



# The Board of Education School District No. 71 (Comox Valley)

**RFP NO.:**  
2022-002-053

## Request For Proposal: TENANT SPACE OPPORTUNITY – LICENSED CHILD CARE - CUMBERLAND COMMUNITY SCHOOL\_SD71

**Issue Date**  
Monday, June 6<sup>th</sup>, 2022

**Closing Date & Time**  
Submissions must be received by:  
3:00 PM [PDT] on Tuesday, June 28<sup>th</sup>, 2022

**Contact Person**  
Ian Heselgrave  
Director of Operations  
[Ian.Heselgrave@sd71.bc.ca](mailto:Ian.Heselgrave@sd71.bc.ca)

Cc: Tree Murdock  
Senior Administrative Assistant  
[Tree.Murdock@sd71.bc.ca](mailto:Tree.Murdock@sd71.bc.ca)

### **Inquiries**

Inquiries related to this RFP, including any requests for information and/or clarification may only be directed in writing via email to the District Contact Person(s) and must be submitted no later than 4:00 PM [PDT] on Wednesday, June 22<sup>nd</sup>, 2022.

Information obtained from any other source is not official and should not be relied upon. Inquiries and any response(s) providing new information will be posted to the BC Bid website or otherwise distributed to prospective Proponents.

JUNE 2022

Proponent's Initials: \_\_\_\_\_

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## 1. DEFINITIONS

“Addenda” means all additional information regarding this RFP including amendments to the RFP.

“Agreement” “Contract” means the written agreement resulting from the RFP executed by the Owner and the Successful Proponent.

“School District or SD71” refers to The Board of Education School District No. 71 (Comox Valley).

“BC Bid” means the BC Bid website located at <https://new.bcbid.gov.bc.ca/>

“Business day(s)” means 08:00 to 16:00, [PDT], Monday to Friday, excluding holidays observed by the Owner.

“Calendar Day(s)” means consecutive days in the month, including all weekends and holidays.

“Owner” refers to The Board of Education School District No. 71 (Comox Valley).

“Proponent” means a person or entity (excluding its parent, subsidiaries, or other affiliates) with the legal capacity to contract, that submits a proposal in response to solicitation.

“PDT” Pacific Daylight Time

“Proposal” “Response” “Submission” means a written response to the RFP that is submitted by a Proponent.

“RFP” “Request” means the solicitation described in this document, including any attached and/or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the School District by Addenda.

“Site” means the School District’s facilities located at a given registered street address including any and all buildings adjacent to the registered site address.

“Tenant” means the service provider selected by the District to occupy space as agreed within Cumberland Community School Child Care Facility.

## 2. RFP SUBMISSION

2.1 The method of delivery is the sole responsibility of the Bidder. Proposals must be submitted before the Closing Date & Time using the submission methods set out on the documents of this RFP.

2.2 For email submissions the following applies:

- a) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before the Closing Date & Time.
- b) Email proposal submissions will NOT be opened prior to the designated Closing Date & Time.

- c) The maximum size of each attachment must be 15 MB or less.
- d) Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent's internet service provider.
- e) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions to reduce attachment file size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...").
- f) For email proposal submissions sent through multiple emails, the School District reserves the right to seek clarification or reject the Proposal if the School District is unable to determine what documents constitute the complete Proposal.
- g) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted, and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The School District may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.
- h) For email proposal submissions, including any notices of amendment or withdrawal (Refer to SECTION 1: MODIFICATIONS – 5 & WITHDRAWAL OF THE PROPOSAL – 6), the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project title.
- i) The Proponent bears all risk associated with delivering through electronic submission, including but not limited to delays in transmission between the Proponent's computer and the School District Electronic Mail System.
- j) The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before the Closing Date & Time. If the School District's Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not resubmit its Proposal by the same or other permitted submission method before Closing Date & Time, the Proponent will not be permitted to resubmit its Proposal after the Closing Date & Time. The Proponent is strongly advised to contact the School District Contact(s) immediately to arrange for an alternative submission method if:

