

ANNOUNCEMENT FOR CHILD CARE PROVIDER

BRUCETON KIDS, INC ROOM TO GROW CHILD DEVELOPMENT CENTER

BACKGROUND

The Bruceton Kids, Inc., a private, not-for-profit corporation, herein referred to as the “Board,” is seeking a professional licensed entity with at least three years experience in providing child care services for operation of an on-site childcare facility (Additional specific requirements can be found herein). The day care facility is located at 1521 Wallace Road; South Park Township, PA 15129 (NOT a US Postal Service registered address); on the campus of the Federally Owned and Operated Bruceton Research Center (former US Bureau of Mines). The postal address is 626 Cochrans Mill Road, Building 925, P.O. Box 10940, Pittsburgh, PA 15236. The U.S. Department of Energy’s National Energy Technology Laboratory (NETL) owns the childcare facility, and operation of the Center is subject to requirements of the NETL-Bruceton Kids, Inc. Memorandum of Agreement (MOA). The Board is seeking a provider to work collaboratively with us to re-start the daycare operations, and rebuild the operation to capacity level of ~100 children. It is the intent of the Board to provide a quality childcare facility as an employee benefit to the Bruceton Research Center (BRC) staff; consisting of Federal and contract employees of the DOE National Energy Technology Lab (NETL), , the Centers for Disease Control and Prevention (CDC), the National Institute of Occupational Safety and Health (NIOSH), and the Mine Safety and Health Administration (MSHA); in addition to providing quality and local market rate child care services to the general community.

The childcare facility is operated under the authority of Title 40, U.S. Code, Section 590 (formerly 490b). This authority identifies the need for quality childcare services at the federal workplace. Pursuant to the MOA, Federal employees will receive initial enrollment priority placement for all available childcare spaces, with remaining enrollment opened to non-federal personnel as defined in the contract and special conditions to the licensing agreement between the Board and the Provider. Remaining enrollment is open to the general public. The Center operator will exercise due diligence to attain compliance with the GSA guideline that child care services are provided to children of whom at least 50 percent have one parent or guardian employed by the Federal Government.

A Provider will be competitively selected to re-open and operate the childcare facility, consistent with the requirements of this announcement. The selected Provider will be required to: (1) enter into a contract with the Board, based on the terms and conditions of this announcement; and (2) sign a licensing agreement with accompanying mandatory special conditions with the Board for use of the space.

The classroom sizes and maximum capacity can be found under the Description of Childcare Facility below.

DESCRIPTION OF CHILDCARE FACILITY

The childcare facility occupies 8,600 ft² of space. The facility also includes an adjoining 8,500 ft² playground (75 ft² per child), and a 16,050 ft² parking area and driveway with additional fenced in playground area behind parking area and includes safe access to a ball field and picnic pavilion located below the facility. The entire facility is bounded by a security fence, and including a road setback, occupies 51,800 ft². A site plan, building diagram, and photos of the center are available on the Board’s website at www.netl.doe.gov/about/education/bruceton-kids

The facility houses five (5) classrooms (including a nursery), as well as a separate multipurpose area to include a large motor skill area. The multipurpose area has also been used for the before/after school program. The center most recently was PA state licensed for a capacity of 120 children.

The ages of the children registered to use the facility start at six (6) weeks and run through twelve (12) years of age. The square footage and maximum occupancy per development category of children, for each of the classrooms are as follows:

Infants (688 ft²), Young Toddlers (720 ft²), Older Toddlers (640 ft²), Young Pre-School (660 ft²), Older Pre-School (660 ft²), (before and after) School Age (2,025 ft²).

	Pennsylvania Dept. of Human Services approximate max. for similar age level groups
Infants	8
Young Toddler	10
Older Toddler	12
Young Pre School	17
Older Pre School	17
School Age	30

The center includes a residential-style kitchen area for food warming and cleanup including a commercial dishwasher, residential stove with oven, two residential microwaves, two residential refrigerators, and adequate storage space. The cost of snacks and meals shall be included in the tuition fees. Past operators have purchased some of the cooked meals from the local cafeteria contractor, but other arrangements for food service are an option, consistent with the capabilities of the prospective provider. The Center also includes two commercial clothes washing machines and two commercial clothes dryers adjacent to the kitchen area.

