

North Providence School Department
Licensed Before/After School Child Care Provider
August 30, 2024

**NORTH PROVIDENCE SCHOOL DEPARTMENT
REQUEST FOR PROPOSAL**

**LICENSED
BEFORE AND AFTER SCHOOL CHILD CARE
PROVIDER**

AUGUST 30, 2024

North Providence School Department
Licensed Before/After School Child Care Provider
August 30, 2024

BID OPENING DATE: Friday, September 13, 2024
 10:00 AM, Local Time

Licensed Before/After School Child Care Provider

The North Providence School Department is accepting sealed bids for a
Licensed Before/After School Child Care Provider

Bids for a **Licensed Before/After School Child Care Provider** are due at the Office of the Superintendent of the North Providence Schools, 2240 Mineral Spring Avenue, North Providence, RI 02911 by Friday, September 13, 2024 by 10:00 AM. Bids received after that time will be returned to the sender. All bids will be publicly opened and read at that time. Bids for a **Licensed Before/After School Child Care Provider** should be placed in a sealed envelope and labeled **Licensed Before/After School Child Care Provider**.

Specifications are available at the Office of the Superintendent, North Providence School Department, 2240 Mineral Spring Avenue, North Providence, RI 02911, between the hours of 9:00 AM to 3:30 PM. or by email at comptroller@npsd.12.ri.us. The School Committee reserves the right to reject any or all proposals, to waive irregularities in any proposal, or to accept any bids or proposals deemed in the best interest of the North Providence School Department.

Lisa Casinelli
Finance Director

North Providence School Department
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INSTRUCTIONS

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have “**NOT A PROPOSAL**” written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of *total* proposal or by *individual items*.
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal and **two copies** shall be submitted.

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GENERAL CONDITIONS

Bids for furnishing a **Licensed Before/After School Child Care Provider** are due at the Office of the Superintendent of the North Providence Schools, 2240 Mineral Spring Avenue, North Providence, RI 02911 by **Friday, September 13, 2024 by 10:00 AM**. Bids received after that time will not be considered and will be returned unopened to the vendor.

The bid is to be submitted in a sealed envelope, marked with the bidder's name and the statement, **Licensed Before | After School Child Care Provider**.

Where prices are the same, the School Department reserves the right to award to one bidder, or to split the award.

Services must not commence without the express written consent of the North Providence School Committee or designee.

The prices quoted will be for the two (2) years with three (3) one-year options. Vendors must include all costs associated with the Scope of Service for all five (5) years.

All bid prices must be guaranteed for a minimum of forty-five (45) days from the date of the bid opening, unless otherwise stated by the vendor.

The North Providence School Department (NPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.

No proposal will be accepted if made in collusion with any other responder.

A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.

The North Providence School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

In case of error in the extension of prices quoted, the unit price will be given.

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The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.

A certificate of insurance shall be required of a successful vendor in which the North Providence School Department is named an *additional named insured* in the title holder box. The certificate shall provide that the school department will be given at least 30 days advance notice of policy cancellation.

The North Providence School Committee reserves the right to reject any or all bids, or to accept any bid.

The vendor must use the attached "Bid Submittal Form" when submitting a proposal.

PERMITS AND FEES

The service provider will pay for all permits pertaining to child care services within the State of Rhode Island.

REFERENCES

The service provider must submit at least three (3) references from school districts where the service provider has provided before and after school child care in the last three years.

BASIS FOR AWARD

The School Department shall award the contract to the lowest responsive and responsible bidder. Factors other than price will be used in determining the lowest responsive and responsible bidder. Those factors include: demonstrated experience in the type of child care services required, professional background, quality of previous work performed, experience, community relations, and expertise of the child care provider. The School Department shall also consider the following factors when awarding this contract: the lowest responsive and responsible fee for families with students attending the program, the program that will provide the best quality with high educational outcomes for students attending the program, as well as the fee that providers are willing to pay the North Providence School Department for use of their locations in the elementary buildings.

The School Committee reserves the right to reject any or all proposals, to award partial proposals, to waive irregularities in any proposal or to accept any bids or to accept that proposal deemed in the best interest of the North Providence School Department. The quality of performance of previous

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contracts or services is an important component as is the ability of the bidder to provide future expansion of services. The district reserves the right to offer additional after school programs other than those being offered by the successful bidder.

INSURANCE

The Contractor is responsible for proper insurance. The Contractor shall purchase and maintain insurance, which will protect them from claims arising out of or resulting from activities under this contract, whether those activities are performed by the vendor, by any subcontractor or by anyone

directly or indirectly employed by any one of them or by anyone whose acts may be liable.

Bidders must submit proof of coverage under the Workers' Compensation insurance system of the State of Rhode Island or other similar benefit acts.

