

COUNCIL ROCK SCHOOL DISTRICT

ADMINISTRATION & BUSINESS OFFICES

30 North Chancellor Street
Newtown, PA 18940
Telephone: 215-944-1040
Fax: 215-944-1051

REQUEST FOR PROPOSAL

The Council Rock School District invites qualified vendors to submit proposals for

BEFORE AND AFTER SCHOOL CHILD CARE AND KINDERGARTEN ENRICHMENT SERVICES

SUBMISSION OF PROPOSALS

The vendor shall submit two (2) signed copies (1 original, 1 photocopy) of the completed proposal in a sealed envelope clearly marked “CHILD CARE SERVICES RFP”. An electronic copy of your proposal should also be sent to Mr. Andy Sanko, Director of K12 Education via asanko@crsd.org.

Proposals are due by 2:00 PM EST – Friday, February 14, 2020

Mail or deliver proposals to the following address:

**Attention: Director of K-12 Education Council Rock School District 30 N.
Chancellor Street Newtown, PA 18940**

SCHEDULE OF EVENTS

Solicitation Period	January 27- February 14, 2020
Non-Mandatory Pre-Proposal Meeting	February 10, 2020 at 12:30 PM EST
Proposal Due Date	February 14, 2020 at 2:00 PM EST
Review of Proposals	February 14-17, 2020
Candidate Interviews	February 18, 2020
Contract Awarded by Board	February 20, 2020

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Please submit pages 2 and 3 as part of your proposal along with the Proposal Submission Requirements on pages 10 thru 14.

The undersigned hereby proposes to furnish before and after school child care and Kindergarten enrichment services for the Council Rock School District (the “School District”) as per the prices quoted on the attached proposal pages. The undersigned certifies to have read and fully understand the specifications and offer to furnish the services in exact accordance with the specifications and at the prices quoted. The undersigned further acknowledges receipt of all addenda and Requests for Information (“RFI”) that were posted to the School District’s website.

NAME : _____

SIGNATURE : _____

TITLE: _____

COMPANY: _____

ADDRESS : _____

PHONE : _____

FAX : _____

E-MAIL : _____

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PRICING FORM

	<u>Proposed Gross Revenue Share (%)</u>				
Enrollment – # of Students	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
< 400					
401-599					
600-799					
800-999					
> 1,000					

	<u>Minimum Annual Payment to School District (\$)</u>				
Enrollment – # of Students	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
< 400					
401-599					
600-799					
800-999					
> 1,000					

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SCOPE OF SERVICES

The Council Rock School District Board of Directors seeks a Provider for (1) before and after school child care enrichment programs to service all district elementary school students (hereinafter referred to as “child care services”) and (2) a Kindergarten enrichment program to service selected elementary school students.

PRE-PROPOSAL MEETING AND SUBMISSION

A non-mandatory pre-proposal meeting will be held at Council Rock School District, 30 N. Chancellor Street, Newtown, PA 18940 at 12:30 PM on Monday, February 10, 2020. Proposals must be completed and returned to the following address by February 14, 2020 at 2 PM prevailing time. Please submit two copies of your proposal, and e-mail an electronic copy of the proposal to asanko@crsd.org. Proposals submitted after the due date will not be accepted or considered. Mail all copies to the following address:

Director of K-12 Education
Council Rock School District
30 N. Chancellor St.
Newtown, PA. 18940

COUNCIL ROCK SCHOOL DISTRICT’S VISION FOR CHILD CARE SERVICES

Council Rock School District’s primary goal is to provide a safe, secure on-site before and after school environment for children. Beyond this, the District’s goal is that the Provider delivers an enriching, enjoyable program format that blends academic enrichment and homework activities, literacy enrichment, science with recreation and arts. The Provider’s described program must detail how the after school program will harmonize with the educational goals of Council Rock School District.

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GENERAL SPECIFICATIONS FOR CHILD CARE SERVICES

1) FAMILIARIZATION

Each provider is required to examine the entire proposal, including the specifications and attachments, and to become familiar with the requirements of the District and with all other facts pertinent to the performance of the work.

2) RFP ADDENDA AND REQUESTS FOR INFORMATION

The School District will post any addenda to the RFP to the District's website (www.crsd.org/Page/58). Contractors must periodically review this site to determine if any addenda have been posted. Contractors must submit any questions related to this RFP to the Director of K-12 Education via e-mail (asanko@crsd.org). Responses to questions will be posted to the same website as Requests for Information ("RFI"). Questions received after 12:00 PM EST on Thursday, February 13, 2020 will not receive a response.

