

**Sequoia Union High School District
480 James Avenue
Redwood City, CA 94062**

March 13, 2017

**REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS
FOR
INFANT-TODDLER CHILDCARE SERVICES AT CARLMONT HIGH SCHOOL**

The Sequoia Union High School District ("District") is requesting the submission of qualifications and proposals from interested providers for providing full time infant – toddler childcare services ("Childcare Services"). District seeks Childcare Services commencing in the 2017 – 2018 school year at Carlmont High School.

The selected provider will be required to operate a California state licensed program and have at least five (5) years of experience providing infant-toddler Childcare services.

Interested providers are invited to submit a Statement of Qualifications and Proposals ("Response") as described below, with one (1) hard copy bearing an original ink signature and four (4) additional hard copies. Interested providers should also provide one electronic copy of the proposal to jmcevov@seq.org. Hard copies must be delivered to the address below. **Emailed responses without hard copies and faxed Responses will NOT be accepted.**

**Sequoia Union High School District
480 James Avenue
Redwood City, CA 94062
ATTN: Assistant Superintendent Human Resources**

Questions regarding the RFQ/RFP must be in writing and received via email at jmcevov@seq.org by 10:00 AM, March 27, 2017. The District will provide responses to questions by the end of day, March 31, 2017. Responses to questions will be posted on the District's website at seq.org under Human Resources.

All Statements of Qualifications and Proposals must be received at the District Office on or before Friday, April 7, 2017, no later than 2:00 PM.

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Records Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Records Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that may result from this Request For Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record **without exception**. Submission of any materials in response to this Request For Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the Sequoia Union High School District ("District") if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the District for release of such information.

TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Qualifications and Proposals	March 13, 2017
Facility Walkthrough / Proposer's Conference	March 20, 2017
Deadline for Questions to be Submitted to District	March 27, 2017
Release Responses to Questions on District Website	March 31, 2017
Deadline to Submit Proposals	April 7, 2017
District Review of Proposals ⁽¹⁾	April 18, 2017
Contract Negotiations Begin ⁽¹⁾	April 20, 2017
Protest Deadline ⁽¹⁾	April 21, 2017
Recommendation to Board of Trustees ⁽¹⁾	April 26, 2017

(1) Dates are subject to change

1. General Information / Instructions for Statement of Qualifications

- 1.1. **Description of Childcare Services Program:** The Sequoia Union High School District seeks to provide a safe, secure, quality, on-site infant-toddler childcare program ("Childcare Services") to meet the needs of employees of the Sequoia Union High School District ("District") in facilities to be provided by the District at its Carlmont High School campus located at 1400 Alameda de las Pulgas, in Belmont, California ("Childcare Center Building"). The selected Provider will provide all aspects of the delivery of a high quality, developmentally appropriate infant/toddler childcare center to meet the needs of the children of District employees who are newborn through 36 months of age.
- 1.2. The target start date and term for the proposed services is August 1, 2017, with an initial contract term of three years, subject to negotiation of a final agreement. The contract start date will be negotiated between the chosen Provider and the District.
- 1.3. The selected Provider will be expected to provide Childcare Services at the Childcare Center building Monday through Friday with minimum hours from 7:00 a.m. to 6:00 p.m. The selected provider will provide Childcare Services on all days that the District's comprehensive high schools are in session and will conform to the District's holiday schedule.
- 1.4. The selected Provider will be expected to provide Childcare Services for up to 48 FTE children, unless it is determined that the Childcare Center Building cannot accommodate that number of FTE children under applicable licensing standards, in which case, the selected Provider will provide Childcare Services for up to the number of FTE children authorized under applicable licensing requirements.
- 1.5. The selected provider will be expected to make all FTE Childcare Services spaces available to the children of District employees. If, however, not all Childcare Services spaces are not used by the children of District employees, the provider will be authorized to make such spaces available to other members of the community. The selected provider will provide the Childcare Services to District employees at a competitive rate that reflects the District's contributions in terms of facilities and other support. The selected provider will be expected to

develop and implement, in conjunction with the District, a marketing program for the Childcare Services directed at District employees.

- 1.6. General Instructions** – The statement of Qualifications and Proposal must contain all requested information about the Provider and must be on paper no larger than 8½ X 11 inches. All proposals must be typewritten and have consecutively numbered pages, including any exhibits, charts, and/or attachments. The District expects the Statement of Qualifications and Proposals (together) to be no more than approximately fifty (50) pages in length. Statement of Qualifications and Proposals should provide insightful, straightforward, and concise overview of capabilities of the Provider to provide the Childcare Services.

The District intends to select one Provider that best meets the District's needs to perform the Childcare Services as described in this Request for Qualifications and Proposals (sometimes referred to herein as the "RFP"). The criteria on which the District will make its determination will be the proposed program, ability and experience as described therein, in addition to the amount of fees that the Provider's proposes to charge District employees for the Childcare Services. Proposers must demonstrate that they are capable of performing the services requested. Such evidence includes, but is not limited to, the proposer's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the proposer's personnel and equipment resources.

