Unitarian Universalist
Congregation of York
Nurture Your Spirit,
Help Heal Our World!

REQUEST FOR PROPOSALS (RFP)

Early Learning Center Provider

Renting Operating Space from

The Unitarian Universalist Congregation of York

York, PA 17403

For full consideration, the original printed and signed proposal plus eleven printed copies must be received by:

Thursday, September 20, 2018, by 3:00 pm

Mail or hand-deliver original proposal and copies to:

UUCY Early Learning Center RFP

925 South George Street

York, PA 17403

Contact and Submission Information

Contact for Assistance and Questions

For questions regarding this Request for Proposals (RFP), email uucy.elc.rfp@gmail.com.

Any request for explanations or clarifications desired by a proposer regarding the meaning or interpretation of this RFP must be sent to the email address above by Monday, September 10, 2018. Oral explanations or instructions given before the award of the contract shall not be binding. Any information given to a prospective company organization shall be furnished to all prospective proposers as an amendment to the solicitation, if such information is necessary to submit a proposal, or if the lack of such information would be prejudicial to uninformed companies. Amendments will be sent by email to all prospective proposers.

Submission Instructions

An original, signed proposal plus eleven printed copies must be received at the mailing address provided on the cover page of this RFP. No fax copies, emails, or digital files will be accepted. If delivering by hand, please notify the office staff in advance at 717-845-8212 or office@uucy.org. Please use this contact information for delivery inquiries only. If this information is not followed, the proposal may be automatically rejected by the reviewers.

The proposal must include a cover sheet on the agency's letterhead that includes contact information (name, title, address, telephone number, email address) and a summary of the proposal with the designated signature of the agency.

Schedule for Review

RFP release date	7/13/2018
Tours of the rental space and grounds (3 dates) RSVP is required for a tour; email uucy.elc.rfp@gmail.com	7/25/2018, 5:00-6:00pm 7/27/2018, 12:00-1:00pm 8/13/2018, 4:00-5:00pm
Deadline for RFP inquiries to uucy.elc.rfp@gmail.com	9/10/2018
Deadline to receive written proposals at mailing address	9/20/2018 by 3:00 pm
Anticipated interviews and site visits with finalists	10/2018
Anticipated recommendation of finalist to UUCY leadership	11/2018

Term of Contract

The initial term will be for two (2) years with an annual review to monitor expected outcomes.

Introduction

The Unitarian Universalist Congregation of York is a liberal, religious organization located on seven acres of land in the Springdale neighborhood, on the southern border of York City.

Rental Facilities

In the lower level of its main building, UUCY has a modern, well-equipped space for religious education classes held on Sunday mornings. On its grounds, UUCY has generous lawn space for play and learning, as well as a playground.

UUCY has permission from the City of York to rent classroom space and grounds to an early learning center provider for operation on weekdays. The building use permit specifies that the early learning center may accept children 2.5 years and older.

Classrooms Square Footage:

- Nursery: 386
- Toddlers 2-3: 364
- Pre-K/Kindergarten: 381
- First/Second Grade: 359
- Upper Elementary: 606

It is understood and agreed that the lessor shall be used for a child care center Monday through Friday weekly. It is expressly understood that the Proposed Lessee shall not assign the Lease nor let or underlet said premises or any part thereof, without prior written consent of Lessor.

Following receipt of the inspection reports, the two parties will meet and discuss in an effort to move forward with the lease agreement. Any repairs, modifications or other requirements listed in the inspection report as conditioning the issuance of licenses shall be considered within the final executed lease agreement.

Neither the Provider/Lessee, nor anyone claiming by, through, or under Provider/Lessee, shall have the right to file any mechanic's lien against the premises. The Provider shall give notice in advance to all contractors and subcontractors who may furnish, or agree to furnish, any material, service or labor for any improvement on the premises.

