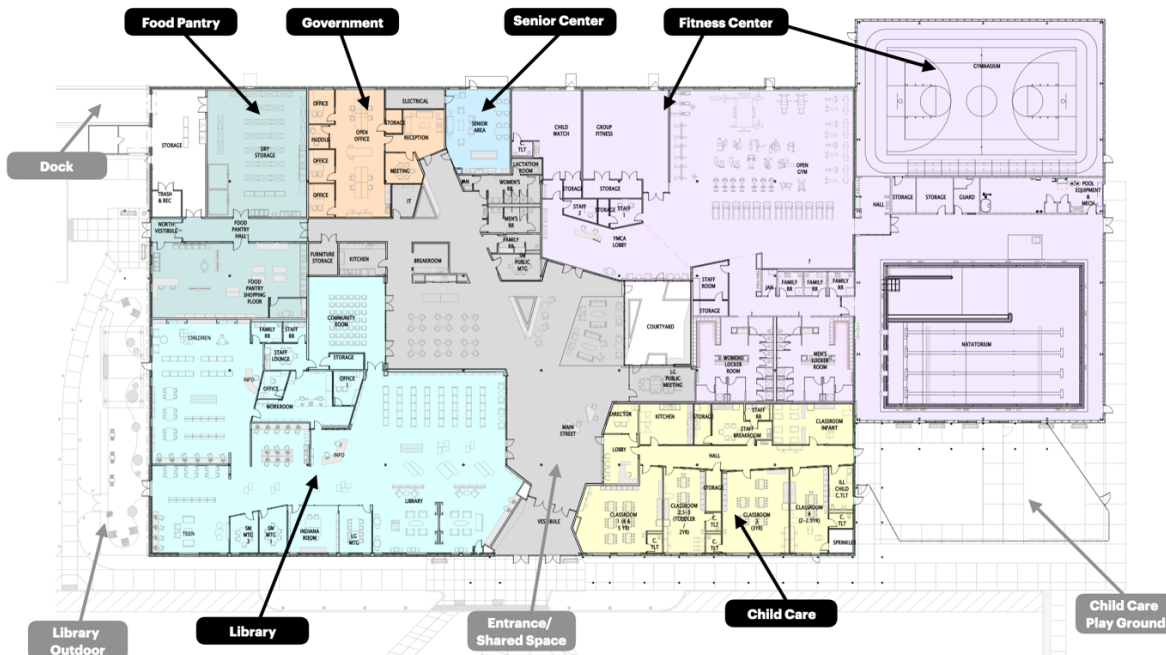
Project Overview

The Rush County Community Foundation (RCCF) together with the City of Rushville and Rush County, are in the process of developing a new community center that will be located at 1850 N. Main Street, Rushville.

The Center will include the Rushville Public Library, Food Pantry, government offices, senior center, fitness & wellness center, and Early Child Care Center. The RCCF will own and operate the facility, providing all these non-profits a beautiful new facility to operate their programs and serve the community through their individual missions.

The project is a \$23M project, with all funds for the project expected to be raised by May of 2023. Partners for the project are committed or in negotiations, with the exception of who will run the Child Care Center.

The RCCF has opened a Request for Proposal (RFP) to determine which organization will operate the childcare center. The next few pages will outline the center, giving information about the center and describing the future operation. The RCCF is requesting that any interested organization complete the RFP and submit it.



1. Lease

This community center will allow its partners to serve the community with the vital programs and offering needed in Rush County. Therefore, a lease payment will not be required from any of the partners housed in the center. Partners will need to pay their own utilities (outlined below), split the cost of any shared utilities for the shared part of the facility, and pay a small administration fee that will help operate the facility.

2. Utilities

Gas/Electric: Each partner will have their own gas and electric meters and will be responsible for paying those costs for their area. The main hallway, meeting rooms, kitchen and bathrooms will have separate meters whose cost will be split by the partners.

Custodial: Since all partners will be housed in the same building, a custodial contractor will be hired and cost for that contractor will be split by each partner based on the percentage of the building they occupy. The Child Care Center will occupy 8.9% of the building. The shared part of the building will also be calculated into this cost.

Other Utility Costs: Water/sewer, trash, security landscaping and misc. admin costs will also be split according to the percentage of the building being occupied. The following chart is an estimate of those annual costs (based on actual costs as of March 2023).

