

REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS FOR VENDOR TO ACCEPT TRANSFER OF WHITE MOUNTAINS COMMUNITY COLLEGE PROPERTY FOR THE PURPOSE OF PROVIDING CHILD CARE SERVICES

OVERVIEW

Through this Request for Proposals (RFP), White Mountains Community College (“WMCC” or the “College”) is seeking a qualified non-profit organization to transfer title of real property located at 15 Twitchell Lane, Berlin, NH 03570 to continue use of the property for a fully licensed and accredited Child Development Center. WMCC seeks proposals from organizations or individuals that currently provide licensed child-care services, or can demonstrate that they are capable of doing so (“qualified bidders”). WMCC will also consider proposals from child-care service providers or operators that are capable of establishing a non-profit status or provide proof of fiscal sponsorship on or before May 24, 2019.

SPECIFICATIONS AND EVALUATION CRITERIA

All bids should contain concise written materials that enable reviewers to clearly understand the responses of each bidder. Specifically addressing each of the areas detailed in the Required Documentation section as notated below. The successful bidder must be capable of operating a child-care center for children between the ages of 12 weeks and 11 years of age, serving the City of Berlin and the surrounding communities, faculty, staff, students of WMCC and its Early Childhood Education Program.

The successful bidder must demonstrate experience in running a child care program that has met NH Child Care Licensing Standards <https://www.dhhs.nh.gov/oos/cclu/documents/he-c4002.pdf>, have experience in obtaining and maintaining NAEYC accreditation <https://www.naeyc.org/> for the Early Childhood Programs and have a plan to maintain the current Nature Explore Outdoor Classroom Certification <https://natureexplore.org/>.

The lead teachers must have a minimum of an Associate Degree in Early Childhood Education in order to be a mentor-teacher under the WMCC Early Childhood Education program requirements. Furthermore, the successful bidder must use the Emergent Curriculum, or a model with similar philosophy to allow for maximum flexibility for WMCC students to plan their own observation-based curriculum.

The selected vendor will be expected to organize a program that is highly attractive to parents, provide enthusiastic day-to-day leadership, secure skilled staffing, and effectively direct all services associated with an exceptional high quality program of early care, education and after school programming. Proposals should demonstrate the provider’s ability to effectively operate and manage the child-care development center with a competitive market-rate tuition structure.

CONTRACTUAL OBLIGATIONS

In an effort to reduce the initial start-up costs WMCC will transfer ownership of the real property upon which the facility is to be operated to the selected vendor, pending State of New Hampshire approval, for the sum of \$1.00 (One Dollar) subject to a reversionary interest should the successful bidder fail to continue to operate a child-care center on the premises for a period of five years following the date of transfer. If the successful bidder fails to use the facility for operation of a child-care center, WMCC or the State of New Hampshire may exercise a right of reverter. WMCC will allow the successful bidder to take possession of the premises as soon as possible following award of contract to facilitate uninterrupted operation as a child-care facility. Pending final approval of the transfer of real estate by the State of New Hampshire, the successful vendor may be required to execute a suitable short-term lease, the terms of which may include waiving payment of rent and funding by WMCC to cover utility payments for the facility for up to 6 months after the transition date.

WMC19-04

LEGACY EMPLOYMENT AND ENROLLMENT

The selected vendor is expected to make best efforts to hire staff currently employed by WMCC to the greatest extent possible, and will be expected to continue enrollment for children currently enrolled in WMCC's Child Development Center.

FURNISHINGS AND EQUIPMENT

WMCC will donate all of the of furnishings within the facility shown during scheduled site visit, which includes all equipment for child-related spaces (tables, desks and chairs); for core functions (laundry, warming kitchen, restrooms, administration, and staff areas); and IT infrastructure, equipment and software (all future upgrades will be the responsibility of the successful bidder).

FACILITY MAINTENANCE AND REPAIR

All facility maintenance and repairs to the building, grounds, IT and security systems will be the responsibility of the selected vendor.

