

**The Goodwill Excel Center, Public Charter School**  
**Request for Proposals – Child Care Services**  
**March 13, 2026**

**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, with an on-site child care center. Students have access to the 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 operate the child care center.

The child care center is open during all hours that the school is open 8:30 a.m. to 4:30 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 the child care center provider.

The child care center is approximately 1,500 square feet and consists of three child care rooms plus an office and a children's bathroom. The child care center has 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 due to their parent's course schedule for each academic term.

The initial term of the contract will be July 1, 2026 through June 30, 2027 and will consist of operating the center for the 2026-2027 school year. 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 operating the child care center, which will include:

- (1) Maintaining the license for the center.
- (2) 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.
- (3) Providing staff training prior to opening and also annually to meet the licensing requirements.
- (4) Managing the enrollment and scheduling process for children of the center and a wait list if the demand exceeds the slots available.
- (5) Maintaining the day-to-day operations of the center.
- (6) Implementing a research based, developmentally appropriate curriculum designed to support children's healthy development, including social, emotional, physical and academic development.
- (7) Provide any consumables, food, and replacement furniture and toys at bidder's cost.
- (8) Regular monitoring and evaluation of site, program and staff.

- (9) Work cooperatively with the School Director, including providing periodic program reports.
- (10) Maintain 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 the Scope of Work, operating the child care center, for the first year (July, 2026 through June, 2027) assuming the maximum number of children identified in this RFP;
  - (b) A detailed budget and firm fixed price for the Scope of Work, operating the child care center, for the second year (July, 2028 through June, 2029) assuming the maximum number of children identified in this RFP, and
  - (c) The rate by which the firm fixed price for 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 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, March 27, 2026. **Responses must be submitted by email to [kristen.strain@dcgoodwill.org](mailto:kristen.strain@dcgoodwill.org).** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Kristen Strain (202-719-1226). 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 Kristen Strain, at [kristen.strain@dcgoodwill.org](mailto:kristen.strain@dcgoodwill.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.