- 1.7. Specified Content and Detailed Sequence of Information in the RFP** – Each proposal should include sections addressing the following information in the order shown in the following section. The proposer should be sure to include all information that it feels will enable the Evaluation Committee and, ultimately, the District's Board of Trustees, to make a decision. Failure of the proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but that you feel would be helpful, should be attached to the end of the proposal. The party submitting the materials should keep in mind the limitations on confidential information described in Section IV.

2. Content of Statement of Qualifications

- 2.1. Letter of Interest** – A dated Letter of Interest must be submitted, including the legal name of the Provider, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications and Proposal on behalf of the Provider. The Letter of Interest should provide a brief statement of the Provider's experience indicating the unique background and qualities of the Provider, its personnel, and what makes the Provider qualified to provide Childcare Services.

- 2.2. Provider Information** – Provide a comprehensive narrative of the Childcare Services offered by the Provider. The narrative should include the following:

- A brief history of the Provider. Identify legal form, ownership, and senior officials of the company. Describe the number of years in business and types of business conducted.
- How Provider intends to work with District administration officials to develop and operate the Childcare Services.
- Identify all Childcare Services provided in the past ten (10) years. Please include the name and location of the services and a description and scope of the services:

- Include resumes of key personnel who would be performing services for the District including date and educational institutions of any applicable degrees, additional applicable training, and any professional certifications and/or licensing. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate who would serve as the Director of the Childcare Services Center and primary contact for the District.

2.3. References – List at least three business references for which you have recently provided similar services. Include contact names, titles, phone numbers and e-mail addresses for all references provided.

2.4. Claims, Licensure, Non-Discrimination, and Other Violations – List any claims, including with respect to licensure and non-discrimination against you/your organization that have occurred in the past five years, including , but not limited to those resulting in claims or legal judgments against you.

2.5 Statement of Compliance with District Contractual Requirements – Each proposal must include a statement of the proposer’s commitment and ability to comply with each of the terms of the District’s standard contract, including but not limited to the following:

- The District’s non-discrimination policy
- The District equal employment opportunity requirements
- The hold harmless provision
- District insurance requirements
- All other provisions of the standard contract

A copy of the District’s standard contract may be found on the District’s website.

2.6. Additional Data –Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Provider’s qualifications and expertise.

3. Content of Proposal

3.1. Licensing and Insurance – Provide Provider’s licensing information and how Provider meets regulatory and insurance requirements for provision of Childcare Services or programs. Provider shall require that any employee, staff, agent, consultants, and/or sub-consultants are fingerprinted, background checked, and tested for tuberculosis.

3.2. Staffing and Training – Provide information regarding the following:

- Qualifications of staff
- Training provided to staff – both initial and ongoing
- Staff to child ratios

3.3. Program – Provide information regarding the following:

- Description of infant-toddler program to be provided

- Internal quality monitoring program to demonstrate commitment to ongoing evaluation of the Childcare Services program using a research based evaluation tool
- Compliance with USDA guidelines for providing meals to children and sample menu
- Conducting orientation sessions for interested District employees
- Daily routine and activities that will be offered. Outline scheduled activities to be offered. Provide an illustrative one-week schedule for the program.

3.4. Student Safety – Provide information regarding the following:

- Safety policies and procedures
- Child discipline policy
- Procedures for recording attendance and proper notification of parents/guardians and site coordinators
- Procedure for child release to approved person and procedure
- Environmental and Hazardous Substances Handling and Disposal procedures
- Production and distribution of all communication to parents/guardians

3.5. Facility Use – List your needs for physical space and/or equipment or other support at the District's Carlmont campus during the term of this Agreement, if any, aside from the Childcare Services Center space described in this RFP.

Commencing in the 2017 – 2018 school year, District intends to make available to Childcare Provider facilities in a District-owned building located at Carlmont High School, 1400 Alameda de las Pulgas, in Belmont, California. The building will be made available to the selected Provider, free of charge, for use as a Childcare Center. The building is of modular construction and consists of two former science classrooms and the corresponding preparation space. The building is approximately 2800 square feet in size and is located adjacent to the student parking lot that is accessed from Alameda de las Pulgas. Immediately adjacent to the building is an outdoor area that will be included in the agreement. The District will, as a component of the agreement between the District and the selected provider, make this building available to the Contractor at no cost. In addition, the District will make certain improvements to the building and outdoor area in order to comply with licensing requirements. Provider must describe the minimum and maximum facilities or space the Provider requires to provide the described Childcare Services.

3.6. Rates/Fees – Provide detailed information about the proposed fee structure for Childcare Services for the children of District employees during the term of the agreement. If you propose different rates for children of community members who are not District employees, please provide the proposed fee structure for such children during the term of the agreement. Include rates for part and full time Childcare Services. Provide registration fee schedule, if any.

3.7. Cost Analysis and Budget for Primary Services – Include a copy of your proposed annual budget for the Childcare Services including income and expenditures. Provide a detailed explanation for all costs associated with providing the requested services. Include start-up costs if any.

3.8. Additional Information – Provide any additional information, options, features related to Provider's program or its services that Provider believes the District will find helpful in the District's evaluation and selection process.