- a. The Proponent's email proposal submission is rejected by the School District's Electronic Mail System; or
  - b. The Proponent does not receive a response email from the School District confirming receipt of the email and all attachments within an hour (note this response time applies to submissions sent during weekday business hours between 8:00 AM and 4:00 PM) from when the time the email proposal submission was sent by the Proponent.
  - k) An alternate submission method may be made available, at the School District's discretion, commencing a half-hour before the Closing Date & Time; it's the Proponent's sole responsibility for ensuring that a complete Proposal (and all attachments) submitted using an approved alternate submission method is received by the School District before the Closing Date & Time. The School District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before the Closing Date & Time.
- 2.3 Printed proposals will be accepted. Sealed proposals clearly marked 2022-002-053 will be received up to 3:00 PM [PDT] Tuesday, June 28<sup>th</sup>, 2022, at the following address:
- The Board of Education School District 71 (Comox Valley)  
607 Cumberland Road  
Courtenay, BC V9N 7G2
- 2.4 The method of delivery is the sole responsibility of the Proponent. Proposals received after the closing time will be returned unopened. Faxed tenders will NOT be accepted.
- 2.5 In the event of a dispute, the Proposal receipt time as recorded by the Owner shall prevail whether accurate or not.
- 2.6 The Owner is neither liable nor responsible for any costs incurred by the Proponent in the preparation, submission, and/or presentation of their submission.

All submissions submitted become the property of the School District and as such, are subject to the Freedom of Information and Protection of Privacy Legislation. Bidders' information will be available by a request for information. To request documentation confidentiality, Bidders must submit a cover letter with their submission detailing the specifics of their request.

### 3. ACCEPTANCE

- 3.1 Proposals will be irrevocable for a period of sixty (60) calendar days from the Closing Date.

- 3.2 The Owner reserves the right to negotiate terms with a potentially acceptable Proponent (Refer to SECTION 2: NEGOTIATION PRIVLEDGE – 2).
- 3.3 The Owner reserves the right to reject without penalty, any or all proposals and to waive any minor informalities or irregularities in submissions received.
- 3.4 The Owner is not under any obligation to award a License to Occupy the Cumberland Community Child Care Facility and may terminate or amend this RFP at any time without penalty. SD71 representatives shall have sole discretion over the determination of best value.
- 3.5 The award of any License to Occupy the Cumberland Child Care Facility shall be based on the evaluation of the proposals by SD71 on any basis, including but not limited to the following criteria:
- a) The best value to SD71 based on quality service, operator connection to the community and any criteria based solely on SD71’s assessment of the proposal.
  - b) SD71’s assessment of the capability, reputation and experience of the operator and the operator's staff to supply the service within the time frame required by SD71.

The response to this RFP will be considered an offer to contract. At its option, the Owner may take either one of the following actions in order to form an agreement between the Owner and the selected Proponent:

- Accept a proposal as written by issuing a License to Occupy agreement to the selected Proponent which refers to this RFP and accepts the proposal as submitted; or
- Enter into negotiations in an effort to reach a mutually satisfactory agreement and will be based on this RFP.

It is not the intent of SD71 to allow for new or significantly altered proposals.

If a written contract cannot be negotiated with the Proponent with the highest ranked evaluation, SD71 may terminate negotiations with that Proponent and negotiate with another or may choose to terminate the RFP process and not enter into a contract with any of the Proponents.

SD71 shall not be obligated to any proponent in any manner until a written contract has been duly executed.

- 3.6 After the RFP has been awarded, all Proponents will be notified in writing via email by the Owner.

#### 4. TERMS & CONDITIONS

- 4.1 The proponent unconditionally agrees to all the terms and conditions of this RFP and any resulting contract by submitting a proposal.

#### 5. MODIFICATIONS

- 5.1 A submitted proposal may be modified by a signed electronic letter **only**, provided the modification is received before the Closing Date.
- 5.2 Modifications must **only** state the amount of which a figure is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular words.
- 5.3 The Owner will assume no responsibility and or liability for the content of the modifications, or modifications that are, for any reason, delayed, unclear as to intent, ambiguous, contrary to these instructions, and or otherwise improperly received. The School District may disregard improperly received modifications.

