



City of Morden
Request for Proposal

**Seeking a Child Care Service Organization
for New Daycare Facility**

Submission Deadline: **3:00pm Tuesday, August 15th, 2023**

Contact Information for City of Morden:

Jason Dyck – Economic Development Officer

Email Address: Jdyck@mymorden.ca

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1. Purpose

The City of Morden is seeking a qualified non-profit or for-profit child care service organization with proven expertise in the field to assist with the physical design of the centre and to operate a dedicated child care spaces of 104 in Morden, MB. The newly constructed centre anticipates being complete and ready for operation by late summer/fall 2024.

The successful child care organization will be required to enter into a rent/lease agreement to run and operate the facility, and the child care organization shall satisfy the following criteria:

- Establish a non-profit or for-profit licensed child care centre;
- charge no more than the regulated maximum daily fees (only applicable to non-profit child care centres which are in receipt of provincial operating grant funding);
- establish a transparent, fair mechanism for the allocation of the new child care spaces;
- be responsible for all administrative and financial obligations with respect to the operations of the child care centre.

2. Inquiries

The child care provider is responsible for clarifying any questions regarding the requirements prior to the closing date for this Request for Proposals (RFP). Only questions submitted in writing will be accepted and all responses will be in the form of an addendum. Inquiries relating directly to this RFP can be sent through email to:

Contact Person's Name: Jason Dyck

Email Address: Jdyck@mymorden.ca

3. Law

The law applicable to any agreement arising from this RFP shall be the law in force in province of Manitoba.

By submitting a proposal, the child care organization(s) agrees to disclosure of the information, subject to the provisions of the Freedom of Information and Protection of Privacy Acts.

4. Audit

The City of Morden reserves the right to audit the financial records, meeting minutes, as well as the administrative and operational practices of the non-profit or for-profit organization's operations at any time.

5. Eligibility

In responding to this RFP, child care organizations warrant their compliance to licensing authorities and appropriate municipal, provincial and federal laws and orders. The child care organization must agree to indemnify the City of Morden and its employees if the

child care organization fails to comply. The City of Morden reserves the right to cancel any agreement arising from this RFP for failure to knowingly adhere to the terms of the agreement.

6. Indemnification

The successful child care organization agrees to indemnify and hold harmless the City of Morden, its officers and employees against any damage caused by negligence or unlawful acts of the child care organization or its employees.

The child care organization further agrees to indemnify and hold harmless the City of Morden, its officers and employees against any claims or costs initiated by third parties because of negligence or wrongful acts of the child care organization or its employees.

7. References

When requested in this proposal, references must include the contact name, phone number and other relevant contact information. The City of Morden reserves the right to contact those references at its discretion.

8. Insurance

Minimum requirements:

- A minimum of \$3 million in comprehensive general liability coverage for staff and children in attendance at the child care centre, including coverage for excursions away from the child care centre.
- Contents insurance for equipment and furniture.
- Business interruption insurance to cover situations where the child care centre suffers a major loss and alternate facilities are required.
- Business vehicle liability insurance, when applicable.

In addition, the organization may obtain directors' and officers' liability insurance.

The City of Morden will not assume responsibility for any loss, theft or damage of the child care organization's equipment.

The successful child care organization is required to provide *the City of Morden* with written confirmation of insurance coverage on an annual basis.

9. Submission Content and Criteria

All proposals are to be in a presentation format that includes the following instructions and headings, and lists things in the order indicated below (1-17):

- 1) Attach Appendix 1: Cover Page to the submission document as page 1**
- 2) Attach Appendix 2: Submission Check List as page 2**
- 3) Information about the child care organization:**
 - the incorporated legal name of the child care organization, address and formal business registration information;

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- the names and site/location addresses of all child care locations currently operated by this child care organization (when applicable);
 - a statement detailing the years of operation of each child care location; and
 - the number of staff and occupation for each child care location, including current number of ECE certified staff and those currently in training.
- 4) **Statement of philosophy:** Include a description of your organization's philosophy towards early learning and child care and how you envision a partnership with the City of Morden will operate.
 - 5) **Statement of your organization's mission:** Include your organization's mission statement and provide practical examples of how this mission is accomplished.
 - 6) **Description of services proposed:** Include a detailed explanation of the programming that would be offered at this centre for all age groups.
 - 7) **Hours of operation:** The provider shall indicate the hours of operation for this centre.
 - 8) **Enrolment/Waiting List:** Indicate the length of their service providers current waitlist and how this new facility will increase organizational capacity to impact that list. The organization shall update the MCCS to reflect the centre's child care services and enrolment policies.

