



REQUEST FOR PROPOSALS

FOR

Day Care Center Services with Laboratory School for Early Childhood Education

At

Manchester Community College

Issued by the

Community College System of New Hampshire

RFP #MCC24-01

Date of Issue: August 21, 2023

Proposals must be received no later than
2:00 PM on September 22, 2023

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at sfitzpatrick@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract to provide child care services for the community as well as a lab school for students in Early Childhood Education Program at Manchester Community College (MCC). A non-profit organization, 501 (C) (3) is preferred, but not required.

SCHEDULE OF KEY EVENTS

- Issue of Request for Proposal: August 21, 2023
- Mandatory Pre-Proposal Meeting: September 13, 2023 at 1:00 PM
- Proposal Due Day & Time: September 22, 2023 at 3:00 PM
- Award and Notification to Successful Contractor: October 6, 2023
- Commencement of Services: October 30, 2023

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not will need to submit a completed Alternate W-9 form with the contract and must be willing to comply with all terms and conditions of the Community College System of New Hampshire.

CONTRACT TERM:

The term of any resulting contract shall end on or before September 30, 2028.

Manchester Community College shall have the right to terminate the contract without cause at any time by giving the Contractor a ninety (90) day written notice.

SCOPE OF SERVICES:

Work within this request for proposal (RFP) shall include the following:

Operate the childcare center on campus that also serves as a laboratory for the MCC Early Childhood Education Program and will offer support to other MCC programs. Currently, the child care center is licensed for up to 14 children in both a multi-age preschool and infant/toddler classroom. The chosen vendor will continue to provide services to current children and families and provide first right of refusal to current staff.

Contractor will operate a childcare center known as The MCC Child Development Center (the CDC), located on the campus of Manchester Community College (MCC) within space designated by MCC. The CDC will provide high quality childcare and education for the benefit of Manchester Community College, the MCC community as well as the greater Manchester community. The CDC will:

- Provide positive and safe learning environments for young children that are nurturing and enhance all areas of child development for diverse populations;
- Provide high quality practicum field placements and observation sites for MCC Early Childhood and Education Programs as well as field sites for other programs at the college;
- Employ and retain highly qualified, degreed teachers who exceed state requirements for education and offer ongoing training to promote lifelong learning;
- Provide an environment that is committed to being a leader in quality education for young children by maintaining the standards set forth by the National Association for the Education of Young Children (NAEYC);
- Support families by providing an open and cooperative partnership between families and the teaching team; and
- Engage in open communication with MCC and the families served to ensure consistent care and support.

Key Personnel:

The CDC Director shall have a NH Early Childhood Master Professional Credential with a minimum endorsement of mentor in order to oversee the staff supervision of early childhood education students.

The lead teachers must have a minimum of an Associate Degree in Early Childhood Education in order to qualify to be a mentor teacher under MCC's Early Childhood Education Program's requirements.

The CDC will retain the existing staff including assistant teachers to the extent that it is consistent with providing high quality care.

Curriculum:

The CDC will use the Emergent Curriculum, or a curriculum model with a similar philosophy in order to allow flexibility for students to plan their own curriculum based on their observation of children's interest and needs.

Enrollment Priorities:

The CDC will maintain an enrollment system that gives priority to MCC students, faculty, and staff, continues services to children and families enrolled at the time of execution of this Agreement, and utilizes the waiting list that has been established by MCC, if enrollment changes.

The CDC will accept NH Child Care Scholarship funds in order to serve low-income children and families. The CDC will maintain an agreement with Manchester School District Special Education Preschool early intervention program, which allows placement of up to four (4) children in the preschool classroom.

Contracts for care of children enrolled with CDC shall solely be between the children's parents/guardians and the Contractor

Facility:

Manchester Community College will provide the space rent/maintenance/utilities free of charge for use of the day care center as a laboratory school.