3) TIMELINE FOR AWARD

The School District desires to make a prompt decision to provide its families with ample opportunity to learn about the Provider and secure its services for the upcoming school year. Therefore, Providers representatives must be available to attend an in-person interview at the School District office on Tuesday, February 18, 2020. That date cannot be changed under any circumstances. Times for the interviews will be determined upon consultation with the selected Providers.

4) TERM

The School District's Board of Director intends to approve a five-year agreement with the Provider at a public Board meeting. The successful Provider's response to this RFP will be incorporated as part of that Agreement.

5) AGREEMENT

The agreement, if awarded, shall go to the Provider whose proposal is in the best interests of the School District, taking into consideration relevant factors, including but not limited to the following: price, service offerings, completeness and clarity of proposal content and capability of providing services, experience and references. This RFP does not require that the contract be awarded to the Provider with the lowest price proposal. The School District shall have no obligation to any Provider unless and until formalized in a written agreement duly approved by the Board of School Directors at a public meeting and signed by its designee. A standard form of agreement is to be provided as part of your response to this proposal, which shall be reviewed by the District's Solicitor.

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6) INDEPENDENT CONTRACTOR

It is understood that the Provider is an independent contractor and not an officer, agent or employee of the School District while engaged in carrying out and complying with any of the terms and conditions of the contract.

7) PROVIDER'S EMPLOYEES CLEARANCES

The safety of the District's children is of utmost priority, and Provider's employees will have direct contact with children during the performance of the agreement. Therefore, the Provider must provide proof of current Act 34 (PA Criminal History Background Check), Act 151 (Child Abuse History Clearance), and Act 114 (FBI Fingerprint Report) clearances and fully executed PDE-6004 disclosure forms to the School District for all personnel involved in the agreement.

8) LICENSES

The Provider shall acquire and maintain all valid permits and licenses required by law. All costs and fees for such license shall be the sole responsibility of the Provider.

9) AREA MANAGER

The School District requires that the Provider will hire a manager who will directly supervise all on-site staff members. This manager will not be calculated in any student-to-staff ratios, but rather will serve as the direct supervisor of all programs. The manager will be responsible for working directly with each Council Rock elementary school principal, ensure all aspects of the program are being implemented, provide consistent district and parent communication and be the main contact person for the School District.

10) SUSTAINABILITY AND PAYMENTS TO THE SCHOOL DISTRICT

The program shall be entirely self-supporting, paid by tuition from enrolled parents. The School District further expects the Provider to share a percentage of its gross revenue with the School District in the form of a monthly payment. The Provider will also guarantee a minimum annual payment to the School District, depending on its annual enrollment. The Provider will further agree to accept vouchers through the Bucks County Child Care Assistance program for enrolled students.

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11) CHILD CARE SERVICES – DAYS AND HOURS OF OPERATION

Child care services are to be provided on every day that elementary schools are in session, based on the calendar that is approved by the School District's Board of Directors on an annual basis. Providers must be able to deliver the services on any days where school is rescheduled (including, but not limited to, weather-related postponements). A copy of the School District's academic calendar can be found on the District website (www.crsd.org).

Child care services are to be provided in the morning before school and in the afternoon upon the conclusion of school. The morning program will begin at 7:00 AM and the afternoon program will conclude at 6:00 PM, Monday through Friday during the school year.

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12) CURRENT ENROLLMENT

The table below lists the enrollment in the child care and Kindergarten enrichment programs, by school, as of January 24, 2020. The child care enrollment is not intended to guarantee minimum enrollment, but simply to demonstrate the approximate number of students who enroll in the before and/or aftercare programs. The total enrolled at each school includes families who are enrolled for a drop in and do not attend regularly.

SCHOOL	AM/PM CARE	KINDERGARTEN ENRICHMENT	TOTAL SCHOOL ENROLLMENT
Sol Feinstone	76 (AM) 78 (PM) 36 (Drop-In)		760
Goodnoe	143 (AM) 154 (PM) 29 (Drop-In)	24	782
Holland	41 (AM) 43 (PM) 14 (Drop-In)		465
Churchville	61 (AM) 63 (PM) 22 (Drop-In)		543
Newtown	98 (AM) 101 (PM) 39 (Drop-In)		666
Rolling Hills	54 (AM) 58 (PM) 12 (Drop-In)	20	407
Welch	64 (AM) 65 (PM) 21 (Drop-In)	12	567
Wrightstown	39 (AM) 41 (PM) 18 (Drop-In)		371
Hillcrest	82 (AM) 81 (PM) 27 (Drop-In)		486
Richboro	45 (AM) 48 (PM) 10 (Drop-In)		363