4. **District's Evaluation / Selection Process**

- 4.1. Evaluation Committee** – All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the District may require a proposer's representative to answer specific questions orally and/or in writing. The District may also require a visit to the proposer's offices, other field visits or observations by District representatives, or demonstrations as part of the overall RFP evaluation. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified individual or firm will be recommended by the RFP Evaluation Committee based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor such as cost (although cost of Childcare Services to District employees will be a significant factor in evaluation of proposals).
- 4.2. Evaluation Criteria** – The criteria used as a guideline in the evaluation will include, but not be limited to, the following:
- Qualifications and experience of the provider, including capability and experience of key personnel and experience with the provision of Childcare Services, particularly in the San Francisco Bay area.
 - Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
 - Customer service
 - History of successfully performing Childcare Services in the San Francisco Bay Area, including in collaboration with government agencies
 - Ability to meet any required timelines or other requirements
 - Claims and violations against you or your organization
 - Cost to the District's employees for the Childcare Services described in this RFP over the term of the resulting agreement
 - Quality and strength of references provided
 - Compliance with District RFP and contractual requirements

The District may consider any other criteria or information it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the District. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal. However, the District may, in its sole discretion, correct errors or contact a proposer for clarification.

Note that the District reserves the right to evaluate proposals solely based on each provider's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the District. Your proposal must be complete without relying on external websites, sales brochures, marketing materials or white papers.

- 4.3. Incomplete Proposals May be Rejected.** If a proposer fails to satisfy any of the requirements identified in this RFP, the proposer may be considered non-responsive and the proposal may be rejected.

5. **General Terms and Conditions**

- 5.1. Read all Instructions.** Read the entire RFP and all enclosures before preparing your proposal.

- 5.2. Proposal Costs.** Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the District or otherwise reimbursed by the District.
- 5.3. Proposal Becomes District Property.** The RFP and all materials submitted in response to this RFP will become the property of the District.
- 5.4. Changes to the RFP.** If changes to the RFP are warranted, they will be posted to the District's website at www.seq.org. It is the responsibility of each proposer to check the website for changes and/or clarifications to the RFP prior to submitting a response. A proposer's failure to do so will not provide a ground for protest.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer must immediately notify the District of such error in writing and request modification or clarification of the document. If a proposer fails to notify the District of an error in the RFP prior to the date fixed for submission, the proposer shall submit a response at his/her own risk, and if the proposer enters into a contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

The District may, at its discretion, also give electronic notice by email to all parties who have notified the District of their electronic contact information in response to this RFP, but no party that fails to receive email notice has any basis for protest given that all clarifications will be available online. It is the obligation of all proposing parties to check the District's website for updates regarding the RFP if they wish to be kept advised of clarifications prior to submitting a proposal.

- 5.5. Proposer Information Conference and Facilities Walkthrough.** All interested parties are invited to participate in a non-mandatory informational session and a walkthrough of the facility at the Carlmont High School Campus, 1400 Alameda De Las Pulgas, Belmont, CA, that will be held as follows:

Monday, March 20, 2017
4:00 – 4:30 PM Informational Session
4:30 – 6:00 PM Facilities Walkthrough

During the Proposer Information Conference, the District may respond to questions received prior to the Conference. The District may choose to provide additional information following the Conference.

- 5.6. Alteration of Terms and Clarifications.** No alteration or variation of the terms of this RFP is valid unless made or confirmed in writing by the District. Likewise, oral understandings or agreements not incorporated into the final contract are not binding on the District.
- 5.7. Selection of Provider(s).** The selection of a provider will be memorialized in the form of a contract between the District and the selected provider, authorized by a resolution of the District's Board of Trustees and signed by both parties.

Once a provider is selected, the Agreement with that provider must still be negotiated and submitted to the District's Board of Trustees for approval, and there is no contractual agreement between the selected provider unless and until the Board of Trustees accepts the Agreement. Selection of a proposal for negotiation of contract terms and eventual submission to District leadership by way of an Agreement does

not constitute an offer, and proposers acknowledge by submission of a proposal that no agreement is final unless and until approved by the Board of Trustees.

- 5.8. Right of Rejection** – The District reserves the right to reject any or all proposals without penalty. The District's waiver of any deviation in the proposal shall in no way modify the RFP documents or excuse the proposer from full compliance with any eventual contract.
- 5.9 Contact with District Employees** – As of the issuance date of this RFP and continuing until the final date for submission of proposals, all proposers are specifically directed not to hold meetings, conferences, or technical discussions with any District employee for purposes of responding to this RFP except as otherwise permitted by this RFP. Any proposer found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFP.

Proposers should submit questions or concerns about the process as stated above. The proposer should not otherwise ask any District employees questions about the RFP or related issues, either orally or by written communication, unless invited to do so.

- 5.10. Miscellaneous** – This RFP is not a commitment or contract of any kind. The District reserves the right to pursue any and/or all ideas generated by this RFP. The District reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the District. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, the District assumes no liability for any unintentional errors or omissions in this document. The District reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the District. Finally, the District may revise or clarify aspects of the required services after proposals are submitted by communicating directly to some or all of the providers that submitted proposals.