To carry out its obligations under this agreement, the CDC will use equipment, tools or furnishings, located within the space designated for the CDC by MCC including a certified natural outdoor classroom.

Operating Hours:

The CDC will at a minimum be open from 7:30am until 5:30pm 12 months out of the year

Certifications/Licensure:

The selected vendor will be required to be licensed by the NH Child Development Bureau and maintain all NH Child Care Licensing Standards (Attached as Exhibit A)

As a lab school for a NAEYC-accredited college program, the contractor is expected to obtain and maintain NAEYC accreditation for the child care center. Ideally the contractor will have experience with this process and the vendor will agree to maintain the current Nature Explore Outdoor Classroom certification.

<https://www.naeyc.org/accreditation>
<https://natureexplore.org/>

Lab School:

The contractor will serve as a lab school for ECE and other students and allow them to conduct all required assignments including but not limited to implementing all required lessons, observations and assessments as prescribed by their course instructor.

SITE VISITATION:

A pre-proposal walk through will be necessary and is scheduled for: Wednesday, September 13th

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Any questions regarding the contents of this request will be discussed at the site visit. If there are any questions, please contact Kelly Marr at kmarr@ccsnh.edu.

PROPOSAL:

Bidders should create a comprehensive proposal including, at a minimum, the following elements:

1. Executive Summary
 - 1.1. Introduction & Company Overview
 - 1.2. Objectives
 - 1.3. Goals
 - 1.4. Strengths (What sets you apart from other bidders)
2. Operations Plan
 - 2.1. Program Description
 - 2.2. Employee Position Descriptions & Management Structure
3. Financial Plan for Year 1
 - 3.1. Tuition rates
 - 3.1.1. Full day v half day
 - 3.1.2. Student/staff rate v non-student/staff rate
 - 3.2. Projected Start Up Expenses
 - 3.3. Projected Staffing Costs
 - 3.4. Projected Operating Expenses
4. Insurance & Certifications
 - 4.1. Bidder's Certificate(s) of Insurance
 - 4.2. NH Child Development Bureau License
 - 4.3. Bidder's W9

ADDITIONAL INFORMATION:

Manchester Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to Manchester Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a CCSNH Standard Form Contract for Services (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State dated after January 1, 2023.

Workers' compensation requirements as outlined in the CCSNH Standard Form Contract for Services and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site.

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor's employees, and other related personnel who will be physically required to work at Manchester Community College, providing the following information for each person:

Name

Employer's Company Name

Manchester Community College reserves the right to request a criminal background check on any employee of Contractor. Manchester Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

INSURANCE:

Insurance will be more fully addressed at the time a Contract for Services is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, for the benefit of the Manchester Community College, the following insurance: General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate, Professional liability of \$1,000,000 per occurrence/\$3,000,000 aggregate, Sexual Abuse & molestation - \$1,000,000 each occurrence/\$3,000,000 aggregate, Automobile - \$1,000,000 CSL, Workers Compensation – Statutory Limits, and Umbrella - \$5,000,000

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after Written notice thereof has been received by the Manchester Community College.

The certificates are required to name Manchester Community College as additional insured.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, Manchester Community College will email addenda to all who have already submitted bids and post any changes to its website <https://www.ccsnh.edu/about-ccsnh/bidding-rfp>. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

SUBMISSION OF RFP RESPONSE:

Bids are due on Friday, 9/22/22, at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid.

Bids should be emailed to Sean Fitzpatrick, Procurement Administrator, CCSNH System Office at purchasing@ccsnh.edu. Confirmation of receipt will be sent with 24 hours.

AWARD:

This contract will be awarded solely on the quality of the proposal with respect to Day Care Center services and lab school for Manchester Community College.

The contract will be awarded to the bidder who best meets the criteria listed in the specifications.

Manchester Community College reserves the right to accept or reject any or all of the proposals.

Manchester Community College reserves the right to waive any and all informalities in its best interest.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>