

SCHOOL CITY OF HOBART

2021-2022 Request for Proposals for School-Age Childcare Service Provider (Latch Key Program)

I. Goal of This Request for Proposals

The goal of this request for proposals is to acquire a quality childcare service provider to meet the requirements of IC 20-26-5-2 and to support the mission and aims of the School City of Hobart (herein referred to as "School Corporation").

The primary mission of the Board of School Trustees of the School City of Hobart is to continually provide effective community schools.

A. Our Schools Equip Children for Adulthood

Effective Community Schools adequately equip young people for adulthood in the 21st century. Our students must be prepared both for employment and for day-to-day living in a complicated and rapidly changing world. This necessitates that our schools provide students with the intellectual tools necessary for life-long learning. Among these tools must be skills to facilitate participation in a democracy, communication skills, critical thinking, and other: flexible learning skills as well as the ability to work both individually and in a team situation. It is expected that these skills be developed through all curricular areas.

B. Our Schools Address the Needs of Individual Students

Effective Community Schools address the needs of individual students and focus on individual development. Students bring to the schools a great diversity of interest, aptitudes, motivations and learning styles. Our schools must be able to address this diversity by identifying individual needs, responding with appropriate teaching strategies, the flexibly to meet these needs, and recognize each individual student's ability to contribute to the school community.

C. Our Schools Are Community Schools

Effective Community Schools are necessary to a healthy community. Our schools must always recognize their affirmative duty to the entire community, including families, government, business and industry, other institutions, civic groups and individual citizens. Our schools must draw from the strengths of this community to identify and accomplish their goals.

D. Our Schools Are Committed to Success

Effective Community Schools fully utilize the resources of the entire school community (administration, teachers, support personnel, families and students) in all aspects of school life. Our schools cannot succeed without the committed involvement of all.

II. Information for Applicants

A. Request for Proposals Schedule

The schedule of events for implementation of this Request for Proposals is as follows:

1. Permission to Request for Proposals: April 1, 2021
2. Written questions must be received by 2:00 p.m. on April 22, 2021.
3. Proposals due: May 3, 2021 – 2:00 p.m.
4. Notice of awards: May 20, 2021

B. Principal Corporation Personnel and Addresses

The procurement official responsible for the conduct of this request for proposals process is

Dr. Peggy Buffington, Superintendent School
City of Hobart
32 East 7th Street Hobart,
IN 46342
Phone: (219) 942-8885
Fax: (219) 942-0081
Email: peggyb@hobart.k12.in.us

The School City of Hobart staff members who are the liaisons for the purpose of administering the contract being entered into at their individual building are as follows:

Mr. Mathew McKee, Principal
Joan Martin Elementary School
301 East Tenth Street
Hobart, IN 46342
Phone: (219) 947-7869
Fax: (219) 942-0411
Email: mmckee@hobart.k12.in.us

Ms. Amy Turley, Principal
Liberty Elementary School
130 North Liberty Street
Hobart, IN 46342
Phone: (219) 942-4251
Fax: (219) 942-0346
Email: amyt@hobart.k12.in.us

Ms. Kacey Allen, Principal
Veterans Elementary School
52 North Wisconsin Street
Hobart, IN 46342
Phone: (219) 942-5614
Fax: (219) 942-0600
Email: kallen@hobart.k12.in.us

C. Who May Submit Proposals

Childcare providers who conduct a school-age childcare program (latch key) for children who attend kindergarten through grade five that, at a minimum, do the following:

1. Operate after the school day or during the times of early dismissal when school is in

- session.
2. Are available to all children in the applicable grade levels within the School Corporation.
 3. Comply with IC 20-26-5-2.

D. Submission of Proposals and Rejection of Late Proposals

The proposal must be received in its entirety no later than 2:00 p.m. on May 3, 2021.

The proposal must be directed to the procurement official specified in Section B and must be addressed as specified in Section B. The proposal can be submitted by mail, personal delivery, or fax. All pages of the proposal submitted by fax must be received by the required date and time. Submission by e-mail is not permitted.

The proposal must include a statement identifying this request for proposals with specificity and any subsequent addenda to this request for proposals:

Two (2) copies of the proposal must be submitted.

The proposer is solely responsible for the timely delivery of the proposal. The corporation does not waive delivery requirements due to failing in the mode of delivery selected by the proposer.