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13) KINDERGARTEN ENRICHMENT SERVICES – DAYS AND HOURS OF OPERATION

The Kindergarten enrichment services are also to be provided on elementary school days of operation and follow the same conditions as stated under paragraph 10. The Kindergarten enrichment services are provided to a maximum of 24 students at three (3) of the District's elementary schools: **Goodnoe Elementary, Maureen M. Welch Elementary and Rolling Hills Elementary**. Services are provided from 8:45 AM to 1:00 PM. Students are **only** eligible to enroll at the school within the geography of their home school, which is summarized by the table below. Exceptions cannot be permitted due to the transportation being provided. A snack should be provided to the students prior to their departure as part of Provider's services, but students are to provide their own lunch. At the conclusion of the program, students are transported by the School District to their home school for their session of afternoon Kindergarten.

PROGRAM LOCATION	SENDING SCHOOLS
Goodnoe Elementary	Goodnoe, Newtown, Sol Feinstone, Wrightstown
Maureen M. Welch Elementary	Churchville, Maureen M. Welch
Rolling Hills Elementary	Hillcrest, Holland, Richboro, Rolling Hills

14) ACCESS TO FACILITIES

See Appendix A for a listing of schools and addresses. The child care services will have access to the building's multi-purpose room, cafeteria and/or gymnasium, classroom space and storage as permitted by the building principal. Kindergarten enrichment services will be allocated one classroom in the building to operate. The Provider is responsible for the necessary furniture, equipment and supplies necessary to operate its programs.

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REQUIREMENTS OF THE PROVIDER

The approved Provider must have the following qualifications and agree to provide state-licensed programs:

- a. An organizational structure that includes a dedicated and experienced staff.
- b. At least two years of service providing on-site before and after school programming to schools and school districts.
- c. A standardized rubric for evaluating program quality on a monthly basis.
- d. A formal training process that provides 1) a minimum of 10 hours of orientation training to include programming, health and safety, and administrative items and 2) a minimum of 10 hours of ongoing annual training for each employee.
- e. The ability to comply with all School Board policies.
- f. A computerized system to monitor and account for student attendance.
- g. The ability to continuously demonstrate ownership of the programs and comply with the requirements of this RFP without burdening the staff of the District's elementary schools.
- h. Pennsylvania certified teachers to lead the four Kindergarten enrichment programs.
- i. Demonstrate that its Kindergarten enrichment program is aligned with the academic standards for Pennsylvania.
- j. Ability to obtain pertinent information from families (e.g., food allergies) without utilizing School District resources. The School District will not provide any student information to the Provider.
- k. Ability to protect Personally Identifiable Information as defined by federal law.
- l. Provide annual certificates of insurance, naming the School District as additional insured, demonstrating that you carry, as minimum policy limits:
 - i. Commercial general liability: \$1,000,000 per occurrence
 - ii. Directors' and officers': \$1,000,000 per occurrence
- m. Maintain a minimum 12:1 student-to-staff ratio with a minimum of two adults in both Kindergarten enrichment and Child Care in accordance with state regulations in the Child Care Services program.

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The School District may decide to offer additional enrichment programs that require additional qualifications and capabilities as follows. Providers should be able to demonstrate an ability to accommodate such requests. Should the School District choose to expand the scope of services, the agreement between the School District and the Provider will be amended to reflect the additional scope.

- a. The capacity and experience to integrate research-based academic intervention programs with the before and after school program model as a turn-key provider of both services upon request for an additional fee if this district desires to initiate such a service in the future.
- b. The capacity and experience to develop and integrate hands-on project-based science enrichment programs within the child care program as a turn-key provider of both services upon request for an additional fee. The science program must be aligned with the National Science Standards.
- c. The School District may desire to expand the Kindergarten enrichment program to all elementary school buildings or increase the number of classrooms.

PROPOSAL SUBMISSION REQUIREMENTS

A. COMPANY BACKGROUND

1. Describe your company's history, vision and philosophy. Indicate the number of years your company has provided services similar to those requested in the RFP.
2. Discuss your company's organizational structure. Provide the company's organizational chart.
3. Provide proof of all licensing requirements.
4. Provide proof of ability to supply all employee clearances prior to the start of the program.