CHILDCARE FACILITY AND EQUIPMENT

During the duration of the contract, the Provider will have use of the following at no cost:

- Childcare facility as described above,
- Fenced playground(s) with fixed equipment,
- Free-standing storage sheds (3) and storage lockers in rear of building adjacent to playground,
- Utilities (water, electric, gas, phone),
- Telephone system,
- Computer system (computers for staff/students with one staff computer hardwired into agency LAN),
- Copy machine,
- Fax machine,
- Janitorial service (“hard cleaning” such as vacuuming, trash collection and cleaning of restrooms),
- Necessary Carpet cleaning,
- General building and playground maintenance such as painting, repairs, etc.,
- Basic furnishings, equipment, and kitchen / laundry appliances (including but not limited to: cribs, strollers, age appropriate room furniture),
- Security system (card key gates, security cameras, alarm systems)

The facility will be equipped in accordance with the special conditions of the licensing agreement. The federal government shall be responsible for maintenance and repair of all government-owned and acquired equipment. All government-owned and acquired equipment shall remain the property of the federal government. All other supplies, equipment and center operating costs will be the responsibility of the Provider.

The provider will submit an annual facilities budget proposal to the Board forecasting the needs of the Center, so as to identify all expense items necessary to: (1) maintain existing certifications; (2) accommodate any new requirements, planned initiatives, and/or ongoing projects with their associated costs; and (3) cover any anticipated, prescribed training and travel costs for the Director of the center and/or other assigned staff, as required.

BOARD-PROVIDER RELATIONSHIP

The Provider will be responsible for all aspects of the management and operation of the center as defined in the Board contract and special conditions to the licensing agreement.

The Provider understands and agrees that the services to be provided under this agreement by the Provider are non-personal services. The parties recognize that no employer-employee relationship exists or will exist under this agreement. For the purpose of this agreement, the Provider's employees shall not be subject to the supervision of Board members or federal officers or employees while engaged in the performance of their duties.

The Board and Provider will meet on a regular basis, typically not more than quarterly. The Board President or designee will be the Provider's point-of-contact for special situations and emergencies.

BOARD RESPONSIBILITIES

The Board will enter into a contract with the Provider, specifying the agreements made by both parties. Board responsibilities include:

- Provide a forum for business or other communication, as either party desires.
- Act as liaison with the federal community, keeping the federal community apprised of major developments at the center.
- Annually, upon receipt of an annual budget from the Provider, review any tuition rate changes.
- Provide a general oversight of the center through the administration of its scheduled Board meetings with the Provider and annual health review and periodic safety inspections by NETL. Additionally, the Board will receive reports from the Provider as specified in the contract and special conditions to the licensing agreement.
- As necessary, monitor the provider's compliance with the terms and conditions set forth within the negotiated contract.
- Participate in negotiations for renewal of the contract, as applicable.

PROVIDER RESPONSIBILITIES

The Provider shall:

- Perform all tasks necessary for the operation of a quality childcare and development facility consistent with this announcement and meeting or surpassing the requirements of local and/or state licensing regulations.
- Demonstrate an established history of accreditation by PA keystone Stars and/or other recognized child development accreditation bodies; or a willingness to pursue such accreditation(s) in the future.
- Demonstrate an ability to satisfy flexible staffing requirements, i.e., must have an adequate plan for provision of substitute personnel as needed to assure continuous, uninterrupted provision of child care services on an ongoing basis, in compliance with PA Dept. of Public Welfare center license ratio requirements..
- Maintain and operate the child care program from 6:45 a.m. to 6:15 p.m., or a schedule negotiated with the Board; Monday through Friday, with the exception of ten (10) federal holidays, or otherwise negotiated with the Board; with some flexibility to accommodate families needing care, as negotiated with the Board. Establish all operating policies including childcare staff and parent policies.
- Collect, in a timely manner all tuition and fees and other monies necessary for the financial operation of the program.
- Administer the enrollment policy which consists of the following Priority Rights of Enrollment: 1. Children of NETL federal employees; 2. Children of federal employees of other sponsoring agencies; 3. Children of NETL contractor employees; 4. Children of contractor employees of other sponsoring federal agencies; 5. Children of employees of the Provider, employed at the center; and 6. Children of the general public.
- Provide the Board with a monthly budget to actual, including an income statement of revenue and expenses both by program and on an overall basis.
- Provide the Board with a monthly tally of students by development group program (Infant, Toddlers, etc.), and within each group, by parent employee type (NETL Fed, NETL Contractor, NIOSH Fed, NIOSH Contractor, other Fed Agencies, and Community). This information will also be reported for the standing waiting lists maintained for all development groups.
- Be responsible for staff recruitment and staff training.
- Publicize and market the center as appropriate to the sponsoring federal agencies as well as to the general public, in conjunction with Board assistance.
- Create and maintain promotional materials for the center, including, but not limited to a website.
- Create and maintain a parents' handbook, and proprietary staff handbook.
- Schedule and publicize, on at least a quarterly basis, parent informational meetings.