Utility	Estimated Annual Cost	Utility	Estimated Annual Cost
Electric	\$6,527	Security	\$264
Gas	\$1,228	Maintenance	\$ -
Water	\$900	Custodial	\$9,600
Trash	\$405	Landscaping	\$1,650
Security	\$264	Misc Admin	\$8,800
Total Annual Estimate: \$29,374			

3. Food Service

A kitchen will be equipped in the childcare center. But there may also be the opportunity to partner with the school district for daily meals.

4. Contract terms/clauses

The RCCF reserves the right to reject any or all proposals received and is not bound to enter into a contractual agreement based on the outcome of this RFP. Nonacceptance of a proposal will mean that one or more proposals were deemed more advantageous to the RCCF or that all proposals were rejected. Providers whose proposals are not accepted will be notified after a binding contractual agreement exists. When a contract is executed with the successful Respondent(s). The mandatory contract terms are as follows:

- Term and Termination
- Penalties/Interest/Attorney's Fees
- Security of Restricted Data (when IT related)
- Sex Offender Registry Check
- Governing Law
- Funding Cancellation
- Compliance with Government Statutes and Regulations
- Indemnification
- Non-Discrimination
- Insurance required for operation
- Conflict of Interest (same as non-collusion)
- Equal Opportunity Commitment

Any or all portions of this RFP and any or all portions of the Respondents response may be incorporated as part of the final contract.

Community Support

The RCCF is committed to secure funding that will endow the building in perpetuity. This will allow for continuing maintenance and upkeep of the facility which will provide for any future needs. The City of Rushville, Rush County, and other local organizations have pledged their financial support to assuring this project is successful.

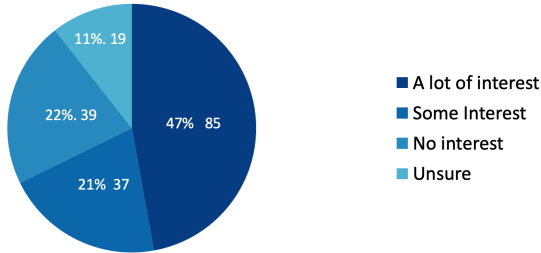
The RCCF is committed to the success of this community center project. To this end, a consultant has been hired that will assist all the partners in a successful grand opening. Prior to opening, partner meetings will be held to assure collaboration. This is truly a community project, so it is important to support all the partners involved.

Rush County Child Care Landscape

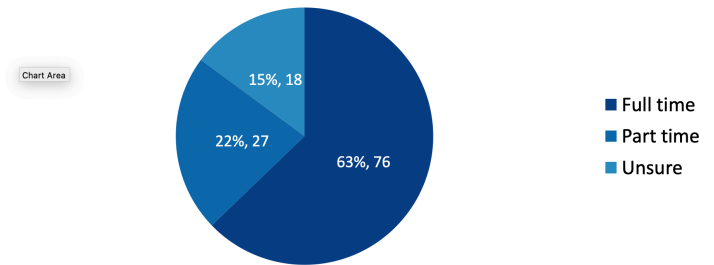
Currently, Rush County is a typical childcare desert. There are a handful of home childcare providers, and one church provider in the whole county. Surveys have provided data that shows a tremendous need for childcare for infant-preschool. Included below are a few of the graphs showing results from the survey of 300 local parents in the community. From

that survey, over 102 parents have requested more information and are interested in hearing more about the offerings that will be available.

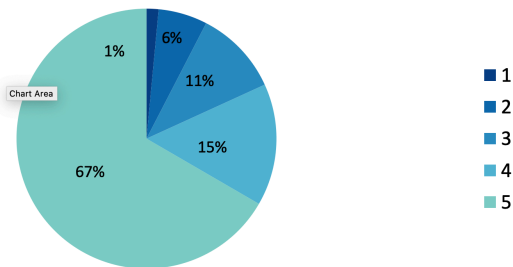
9. What is the likelihood you would have an interest in the full day child care/preschool at some point?



