REQUEST FOR PROPOSALS

Childcare Center Operator

at

Kansas City Kansas Community College

February 26, 2019

SPECIAL NOTE: This Request for Proposals (RFP) does not obligate Kansas City Kansas Community College (KCKCC) or its Board of Trustees to award a contract or complete the proposed project and KCKCC reserves the right to cancel this RFP if it is considered to be in the College’s best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding vendors must include the required information called for in this RFP. Kansas City Kansas Community College reserves the right to reject a proposal if required information is not provided or is not organized as directed.
# KCKCC

**REQUEST FOR PROPOSALS**

for

**CHILDCARE CENTER OPERATOR**

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SECTION I – REQUEST FOR PROPOSALS

Kansas City Kansas Community College requests sealed proposals from qualified Childcare Provider(s) to operate an existing childcare center located on the KCKCC main campus (7250 State Ave., Kansas City, Kansas 66112).

Proposals are to be addressed and delivered to the Kansas City Kansas Community College Business Office; Attention: Michael Beach, 7250 State Avenue Kansas City, Kansas 66112 on or before 3:00 PM CST, March 25, 2019 at which time a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting proposals. No proposals will be accepted after this time. No other public disclosure will be made until after award of the contract.

Any and all questions regarding this RFP shall ONLY be directed to:

   Mr. Michael Beach, Chief Financial Officer
   Kansas City Kansas Community College
   7250 State Avenue
   Kansas City, Kansas 66112

   mbeach@kckcc.edu
   913-288-7645

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SECTION II – PURPOSE OF THE RFP

INTENT

Kansas City Kansas Community College intends to contract with a qualified child/early care provider that can offer responsive and educational child/early care services that ensure the optimal physical, social, emotional, and intellectual development of each child enrolled in the center. Provider must demonstrate clear and measurable evidence that it has a philosophy that reflects best practices in early care and education. KCKCC seeks a provider whose service and programming:

- provide a safe, healthy and responsive environment;
- ensure the optimal physical, social, emotional and intellectual development of each child;
- assist each child in the development of positive self-worth through personal successes and positive reinforcement;
- serves as an experiential learning site for KCKCC Early Childhood Education and Development (ECED) program students;
- develop partnerships with families and the community; and
- provide representation of children and adults of different ethnicity, ages, cultures, languages, socioeconomic groups, and abilities through enrollment, hiring procedures, and programming.

Kansas City Kansas Community College reserves the right to waive minor informalities and, not withstanding anything to the contrary, reserves the right to:

- reject any and all proposals received in response to this RFP;
- select a proposal for contract negotiation other than the one with the lowest cost;
- negotiate any aspect of the proposal with any vendor;
- terminate negotiations and select the next most responsive vendor for contract negotiations;
- terminate negotiations and prepare and release a new RFP;
- terminate negotiations and take such action as deemed appropriate.
BACKGROUND INFORMATION

COLLEGE PROFILE
Established in 1923, Kansas City Kansas Community College is the third-largest community college in the state of Kansas. Offering comprehensive academic and technical education offerings as well as customized training and community education in both Wyandotte and Leavenworth counties, KCKCC serves more than 9,500 students annually in credit-based and non-credit offerings. Sixty-five percent of KCKCC’s 8,370 students in credit bearing courses are part time students, with 35% being full-time. Twelve percent of the College’s headcount is in customized and continuing education.

KCKCC’s average student age is 26 years old with approximately 20% of all students under the age of 18, 56% between the ages of 18–29, and 24% being 30 years old and older. Approximately 44% of the College’s students declare as white, 22% Hispanic, and 21% African-American. In 2017, KCKCC awarded 1,244 degrees and certificates and dispersed more than $14 million in financial aid. Kansas City Kansas Community College employs approximately 560 full-time equivalent faculty and staff.

With the primary service district being Wyandotte County, KCKCC is fortunate to be a part of a growing and economically thriving community. While being the smallest county in Kansas, Wyandotte County ranks fourth in the state in county population and job creation, and third in the state on average annual wage. Since 2013, Wyandotte County has out-paced the Kansas City Metro area in job creation by more than double and anticipates continued growth for the next 10 years exceeding the national average by 3.3%.

