

**The Goodwill Excel Center, Public Charter School**  
**Request for Proposals – Child Care Services**  
**May 7, 2021**

**I. Background**

The Goodwill Excel Center, Public Charter School (GEC) operates an adult public charter school at 1776 G Street, NW, Washington D.C., 20006, and will be opening a second location in Washington D.C. in May, 2022. Students at both campuses will have access to an on-site child care center for their children during the times that the adult students are in the building. GEC is seeking proposals from qualified bidders to prepare the on-site child care center at the second location for opening, and to operate both centers.

The child care centers will be open during all hours that the school is open (8 a.m. to 5 p.m.) Monday through Friday excluding holidays. There will also be approximately 40 additional days during the year when there will be no classes and child care services will not be provided. Children are expected to be in the child care center four to six hours on any given day. A parent will be required to be in the building at all times that their child is in the center. Food for children in the center will be provided by their child care provider.

Each child care center will be approximately 1,500 square feet and is expected to consist of three child care rooms plus an office and a children’s bathroom. Current plans are for the child care center to have a maximum of 25-30 children in the center at any given time, but the total number served on any given day could be higher given that children will not be in the center the entire time it is open.

The initial term of the contract will be through June, 2022 and will consist of work to prepare the child care center at the second campus for opening and to operate the centers at both campuses for the first school year (2021-2022). After the initial term, the contract will be renewable for four successive one-year terms.

**II. Scope of Work**

The scope of work consists of two separate components that will be awarded to the same bidder:

(1) Preparing the child care center for opening (from effective date of contract in 2021 through May, 2022), which will include:

(a) Space Design

- i. Bidder will work with GEC’s design team ensuring the space meets the requirement related to certificate of occupancy and licensing
- ii. Bidder will meet with licensing agencies, design team to review plans at appropriate milestones
- iii. Bidder will make recommendations for IT, lighting, flooring, materials, furniture, toys, colors, zone cooling, heating, and security

- (b) Certificate of Occupancy
  - i. Coordination with GEC architect and project manager re: blueprints and District of Columbia agency approval
  - ii. Coordination with D.C. agencies regarding zoning, fire marshal, building codes
  - iii. Lead the process of obtaining the Certificate of Occupancy for the child care center
  
- (c) Obtain Child Care License
  - i. Bidder will work with appropriate agencies to ensure proper documentation is submitted to secure needed license
  - ii. Bidder will create policies and manuals required to fulfill District of Columbia requirements
  - iii. Bidder will work with architect to develop evacuation and emergency procedures
  - iv. Bidder will obtain child care license in its own name
  - v. Bidder will recommend staffing requirements, staffing ratios and programming activities
  - vi. Bidder will recommend required furniture, fixtures and equipment and set-up related to licensing requirements

(2) Operating the child care center, which will include:

- (a) Maintaining the licenses for the centers
- (b) Hiring staff and completing background checks (staff will be employees of bidder); staff must be subject to random drug and alcohol testing in accordance with DC law
- (c) Providing staff training prior to opening and also annually to meet the licensing requirements
- (d) Managing the enrollment and scheduling process for children of the center and a wait list if the demand exceeds the slots available
- (e) Maintaining the day-to-day operations of the center
- (f) Implementing a research based, developmentally appropriate curriculum designed to support children's healthy development, including social, emotional, physical and academic development
- (g) Provide any consumables, food, and replacement furniture and toys at bidder's cost
- (h) Regular monitoring and evaluation of site, program and staff
- (i) Work cooperatively with the School Director, including providing periodic program reports
- (j) Appropriate insurance

### **III. RFP Response Outline**

Responses to the RFP should consist of five parts:

- (1) *Organization and key individual profile*

- (a) General information on the responding organization
- (b) A short statement of the history and current business operations of bidder
- (c) Three years of financial statements
- (d) Relevant background information about the key personnel including resumes, job descriptions, and relevant certifications of each member of the project team

(2) *Narrative proposal to perform scope of work*

(3) *Financial Proposal*

The financial proposal should consist of four parts:

- (a) A detailed budget and firm fixed price for Section (1) of the Scope of Work, preparing the child care center for opening;
- (b) A detailed budget and firm fixed price for Section (2) of the Scope of Work, operating the child care center, for the first year (July, 2021 through June, 2022) assuming the maximum number of children identified in this RFP and taking into account that the second location will not open until May, 2022;
- (c) A detailed budget and firm fixed price for Section (2) of the Scope of Work, operating the child care center, for the second year (July, 2022 through June, 2023) assuming the maximum number of children identified in this RFP, and
- (d) The rate by which the firm fixed price for Section (2) of the Scope of Work would be increased during each of three years after the initial two years.

(4) *References*

- (a) Reference letters from three organizations demonstrating the experience of bidder in preparing an onsite child care center for opening and operating a child care center; and
- (b) Three parent reference letters.

(5) *Any exclusions, qualifications or exceptions to the scope of work.*

(6) *Responding organization's standard contract/terms and conditions (if any).*

#### **IV. Submission Deadline and Method**

Responses to this RFP must be received on or before 5:00 PM, May 21, 2021. **Responses must be submitted by email to [josh.wallish@dgoodwill.org](mailto:josh.wallish@dgoodwill.org).** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not responsible for any cost incurred in responding to this RFP.

#### **V. Questions**

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at [josh.wallish@dgoodwill.org](mailto:josh.wallish@dgoodwill.org).

## **VI. Selection Criteria**

The organization selected will represent the best value for GEC, combining price, qualifications and proposed scope of work. GEC may ask one or more bidders to provide an in person presentation and/or to provide their best and final offer.