A proposal received after the date and time specified for submission of proposals will not be accepted for consideration regardless of cause. A submitted proposal for which not all pages or attached materials are present at the date and time specified for submission of proposals will not be accepted for consideration regardless of cause.

A late proposal will be destroyed unless the proposer requests the return of the proposal and agrees to pay the costs involved.

E. Term of Contract

The term of the contract will be August 1, 2021, through July 31, 2022, renewable for one additional year based on satisfactory performance.

III. Services to Be Provided

A. Background Information

The School City of Hobart seeks to award a contract to a childcare provider based on the following criteria. The provider must demonstrate a strong link to professionalism in the field of early childhood, a commitment to providing high quality care in safe and healthy environments, and a commitment to the development and retention of highly skilled and knowledgeable staff at a competitive price.

B. Program Expectations

1. The School Corporation will contract with a not-for-profit or for-profit organization to provide a school-age childcare program (Latch Key Program) that utilizes School Corporation building(s). The principal will determine a space for the program and has the authority and, with prior notification to provider, to require Contractor to vacate any and all areas when space is needed for school

functions.

2. Services will be provided at the following schools:

Joan Martin Elementary School (Base School) 301 East
Tenth Street
Hobart, IN 46342

Liberty Elementary School (Base School)
130 North Liberty Street
Hobart, IN 46342

Veterans Elementary School (Base School)
52 North Wisconsin Street
Hobart, IN 46342

Early Learning Center (Vendor delivers to Base Schools)
400 North Wilson Street
Hobart, IN 46342

The use of facilities for School Corporation purposes shall have precedence over all other uses.

3. Such use is limited to after the school day when school is not in session. **Sessions will operate from 3:15 p.m. to 6:00 p.m.** The Program space will be available to the Contractor fifteen (15) minutes prior to school dismissal. The Program will be in session daily and will follow the school calendar year. The Program will be offered on scheduled half days (i.e., Parent/teacher conferences) but not on scheduled vacation/holiday time. The Program is cancelled when school is cancelled.
4. The School Corporation, in addition to physical space, will include utilities, bathroom paper products and telephone access/usage.
5. The School Corporation will allow the Contractor, after principal approval, to distribute written materials to the students for the purposes of recruiting clients to the Program.
6. The School Corporation agrees to meet, upon Contractor request, to review the Program and to provide direct communication. The School Corporation maintains the right to inspect the Program and to review it for compliance.
7. An organization eligible to contract with the School Corporation for a childcare program must meet or exceed the following standards:
 - **Participants** - children enrolled in kindergarten through grade five.
 - **Staff** – the number and minimum qualifications of each category it will utilize.
 - **Staff-Child Ratio** – no less than one adult employee (over 18 years of age) for each fifteen (15) children. Staff, for purposes of determining the child-to-staff ratio, is defined as any person who is responsible for and directly engaged in supervising children.
 - **Program Content** – the services beyond care, custody, and supervision to be provided.

- **Food and Snacks** – by caloric content and nutritional analysis.
- **Child Management Strategies** – the methods and strategies it will employ to effectively manage problematic behavior and promote positive behavior.
- **Insurance** – Maintain liability insurance to cover participants with \$1,000,000 per occurrence and \$2,000,000 aggregate liability. (See Form B Insurance Requirements.) Proof of adequate coverage for latch key programs, plus any additional information demonstrating the offeror’s ability to indemnify and hold the School Corporation harmless for any losses, damages, costs, expenses, fees, penalties, claims, etc. related to the program. School Corporation shall be listed as an additional insured.
- **Primary & Non Contributory Insurance** – Contractor and the School agree that any insurance policies procured by Contractor that provide benefits or protection for the School shall be primary and that any policies procured by the School that might happen to provide protection or benefits to the School arising out of Contractors services on behalf of School shall be excess of the Contractors insurance.
- **Emergency Management** – the plan for coordinating with each building’s emergency management plan to protect participants from weather and other emergencies. This plan to include communication protocols to School Corporation, parents, and community.
- **Staff Training** – First Aid training, CPR certification, and other training typical of latch key programs.
- **Program Training** – content for training staff members and the curriculum for training.
- **Parent Feedback** – the plan for providing parents with an opportunity to provide written feedback at the end of each semester.
- **Child Abuse Policy** – the plan for training staff to recognize and report child abuse and other criminal behavior.
- **Professional Development** – the plan for providing personnel with on-going, adequate professional development.
- **Compliance** – Comply with the guidelines developed by the Department of Education and the School Corporation for childcare programs described in Indiana Code 20-26-5-2.