CHILD/EARLY CARE CENTER
The facility has been an integral part of the College as well as the community for more than 20 years. Previously, the center was operated by KCKCC and only offered and charged for drop-in services. In spring 2017, the decision was made to close the facility in adherence to the College’s commitment to fiscal responsibility. Under new leadership and operating under a new business model, to meet the needs of our community, the College desires to re-open the center with an external partner provider offering the services.

The facility is currently in the middle of more than a $100,000 remodel. It has a total square footage of 4,624 feet. Facility specifics below:

- With current configuration, the center can serve up to 72 children
- There are four existing classrooms with the possibility of a fifth depending on vendor requirements
- Classroom 1 is 20’ x 18’ (360 square feet)
- Classroom 2 is 22’ x 60’ (1,320 square feet)
- Classroom 3 is 36’ x 18’ (648 square feet)
- Classroom 4 is 42’ x 22’ (968 square feet)
- There are two child bathrooms and two adult bathrooms.
- Child bathrooms are 9.5’ x 7’ (66.5 square feet)
- Boys’ bathroom has one stall and one urinal and two sinks
- Girls’ bathroom has two stalls and two sinks
- Adult bathroom 1 is 6’ x 4.5’ (27 square feet)
- Adult bathroom 2 is 15’ x 6.5’ (97.5 square feet). Each adult bathroom has one stall and one sink
- The kitchen is 15’ x 11’ (165 square feet) and has an oven, sink, and refrigerator. The existing kitchen is not up to code for food preparation, just warming and serving
- There is an office, 6’ x 10’ (60 square feet)
- Existing facility sits on a 340’ x 150’ (51,000 square feet) lot
- There are two fenced playground areas: 102’x94’ and 78’x25’
- Grassed area south of fenced playgrounds is 117’x115’
- There are 98 parking spots
- There are three air conditioning units

Building renovations beyond those currently planned and in progress will be at the expense of the Provider and require pre-approval from KCKCC Finance Office.

The building currently has signage identifying it as a “Childcare Center.” The College is open to specific signage related to the selected provider’s business and business name. Existing signage on the building may not be altered or removed.

**EARLY CHILDHOOD EDUCATION AND DEVELOPMENT PROGRAM PROFILE**

The KCKCC Early Childhood Education and Development program offers students the opportunity to enter the early childhood profession in obtaining two certificates (Certificate A – 16CR and Certificate B – 30CR) and three associate degree plan options (AAS, AS – Child Development, AS-UEC) for those desiring to enter the field of early childhood development and education. Successful completion of Certificate A coursework meets program requirements for the Kansas Department of Health and Environment (KDHE) in a center of up to 10 children and supports the student’s application for the nationally recognized credential Child Development Associate (CDA®). Successful completion of Certificate B coursework meets program requirements for the Kansas Department of Health and Environment in a center of up to 24 children. With appropriate work experience and earning an Associate degree, students qualify under the KDHE requirements for program director of up to 100 children.

Students are required to gain hands-on experience with young children ages birth to eight in a variety of early childhood settings. Thus, students are afforded the opportunity to participate in field-based experiences through community partnerships at the coordination of the ECED program. Thus, the ECED program seeks volunteer opportunities with KDHE licensed facilities demonstrating evidence of quality through accreditation, or grant partnerships (e.g. NAEYC, Early Head Start, Head Start, Start Young, or Kansas Links to Quality Pilot program).

Beginning in Fall 2019, the ECED program will begin implementation of nature-based play activities and outdoor learning classrooms as part of the ECED curriculum. Research identifies the unequivocal benefits of extended outdoor experiences which include quality responsive
relationships (Waters & Maynard, 2010), increased sustained learning (Mainella, Agate, & Clark, 2011; Buck, Summers, Smith & Harwell, 2017), supported science inquiry (Coyle, 2010; Hedelfalk, 2015) and engaged nature-based study (Bento & Diaz, 2017; Maynard & Clement, 2013). Thus, the ECED program will be incorporating outdoor learning in the form of outdoor classrooms, community garden partnerships and horticultural therapy activities across field-based experiences.