Provider Profile

UUCY seeks an early learning center provider who is willing and able to:

- Provide a safe, healthy and nurturing environment;
- Ensure the optimal physical, social, emotional and intellectual development of each child;
- Assist each child in the development of positive self-worth through personal successes and positive reinforcement;
- Develop partnerships with families;
- Staff the center with professional management and qualified personnel who hold all proper certifications and receive ongoing training;
- Maintain certification with The National Association for the Education of Young Children (NAEYC) and/or Pennsylvania Department of Public Welfare (PA DPW) with at least a Keystone Star Three rating.

Scope of Work

Administration by the Unitarian Universalist Congregation of York or a Contracted Designee

Upon approval and acceptance of a proposal and your agreement to sign the Master Agreement (to be negotiated by mutual agreement), services shall be performed by the ELC provider, which shall be responsible for operating the center in the designated rental space. All notices and correspondence regarding the executed contract shall be directed to the UUCY Business Office or the contracted designees.

State and Federal Rules and Regulations

Provider shall be eligible for and subsequently maintain childcare licensing through PA DPW. Provider shall comply at all times with the most current PA DPW rules and regulations for operating a childcare facility in the State of Pennsylvania. If the Provider must be NAEYC certified in order to qualify for federal funding, then Provider shall comply at all times with the most current NAEYC rules and regulations for operating a childcare facility.

Start of Contract

Provider should be prepared to begin operations under the contract beginning by January 2, 2019. If the Provider selected by the Business Development Task Force cannot begin operations by this date, the contract may begin on a later date by mutual agreement.

Deliverables and Criteria for Evaluating Proposals

Proposals will be evaluated by the following rubric (details following chart):

Criteria	Points
Child Care Program, Services and Curriculum	20
Provider Qualifications	20
Financial Profile and Viability	10
Staff Hiring/Policies/Retention	10
Assessment Plan	10
Food Service Plan	10
Accreditation Plan	10
Safety and Health Criteria	10

See APPENDIX A for a comprehensive list of attachments that must accompany this proposal, along with any additional information described in the rubric details below.

Childcare Program, Services and Curriculum (20 points)

Provider must specifically identify the method and manner in which it proposes to provide childcare services as described in the Scope of Work with an emphasis on the following items:

Describe how the goals, objectives and curriculum of the center:

- Address the central aspects of child development across all domains of learning.
- Are incorporated by the staff into the daily activities.
- Are play-based.
- How the achievement of the goals, objectives, and curriculum guide the teacher's ongoing assessment of a child's progress.
- Curriculum aligns with current standards for either Keystone Stars or NAEYC, as well as PA Early Learning Standards.

Describe how Provider communicates the details of the curriculum and daily activities to families, and how families are integrated into the programming of the center.

Describe the proposed annual schedule for operations, as well as the weekly operating hours of the center, including the time when staff would arrive and depart. Include a typical daily schedule for each classroom.

Describe procedures for allowing visitors and incorporating volunteers into the operations of the center.

Describe how the materials and equipment used to implement the curriculum will reflect diversity, including gender, ethnicity, age, culture, language, and abilities. Include a description of diversity training required for staff members.

Describe how Provider will support children with special needs and how Provider's staff will receive training on how to meet their needs and the needs of the family. Include a description of how Provider will manage referrals if services for special needs are provided.

Include a written narrative or any other printed technique to demonstrate Provider's ability to satisfy the Scope of Work. The narrative, including dates, should describe a logical progression of tasks and efforts that Provider will implement to ensure the center is operational.

Describe all record keeping and billing methods, including bookkeeping and auditing procedures, billing and fee collections systems, frequency of billing, and how records will be stored.

Provider shall list all services that will be performed in whole or in part by subcontractors, including the names and addresses of the subcontractors providing the services, as well as the specific type of services provided.

UUCY may require that the Provider submit additional information and more detailed plans prior to entering into a contract.

Provider Qualifications (20 points)

Proposer must be currently operating, managing or employed in or have experience running a PA DPW licensed childcare facility.

Proposer shall prepare an organizational staffing chart of the employees (if known) to be utilized in performing this contract. Detailed resumes of key personnel are preferred (if known) for those identified staff.