#### 6. ADDENDA

- 6.1 Proponent shall include in their Proposal, provisions of all Addenda(s) issued during the bid period and shall ascertain, prior to bid submission, that all Addenda(s) issued have been reviewed.
- 6.2 During the proposal period, Addenda(s) will be issued by the Owner via the BC Bid website.
- 6.3 Replies to questions, interpretations and modifications made in the manner other than by written 'Addendum' shall NOT be binding and be without legal effect.
- 6.4 Addenda(s) issued during the bid period shall become part of the Proposal and Contract Documents.

#### 7. WITHDRAWAL OF THE PROPOSAL

- 7.1 Submissions may be withdrawn by written email notice to the District Contact Person(s) prior to the Closing Date (Refer to SECTION 1: MODIFICATIONS – 5).

#### 8. BC BID

- 8.1 It is the sole responsibility of the Proponent to continue to monitor the BC Bid website for further information and Addenda(s) pertaining to this Proposal. Proponents are strongly encouraged to subscribe to BC Bid's email notification service.

**END OF SECTION**

JUNE 2022

Proponent's Initials: \_\_\_\_\_

## **1. EVALUATION METHOD**

- 1.1 An evaluation committee comprising of School District employees will review each Proposal. The Owner reserves the exclusive right to determine the qualitative aspects of all proposals relative to the Evaluation Criteria (Refer to SECTION 3: PROPOSAL EVALUATION – 3).

## **2. NEGOTIATION PRIVILEGE**

- 2.1 As there are multiple factors involved in the evaluation of proposals and some proposals may contain many favorable factors but one or two unfavorable factors, all Proponents submitting a Proposal agree the Owner may select a Proposal which it regards as the most favourable and may conduct negotiations with that Proponent on some of the various terms or conditions relating to that Proponent's response.
- 2.2 The District agrees that it will negotiate with only one Proponent at any one time and will attempt to conclude a final agreement with that Proponent. If the Owner cannot conclude a satisfactory agreement with that Preferred Proponent, it will so indicate to that Proponent and will commence negotiations with the next most favourable Proposal. The District shall not be obligated to enter into an agreement with any of the Proponents.

## **2. OWNERS PRIVILEGE**

- 2.1 The Owner reserves the right to reject any or all proposals. Notwithstanding anything else contained in the RFP, express or implied, The School District expressly reserves the right to reject or accept any proposal if, in the Owner's sole determination, the Proponent does not have the capability to fully and acceptable supply and or perform the Work.

## **3. COMPLETENESS OF SUBMISSION**

- 3.1 A proposal that is informal, incomplete, qualified or conditional, non-compliant with the RFP Documents, or otherwise non-conforming in any way, may be declared invalid and rejected. The Owner may accept or waive a minor and inconsequential irregularity, or where practicable to do so, may, as a condition of proposal acceptance, request a Proponent to correct a minor and inconsequential irregularity with no change in Submission Price.
- 3.2 The determination of what is, or is not, non-conforming or a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a bid, shall be at Owner's sole discretion.



### **3. VALIDITY PERIOD**

- 3.1 Proposals shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the Closing Date.

### **4. DEFAULT**

- 4.1 The School District may, by notice of default to the Proponent, terminate in whole or in part, the Contract if the Proponent fails to make delivery of the item(s) or services or to perform any provision of this Agreement.
- 4.2 In the event the School District does terminate the Contract in whole or in part, as specified above, the School District may procure items or services similar to those so terminated and the Proponent will be liable to the Owner for any excess costs for such similar materials, equipment and/or services.
- 4.3 The Proponent will not be liable for any excess costs if failure to perform is due to strike, lockout, or Force Majeure. The District will not be liable where delivery sites are not available due to strike, lockout, or Force Majeure.

### **5. CURRENCY AND TAXES**

- 5.1 Proposals must be submitted in Canadian dollars and are to INCLUDE all applicable Canadian excise taxes and tariffs but should EXCLUDE the Goods and Services Tax (GST) and Provincial Sales Tax (PST) if applicable.

