

**NHTI – CONCORD’S COMMUNITY COLLEGE, a component college of the
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**

NOTICE OF LEASE OPPORTUNITY:

RESPONSES TO QUESTIONS SUBMITTED BY POTENTIAL BIDDERS

LEASE OF REAL PROPERTY

CHILD CARE CENTER

COLLEGE DRIVE

CONCORD, NH 03301

1. Please provide a copy of the lease.

The standard form lease, which is referred to as Exhibit B in the notice of lease opportunity, is included at <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/> under the column labeled addendum.

2. Under the lease, what will be the allocation of responsibilities for cleaning, facility maintenance and repairs, heating and cooling the facility, if separated out from the lease expense?

The standard form lease agreement includes allocation of responsibilities as follows:

Section 6 Utilities

Section 8 Maintenance and Repairs by Landlord

3. How many children was the Child and Family Development Center (CFDC) licensed for per daily attendance, and what was the actual average daily attendance?

The CFDC was licensed for 64 daily attendance. The actual average daily attendance was between 55 and 59.

4. At the time that NHTI closed the CFDC was there a waiting list? If so, how many were on it?

Yes. There were 152 on the waiting list as of March 2020.

5. Please provide the number of staff employed prior to CFDC closing, their positions, whether full- or part-time, and their salaries and benefits.

Please see addendum titled Employee Salary and Benefit Information.

The benefits provided were the same as other fulltime CCSNH employees. For more information, see <https://www.ccsnh.edu/about-ccsnh/human-resources/employee-benefits/>

6. Please provide the following information about the CFDC:

- a. FY2020 Budget

Please see addendum titled Budget Information

- b. Staff job descriptions

Please see addendum titled Staff Job Descriptions

- c. Staff salary ranges

Please see addenda titled Employee Salary and Benefit Information and Staff CBA

- d. Family tuition rates

Please see addendum titles CFDC – Tuition Rates

- e. Family handbook

Please see addendum titled 2019 Family Handbook

- f. Lab Student Census

Typical incoming freshman class is between 25-35 students in the fall semester. Students sign up for 2 hours (1 hr. in an Infant OR Toddler classroom and 1 hr. in a Preschool OR Kindergarten classroom). These hours can be back to back hours or on 2 separate days. The CFDC provided sign-up sheets for each classroom and students were able to sign up once they registered for classes.

In addition to observation/lab hours, NHTI students participate in practicums at CFDC or within the community. NHTI typically placed 4-5 practicum students at CFDC each year for both fall and spring semesters (8 hours/week over 2 separate 4 hour days).

Other NHTI student observation hours included nursing program students with 1 to 2 students at a time for 6 hours total that were scheduled for 2 hours in each classroom on 1 single day. 16 nursing students engaged in such observation at the CFDC last year. Paramedic program students engaged in similar observation activities – a total of 4 last year in 1-hour observation periods.

7. Have any informed you that they would like to be considered for employment by any bidder? If so, would receive their names/contact information once the bid is approved.

CCSNH has not engaged in discussions with former employees regarding future employment opportunities at the site. If requested by the lessee, NHTI will provide former employees who worked at the CFDC with the lessee's human resources department contact information.

8. Have you received any communication from the state employee's union or any other union relating with those employees?

There have been no formal union communications with respect to the notice of lease opportunity.