

REQUEST FOR PROPOSALS ("RFP")**FOR****Childcare Director and Operations**

Memorial Hospital of Converse County (MHCC), Wyoming, is in the process of selecting an operator for our childcare services. MHCC

The Hospital is licensed as a 25-bed Critical Access Hospital with physician practices serving the citizens of Converse County Wyoming and other counties and communities in Wyoming. MHCC is seeking an experienced firm to operate child care facilities and provide high-quality child care services for the employees, and other designees of MHCC located at 225 South 5th street, with a fee structure consistent with market pricing. This RFP is part of a competitive procurement process which helps to serve MHCC's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Parties have the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship. For ease of reference, each firm receiving this RFP is referred to as a "firm" and the firm selected to provide services for the Parties is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals, the procedure and criteria by which a firm may be selected, and the contractual terms by which the Parties proposes to govern the relationship between it and the Selected Firm.

PART I - INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS

- 1) All proposals must be submitted via Email no later than February 10, 2023 at 5:00 PM to MHCC's human resources department:

Memorial Hospital of Converse County
Attention: Derrick Webb, Chief Human Resource Office
DWebb@mhccwyo.org

- 2) The selection of business/individuals qualified to operate our Childcare will be based upon responses received to the criteria. We reserve the right to not move forward on any proposal.

PART II – SCOPE

It is the Parties' intent to enter into Agreement(s) with the Selected Firm for operation of child care facilities and for providing child care services to include those goods and services (the "Goods and Services") necessary to help the Parties achieve their goals as outlined in this RFP. In order to achieve this goal the Selected Firm may be requested to provide those Goods and Services outlined in this section.

Objectives- The Parties' objectives in providing child care services are:

1. Management responsibility for the Child Development Center may transfer from MHCC to the Selected Firm
2. Provide programs that will be positive factors in employee relations contributing to the Parties to being perceived by its employees as responsive to their needs for child care services.
3. Offer programs which represent optimal and appropriate care and an educational environment for all children. DFS certification, and provides:
 - a. A safe, healthy and nurturing environment.
 - b. Optimal physical, social, functional, and intellectual development for each child.
 - c. Assistance with each child's development of self-worth through personal success and positive reinforcement.
 - d. The opportunity for children and staff of different ages, cultures, languages, socioeconomic groups, and physical abilities to be represented and to celebrate diversity through enrollment, hiring procedures and program.
 - e. Develop partnerships with families and community.
4. Implement child development programs which will meet the needs of parents with regard to type of care and hours of care.
5. Meet or exceed all requirements to establish or continue DFS certification including teacher/child ratios and group size.
6. Encourage children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life and community in the world
7. Minimize and eliminate MHCC's subsidy to the child care operations

PART III Current operations

- A. We currently serve 40 Families
- B. Current enrollment 47 Children
 - a. 31 of those are signed up for full or part time
 - b. 16 are drop in care only, some do attend 3 times per week
- C. Historical financials with estimated benefits will be provided upon request.

Part IV Requirements

The Selected Firm(s) will provide these services:

1. Management and daily operations of childcare with a minimum enrollment of 30 max 50 children.
2. Make recommendations as to the ages of children to be served balancing the needs of the Parties' employees and the anticipated financial performance of the center.
3. Operate child care center which would meet State, Licensing, Health Department, and accreditation requirements in all respects, including staffing the centers with one care provider per four infants less than two years of age, at a minimum.
4. Operate child care center which would minimize the risk of contracting infectious diseases between children in different age groups, maintain an isolation area for any child suspected of being ill, and address the needs of children with allergies.
5. Operate child care centers which would be open to all Parties' employees and other designees on a first-come, first served basis, five days a week, from 5:30 a.m. until 6:30 p.m. daily, except holidays as 7 specified by the Parties. Any offers of enrollment will follow the priority system developed by the Parties.
6. Provide all children with a clean, safe environment, with a high-quality curriculum appropriate to each age, and with a program which is designed to foster the optimal physical, social, emotional and intellectual development of each child.
7. Provide a plan for showing how parent communication will be maintained.
8. Establish a parent advisory board(s).
9. Provide the Parties with information regarding proposed child care fees, including the method of calculation and comparability to the private sector.
10. Furnish the Parties with a copy of any licensing reviews within 48 hours of receipt of review.
11. Provide child care center staffing with appropriate qualifications who shall be employees of the selected firm.
12. Verify acceptability for employment of all candidates by conducting criminal background checks and consulting sex offender registries.
13. Be responsible for all direct costs incurred by the Selected Firm for operating the centers; such as labor, but not limited to: supplies, food and beverage, overhead, etc. Services rendered and associated costs borne by the Selected Firm will include, but are not limited to, the following:
 - a. Day-to-day management of the child care facility
 - b. Personnel costs of Selected Firm's employees; such as labor, but not limited to: Social Security costs, salaries and wages, payroll costs, workers compensation, health insurance, and personnel development and training expenses