### **6. EXTRAS**

- 6.1 No payment for extras will be made unless the extras have been approved in writing in advance by the Owner.

### **7. COMPLIANCE WITH LAWS**

- 7.1 The Successful Proponent will give all notices and obtain all licenses and permits required to perform the Work.
- 7.2 The Successful Proponent will comply with all laws applicable to the Work or performance of the Contract.

### **8. JURISDICTION**

- 8.1 Any legal dispute arising under this Agreement not resolved by the Owner and the Proponent(s) will be resolved according to the laws of the Province of British Columbia.

## **9. ASSIGNMENT**

- 9.1 The Proponent shall NOT assign the Contract, in whole or part, nor shall it sublet this Contract as a whole, without previous written consent of the Owner, which shall be at the Owner's sole discretion.

## **10. SUB-CONTRACTING**

- 10.1 Not permitted unless approved in writing by the Owner. Failure to comply with this provision will be considered a breach of the Contract.

## **11. CHANGE IN OWNERSHIP**

- 11.1 The Contractor shall provide the District with written notification of any change in the ownership or any change in the effective control of the business.

## **12. INDEMNITY**

- 12.1 For anything done or supplied in connection with this Contract, the Proponent shall indemnify and save harmless the District, its officers, agents, and employees from and against claims relating to labour, materials, inventions, copyrights, trademarks or patents, and from all such claims in the subsequent use and operation thereof after delivery to the District.
- 12.2 The Proponent shall be responsible for any and all damages or claims for injuries or accidents done or caused by them or by any of their operations or by their employees, or from any failure, neglect or omission on their part or on the part of their employees, and covenants and agrees to hold the School District harmless and indemnified from and against all such damages and claims for damage.

## **13. CONFLICT OF INTEREST**

- 13.1 The Proponent ensures that no employee(s) of the School District are, will be, or have become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise, howsoever in or on the performance of the Contract, or in any portion of the profits thereof, or of any service to be provided herein, or in any monies to be derived there from.

## **14. LIABILITY OF ERRORS**

- 14.1 While the School District has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the School District, nor is it necessarily comprehensive or

exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

## **15. CONFIDENTIALITY**

- 15.1 The Proponent acknowledges that the Owner must operate in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) of BC as amended, revised, or substituted from time to time and shall abide by the requirements of FOIP insofar as applicable to its operations and the information the supplier has access to, collects, or uses as a consequence of carrying out its obligations under this Request or any consequent Contract.

The Proponent, the Proponent's employees, and agents shall:

- a) Keep strictly confidential all information concerning the School District and/or third parties or any of the business or activities of the Owner and/or third parties acquired as a result of participation in this Request or any consequent Contract.
- b) Maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.

## **16. REGULATORY REQUIREMENTS**

- 16.1 The Successful Proponent shall comply with all laws, ordinances, rules, regulations, orders, codes and other legally enforceable requirements of all Federal, Provincial and Municipal Governmental Authorities which may be applicable to the performance of the Work under the proposed Agreement.
- 16.2 As applicable, the Successful Proponent shall, at its own expense, obtain and maintain in good standing all permits and licenses required by any authorities having jurisdiction in order to carry on the performance of the Agreement.

## **17. WORKSAFE BC**

- 17.1 The Proponent must supply a Letter of Verification from the Workers' Compensation Board (WCB) indicating account is in good standing.

## **18. ADVERTISEMENT**

- 18.1 The successful proponent will not use the name of SD71 or contents of this document in any advertising or publication without prior written consent from SD71.

**19. FORCE MAJEURE**

- 19.1 Neither the proponent nor SD71 will be liable for any failure or delay to perform obligations resulting from any cause beyond that party's reasonable control, including but not limited to fires, explosions, floods, strikes, work stoppages or slow downs, or other industrial disputes, accidents, riots or civil disturbances, acts of civil or military authorities, inability to obtain any license, or consent necessary in respect of use with any telecommunications facilities, or delays caused by carriers, suppliers or material shortages.