SPECIAL REQUIREMENTS

- The childcare center shall be self-sustaining. This means that the Provider shall be compensated for services (including funds required to operate the center) exclusively through the collection of tuition and fees charged to the users, as well as grants and other subsidies.
- The Provider will not receive funds from the sponsoring agencies, the Board, or from fundraising efforts, to pay for direct operating costs of the center. The Provider will be required to maintain adequate working capital as necessary to cover direct operating costs such as salaries, benefits, liability insurance for the child care operation and for the Board, food service, development program toys, supplies and materials, etc. required for the operations of the childcare center.
- The agreement between the Board and the Provider is not affected by oral agreements. The selection process will result in a contract between the Provider and the Board. The selected Provider will be granted a conditional real property license to operate a child care facility on the real property described in that license, subject to specified conditions.
- The Board (both collectively and on an individual member basis) and NETL shall be insured through a rider to the Provider's liability insurance policy. The Provider shall obtain and maintain comprehensive liability insurance. The amount of the liability insurance policy shall be (as a minimum) \$1 million general liability with a minimum of \$3 million General Aggregate per center and per occurrence. NETL

shall be named as a third party additional insured. In addition, the Provider shall obtain coverage for claims arising out of allegations of sexual abuse or molestation. An accident insurance policy will be maintained on all students. The Provider shall enter into an agreement representing that the Provider will defend, indemnify and hold harmless the Board and the federal government, their respective agents, servants, officers and employees from any and all claims, debts, demands, causes of action, obligations or judgments which may be made against the Board or the federal government, their respective agents, servants, officers and employees arising out of the provision of child care services at the Center, the conduct of the Provider's business at the Center or its use of the Center premises, including, but not limited to, any act, omission or negligence of the Provider.

Our vision is to partner with a contracted Provider organization that will re-open and improve the Center while meeting the following goals:

- Provide a safe, loving, and stimulating environment for children to develop and grow.
- Provide a learning environment that encourages emotional, social, physical, and intellectual development of the child.
- Encourage the development of a positive self image for each child.
- Encourage the development of language, creativity, and an appreciation of the arts and cultural and ethnic diversity.
- Encourage social development through positive interactions with other children and adults.
- Encourage the formation of a cooperative relationship with parents, so that the needs of the whole child are met.

PERIOD OF PERFORMANCE

The period of performance is anticipated to be for three (3) years, and the Board will have the option to renew for one or more successive 3 year terms, subject to negotiation. The Board will conduct a review of the Provider's performance on a monthly basis for the first 6 months, and less frequently as appropriate, based on the conditions of operation. Subsequent evaluation time periods will be negotiated between the Board and provider.

PROPOSAL FORMAT

To aid in evaluation, proposals must be clearly and concisely written, as well as being neat, indexed (cross-indexed as appropriate) and logically assembled. All pages of each Volume described below must be appropriately numbered and identified with the name of the proposer and the date submitted.