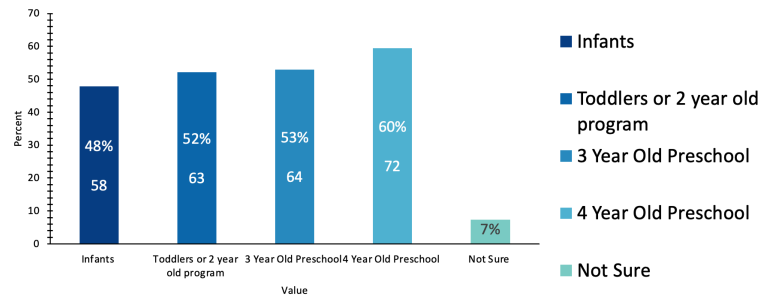
11. Would you most likely need full time or part time child care?



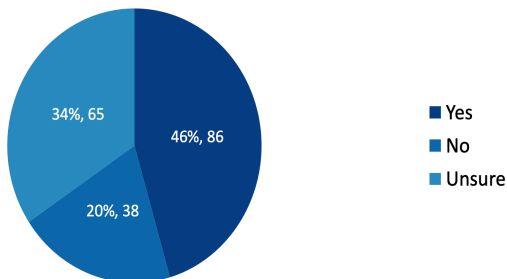
7. On average how many days per week would you need a Full Day program?



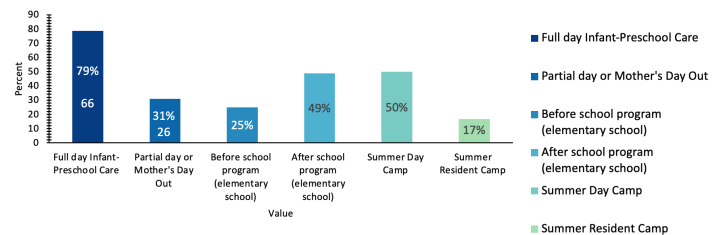
10. Which programs might you have interest in?



4. Do you anticipate enrolling your child in a child care program in the future?

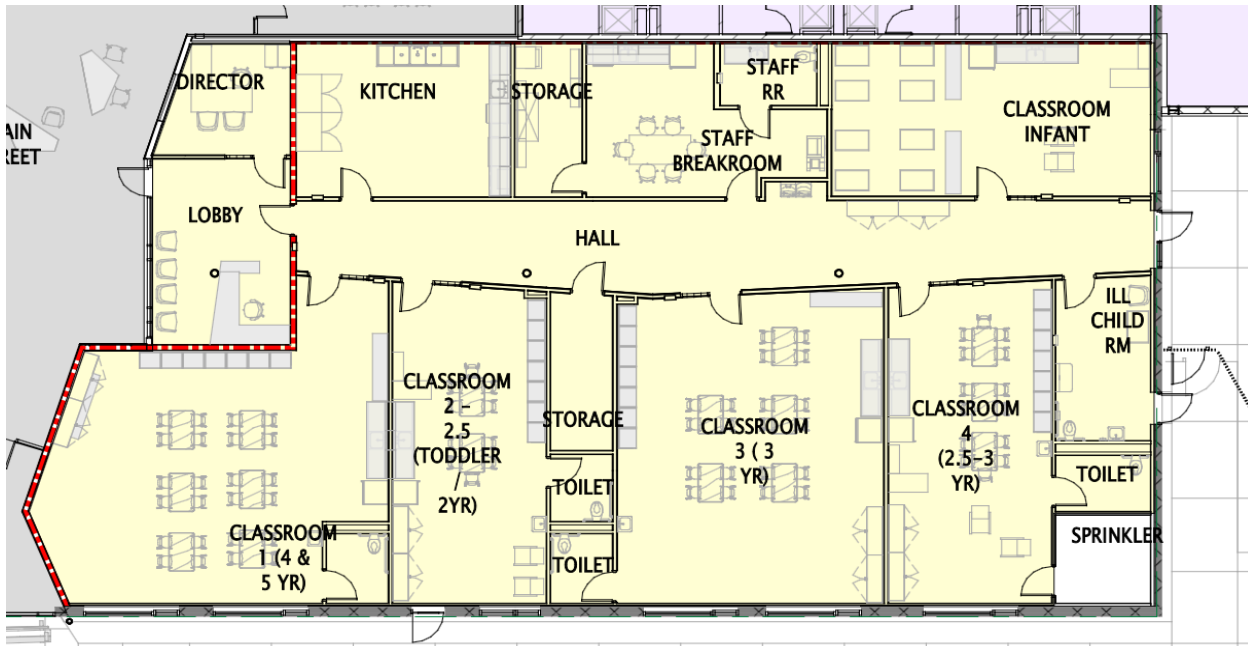


6. Which type of programs would you possibly be looking to enroll your child?



Construction & FFE

Since the design of the facility is well underway, there will not be the opportunity to have much input on the design. The new childcare center will have 5 classrooms and has been designed using the Indiana childcare licensing laws. Below is a floorplan of the space. A maximum of 76 children can be served in the area.