STATEMENT OF NEED

The Kansas Department for Children and Families 2017 Childcare Supply and Demand Report identified that only 34% of childcare needs are met in Wyandotte County. It is estimated that more than 10,000 children are in need of care. Thus, Kansas City Kansas Community College seeks to reopen the Childcare Center, located on the KCKCC main campus at 7250 State Ave. This RFP is undertaken by Kansas City Kansas Community College to seek a Childcare Provider to operate and maintain the center.

In the development of the contract, the College seeks a partner who, in lieu of reduced lease costs, will offer reduced price options for children of KCKCC students and employees.

Research indicates a market range for similar commercial property in Wyandotte County between $0.60 per sq. ft. to $1.00 per sq. ft. Anticipated monthly lease value is $0.75 per sq. ft. per month or $3,465.00 per month.

Kansas City Kansas Community College shall select the provider(s) whose proposal and oral presentation, if requested, demonstrate in Kansas City Kansas Community College’s sole opinion, the clear capability to fulfill the purpose of this RFP in a cost-effective manner for the customers of the center.

ANTICIPATED SELECTION AND IMPLEMENTATION TIMELINE

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<td>February 26, 2019</td>
<td>Publish RFP</td>
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<tr>
<td>March 25, 2019</td>
<td>RFP Submission Deadline 3:00 PM CST</td>
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<tr>
<td>April 5, 2019</td>
<td>Review of Proposals Complete</td>
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<td>April 29, 2019</td>
<td>Letter of Intent, Preliminary Commitment</td>
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<tr>
<td>May 31, 2019</td>
<td>Deadline for Executing Contract</td>
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<td>July 15, 2019</td>
<td>Deadline for Open Date</td>
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SELECTION CRITERIA

The selection process will be conducted by a team of representatives selected by the College with knowledge of child/early care and Kansas City Kansas Community College’s requirements for this service. The team will evaluate all proposals submitted by the advertised deadline and make the final decision.
Evaluations of each response will include, but are not limited to:

- Review to ensure compliance with RFP requirements.
- Only compliant responses will be reviewed and scored by the selection team using the College’s defined criteria.
- Proposals will be evaluated based on the cumulative greatest breadth and depth of services provided in the desired areas, and cost to customer.

The following criteria and their identified weight will be used to evaluate responses:

25 pts. Qualifications and experience of both the Providing Agency and individual personnel anticipated to specifically work/manage the KCKCC center.

20 pts. Evidence of plan to meet childcare needs of Wyandotte County.

15 pts. Cost to customers; community, children of KCKCC students and children of KCKCC employees.

15 pts. Plan demonstrates understanding and capacity to align with Kansas City Kansas Community College ECED program curriculum.

15 pts. Work Plan, completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of elements of work listed above.

5 pts. Plan demonstrates understanding and capacity to align with College Mission, Vision and Strategic Priorities.

5 pts. Evidence of Start Young grant participation or intent to participate. In order to ensure quality improvement remains paramount to the center, preference will be given to provider(s) that are or will be a participant in the Start Young project, managed by The Family Conservancy.

Kansas City Kansas Community College reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an on-campus interview.

Provider must allow ad-hoc site visits by KCKCC personnel and make available such records as may be requested for examination by KCKCC personnel.

Provider shall have and maintain childcare licensing through the State of Kansas and comply at all times with the most current rules and regulations for operating a childcare facility in the State of Kansas.

Provider shall have and maintain appropriate insurance according to the Kansas Laws and Regulations for Licensing Preschools and Childcare Centers.
Copies of inspection certificates and any other required paperwork must be on file at the childcare facility for review by college personnel and/or inspection agencies.

Provider shall, at all times, represent itself as an independent contractor and not represent itself or its staff as KCKCC employees.

Provider shall assume legal and financial responsibility for taxes, FICA, employee fringe benefits, worker’s compensation, employee insurance, minimum wage, overtime, etc.

Provider shall ensure they maintain KCKCC’s environment and equipment in a manner conducive to the children’s health, safety, comfort and developmental needs. Further, the provider shall ensure the physical health and safety features of the environment conform to local, state and federal requirements.

Provider shall protect children against the danger of fire and smoke, injury attributable to the environment, against electrical hazards, and shall provide written notification to KCKCC within 24 hours of any investigation or citations by local, state, and federal authorities.