Electronic Proposals are preferred and must be submitted to: Bruceton.Kids-board@netl.doe.gov by no later than COB on March 27, 2015. Within 5 business days of receiving this announcement, an e-mail notification of intent to propose would be appreciated. If sending by mail, please send 5 (five) copies of your proposal to:

Bruceton Kids, Inc. c/o
NETL
626 Cochran Mill Road
P.O. Box 10940
M/S: 58-346
Pittsburgh, PA 15236-0940
Attention: Don Martello

Proposals must be marked with the following information:

- (1) Point of Contact
- (2) Address of Proposer
- (3) Date of Proposal
- (4) Phone number, fax number and E-mail address
- (5) Signature by authorized representative of submitter

Proposals must be written and submitted in two separate Volumes:
Volume 1. Technical Proposal; Volume 2. Cost Proposal.

PROPOSAL EVALUATION

The Board will evaluate **Technical and Cost** information based on the following evaluation criteria: quality childcare programming/staff to child ratios, sound financial plans/capability, administrator's prior childcare knowledge, experience and capabilities **in regard to the requirements described herein**, and childcare philosophy/vision. Each proposal should demonstrate that the Provider understands the requirements and should discuss their ability to meet the requirements in a clear, concise, and logical manner. **Failure to respond or follow the instructions regarding the organization and content of the proposal may result in the proposal being deemed unacceptable for consideration.**

QUESTIONS/AMENDMENTS TO ANNOUNCEMENT

All requests for explanation or interpretation of any part of the announcement must be submitted by E-mail to Bruceton.Kids-board@netl.doe.gov

Answers to questions will be published on the Board's [website](#). All respondents are encouraged to periodically check the above website to review any answers provided to questions presented, and the status of any amendments to the announcement.

TECHNICAL PROPOSAL

The Technical Proposal must not contain any references to or discussion of cost. The technical proposal must include:

1. A statement of philosophy and mission, in no more than one page, including what the Provider considers to be the three most important goals of a quality childcare, development and educational program;
2. The overall curriculum philosophy and approach, in no more than five pages. If a particular curriculum model is subscribed to, name it. (i.e. affective and cognitive curriculum);
3. A discussion of the programs provided, including school- age or summer activities;
4. Staffing patterns, with accompanying staff qualifications. For example, if a head teacher and assistant are assigned a particular classroom, list the types of credentials and/or experience each should have). Staffing patterns should reflect all parts of the day;
5. A detailed plan discussing the reopening of the center, including a tentative schedule, minimum student population for opening, plans for increasing the student population, and staffing plans;
6. A sample schedule of daily activities and special activities;

7. Schedules (Plans) for obtaining local and/or state Licenses (required prior to award of contract) and obtaining/maintaining PA Stars or other recognized childcare accreditation;
8. Proposed food service provider;
9. Copy of the parent handbook;
10. Copy of the staff handbook;
11. Five references (names, affiliations, accreditations of existing centers and telephone numbers) with firsthand knowledge of the Provider's ability to successfully perform the requirements of this request;
12. Typical ratios of staff to children; and
13. Any additional proposed services (i.e. transportation, drop-off policy, etc.)

COST PROPOSAL

You may use the budget format here: [\[sample excel spreadsheet\]](#) or a similar spreadsheet to identify cost and projected income for the first year and projected second and third year of contract. (The sample budget contains numbers in order not to damage the embedded formulas. They are not indicative of any actual budget.)

1. Identify the cost-per-week (or rate structure) for each category of user. Identify any anticipated additional out-of-pocket costs to registrants besides tuition. Specify the services to be included in the tuition (e.g., food, special classes). Specify the number of hours of care per day the tuition fee reflects. Indicate, if appropriate, what charges will be for additional hours. The Board prefers tuition to be all inclusive with the exception of diapers/diapering supplies (wipes, creams, etc.). Also include rates for summer programs.
2. Identify salary costs and employee benefits (i.e., leave, holidays, medical insurance, retirement, etc.)
3. Include administrative costs, insurance, food costs, marketing expenses, and any other expenses predicted for the operation of the center.
4. Besides tuition income, identify any other sources of income predicted as revenue (food subsidies, etc.). The cost proposal should be developed within the parameters of all income anticipated from the operation of the childcare center.
5. Provide a statement of financial capabilities along with a copy of your most recent financial statements. The proposal should demonstrate the ability to provide income statements, including, but not limited to revenues and expenses, reflecting the entire facility and the individual program level.
6. Provide evidence of financial stability.
7. Provide an estimated three-year operating budget for the center's operations.