The recipient of the RFP will have some input on colors and FF&E (furnishings, fixtures, and equipment). The capital budget for the project does include purchasing furnishing and equipment for the childcare center, so the recipient of the contract to operate will be consulted when such furnishings and equipment need to be decided upon.

Deliver RFP by mail or in person to:

Rush County Community Foundation
117 N. Main Street
Rushville, IN 46173

Questions to:

Email:
info@rushcountyfoundation.org

OR

Email RFP to:

info@rushcountyfoundation.org

Request for Proposal Requirements

The Rush County Community Foundation is seeking an experienced, high-quality provider to operate the new Rush County Community Center Child Care scheduled to open in the Summer/Fall of 2024. Those interested are invited to submit a proposal which includes the following information:

A. Scope of Work

In this section, the provider must list and/or explain how they will meet the following requirements:

1. The provider must show how they are licensed and registered with the State of Indiana-Office of Early Childhood and Out of School Time.
 - If the provider is a registered ministry, it must be a Voluntarily Certified Program upon opening and registered with Paths to Quality™ with a program in place to work towards and reach a Level 3 status within two years of becoming the operator of the Child Care Center.
 - All other providers must be licensed and registered with Paths to Quality™ with a program in place to work towards and reach a Level 3 status within two years of becoming the operator.
 - The provider must have a program in place to achieve a Paths to Quality™-Level 4 and NAEYC Accreditation within the first three years of becoming the operator.
2. The provider must be able to accept CCDF and On My Way Pre-K Vouchers and have a willingness and compassion for serving all children, regardless of socio-economic background.
3. The provider must conduct operating hours on no less than a 7:00am-6:00pm daily schedule, Monday through Friday.
4. The provider must be a willing partner in building relationships with both our local community and families. Family and community engagement are critical to the success of this center and the provider should be prepared to collaborate with the other community center partners on events and attend/host community outreach events and fundraising.
5. The provider must be committed and have a program in place to recruit, retain, and develop all staff members. Professional development days should be built into the center's schedule and used to offer all staff 8 hours of professional development and training annually.
6. The provider must implement a high-quality early childhood curriculum, conduct developmental assessments, and host bi-annual parent teacher conferences with all families of the center.
7. The provider must offer a childcare discount to the childcare center employees.

B. Company details (structure, financial)

1. The legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section.
2. This section must include the Respondent's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. If the Respondent is starting a new 501(c)(3), then a one-year budget pro forma should be included.
3. This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for thoroughness and correctness of any/all financial information supplied with this proposal. The areas of interest considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services.

C. References

1. The Respondent must include a list of a minimum of three (3) families using your services for at least two years.
2. Does your company have any pending litigation regarding contract disputes?
3. Please list any contracts lost or terminated in the last three years and provide reasons for loss or termination, as well as contact information.

D. Registration to do business

1. Selected out-of-state Respondents providing the products and/or services required by this RFP must be registered to do business within the State by the Indiana Secretary of State. This process must be concluded prior to contract negotiations. It is the successful Respondent's responsibility to complete the required registration with the Secretary of State. Please indicate the status of registration, if applicable. Please clearly state if you are registered and if not provide an explanation.

E. Authorizing document

1. Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

F. Subcontractors

1. The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

G. General information

1. What is your company's technology and process for securing any information that is maintained by your company?

H. Experience serving similar clients

1. Describe your company's experience in serving clients of a similar size that also had a similar scope.

I. Payment

1. Respondent should be able to accept payment by ACH or Virtual Credit Card. Please identify which method(s) you can accept and/or prefer.

J. Program Overview

1. Describe respondent experience
2. Describe key personnel experience
3. What is your approach/vision for the following:
 - Serving low-income families
 - Approach to teaching and learning
 - Family engagement
 - Health
4. Proposed fee scale. Also describe how parents will lower income could also be served.