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B. PROGRAM DESCRIPTION

1. Provide a thorough description of your policies and procedures geared toward keeping children safe.
2. Describe your before/after-school and Kindergarten enrichment curricula.
3. Describe your enrichment enhancements for the curricula.
4. Describe any enrollment minimums required for child care program.
5. Provide a sample lesson plan, snack menu and program schedule.
6. Provide your plan to handle equipment, supplies, consumables and furniture needed for program operations, including the initial investment.
7. Describe the efforts you will undertake to increase enrollment and/or maximize the revenue share percentage paid to the School District.
8. Describe methods used to communicate with parents in your program.
9. Describe how you provide program information to the school board, principals and other administrative personnel.
10. Describe how you market the program to the community.
11. Provide a detailed description of the enrollment process, including how parents are notified of enrollment dates. Elaborate on any “waiting list” process that is utilized and how students on that list are afforded the opportunity to enroll in the program.
12. Describe the method used in your programs to account for each program participant’s presence on an initial and ongoing basis. Identify the technology used to sign students in and out of the program.
13. Describe your policy for student illnesses and nursing care for students. Provide copies of any policies, handbooks or standard operating procedures used by your organization.
14. Describe how your programs help the schools link to the community.
15. Describe how you incorporate diversity into your program.
16. Provide a timeline indicating steps required and the time needed to establish your programs for the commencement of the 2020-2021 academic year. This timeline should include an introduction to the community, registration processes and deadlines and start-up efforts.

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C. STAFFING, TRAINING AND PROGRAM QUALITY

1. Describe the required qualifications for each staff member involved with the program.
2. Explain the process of verifying all necessary criminal history, child abuse, and other background clearances.
3. Describe the training programs you have in place for staff members, both initial and ongoing.
4. Describe the internal quality monitoring programs you have in place and provide any sample documents.

D. PROGRAM FEES

1. Describe the proposed before and after, weekly full-time (5 day) tuition rates for your program. Please also indicate any registration fees or any miscellaneous fees (such as membership fees or supply fees). Provide a sample tuition schedule that would be used.
2. Describe any discounted fees that you offer for multi-child families or part-time attendees (i.e., afternoon care only, two days per week, etc.).
3. Describe your tuition policies, including when payments are due and if there are any late fees and enrollment consequences for non-payment.
4. If successful, the agreement between the School District and the Provider must include a payment, from the Provider to the School District, based on a percentage of the annual gross revenue generated by the Provider.
 - i. Describe the School District gross revenue share percentage that you plan to offer (this amount must be submitted on page 2) and how this amount is calculated.
 - ii. Provide an estimate of total minimum payment based on the different enrollment levels noted on the pricing form.
 - iii. Provide examples of the financial reports that you will provide to the School District to substantiate the enrollment and gross revenue received per month.

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E. REFERENCES AND ADDITIONAL INFORMATION

1. Provide at least two school district references from programs similar to the one described in the RFP Request.
2. Provide at least three or more written references from programs operated in the area.
3. Provide parent survey responses demonstrating the satisfaction of the services you offer families. Surveys must be from within the last year.
4. Provide a sample contract to be used should you be selected.

****End of Specifications****

APPENDIX A – ELEMENTARY SCHOOLS

Churchville Elementary School

100 New Road
Churchville, PA 18966-1498
215-944-1700
Fax: 215-944-1797
Grades K-6

Mrs. Jill Kingston, Principal

Goodnoe Elementary School

298 Frost Lane
Newtown, PA 18940-1699
215-944-2100
Fax: 215-944-2197
Grades K-6

Ms. Nicole Crawford, Principal

Hillcrest Elementary School

420 E. Holland Road
Holland, PA 18966-2370
215-944-1600
Fax: 215-944-1692
Grades K-6

Mrs. Nakia Jones-Tate, Principal

Holland Elementary School

597 Beverly Road
Holland, PA 18966-2199
215-944-1500
Fax: 215-944-1597
Grades K-6

Mr. Joseph MacClay, Principal

Maureen M. Welch Elementary School

750 New Road
Churchville, PA 18966-1044
215-944-1800
Fax 215-944-1896
Grades K-6

Mrs. Rebecca Grimm, Principal

Newtown Elementary School

1 Wrights Road
Newtown, PA 18940-1336
215-944-2200
Fax: 215-944-2297
Grades K-6

Mr. Kevin King, Principal

Richboro Elementary School

125 Upper Holland Road
Richboro, PA 18954-1538
215-944-1900
Fax: 215-944-1996
Grades K-6

Dr. Daneyelle Jordan, Principal

Rolling Hills Elementary School

340 Middle Holland Road
Holland, PA 18966-2796
2 15-944-2000
Fax: 215-944-2097
Grades K-6

Mr. Sam Smith, Principal

Sol Feinstone Elementary School

1090 Eagle Road
Newtown, PA 18940-2818
215-944-2400
Fax: 215-944-2497
Grades K-6

Mr. John Harlan, Principal

Wrightstown Elementary School

98 Upper Holland Road
Richboro, PA 18954-1537
2 15-944-2300
Fax: 215-944-2397
Grades K-6

Ms. Beth Fox, Principal