**END OF SECTION**

## 1. RFP DESCRIPTION

- 1.1 **PURPOSE:** School District No.71 (SD71) is seeking a licensed, experienced and qualified child care services provider for the provision of child care services at Cumberland Community School. The District intends to negotiate a License to Occupy the Cumberland Child Care Facility with the leading respondent to this request as outlined herein.

The selected service provider (Proponent) will be a tenant occupying space owned by the District. The selected tenant will provide their own tools and resources including employees of the tenant. The tenant shall be expected to work co-operatively with District staff but under no circumstances will an employer – employee relationship exist or be deemed to exist between the District and the tenant and/or the tenant’s employees.

- 1.2 **BACKGROUND:** Comox Valley Schools (SD71) is a positive, progressive, and growing school district situated on the east coast of Vancouver Island on the traditional territory of the K’ómoks First Nation. Located within the Valley are the municipalities we serve, City of Courtenay, the Town of Comox, Village of Cumberland and the Comox Valley Regional District (CVRD); each providing their own unique services and community cultures.

As a learning organization, we work closely with our educational partners to develop responsible, compassionate citizens and successful lifelong learners. Over 1,700 employees work to provide a comprehensive educational program to approximately 9,700 students from kindergarten to grade 12 in our 15 elementary schools, one (1) middle school, three (3) secondary schools, two (2) alternative schools, and an online learning school.

**Early Learning initiatives, including daycare programming, play an important role in supporting the well being of children and their families.**

### **SD71 Vision Statement**

An inclusive learning community that embraces diversity, fosters relationships and empowers all learners to have a positive impact on the world.

### **SD71 Mission**

To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

### **We Value and Believe In**

- Trusting relationships based on respect, integrity and ethical behavior.
- A commitment to Truth and Reconciliation with Indigenous peoples.
- Equity, inclusion, dignity, and acceptance for all.
- Global awareness and environmental stewardship.
- Innovation, creativity, problem-solving, and critical thinking.
- Accountability and shared responsibility.
- Open and engaging communication Celebration of learning.

### **Cumberland Child Care Facility Overview**

Project funding for the Project was transferred from the Village of Cumberland to SD71 in 2021. As such, SD71 is responsible for the implementation, operation, and management of the Project. Through agreement, the Village of Cumberland will continue to support SD71 in the evaluation process for this RFP.

The new Cumberland Child Care Facility will be a seventy-five-capacity facility (16 – 3-to 5-year-olds, 12 infant toddlers, 8 multi-age and 39 before and after school). This facility is currently under construction and will become part of the School District assets.

Programs and services will be provided by a selected non-profit organization in compliance with licensing regulations and procedures as well as the organization working with the District to apply for grants and seeking funding partners.

Project funding is only provided for construction of the space and must operate on a revenue neutral basis. Therefore, service providers must have self-sustaining operating funding with enough revenue to cover administration, overhead and maintenance of utilized space. Programs must also meet the criteria of safety, security and sustainability established by the Board of Education and any eventual funding partner.

## **2. RFP DELIVERABLES, REQUIREMENTS AND GUIDELINES FOR LICENSED CHILD CARE PROPOSAL**

When proposing a full-time child care program, the Proponent must be open to collaborating with early learning educators within the School District and with other service providers and should also be comfortable with the Early Learning Vision established by the District.

Proponent preference will be given to proponents willing to assist with the planning of and participate in professional development activities with the District Early Learning Team at least two times per year.

Proponents should be willing to encourage the families that it serves to participate in District Early Learning programs.

In view of the lack of non-traditional child care hours available in the area, and the fact that the child care space will be dedicated space, the District welcomes providers who would consider providing extended child care hours in the evenings and/or on weekends.

The successful Proponent will be required to ensure that all Child Care Licensing requirements are met.

**2.1 Include respondent Information with notes and supporting documents as necessary for the following questions:**

- a. Proponent's organization status is Non-Profit, yes or no, with notes to support the response.
- b. Proponent is interested in provision of extended hours to early week day evenings and weekends, yes or no, with notes to support the response.
- c. Do you have access to provision of large appliances, yes or no, with notes to elaborate on response.
- d. Do you have operations equipment and/or supplies, yes or no, with notes to elaborate on the response.