Proposer must list and describe any Pennsylvania state licenses or certifications it possesses or any additional pertinent information that describes its qualifications to operate a childcare facility and/or provide educational experiences for adolescent students, e.g. childcare licenses, teaching certificates, training, work experience, written references. Provide dates of issuance of licenses, certificates, training and/or job experiences.

Include a description of special resources, skills or services that the entity possesses and which are not addressed as part of this RFP that would be available as part of this agreement.

Proposer shall include a statement on any previous violations of State, Federal or local guidelines for which the Provider was cited and became a matter of record.

Financial Profile and Viability (10 points)

There is currently no funding associated with this RFP. All costs associated with the use of the center space and grounds at UUCY will be paid through a per month usage fee. UUCY anticipates renting the classrooms and grounds to a Provider for approximately $2,000 per month, to be negotiated along with the operating contract.

Provider shall provide financial records for the most recent fiscal year, including income and expenses, to demonstrate current viability of Provider's operations.

Provider shall provide information regarding the fee schedule for childcare services that will be provided at the center.

Provider will include a plan for how the childcare center will continue to fund ongoing operations for the duration of the two-year contract as all operations and services proposed must be self-sustaining.

Staff Hiring/Policies/Retention (10 points)

Include a comprehensive plan on the hiring, policies, and retention of staff. Staffing plan should include, but not be limited to:

- Detailed job description for the center director including specific educational requirements and specialized training required. Include the current director's academic and professional credentials and experience.
- Minimum and desired job qualifications for all other staff positions.
- Recruitment and retention plan.
- Guidelines for treatment of children, including age-appropriate methods for guidance and discipline.
- Health and safety guidelines.
- Communication with parents and other staff.
- Classroom staffing patterns, including plans for staff absenteeism/substitutions to maintain required adult/child ratios at all times.
- Training requirements.

Include a copy (or draft copy) of the staff handbook Provider distributes to all new employees.

Assessment Plan (10 points)

Provider shall submit a plan for how they will regularly evaluate the curriculum and the center operations to determine if it is meeting the needs of the children and families served. Provider must share assessment results with UUCY or the contracted designees.

Food Service Plan (10 points)

Provide a plan for food service, including any fees the families will be charged for snacks and/or meals.

Provider shall serve food that meets the minimum level of calorie intake and nutritional levels as recommended by the United States Department of Agriculture. Please note: this facility does not have a certified commercial kitchen onsite.

Accreditation Plan (10 points)

Provide a comprehensive plan including a time line for becoming Keystone Stars and/or NAEYC accredited or for seeking re-accreditation where applicable. This plan shall include the rationale for the selection of the accrediting organization.

Safety and Health Criteria (10 points)

Provide a statement of how supervision of children is managed, including minimum number of staff supervising children at any given time. Provide a comprehensive list of health and safety policies and practices, including those related to illness, accident/injury, emergencies, child abuse, as well as how Provider will document and identify all volunteers and visitors to the Center to ensure the safety and security of the children and to help family members identify visitors and volunteers apart from staff members.

Evaluation and Scoring of the Proposal

Proposals will be evaluated by a panel of stakeholders, including members of the UUCY Business Development Task Force, the Religious Education Program, and any consultants called upon by the Task Force. Additional evaluation of select proposals may be performed by the UUCY Program Council and Board of Directors. The scoring process will include evaluation of the written proposal, an interview before the review panel, and a site visit for the three highest scoring applications.

Interview/Site Visit

If you are selected for an interview with the review panel, one will be arranged at UUCY at a mutually convenient time and date. Please plan for a minimum 60-minute interview.

If you are selected for a site visit, please plan for a 60-minute time slot that members of the scoring team can meet you at a currently operating site. Further details will be provided prior to the onsite meeting.

Proposal Distribution and Revision

In the event that it becomes necessary to revise any part of this RFP, the revised information will be provided in writing to all parties that received the original RFP.

Additional Information

Retention of Vendor Material/Confidentiality

UUCY reserves the right to retain all proposals, excluding proprietary documentation, regardless of which response is selected.

UUCY will keep confidential the content of all proposals, restricting the distribution to individuals designated by UUCY to be involved in the review process. UUCY will not share the content of any Provider's proposals with other Providers.