- c. Toys (indoors and outdoors)
 - d. Instructional materials
 - e. Supplies
 - f. Classroom furnishings such as cots, cribs, mats, etc.
 - g. Furniture
 - h. Laundry, paper, disposable products, detergents and other kitchen and office supplies
 - i. Maintaining first-aid equipment and supplies
 - j. All expendable classroom supplies (e.g. paper, paints, crayons, clay), books and curriculum materials
 - k. Student/parent public relations costs
 - l. Accreditation process fees
 - m. Necessary permits and licenses
 - n. All financial accounting responsibility
 - o. Annual report and financial statement, end-of-term report – enrollment and topics of concern
 - p. Monthly financial statements and enrollment figures
 - q. Annual inspections
 - r. Insurance
 - s. Transportation costs
 - t. Monthly listing of all children and staff injuries
14. For any vehicle(s) that the Selected Firm chooses to utilize, it will be the Selected Firm's responsibility to provide automobile liability insurance, as well as the upkeep and maintenance of said vehicle(s).

MHCC will provide

- 1. Facility
- 2. Maintenance
- 3. Utilities
- 4. Food provided at MHCC's costs

Center's Environment and Equipment

- 1. The Selected Firm will ensure that the center environment(s) and equipment are maintained in a manner conducive to the children's health, safety and comfort, and will therefore:
 - a. Be responsible for contacting the Parties in a timely manner to secure repairs needed for equipment and/or facilities for which the Parties retain ownership.
 - b. Ensure the physical health and safety features of the environment conform to local, state and federal requirements.
 - c. Be responsible for providing all program-related cleaning and maintenance. The facility will always be kept in a clean and safe condition. The Selected Firm will submit a maintenance plan describing their cleaning responsibilities.

- d. Protect children against the danger of fire and smoke, injury attributable to the environment, against electrical hazards, and the spread of disease and infection.
 - e. Provide verbal notification to the Parties immediately upon leaving of any such hazard(s), and will provide written notification to the Parties within 24 hours of any investigation or citations by local, state and federal authorities.
- 2. The Selected Firm will be responsible for control of keys and electronic door access privileges obtained from the Parties. The Selected Firm will be responsible for replacement of lost keys and the cost of rekeying and replacement of lock cylinders required as a result of negligence or loss of keys.

Part VI Evaluation and selection Process

The Parties will evaluate proposals and, if a firm is to be selected, select the firm on the basis of:

- A.** The firm's plan to assist the Parties to meet its goals for the operation of child care facilities and for providing child care services as discussed above including:
 - a.** The firm's demonstrated commitment to parental involvement in center policies and procedures related to the curriculum of the program;
- B.** The firm's relevant experience, qualifications and success in providing the goods and services outlined in this RFP; including:
 - a.** The composition of the firm, including the key personnel committed to this project, and the firm's capability to provide the child care services as described;
 - b.** The firm's candidate(s) for the Center Director(s);
 - c.** The firm's experience with licensing and/or accreditation and its plan and intent to continue this licensing and/or accreditation;
 - d.** The firm's prior turnover rate of employees at other centers and their plan to keep turnover to a minimum;
- C.** The firm's financial proposal; including, but not limited to: proposed fee schedule, discounts, service charges and other charges;
- D.** The quality of the proposal; specifically, responsiveness to requirements, adequacy of information provided, the quality of the proposed curriculum, ancillary services, and any other proposed services or special on-going programs.
- E.** The contractual terms which would govern the relationship between the Parties and the Selected Firm;
- F.** Any other factors relevant to the firm's capacity and willingness to satisfy the Parties.

Contents of the Proposal Proposals should include information outlined in this section. Copies of proposals must be sent to the MHCC's Human resource department.

Operations

1. Describe how the firm plans to operate the Parties' child care facilities and how it plans to provide child care services, which is the primary goal of this RFP.
2. Provide a plan of operation to achieve the objectives set forth in Section III, Scope of Goods and Services.
3. Define/describe timeline for providing services