**TERM OF CONTRACT**

The initial term will be for three (3) years with the option of two (2) successive one (1) year renewals, for a total term not to exceed five (5) years. Selected provider will be eligible to resubmit proposal to continue service following the identified five-year period.

On an annual basis, KCKCC and the chosen Provider will meet to evaluate how each party is meeting the needs and requirements identified in this proposal.

**SECTION III – PRE-PROPOSAL SESSION / FACILITY VIEWING**

A pre-proposal session facility viewing will be held on March 8, 2019 at the Childcare facility, located at Kansas City Kansas Community College, 7250 State Ave. Kansas City, Kansas 66112. Time to be determined.

**SECTION IV – INSTRUCTIONS TO PROPOSERS**

1. Respondent must deliver proposals by 3:00 PM CST, March 25, 2019 to: Kansas City Kansas Community College Michael T. Beach, Chief Financial Officer 7250 State Ave. Kansas City, Kansas 66112

   No telephone, electronic or facsimile proposals will be considered. Proposals received after the time and date for closing will be returned to the proposer unopened.
2. Proposals must be submitted as a complete document set as follows:

   a. Six (6) hardcopies clearly marked ‘original’ in 8.5” x 11” non-binding form. No metal or plastic binding – may use binder, folder, or clip for easy removal of proposal.

   b. One (1) electronic copy on USB flash drive or CD as a PDF document that is Apple and PC readable, labeled, and not password protected. Any confidential and/or proprietary documents must be on a separate flash drive or CD and labeled appropriately.

   c. Proposer is responsible to check and play all flash drives or CDs before submitting. All photos must be compressed to small size formats.

3. Responders may withdraw proposal at any time.

4. No department or office at the College has the authority to solicit or receive official proposals other than the Chief Financial Officer, Mr. Michael Beach. All solicitation is performed under the direct supervision of the College President, Dr. Greg Mosier, approved by the KCKCC Board of Trustees and in accordance with College policies and procedures.

5. The College reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price/term changes. During the discussion period, the College will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once a contract is executed, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

6. Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the College may be requested to give an oral presentation to a selection committee.

7. The award shall be made to the proposer whose proposal is determined to be the most advantageous to the College based on the evaluation factors set forth in this Request for Proposals. Cost to customer, although a high consideration, will not be the sole determining factor.

SECTION V – SPECIFICATIONS/SCOPE OF WORK

1. GENERAL

   1.1. Kansas Department of Health and Environment Rules and Regulations: Provider shall have and maintain childcare licensing through KDHE. Provider shall comply, at all times, with the most current KDHE rules and regulations for operating
a childcare facility in the State of Kansas.

1.2. Treatment of Children: Provider shall ensure that no staff member, volunteer and/or parent at the childcare facility inflicts corporal punishment or encourages corporal punishment by others on any child enrolled in the childcare facility. Provider shall ensure that there is no foul language, no favoritism, and no emotional punishment (e.g. withdrawal of warm emotional contact and/or communication).

1.3. Site Visits: Provider must allow ad-hoc site visits by College personnel and must make available such records as may be requested for examination by College personnel.

1.4. Hybrid Innovation Objectives: It is the ECED program’s desire to partner with the Child/Early Care provider in such a way that 1) maximizes the learning of ECED students; 2) enhances the relationships and learning with young children; 3) increases resources available to the childcare center; and 4) creates a partnership model of childcare sustainability blended with field-experiences of the College’s career and technical program(s).

The following outlines hybridization of services and resources desired to meet program objectives:

1) Maximizes the learning of ECED students
   - Provide each ECED student the opportunity for observation, interaction and/or field-based experience at the center
2) Enhances the relationships and learning with young children
   - Maintain adult/child ratio to provide consistent presence of caregivers
   - Reduce interrupted learning through prepared environments
   - Ensure universal design implementation allowing access for all children
   - Demonstrate positive behavior supports for young children
3) Increased resources available with the child/early care center
   - Mentorship opportunities for lead teachers
   - Create an outdoor classroom suitable for young children
   - Adopt outdoor curriculum as part of overall curriculum
   - Provide on-going training and assistance in the facilitation of nature-based play
4) Partnership model of campus childcare sustainability blended with field experiences for career and technical programs.
   - Actively team with ECED faculty in planning and implementation to meet objectives
   - Maintain practices that support NAEYC accreditation standards
2. PROVIDER

2.1. Provider shall, at all times, represent itself as an independent contractor and shall not represent itself or its employees to be employees of the College.

