

LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS (RFQ)
CHILD CARE MANAGEMENT SERVICES

Issued: 7-Nov-13

RFQ ID #: 311-13-1

1. INTRODUCTION:

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna ("COUNTY") for a professional child care entity to provide child care management services.

Submission Deadline:

Respondents must submit their written submission by **1:00 p.m.** prevailing time on November 27, 2013

Contact Person: Maria Elkins

Email: elkinsm@lackawannacounty.org

Submissions received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the submission of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all submissions.

The Board reserves the opportunity to modify this Request for Qualifications at its own discretion and without prior notice, and to waive any immaterial defect or informality in any submission as may be permitted by law.

2. PURPOSE:

The purpose of this Request for Qualification is to solicit interest from qualified firms who can provide child care management services for the County of Lackawanna's child care program located at the Lackawanna County Convention and Visitor's Bureau, 99 Glenmaura National Boulevard, Moosic, PA 18507.

3. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

Four (4) copies of the Submission must be provided. Submissions must be addressed to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm submitting and the RFQ number clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.

4. QUESTIONS:

Questions can be submitted via email to elkinsm@lackawannacounty.org

Questions will be answered by the appropriate individuals and answered within 3 business days via

* email with a return reply acknowledging receipt of the email request.

All questions pertaining to this RFQ must be submitted on or before:

11/20/2013 2:00PM

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5. CRITERIA FOR EVALUTION OF SUBMISSION:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- * The Respondent's demonstrated experience and reputation in the field.
- * Knowledge of the subject matter of the services to be provided to the County.
- * Knowledge of the County, its affairs and operations.
- * Availability to accommodate any required meetings of Lackawanna County.
- * Other factors to be in the best interest of the County.

6. SUBMISSION:

Each submission must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Submissions must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the submission constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the submission due date.

1. Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. Personnel – All submissions to the County must include the following:
 - * Name, address, and brief description of your firm;
 - * The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services;
 - * A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
 - * A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.

7. CONFLICT OF INTEREST:

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

8. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS

All communications during this process should be directed to the appropriate contact listed in this Request for Qualifications. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

REONDENTS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THIS SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS

9. CONFIDENTIALITY:

This Request for Qualification, and all Submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than

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the evaluation of the submissions received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Qualification, please return this Request to the Board and *retain no copies* thereof.

Lackawanna County
Qualifications Based Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.

Management Organization Criteria and Requirements:

1. Provide general information on the management organization's history, including specific child care operations, experience and accreditation history. In addition, the provider must detail their experience in the Keystone Stars Program (STARS) administered by the Pennsylvania Department of Public Welfare, as well as detail National Association for the Education of Young Children (NAEYC) experience, if applicable.
2. The management organization must have a minimum of 3 STARS and have achieved NAEYC accreditation.
3. The management organization must have at a minimum five (5) years experience in the management of child care center operations. Please provide a listing of the centers and the dates of operation. Please provide the contact name and telephone number of the of the person(s) responsible at each organization that you provide your services.
4. The management organization must demonstrate success in bringing child care program projects to fruition from the initial phase of development to the successful operation of the program. Please list at least three (3) projects that would satisfy these criteria.
5. Provide your company's organization chart, highlighting the individuals that would be an important part in bringing the Lackawanna County program to fruition. In addition, please detail how the program would be managed in addition to the program's on-site management.
6. Provide a sample management contract for review with this RFQ. The contract should detail both the management organization's expectations and those of Lackawanna County.
7. Provide documentation on your organizations success in writing and securing grants from State, local, or Federal entities and from private foundations.

Specific Tasks of the Management Organization:

1. Perform all tasks necessary for the management and operation of a quality child care program meeting or surpassing the requirements of local and/or state licensing regulations.
2. Maintain and operate the child care program from (6:30 a.m. to 6:00 p.m.) Monday through Friday.
3. Establish all operating policies including child care staff and parent policies (parent handbook).
4. Perform all financial functions for the center including, but not limited to:
 - Collect all parent tuitions and payment of all center costs, including, but not limited to, payroll, insurance, employee benefits, food costs, supply costs, etc.
 - Compile, on a monthly basis, all financial data and summarize in a monthly operating report that will be forwarded to representatives of Lackawanna County for review.
 - Prepare, in conjunction with Lackawanna County representatives, the center's annual operating and capital budgets

5. Administer the contract enrollment policy, which will be periodically reviewed by Lackawanna County.
6. Provide Lackawanna County with an annual audit (review or compilation) of the facility's financial books, records, and expenditures by an outside, independent, certified auditor or accountant. The audit must reflect the financial status of the facility. No other facility with which the management organization has a relationship will be included.
7. Be responsible for staff recruitment and staff training. The management organization will provide staff benefits including, but not limited to, vacation and sick days and health coverage. The management organization may also offer dental coverage, eye care and/or a retirement plan.
8. Assist Lackawanna County in seeking public and private grants for the use and benefit of the center.