The organization must also provide details of enrolment policies it maintains with respect to currently enrolled children, siblings and part-time care.
 - 9) **Parent Involvement:** The organization shall provide details on the type of parent involvement that will be encouraged at this centre, and if applicable, at other centres they are currently operating.
 - 10) **Fee Schedule:** The organization shall detail the daily fees they will charge to parents. In addition, the organization should also identify any other allowable optional fees that may be charged to parents.
 - 11) **Sign-in and Sign-out Procedures:** The organization shall maintain sign-in and sign-out procedures in accordance with Manitoba government requirements. The organization must detail what their sign-in and sign-out procedures will be for this centre.
 - 12) **Communication:** The organization must include descriptions and/or examples of communication, such as newsletters and bulletins that you have provided, or will provide, to the public on the operation of your child care centre(s).
 - 13) **Business Record:** The organization must demonstrate a successful track record of offering similar services, and also provide your organization's history, details about your current centre(s), management experience and credentials, a list of board members and directors, and a proposed budget for the centre(s).

14) Financial Stability: The organization is required to provide a minimum of two years of financial statements for the organization.

15) Staffing Ratios and requirements: Describe the organization's strategy to deal with recruiting and retaining high quality educated staff in time for a late summer/fall 2024 facility opening. The organization shall meet or exceed the proportion of trained staff, staffing ratios and requirements for infants, preschool children and, when applicable school age children as specified in the provincial child care regulations.

16) Health and Safety: The organization shall enforce health and safety standards that are consistent with Manitoba government regulations in such areas as safe work procedures, administration of medications and emergency information forms. The organization must provide the Work Place Health and Safety Plan proposed for this centre, and include a description on how staff members will receive new employee orientation and on-going training, as required under Workplace Safety and Health legislation.

17) Staff Development: The organization shall detail their present and future development opportunities provided to staff

18) Reviews: The City of Morden may require the successful child care organization to participate in an evaluation to satisfy the City of Morden that the child care organization is meeting the commitments submitted in this RFP.

19) References: A minimum of four references must be provided. At least one must be from each of the following categories:

- client references;
- parent references;
- professional references (e.g., Manitoba Child Care Association); and
- bank reference.

The references must include a contact name, organization name (if applicable), address and the contact's daytime phone number(s).

10. Process

The City of Morden will review the requests for proposals and select a solution to meet the following primary objectives:

- That a licensed child care facility be established and operated by a qualified service provider with the best capacity to support the substantial demand for such services.
- That the child care services and programs offered meet the needs of the City of Morden and its employees.
- That the child care organization be responsible for all financial obligations associated with the operations of the child care centre.
- Proposals will be reviewed and evaluated by the City of Morden established team, who will evaluate each submission according to, but not limited to, the submission criteria. References may be checked at this time and child care organizations may be asked to attend a meeting.

- If submissions have provided viable options, the City of Morden will enter into negotiations with the selected organization(s) and, if successful, a contract will be formed as a direct result of issuing this RFP.
- The City of Morden reserves the right to accept or reject all or any part of a proposal as deemed to be in the best interest of the City of Morden.
- If, in the opinion of the City of Morden, the bids do not meet the criteria identified, various other options may be considered. The City of Morden is not obligated to award any contract(s) as a result of issuing this RFP.
- This RFP does not form a contract and the City of Morden is under no obligation to receive further information or participate in discussions as a result of issuing this RFP.

11. Proposal Procedures

Child care organizations may either submit 2 hard copies or an electronic copy to:

Nicole Reidle, City Manager
City of Morden
100 – 195 Stephen Street
Morden, MB
R6M 1V3
Phone: 204-822-4434
E-mail: cm@mymorden.ca

Proposals are due by 3:00pm, Tuesday August 15th, 2023. Late proposals will not be accepted.