**2.2 Please include your response (agreement) to the following two statements:**

- a. Proponents should be willing to assist with the planning of and participate in professional development activities with the District Early Learning Team at least two times per year.
- b. Proponents should be willing to encourage the families that it serves to participate in District Early Learning programs.

**2.3 Service Delivery Proposal Guidelines and Desirable Criteria**

Every child should have access to a learning environment that values and supports children and their families. The District believes that early learning is enhanced when families, schools and community work together collaboratively. Quality early learning opportunities are critical in laying the foundation for lifelong learning. Proposed programs should be: responsive and nurturing and honour the

uniqueness of each child; recognize the importance of culture and play in child development; understand that all aspects of children’s development and learning – physical, social, emotional and cognitive – are interrelated and dependent; and, recognize that all children can learn.

**a. Criteria #1 Service Delivery**

- 2.3.a.1. Describe your child care philosophy and approach, and your beliefs about how young children learn.
- 2.3.a.2. Describe how you provide services for children in your care in the areas of:
  - Well-being and Belonging
  - Exploration and Creativity
  - Languages and Literacies
  - Social Responsibility and Diversity
- 2.3.a.3. Describe how the proposed services will contribute to the children and families that it serves.
- 2.3.a.4. Describe your strategy to accommodate Universally Accessible Child Care.
- 2.3.a.5. Describe the Code of Conduct or behaviour expectations of your organization.
- 2.3.a.6. Describe your process for requesting and receiving parental input about your child care services.
- 2.3.a.7. Describe your process for setting standards and evaluating the quality of your programs and facilities.

**b. Criteria 2: Respondent’s Organizational Experience**

Proponent organizations should have a minimum of three years’ experience providing licensed child care services for infant-toddler and pre-school aged children. The School District supports collaborative and cooperative working relationships.

- 2.3.b.1. Describe your organization’s experience in providing licensed child care services, including the dates when these services were provided.
- 2.3.b.2. Provide the names, qualifications, training and experience of all personnel who will be involved in the operation of the proposed child care services.
- 2.3.b.3. Provide at least three references who can verify the experience cited in response to this section. Please provide full Name, Organization Name, Telephone and e-mail.
- 2.3.b.4. Identify the applicable license category held while providing the services cited in response to this section.



**c. Criteria 3: Respondent's Connections to the Community**

Proponents should be well connected to a broad spectrum of typical local community organizations that offer services to pre-school children. The School District expects that these connections will be integrated into the proposed service delivery in order to benefit the children and their families receiving the proposed services.

- 2.3.c.1. Describe the community connections that you currently have.
- 2.3.c.2. Describe any other community connections that you have that you feel would be beneficial to your response.
- 2.3.c.3. Describe your ability to connect children and families to Early Childhood supports within a community.
- 2.3.c.4. Describe your organization's philosophy in the area of parent communication, education and support.
- 2.3.c.5. Describe your commitment to improving access to affordable, quality childcare.
- 2.3.c.6. Describe your organization's experience in supporting low income or otherwise vulnerable children and families.
- 2.3.c.7. Describe your organization's philosophy and capacity to support children and families with special needs.
- 2.3.c.8. Describe your organization's philosophy and capacity to support English Language Learners and learners from diverse cultures.
- 2.3.c.9. Describe your process for connecting children and families to supports and services within a community.

**d. Criteria 4: Additional Benefits**

The School District is interested in proposals that offer additional benefits to service delivery, such as, but not limited to, extended child care hours (i.e. early evenings and/or weekends), community activities, etc.

- 2.3.d.1. Describe any additional benefits to children included in the proposed services.

**e. Criteria 5: Respondent's Proposed Operating Budget**

Successful Proponents will provide their services for the designated child care space in the Cumberland Child Care Facility in compliance with the criteria established by the owner and will make arrangements for payment with the parents and guardians for the child care services provided. Proponents should provide detailed budgets and projected revenues that will ensure the financial viability of the services proposed.