Bidders shall submit a valid certificate of insurance naming **The Town of North Providence and the North Providence School Department** as an additional insured. All coverage shall be on an "occurrence" form with minimum acceptable coverage as follows:

Commercial General Liability:
\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
\$1,000,000 Products and Completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury
\$500,000 Business Automobile Insurance

The company providing the insurance and bonds shall be a duly authorized insurance company with a rating of or greater than "A-" as rated by the A.M. Best Co., must be listed on the Department of Treasury Circular #570, must be satisfactory to the North Providence School Department and authorized to do business in the State of Rhode Island.

If the North Providence School Department permits the Contractor to use any of the schools' equipment, tools or facilities, such use shall be gratuitous and the Contractor shall release the Schools from any responsibility arising from claims for personal injuries, including death, arising out of the use of such equipment, tool, or facilities, irrespective of the condition thereof or any negligence on the part of the North Providence School Department in permitting their use.

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CONTRACTOR RECORDS

The Contractor shall maintain records in accordance with all applicable laws.

CONDITION OF SERVICE

No claim for extra compensation shall be entertained for services performed.

LAWS AND REGULATIONS

All applicable Federal and State laws, municipal ordinances and the rules and regulations of authorities having jurisdiction over the proposed work shall apply to the contract throughout, and they will be deemed included in the contract the same as though herein written out in full.

QUALIFICATIONS OF BIDDERS AND SUB-BIDDERS

The North Providence School Department may make such investigations as deemed necessary to determine the ability of the bidder and all sub-bidders to perform the services. The bidder or sub bidder shall furnish to the North Providence Schools information and data for this purpose as the North Providence School Department may request. The North Providence Schools reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder or sub-bidders, fails to satisfy the School Department that the service provider(s) is/are properly qualified to carry out the obligations of the contract and to complete the work.

DISCREPANCIES, OMISSIONS, AND/OR QUESTIONS

Before submitting a proposal, bidders shall carefully examine the specifications and further inform themselves as to all existing conditions concerning the solicitation. Should a bidder find any discrepancies in or omissions from the specifications or have any doubt as to their meaning, the bidder shall notify the North Providence School Department, in writing, via email (Financedirector@NPSD.k12.ri.us). Questions will not be answered verbally and all questions and answers/clarifications will be provided to all bidders of record.

SCHEDULE

Request for Proposals Issued	Friday, August 30, 2024 at 10:00 am
Proposal Due Date and Opening	Friday, September 13, 2024 at 10:00 am
School Committee Meeting for potential contract award	Wednesday, September 25, 2024

Scope of Services

The **Before /After School Child Care Provider Enrichment Program** shall be all inclusive, i.e. no extra fees or costs to program participants, and will serve multiple purposes. By partnering with the North Providence schools, the program will have a direct impact that will:

1. Provide child care.
2. Provide a curriculum for North Providence students before school and after school. (See School Schedule Attached for Hours of Operation)
P r o s p e c t i v e bidders must provide a template detailing a typical program day for students participating in the program.
3. Provide an academic focus with time to complete homework, read and receive tutoring. This requirement must be clearly shown in the template required in number two above.
4. Is developed and implemented using developmentally appropriate activities. Please provide a narrative of how this requirement will be implemented if not clearly shown in the template in number one above.
5. Provide a fun and safe place for students before and after school hours.
6. Provide positive interactions with caring adult role models. Please provide a resume for the program director.
7. Encourage and develop life skills, respect for others and positive social interactions.
8. Support an interactive learning environment in the school.
9. Increase health, wellness and fitness for youth. Please provide a narrative of how this requirement will be implemented if not clearly shown in the template in number one above.
10. Provide enrichment programs.
11. The program activities must be planned on a monthly basis in conjunction with the building administrator and must include a variety of topics that incorporate arts and humanities, character development, health and fitness, homework support, literacy, science and math, service learning and social competence, and conflict resolution. Copies of the monthly program, including any subsequent changes must be kept on file in the building administrator's office and the site director's office for the entire school year. The curriculum must address homework assistance, enrichment, and structured recreation. The specific activities associated with the various curriculum categories must take place in one or several of the following contexts: Free choice, small group or individual activities, large group, outdoor time, and snack, each of which is balanced throughout the day or week. Quality comprehensive after school enrichment must emphasize fun activity-based learning that reinforces the knowledge and skills needed for in-school success. Staff in the program must follow the monthly program and work with students to reinforce

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what they are taught in school. Evidence of same must be kept on file in the building administrator's office and the site director's office for the entire school year.

Bidders must supply the following information for review:

1. Cover Letter

Please introduce your organization (if applicable) and explain your philosophy of school-age child care.

2. Program

Description of how specific goals and objectives will be met. Include space requirements, both indoor and outdoor, hours of operation, and procedures for enrollment, fee schedule, sliding fee schedule and staff-to-child ratios.

3. License

Describe your plan for applying for and receiving a license to operate a school age child care program from the Department of Children Youth and Families. If you are already licensed, please attach all necessary documents certifying licensure.