Proposal submissions will be evaluated by August 28th, 2023. The evaluation committee may contact the child care organization with questions, to schedule a meeting or presentation of their proposal.

The evaluation committee's decision is expected by August 29th, 2023.

Child care organizations shall keep their proposal open for acceptance for 90 days following the RFP closing date. If an agreement with a successful child care organization cannot be reached within 45 days of initial negotiations, the City of Morden may terminate negotiations with that child care organization and initiate negotiations with another.

12. Alternatives

The City of Morden encourages innovation in submitting proposals: Child care organizations may present more than one alternative, in the required format. A separate proposal is required for each alternative.

13. Terms of Agreement

The initial agreement will be for a minimum five-year period.

The City of Morden reserves the right to renew for an additional five-year period, and any time thereafter, provided it is mutually agreed upon.

The child care organization shall pay certain direct operating costs associated with the centre. The child care organization shall maintain the centre area(s) and provide, replace and repair their furnishings and equipment, as required for their operation.

The City of Morden shall maintain and repair the building and pay costs associated with repairs to the building including the plumbing, electrical and/or heating/cooling systems as required for the operation of the centre.

The child care organization shall contribute to all common area costs for garbage refuse, landscaping and lawn care, snow removal, and all other general maintenance on a pro-rated basis. Assessment and payment of said services to be calculated and paid quarterly or as mutually agreed upon by the City and service provider.

In addition to common area costs, the child care organization shall be responsible for water, gas, power and taxes. The City of Morden shall provide separate meters for water, gas, and power.

14. Termination

It is a condition of this RFP and subsequent contract that the City of Morden or the child care organization may terminate an agreement with due cause, with 90 days written notice, hand delivered.

The disposition of any leasehold improvements will be negotiated in relation to their fair market value. This requirement has been made so the City of Morden has sufficient time to find and enter into negotiations with an alternate, non-profit or for-profit child care service organization.

15. City of Morden Obligations

The City of Morden will collaborate with the child care organization to meet the obligations of the locked door policy, as set out under Manitoba Regulation 62/86 Section 5.2.1 Controlling Visitor Access.

The City of Morden is responsible to provide the leased space, water, heat and electricity to support normal operations.

The City of Morden is responsible to maintain light housekeeping for the common areas of the facility, including waste removal and vacuuming (as necessary). The child care organization is responsible for cleaning its own interior space.

16. Child Care Service Organization Obligations

The successful child care organization will be responsible for all money collection, tax remittance and insurance claims for services rendered.



The successful child care organization must maintain adequate accounting records, indicating the volume, types of services and the fees collected. The records must be available for a City of Morden audit if deemed necessary or required by law.

Appendix 1 - Submission Checklist

Submission Requirements	Yes / No	Notes
1. Child care organization's legal name, address and formal business registration information		
2. The legal names and site/location addresses of <u>all</u> current child care locations that are currently operated by this organization (if applicable)		
3. A statement detailing the years of operation of each child care location		
4. The number of staff and occupation for each child care location		
5. Statement of philosophy		
6. Statement of your organization's mission		
7. Description of services proposed		
8. Hours of operation		
9. Enrolment and waiting list statement		
10. Parent involvement statement		
11. Fee schedule		
12. Sign-in and sign-out procedures		
13. Examples of communication (newsletters, etc.)		
14. Business record, including board of directors		
15. Two years of financial statements for the organization		
16. Staffing ratios and requirements		
17. Health and safety plan and statement		
18. Staff development statement		
19. References		
20. Client references		
21. Parent references		
22. Professional references (e.g., Manitoba Child Care Association)		
23. Bank reference		



Appendix 2 - Submission Cover Page

City of Morden - Child Care Provider Submission

We have reviewed the City of Morden Request for Proposal for Child Care Service Provider Organizations for a 104 space Child Care Facility located in Morden.

Enclosed is our submission to provide services for the above project:

Child Care Organization's Incorporated Name:

Child Care Organization's Mailing Address:

Contact Person's Name:

Contact Person's Telephone Number:

Contact Person's Email Address:

Authorized Signature: _____

Date: _____