Proponents should describe in detail any expenses that will not be charged against this proposed budget, and any additional sources of revenue that may be used to offset expenses.

- 2.3.e.1. Provide an operating budget for proposed years of service delivery. Provide a schedule of fees proposed to be charged for child care services. State also any changes expressed as a percentage that may be made annually for each of the proposed 5 years of the contract term.

**f. Criteria 6: Respondent’s Financial Strength**

Provide financial statements for the immediate past three years.

2.4 Complete and submit **PROPOSAL FORM [APPENDIX A]**

2.5 Complete and submit **REFERENCES [APPENDIX B]**

**3. PROPOSAL EVALUATION**

Responses will be first evaluated against the following mandatory criteria. Responses not meeting these criteria will be rejected and excluded from any further consideration. The respondent must be suitably licensed by the applicable authority to provide the child care services requested herein.

- I. Identify non-profit status
- II. Must be able to open the Cumberland Child Care Facility within three months of the completion of the facility
- III. Provision for liability coverage

Additionally, as per the agreement with the Village of Cumberland, Village staff will participate within the proposal evaluation team. The desirable criteria of this RFP presented below inclusive of the shared values and interests of the Village and SD71.

**3.1 DESIRABLE CRITERIA**

Using the following desirable criteria points matrix, the evaluation team will assess each Proponent’s ability to fulfil the scope of work and responsibilities identified in **SECTION 3: 2 - RFP DELIVERABLES, REQUIREMENTS AND GUIDELINES FOR LICENSED CHILD CARE PROPOSAL**. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

Item	Desirable Criteria	Maximum Points
1	Respondent's philosophy and approach to provision of child care services	20
2	Respondent's organizational experience	20
3	Respondent's connections to community service providers including knowledge of community resources, services and philosophy concerning diversity, equity and inclusion	15
4	Additional benefits including provision of extended hours of services, weekend services and benefits to children placed in the respondent's care	15
5	Respondent's proposed operating budget including proposed fee structure	20
6	Respondent's financial strength as evidenced by provision of financial statements	10
	Total available points	100

**END OF SECTION**

Project Title: TENANT SPACE OPPORTUNITY – LICENSED CHILD CARE – CUMBERLAND  
COMMUNITY SCHOOL\_SD71  
Project No. 2022-002-053  
Submitted To: The Comox Valley Board of Education School District 71

Name of Firm  
Submitting  
Proposal:

\_\_\_\_\_  
*(Company Name)*

\_\_\_\_\_  
*(Business Address)*

Phone  
Number:

\_\_\_\_\_

Email  
Address:

\_\_\_\_\_

We, the undersigned, having examined the Proposal Documents and **Addenda No.** \_\_\_\_ to **No.** \_\_\_\_ inclusive, and offer our proposal in accordance with conditions set out in this RFP.

### Signatures

Signed, sealed, and submitted for and on the behalf of:

Company:

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Street Address or PO Box)*

\_\_\_\_\_  
*(City, Province, & Postal Code)*

*(Apply SEAL above)*

Signature:

\_\_\_\_\_

Name & Title:

\_\_\_\_\_  
*(Print)*

Signature of Witness

\_\_\_\_\_

Name of Witness:

\_\_\_\_\_  
*(Print)*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**REFERENCES**

Please supply three references for your child care services that are identical or similar in size, scale, and scope to this proposal request.

<u><i>Child Care Service</i></u>	<u><i>Contact</i></u>	<u><i>Telephone #</i></u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### **SERVICE AND TENANCY EXPECTATIONS**

License to Occupy Agreements will be reviewed separately with the selected Proponent. The following bullets provide a general outline of the District’s expectations and working relationship with the tenant in the Cumberland Child Care Facility.

- The tenant will be expected to pay for a license to occupy the space, monthly in advance with rates to be negotiated and based on cost recovery required by the District.
- Proponents are strongly encouraged to communicate with the contact person to confirm site suitability and compatibility with your proposed use.
- The term of the resulting License is intended to be five years (the “Term”) with the anticipated commencement at construction completion/occupancy.
- A sample License to Occupy agreement is available upon request.