4. Program Involvement/Collaboration

Include how educational, social, parental and community involvement will be maintained. Also include how the child care program will collaborate with ongoing after school enrichment activities.

5. Program Budget

Provide a detailed plan for financing the program which demonstrates sufficient revenue to cover program expenses.

6. Evaluation

Provide a detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated (these should reflect your goals and objectives). List the resources, which you plan to use.

7. Appendix

Include any supportive documents such as letters of reference, credentials of personnel, sample

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schedules of program activities and evidence of
liability insurance

Site Director

A site director must be assigned to each location. Site director(s) will have a minimum of an Associate's Degree and have experience working with school age children. Please provide a current resume or curriculum vitae of the employee(s) hired to provide site director services. All staff, volunteers and guests must obtain a BCI check as well as meet all the necessary requirements of the Department of Youth, Children and Families (DCYF). Staff will also be both CPR and First Aid certified.

Hours of Operation:

The approximate hours of operation will be 7:00 AM until the start of the school day and from school dismissal until 6:00 PM.

The following Elementary Schools operate a before/after school child care program:

- Greystone Elementary School
- Maguire Elementary School
- Stephen Onley Elementary School

The School Calendar will be 36 weeks per year and include all school days as well as: school vacation weeks, snow days and teacher professional days.

The North Providence School Department will supply the following at each Elementary School site:

- Use of the multi-purpose room located within each elementary building.
- One classroom in each elementary building to be used for K students and programs associated with this age group.
- An area to support refrigeration (refrigerator unit supplied by vendor).
- Use of toilet facilities to support the program with a maximum of twenty (20) students at any one time.
- Use of facilities during vacation periods and/or non-school periods upon vendor's written request in the form of a "Facilities Request Form". All vacation periods use of buildings is subject to custodial fees and building use fees.
- Copy of fire date inspection
- Copy of radon inspection

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BID SUBMITTAL FORM
Before & After School Child Care Provider
Year 1

Before School: \$ _____
Bid amount in Numbers Bid Amount in Words

After School: \$ _____
Bid amount in Numbers Bid Amount in Words

Before/After: \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before School \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
After School \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before/After \$ _____
Bid amount in Numbers Bid Amount in Words

Vacation Weeks \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Children
Vacation Weeks \$ _____
Bid amount in Numbers Bid Amount in Words

Please describe other discounts such as memberships, scholarships, other siblings,
district employee:

Total Annual Rent Payment to North Providence Schools, 10 months:

\$ _____ Bid Amount in Words
Bid amount in Numbers

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BID SUBMITTAL FORM
Before & After School Child Care Provider
Year 2

Before School: \$ _____
Bid amount in Numbers Bid Amount in Words

After School: \$ _____
Bid amount in Numbers Bid Amount in Words

Before/After: \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before School \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
After School \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before/After \$ _____
Bid amount in Numbers Bid Amount in Words

Vacation Weeks \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Children
Vacation Weeks \$ _____
Bid amount in Numbers Bid Amount in Words

Please describe other discounts such as memberships, scholarships, other siblings,
district employee:

Total Annual Rent Payment to North Providence Schools, 10 months:

\$ _____
Bid amount in Numbers Bid Amount in Words

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BID SUBMITTAL FORM
Before & After School Child Care Provider
Year 4

Before School: \$ _____
Bid amount in Numbers Bid Amount in Words

After School: \$ _____
Bid amount in Numbers Bid Amount in Words

Before/After: \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before School \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
After School \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before/After \$ _____
Bid amount in Numbers Bid Amount in Words

Vacation Weeks \$ _____
Bid amount in Numbers Bid Amount in Words

Add'l Children
Vacation Weeks \$ _____
Bid amount in Numbers Bid Amount in Words

Please describe other discounts such as memberships, scholarships, other siblings,
district employee:

Total Annual Rent Payment to North Providence Schools, 10 months:

\$ _____
Bid amount in Numbers Bid Amount in Words

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BID SUBMITTAL FORM
Before & After School Child Care Provider
Year 5

Before School: \$ _____
 Bid amount in Numbers Bid Amount in Words

After School: \$ _____
 Bid amount in Numbers Bid Amount in Words

Before/After: \$ _____
 Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before School \$ _____
 Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
After School \$ _____
 Bid amount in Numbers Bid Amount in Words

Add'l Child(ren)
Before/After \$ _____
 Bid amount in Numbers Bid Amount in Words

Vacation Weeks \$ _____
 Bid amount in Numbers Bid Amount in Words

Add'l Children
Vacation Weeks \$ _____
 Bid amount in Numbers Bid Amount in Words

Please describe other discounts such as memberships, scholarships, other siblings,
district employee:

Total Annual Rent Payment to North Providence Schools, 10 months:

\$ _____ _____
Bid amount in Numbers Bid Amount in Words

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