2.2. Utility expenses are the responsibility of the Provider.

2.3. Provider shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage, overtime, etc.

2.4. Provider agrees to indemnify and hold harmless to the extent provided by law, the State of Kansas, the KCKCC Board of Trustees, Kansas City Kansas Community College, their officers, agents and employees from and against all loss (including attorney’s fees) and damage of any kind related to such matters.

3. PROVIDER SERVICES

Provider's services shall include but not necessarily be limited to the following:

3.1. Provider must be prepared to provide services under the contract no later than July 15, 2019.

3.2. Provider shall furnish qualified staff, services, supplies and programmatic equipment such as books, toys and art supplies necessary to furnish a childcare center.

3.3. At all times equipment and materials shall comply with the most current KDHE guidelines.

3.4. Provider shall ensure they maintain environment and equipment in a manner conducive to the children's health, safety, comfort and developmental (physical, social, emotional and cognitive) needs. Provider shall contact the College in a timely manner to obtain necessary repairs to equipment and/or facilities that are the responsibility of the College.

3.5. Provider shall ensure that the physical health and safety features of the environment conform to local, state, and federal requirements. Provider shall protect children against the danger of fire and smoke, injury attributable to the environment, against electrical hazards, and the spread of disease and infection. The provider shall provide written notification to the College immediately upon learning of any such hazard(s) and shall provide written notification to the College within twenty-four (24) hours of any investigation or citations by local, state and federal authorities.
3.6. Provider shall submit proof of compliance with all local, state and/or federal building, zoning, fire, safety, and health codes, for the current fiscal year. Copies of inspection certificates must be on file at the childcare facility for inspections by KDHE. Provider shall ensure they maintain all inspection records and have them available to the College at all times.

4. COLLEGE FURNISHED FACILITIES, PROPERTY & SERVICES

4.1. KCKCC will be responsible for maintenance and upgrades to the facility (physical structures) to include: building, utility equipment, grounds’ supplies and services, pest extermination services and maintenance necessitated, in College’s sole discretion, by normal wear and tear.

4.2. Kitchen and Laundry Appliances – KCKCC provides microwave oven, refrigerator, electric range with commercial hood, dishwasher, washer and dryer. Provider will be responsible for maintenance and replacement of said items after the first 90 days of occupancy.

4.3. KCKCC provides building security system.

4.4. KCKCC provides telephone lines that connect directly to KCKCC system. Costs associated with landline services will be passed to provider.

End of Document.

Appendices to Follow
KCKCC'S CENTENNIAL PATH
REMEMBERING OUR PAST ▶ CREATING OUR FUTURE

INSTITUTIONAL DESCRIPTION ▶

Kansas City Kansas Community College (KCKCC) is a public, two-year, urban, open-door comprehensive community college with locations in Wyandotte and Leavenworth counties. Existing to stimulate student and community success, KCKCC is committed to operate with the utmost integrity to ensure high-quality, equitable and affordable educational opportunities that meet the needs of our diverse stakeholders.

MISSION ▶

Inspire individuals and enrich our community one student at a time

VISION ▶

Be a national leader in academic excellence and partner of choice in the communities we serve

STRATEGIC PRIORITIES ▶

Student Success ▶ Provide services and resources that empower students to achieve their goals.

Quality Programs and Services ▶ Offer relevant and innovative educational programs and services that meet the needs of our students and community.

Employee Engagement ▶ Foster an institutional culture that promotes diversity and inclusion, a commitment to KCKCC and employee success.

Community Engagement ▶ Cultivate and strengthen mutually beneficial relationships with community stakeholders.

Institutional Excellence ▶ Advance KCKCC to its next level of excellence through strategic use of institutional resources.

December 18, 2018
Appendix B: Satellite View of Center and Grounds
Appendix C: Childcare Facility Interior Layout

Childcare Center

[Diagram of a childcare facility's interior layout with labels for different sections such as Entry, Lobby, Office, JAN, TL.]
Appendix D: Campus Arial View – Childcare Center Location