8. The School Corporation will assess no fee for the use of the schools' added costs directly attributed to the use of the building for the program.

C. Withdrawal and Resubmission

A proposer may withdraw a proposal at any time prior to the date and time the corporation designates for the submittal of proposals. A proposal withdrawn prior to the date and time may be resubmitted in a modified form if done so within the time period allowed for submitting the request for proposal.

D. Compliance with the Terms of This Request for Proposals

This request for proposals contains the instructions governing the submission of a proposal, the descriptions of the tasks to be performed, and the requirements necessary to undertake performance. The School Corporation, acting through a procurement official and other personnel, determines a proposer's compliance with the requirements of the request for proposals. The School Corporation, in evaluating the submitted proposals, first determines whether a proposal is responsive. A proposal that is not presented substantively in the required format, does not contain all the requested information, contains clearly erroneous information,

or is deficient in any respect may be rejected as non-responsive and may receive no further consideration.

The School Corporation, in its discretion, may request further information, clarification, or correction of obvious mistakes from any and all proposers. The School Corporation, in its discretion, may request a proposer to correct obvious mistakes or provide needed clarifications in a proposal either before or after the date for submittal.

A proposer may not unilaterally make changes in a submitted proposal after the date for submittal has passed.

E. Required Format

A proposal must be organized by sections in accordance with the request for proposals, have numbered pages, a completed narrative, and a table of contents.

F. Proposer's Representations

A proposer, by submitting a proposal for consideration, represents that this request for proposal has been read and is fully understood and that the submitted proposal is based upon that understanding of the specifications, tasks, and requirements described in this request for proposals.

This request for proposals is to be incorporated into and made a part of the contract. Consequently, the provisions of this request for proposals are to be binding upon the Contractor.

The proposer, by submitting a proposal, agrees that, if it receives and accepts an offer to contract from the School Corporation, it is to be bound by the terms of this request for proposal, and to deliver the services at no more than the costs specified in the proposer's proposal.

A proposer also represents that the proposal shall be valid for the period of not more than sixty (60) days beyond the due date.

G. Notice of Ambiguities, Inconsistencies, or Errors

A proposer must provide notice in writing to the School Corporation prior to the deadline for written questions, 2:00 p.m. on April 22, 2021, of any possible ambiguity, inconsistency, or error in the request for proposal that is discovered.

H. Corrections of/or Changes to This Request for Proposal

Any corrections of/or change of this request for proposal made by the School Corporation is to be made by written addendum. Any information provided or received in any other manner that purports to correct or change the request for proposals is not binding and may not be relied upon.

I. Questions and Answers

Proposers may submit written questions concerning the request for proposals process and the services to be provided. Written questions must be submitted by the due date for submittal of

written questions. Questions submitted to the School Corporation are to be in writing and directed to the procurement official and address specified in Section B. The School Corporation responds in writing to written questions. The questions and answers are distributed to those entities that have requested this request for proposals by the date specified in Section A.

Oral questions are not accepted. Any information received by a proposer that does not originate with the procurement official, is not in writing, or is not shared with all proposers is not official, is not part of the request for proposals, and may not be relied upon.

The corporation, in its discretion, may request that proposers make presentations concerning their proposals and capabilities as organizations. The corporation may specify and limit the particular features of the presentations.

J. Public Access

A proposal, inclusive of the information within and attached to the proposal, is submitted for the purpose of evaluation of the proposal and, if the proposer is successful, is then incorporated into the contract as one of the principal features defining and governing performance. Upon entry into a contractual relationship, the School Corporation has the right to use or disclose the proposal and related information to any extent required by law.

IV. Information on Contractual Relationship

A. Assignment Transfer and Subcontracting

The proposer that becomes a contractor is the prime contractor and is responsible in total for all work performed under the contract. The Contractor may not assign, transfer, or subcontract any responsibilities or duties under the terms of the contract without the written approval of the School Corporation. All intended subcontractors must be listed in the proposer's proposal.

The Contractor is responsible to the School Corporation for the acts and omissions of all subcontractors and of persons directly or indirectly employed by subcontractors and for the acts and omissions of persons employed directly by the Contractor.

Nothing contained within this request for proposals or any contract documents derived from this document creates any contractual relationship between any subcontractors and the School Corporation.

