#### ANGLOPHONE SOUTH SCHOOL DISTRICT

#### REQUEST FOR PROPOSALS

#### After School Child Care Services for

#### Lakefield Elementary School

**Closing Date: April 29, 2016**

**SECTION 1.0 - ADMINISTRATIVE AND GENERAL INFORMATION**

* **Issue Date**: April 13, 2016
* **Closing Date for Vendor Response**: **April 29, 2016** no later than 1:30 P.M.,

**NOTE**: The information contained in this RFP is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate by **Anglophone South School District**, nor is it necessarily comprehensive. Nothing in this RFP is intended to relieve Vendors from forming their own opinion and conclusions in respect of the matters addressed in the RFP.

**SECTION 2.0 - CONDITIONS**

**2.1 Purpose of the Request for Proposal -**

This “Request for Proposal” (RFP) is being issued on behalf of ANGLOPHONE SOUTH SCHOOL DISTRICT (ASD-S) Saint John, New Brunswick on behalf of the principal of Lakefield Elementary School.

**2.2 Intent -**

It is the intent of this Request for Proposal to choose a service provider to provide after school child care services to Lakefield Elementary School beginning in September 2016.

**2.3 General Provisions -**

1. No obligation to enter into a contract with any company is expressed or implied.
2. Anglophone South School District reserves the right to terminate the process without the award of a contract.

**2.4 Contract Cancellation -**

In the instance of contract cancellation due to non-performance by the Company, the Anglophone South School District reserves the right to re-assign, re-tender the contract in part or in whole.

If, at any time, the selected company is deemed to be unsatisfactory for reasons of non-performance, the Anglophone South School District shall retain the right to terminate any resulting contract either at the end of the then contracted phase, with no additional liability to the School District. Having exercised this right, the School District can then commence negotiations with a new company.

The School District reserves the right to cancel this contract for cause by giving a 30 day written notice of cancellation to the service provider.

**2.5 Addenda -**

Anglophone South School District reserves the right to amend or supplement the “Request for Proposals”, giving equal information to all companies, by way of an issued addendum. Should clarification, additions or modifications to this document become necessary, notification to companies will be in writing.

**2.6 Proposals must be submitted to:**

**Michael O’Neill**

Lakefield Elementary School

9 Kensington Ave.

Quispamsis, NB

E2E 2T8

**2.7 Notification to Companies -**

Once evaluation of proposals has been completed, the evaluation committee will make a recommendation. A short list of one or more may be identified and additional information requested from any of those on the list.

**SECTION 3.0 - OPERATOR INFORMATION**

**3.01 Operator Identification -**

|  |  |
| --- | --- |
| Legal Corporate Name: |  |
| Mailing Address: |  |
| City |  |
| Postal Code: |  |

PRINCIPAL LOCATION OF BUSINESS:

|  |  |
| --- | --- |
| Street: |  |
| City: |  |
| Postal Code: |  |

PRINCIPAL CONTACT:

|  |  |
| --- | --- |
| Name: |  |
| Telephone Number(s): |  |
| Email Address: |  |

OTHER LOCATIONS in Anglophone School District South: (include phone numbers)

|  |  |  |  |
| --- | --- | --- | --- |
| City: |  | Contact: |  |
| City: |  | Contact: |  |
| City: |  | Contact: |  |
| City: |  | Contact: |  |

|  |  |
| --- | --- |
| Number of years in business: |  |

|  |  |  |
| --- | --- | --- |
| **3.02** | **Signature**: |  |
|  | **Date:** |  |

**3.03 Work Experience -** (you may attach a separate sheet to the application)

Please list previous experience including:

1. Brief company background and experience in providing child care services
2. Information on your company’s health and safety and safe food handling practices (if food is provided).
3. Information on your company’s approach to financial and administrative reporting.
4. Provide contact information for three parents who can provide references as to the care and learning environments provided by the operator.

The bid should indicate at least the company name, a contact person, and a current phone number for each reference provided. Anglophone School District South reserves the right to check with other sources in the industry.

**SECTION 4.0 - SCOPE OF THE PROJECT**

The intent of the RFP process is to obtain the best quality afterschool child care which meets all required regulations and standards as per the Child Day Care Facility Operator Standards. The operator agrees to become licensed and that they complete the licensing process as per Regulation 83-85 of the Family Services Act.

**Bidders must agree to the following requirements:**

4.01 The operator will submit a proposed parent handbook which indicates policies, procedures and a program plan. Program plan should indicate knowledge of community needs and resources.

4.02 Provide a program in an area of up to the size of two modular classrooms, for a number of children to determined based on 3.25 sq./meters of measured play space.

4.03 To pay rental fees to ASD-S according to the rental fee schedule in place as of September 2016. See Appendix A

4.04 To operate after school programs between the hours of 2:15-6:00 daily. With the possibility of full days on P.D. and other non-teaching days. Hours may be adjusted based on need and agreement with principal.

4.05 Any changes to the proposed plan must be by mutual agreement between the operator and the school administrator.

4.06 The agreement between the two parties shall be initially for the period from September 1, 2016 to June 30, 2016, the agreement may be renewed for three (3) additional one (1) year terms with the approval of both parties. Either party may terminate the agreement at any time with a 120 day, prior written notice. The renewal of the agreement must be in **writing prior to May 31st of each year.**

4.07 The Anglophone South School District agrees that the operator may, with the operator’s consent, be used to provide child care for school programs in the evenings or on weekends where child care is requested by the principal. The contractor understands and agrees, however, that this right is not exclusive and outside organizations or school students and staff may be used for any such special function if desired by the school principal.