UTILITIES

The selected vendor shall assume responsibility for all utility services, including telephone and Internet access, at the end of any agreed upon transition period.

INSURANCE

The vendor awarded the contract shall furnish an insurance certificate, which includes the following:

The selected vendor 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 Community College System of New Hampshire, the following insurance: General Liability - \$1,000,000 per occurrence/\$2,000,000 aggregate, Professional liability of \$1,000,000 per occurrence/\$2,000,000 aggregate, Sexual Abuse & molestation - \$1,000,000 each occurrence/\$2,000,000 aggregate, Automobile - \$1,000,000 CSL, Workers Compensation – Statutory Limits, and Umbrella - \$5,000,000 and replacement cost fire and extended coverage property insurance.

The certificate shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the Community College System of New Hampshire.

The certificate shall name the Community College System of New Hampshire as additional insured.

VENDOR EXPECTATIONS

MINIMUM QUALIFICATIONS

Qualified bidders must clearly demonstrate and document in the proposal the minimum qualifications detailed below. Proposals must provide sufficient information to demonstrate that provider can meet or exceed the minimum qualifications, including the ability to successfully operate a child-care center of equal size, scope and quality.

BIDDER SELECTION

WMCC intends to select a provider that it considers will provide the best overall value and quality to the Berlin community.

WMC19-04

PROPOSAL CONTENT

Each proposal shall be evaluated based on meeting the requirements defined in the Evaluation Criteria. In order to facilitate the evaluation of proposals, bidders are required to:

- Number the pages of the document, including attachments.
- Arrange the narrative and documentation in the same order as the outline and questions in the RFP to address each of the evaluation criteria.

REQUIRED DOCUMENTATION

Bids should include the following documentation:

- Executive Summary (2-page maximum)
- NAEYC Accreditation documentation
- Outline of Program Quality
 - o Years of experience
 - o List of key personnel, including resume(s)
 - o Describe the program and curriculum proposed for the Child care Development Center. Describe how this will be introduced to children and families.
 - o Describe strategies for delivering high quality services and a plan of action that describes how the full scope of services (start-up into ongoing operation) will be accomplished.

ADDENDUM

In the event that it becomes necessary to add or revise any part of this RFP prior to the scheduled submittal date, WMCC will email addenda to all who have already submitted bids and post any changes to its website www.ccsnh.edu/open-bids. Before submitting a proposal, check the website for any new materials that may be required as part of the RFP. Any change, correction or deviation to a submitted RFP must be addressed in a written addendum; verbal changes will not be accepted.

SUBMISSION OF RFP RESPONSE

Completed bids should be mailed or delivered in person to: White Mountains Community College, Attention Scott Fields, Chief Business Affairs Officer, 2020 Riverside Drive, Berlin NH 03570. White Mountains Community College is not responsible for proposals not received on time due to equipment failure or mail delays. This contract will be awarded solely on the quality of the proposal with respect to Child care services. The contract will be awarded to the selected bidder that best meets the criteria listed in the specifications.

WMCC reserves the right to accept or reject any proposal.

TIMELINE

RFP Release: April 19th, 2019

Responses Due: May 3rd, 2019

Interviews, facility tours: May 6th – 10th, 2019

Evaluation period: May 13th – 17th, 2019

Award of Contract: May 24th, 2019

WMC19-04

Administration intends to strictly adhere to this schedule, but the above timing is subject to change if necessary. Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, location, 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 and that the selected bidder shall take the premises in "as is" condition with respect to all improvements and environmental matters without any representations, warranties or assurances whatsoever regarding improvements or environmental matters or compliance with building codes, environmental laws or other legal requirements governing buildings, environmental and health and safety matters.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at:
www.ccsnh.edu/closed-bids

For Vendors wishing to attend the bid opening: **Only the names of the Vendors submitting responses will be made public.**