V. Contents and Format of Proposal

A. Contents

1. Cover Page
 - a. Name of Program
 - b. Contractor's Name, Address, Telephone, Fax, E-mail
 - c. Date
2. Table of Contents
3. Narrative
 - a. Section 1: Program Description
 - b. Section 2: Experience

4. Forms
 - a. Form A: Fee Schedule
 - b. Form B: Insurance Requirements
5. Required Attachments

B. Application Form

Applications in response to this Request for Proposals must be submitted in a sequentially numbered, word-processed narrative form following the outline below. In completing the narrative, be brief and to the point--but be sure to provide sufficient information, and detail to allow for adequate understanding and evaluation of the proposal.

Submit the cover page, table of contents, narrative, appendices, and attachments. Additional pages beyond the requirements will not be considered.

1. Program Description (Narrative)
 - Overview of how services meet the proposed program goals
 - Activities provided
 - Number of children you are currently serving including full- and part-time children
 - Current child-to-staff ratio
 - Revenue and expenditure detail
2. Experience (Narrative)
 - Number of years in operation
 - Qualifications and work experience of Contractor
 - Employee resumes
 - Three (3) letters of reference
3. Fee Schedule (Form A)
 - After School Rates (hourly)
 - After School Rates (weekly)
 - Shortened Weeks
 - Early Dismissal Rates
4. Insurance Requirement (Form B)
 - Insurance requirements
5. Required Attachments
 - Medical assistance/emergency procedure
 - Fees and collection procedure
 - Late pick-up procedure
 - Procedure for communicating with parents
 - Procedures for sick children
6. Complaint procedure
 - Behavior modification procedure
 - Procedure for obtaining criminal history screening of applicants
 - Procedure for child abuse reporting
 - Procedure for record confidentiality
 - Explanation of accounting procedures

Form A

Fee Schedule

*Hourly rates will be rounded up to the next full hour except those rates from 5:30 p.m. to 6 p.m., which will be billed on a one-half hour rate. Rates begin at school dismissal.

After School Rates (Hourly):

One Child \$_____ per hour*

Two Children \$_____ per hour*

Three Children \$_____ per hour*

After School Rates (Weekly Maximum):

One Child \$_____ per week

Two Children \$_____ per week

Three Children \$_____ per week

Shortened Weeks:

Parents will be billed at the following rates when there are fewer than five days in a school calendar week based on the school calendar.

One Child \$_____ per day

Two Children \$_____ per day

Three Children \$_____ per day

Early Dismissal Rates:

These rates are applicable according to the school calendar (i.e., teacher conferences, staff development days, etc.) Hourly rates will be assessed from early dismissal time until regular Program hours begin.

One Child

\$_____ per hour

Two Children

\$_____ per hour

Three Children

\$_____ per hour

**Form B
Insurance Requirements**

Contractor agrees to the following minimum insurance requirements:

Proof of insurance must be supplied by prospective bidders to the School Corporation by May 3, 2021, at 2:00 p.m.

I. Workers Compensation and Employer's Liability

- | | |
|--------------------------|--|
| a) Workers Compensation | Indiana Statutory Requirements |
| b) Employer's | Minimum Limits to satisfy Umbrella Requirement |
| c) Liability | School City of Hobart |
| d) Waiver of Subrogation | School City of Hobart |

II. Commercial General Liability

- | | |
|---|-----------------------|
| General Aggregate Limit | \$2,000,000 |
| Products/Completed Operations Aggregate Limit | \$2,000,000 |
| Personal and Advertising Injury Limit | \$1,000,000 |
| Each Occurrence Limit | \$1,000,000 |
| Fire Damage Limit - Any One Fire | \$100,000 |
| Medical Expenses Limit Per Person | \$5,000 |
| Sexual Abuse & Molestation Coverage | \$1,000,000 |
| Additional Insured | School City of Hobart |
| Waiver of Subrogation | School City of Hobart |

III. Business Automobile Liability

- | | |
|---|-----------------------|
| Liability (owned, hired, and non-owned) | \$1,000,000 |
| Additional Insured | School City of Hobart |
| Waiver of Subrogation | School City of Hobart |

IV. Umbrella Liability (including Sexual Abuse & Molestation Coverage) \$1,000,000

V. Hold Harmless

To the greatest extent permitted by law, Contractor agrees to hold-harmless and indemnify the School City of Hobart for any and all liabilities arising from the negligence of the Contractor.

Contractor

Notary Public

By _____

Print or Type Name

Print or Type Name

Date: _____

Date: _____

County of Residence: _____

Commission Expires: _____