Award/Rejection of Vendor Proposals

The final award will be made to the Provider offering the system solution deemed to be most likely to operate as a cost-effective, viable program with the greatest chance of long-term success and the best match to the Scope of Work established in this RFP.

UUCY shall be the sole judge in making such determination. UUCY reserves the right to reject any and all proposals and parts therein that are deemed insufficient, non-compliant or non-responsive. False, incomplete or unresponsive statements in connection with a proposal may be sufficient cause for its rejection.

UUCY reserves the right, prior to signing the contract, to narrow the scope of the project from this document.

UUCY reserves the right to cancel this RFP and decline to select a Provider at any time prior to signing the operating contract.

APPENDIX A: REQUIRED ATTACHMENTS

The following attachments must accompany this proposal, along with any additional information described in the rubric details above.

1. Agency Mission and Vision statements, as well as Program Philosophy.
2. List of Program Goals, Objectives, and Outcomes. Evidence that goals, objectives, and outcomes were achieved.
3. Statement of how the community need was determined that compelled Provider to expand services into a new space.
4. 501 C letter, if the Provider is non-profit.
5. Published operating months, hours, schedule of all program closures.
6. Waiting List for Provider's services, with current number of and ages of children.
7. Current DPW license, including past three years License Inspection Summary (LIS) and any approved action plan and completion status.
8. Inspection Summaries from any other agencies for the past three years, including city, county, and federal, and documented responses to inspection recommendations.
9. Grouping of Children, similar age or mixed age levels.
10. Liability, Workman's Compensation, and Child Injury insurance policies.
11. Medication Policy, if agency gives medication.
12. Staff and Child Health Appraisal Policies, including regulating staff and child illness, exclusion from the center, and prevention of spread of illness, tracking system for recording the number of illnesses in each classroom, as well as any health information given to parents prior to enrollment.
13. Safety Policies and Procedures for all indoor spaces (including toileting) and outdoor spaces.
14. Child Abuse Policy and Clearance Policies for staff and volunteers.
15. Number of staff on site at any time who are First Aid and Child CPR certified.
16. Description of Fire Safety Plan, including fire drill procedures, and frequency.

17. Copy of Emergency and Evacuation Plan and provisions, including how often these plans are reviewed, updated, and staff training provided. Include whether this plan has been submitted to the local Emergency Management Agency as required.

18. List of locations and contents of all First Aid Kits.

19. Description of emergency information and other PA DPW required information posted in the center.

20. Descriptions of PA's oversight for Child Care and Early Childhood Education Programs and from any other city, county, state, and federal agencies that help guide, regulate, or support your program.

21. Food Safety Policy to prevent reactions to food allergens and choking hazards.

22. Excursion Policy for taking children off the premises.

23. Marketing Plan, including marketing pieces and a marketing and activity calendar.

24. Parent Program Handbook including non-discrimination statement and procedures for addressing any complaints of discrimination. Specify whether parents are issued information on PA DPW regulations for early learning centers.

25. Procedures and safeguards for the release of children.

26. If Provider operates a Pre-K Counts program, agreement and approval letter, as well as a description of how Pre-K Counts is integrated into the early childhood education program.

27. Transitions to Kindergarten activities between your early childhood learning program and appropriate local school districts.

28. Staff Handbook including benefits, non-discrimination statements, procedures for addressing any complaints of discrimination, agency staff mentoring, professional development plan, procedure for reporting child abuse, and Provider's Code of Ethical Conduct.

29. Visitors and Volunteers Policy regarding entrance to the center and participation of non-staff in daily operations.

30. Fee Schedule including any additional fees charged or collected i.e. late pick-up, late payment, etc.

31. Financial Plan and Detailed Operating Budgets for past three years, with a list of all funding sources and amounts including program fees, grants, subsidized funding, foundation gifts, endowments and if renewable.

32. Financial Audits and any recommendations for past three years conducted by a Certified Public Accountant.

33. Confidentiality Practices.

34. If agency is governed by a Board of Directors, minutes and date of board meeting with resolution approving submittal of this proposal.