



## **Radcliffe Creek School Request for Proposals**

Radcliffe Creek School, Inc. seeks proposals from qualified organizations, businesses, or entities to provide private, licensed child care services within their facility at 201 Talbot Boulevard, Chestertown, Maryland 21620.

The 5,370 square foot space includes five classrooms, an office, a foyer, a conference room, a warming kitchen, a storage closet, playground areas, onsite parking, and access to children, and an adult bathroom. Existing furniture and equipment will convey. The provider will be required to pay monthly rent at a rate of no less than \$2900 inclusive of electricity costs and any additional rent as specified in the Lease Agreement. Annual rent for any renewal terms shall be increased at each anniversary by two percent (2%) over the previous year's annual rent.

Proposals for the above site must be received by 3:00 p.m. on March 13, 2021, via mail or emailed to Meg Bamford at [info@radcliffecreekschool.org](mailto:info@radcliffecreekschool.org).

The successful provider will enter into an agreement with Radcliffe Creek School, Inc. to provide childcare services with the initial term of three (3) years. We look forward to your participation.

### **INTENT**

Through this Request for Proposals, Radcliffe Creek School is seeking a professional and knowledgeable firm, agency, organization, company, corporation, or entity to serve as a provider of high-quality, child care ("provider") in their school facility beginning in 2021-22 school year.

All proposals received will be reviewed and rated by a selection team identified by RCS consisting of staff, parents, board members, community members, and school administration.

Following the issuance of a Notice of Intent to Award, the provider will enter into a Lease Agreement with RCS for use of the space.

Providers will demonstrate their ability to conduct operations within the space and make rent payments throughout the term of the Lease Agreement. Lease approval will be contingent on authorization by the RCS Board.

### **QUALIFICATIONS**

The selected provider must demonstrate the experience and financial ability to operate a successful and high-quality child care program within the space provided ("Leased Premises.")

The selected provider must demonstrate an understanding of the specific needs of the school community and provide the staff and resources required to operate a high-quality child care

program, consistent with the framework set forth by Maryland State Department of Education Department of Early Childhood.

In determining the qualifications of a provider, RCS will consider the provider's financial record and performance of any prior contracts and leases and regulatory agencies.

RCS may conduct any necessary investigation to determine the ability of the provider to perform the requirements of the Lease Agreement, and the provider shall furnish to RCS all such information and data requested, such as information about its reputation, past performance, business, and financial capability and other factors that demonstrate that the provider is capable of satisfying the requirements of the Lease Agreement. RCS reserves the right to reject any proposal if the evidence submitted by the provider or investigation of such provider fails to satisfy RCS that such provider is properly qualified to carry out the obligations of the Lease Agreement and to complete all requirements contemplated therein. In addition, RCS reserves the right to make on-site visits of providers who currently operate childcare programs, during normal business hours, to determine ability, capacity, reliability, financial stability, and other factors necessary to perform the proposed program in the Leased Premises.

All providers submitting a proposal shall include evidence that they maintain a permanent place of business and are in good standing with the State of Maryland. The selected provider must also obtain the required licenses from the Maryland State Department of Education, Division of Early Childhood Development, Office of Child Care, prior to commencing operations within the school. Copies of any other appropriate licenses necessary to perform this work shall be submitted with each proposal.

### **SCOPE OF SERVICES**

The initial term of the Lease Agreement will be three (3) years, and provided the provider is in good standing, not currently in default of the Lease Agreement, and has not had rent arrearages in the previous six (6) months, and the Leased Premises are not needed for RCS educational purposes, RCS may grant the provider additional renewal terms of twelve (12) months each in accordance with the terms and conditions of the Lease Agreement, and consistent with Board Policy.

As a term and condition of the Lease Agreement, the provider shall agree to:

- Give priority enrollment to current families and siblings.
- Give priority to RCS staff children.
- Interview current child care staff who are interested in continuing with the new provider.
- Maintain a safe and healthy environment and abide by COVID19 requirements consistent with the RCS policies.

### **DEVIATIONS**

RCS expects to enter into a Lease Agreement with the provider selected that has terms and conditions as stated in the template included with this RFP as Attachment C, except and unless modified by RCS in its sole discretion. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the Lease Agreement template. Lacking any response to the contrary, RCS will infer that the provider

agrees to the specifications of this RFP and each term and condition of the Lease Agreement template. In particular, the insurance provisions set forth in Article 16 of the Lease Agreement are non-negotiable.

### **MANDATORY SUBMISSIONS**

Each provider must provide the following information. All responses must be in the same order as outlined below.

#### **Providers Information and Qualifications**

1. Provide the provider's organizational name, primary contact name, mailing address, phone and fax numbers, email, and web address.
2. Provide a statement as to the provider's organizational experience in child care or a related field.
3. If the provider currently operates other licensed child care programs, provide a list with the name of the program(s), address(es), hours of operation, ages of children served, number of children served, director's name, and the name and phone number of the building manager(s).
4. List contact information for at least three (3) references. Two (2) references shall be professional references from parent-clients. The third reference shall be a financial reference addressing the financial stability of the provider. All references shall include the name/company, contact person, address, and phone number.

#### **Program Implementation and Services**

1. Describe the provider's proposed use of space during the time period of the Lease Agreement. Provide the dates, months, and hours of program operation including half-day, holiday, winter, spring break, summer, and inclement weather. Include the provider's guidelines for emergency and weather-related closings, including the procedure for parent notification.
2. Provide a detailed explanation regarding the provider's ability to begin child care services in the Fall of 2021.

### **SITE VISITATION**

Prospective applicants may view the available space on the following days and times:

- Saturday, February 20 from 10 a.m. - 12 p.m.
- Saturday, February 27 from 10 a.m. - 12 p.m.
- Sunday, February 28 from 10 a.m. - 12 p.m.
- Saturday, March 6 from 10 a.m. - 12 p.m.

Please call 410-778-8150 to make an appointment.

### **QUESTIONS REGARDING SPACE AND CURRENT PROGRAM**

All questions regarding the above-mentioned RFP need to be directed to the Head of School, Meghan Bamford **in writing**. Email questions to [info@radcliffecreekschool.org](mailto:info@radcliffecreekschool.org).

All questions will be collected and answered on the RFP page on the Radcliffe Creek School website to ensure a fair process.