4.08 Anglophone South School District agrees that the operator may lock the after school area, located in two of the school’s modulars, when not in use. The school principal may allow other classes to use this space during the school day but equipment/materials of the after school program will not be used by school staff or students.

4.09 There are approximately 185 school days per year. After school programs will not run on school closure days due to inclement weather. However with permission programs may run during professional development days and other school holidays.

4.10 The operator will be responsible for provision and maintenance of program equipment and materials in the after school after. Use of school equipment will be determined by the school principal in consultation with the operator.

**Insurance -**

Operators of day care centres and community day care homes must obtain and maintain comprehensive general liability insurance coverage to protect the business, the Operator and staff against legal action brought by third parties where bodily injury or property damage is alleged to have occurred, including coverage for excursions away

from the facility and mandatory automobile insurance coverage, where transportation is provided if the Operator owns or leases a vehicle for these purposes.

The operator agrees to provide adequate fire and theft insurance to cover its supplies and property including money, which may at any time, be on the school premises.

**4.11 Responsibility of the Anglophone South School District** -

**1.** The Anglophone South School District will be responsible for repairs and maintenance to equipment owned by the District.

**2.** The Anglophone South School District will provide an area for storage of garbage and removal of garbage from the designated storage area.

**3.** The Anglophone South School District will provide custodial services in after school areas for a fee within the rental agreement. (Appendix A)

**4.** The Anglophone South School District will provide access to washrooms for staff and children of the after school program.

**4.12 Responsibilities of the Operator -**

They will be responsible for:

* Providing the best quality of care and learning environments for the children in this program which meets the program standards of the Child Day Care Operator Facility Standards.
* Complying with all applicable health, sanitary and other laws, regulations and directions of any competent governmental authority relating to the actual operation of the facilities and of the personnel employed by it.
* Public liability in property damage insurance
* Maintain after school program materials and equipment.
* All required permits and licenses.
* A sufficient number of employees to operate
* Coverage under the Worker’s Compensation Act.
* Maintenance of proper records.
* Ensuring all employees meet all legal and medical requirements.
* Follow all Management of Potential Illness policies as outlined in - The Guide for Managing Potential Illness in Child Day Care Facilities in New Brunswick.
* Ensure that all employees hired by the operator, to be employed in the after school program, have submitted a Criminal Record Check and a Vulnerable Person Record Check, a Social Development Prior Contact Check and that the record checks do not include any contravention of the Social Development and Criminal Record Check policy.
* Ensuring all employees receive sufficient training in First Aid, Workplace Hazardous Materials Information System, and Early Education & Childhood Development Policy 701 - Policy for the Protection of Pupils.

**SECTION 5.0 - EVALUATION**

Proposals will be evaluated based on the bidder’s ability to meet all requirements of this “Request for Proposals”. Emphasis will be placed on the following:

* + **30%** After SchoolProgram Outline
  + **30%** Detailed Parent Handbook
  + **20%** Experience and References
  + **20%** Evidence of program incorporation of community needs and resources

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| **APPENDIX A** | |
| **USER GROUP CATEGORIES AND FEE SCHEDULE** | |
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| **Fees will be applied for the use of school facilities in accordance with user group/activity categories defined below.** | |
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| **Direct School Service:** | |
| Includes meetings and events directly associated with school activities such as Parent School Support Committee (PSSC) meetings, District Educational Council (DEC) meetings, District Office meetings, Home and School Association meetings, fund-raising activities where 100% of proceeds directly benefit the school, union activities of school system employees, student council activities, support services for parents, literacy initiatives, school sport events, school dances and school family evenings.  **Contract is not required for Direct School Service.** | |
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| **Group A Under 18 Youth Oriented, Not - For - Profit:** | |
| Youth oriented cultural, educational and recreational use where organizers and /or instructors do not receive financial gain from fees collected. Includes Not-For-Profit After or During School Programs **Group(s) claiming "Not - For - Profit" will be required to provide proof of a "Not - For - Profit" Revenue Canada taxation number when booking rentals of school facilities.** | |
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| **Group B Under 18 Youth Oriented, For - Profit and Over 18 Adult Oriented:** | |
| Under 18 Youth oriented cultural, educational and recreational events where organizers/instructors receive financial gain and over 18 Adult oriented cultural, educational and recreational events where organizers/ instructors may or may not receive financial gain. | |
|
| **Group C Commercial:** | |
| All others not covered above, including: | |
| 1. For profit daycares, during or after school - $50 per day. | |
| 1. Wedding receptions, family reunions, dinner and dance events. | |
| 1. Appropriate commercial and private events for financial gain. | |
| 1. Groups involved in fund-raising activities that are not school related. | |
| 1. Meetings of political organizations and meetings of unions not affiliated with the school system. | |
| |  | | --- | | **Summer youth camps for profit and cafeteria:** $75 per day, classrooms $50 per day. | | |
|  | |
| *NOTE: Fees for supplementary services or equipment may be charged in addition to the base fees shown in the schedule. Examples are: custodial or supervisory services, use of sound systems and or sound system operators. Custodial charges will only be required for week-end bookings when regular custodian is not normally scheduled. Fees do not include HST but HST is applicable on all rentals.* | |