



Request for Expressions of Interest

THE CITY OF PRINCE RUPERT

Prince Rupert Recreation Department

REOI Number:	REOI 2020-10-06
REOI Title	Child Care Space Provider Opportunity
REOI Issue Date:	October 6 th , 2020
REOI Closing:	4:00 pm October 23 rd , 2020
Closing Location:	424 3 rd Avenue West Prince Rupert, BC V8J 1L7 rosamaria.miller@princerupert.ca

1.0 Project Overview

1.1 Purpose

The City's Child Care Assessment and Action Plan, completed in Spring of 2020, identified the pressing demand for more child care spaces in our community, as well as the opportunity for the City to lease space to a potential Licensed Child Care Provider at our Recreation Complex. The purpose of this EXPRESSION OF INTEREST (EOI) is to solicit proposals from qualified Licensed Child Care providers in the community who desire to move into this space and increase their available child care spaces, OR operate a new licensed facility within the space.

1.2 Goals and Objectives

The aim of the EOI is to identify non-profit Licensed Child Care Providers qualified to operate a facility that will meet the objectives of the Province's Childcare BC New Spaces Fund initiative, for which space creation funding is available. The intent is for a successful Child Care Provider to work in the City's newly renovated space at the Recreation Complex, pending successful funding award from the BC Child Care Spaces Fund. Based on responses from the EOI, if a qualified Child Care Provider is selected, they will be asked to complete an Agreement to License City Facilities Contract with the Recreation Department and work with staff to ensure that all licensing requirements are met during the renovation project.

1.3 Overview of Space

(Measurements provided are approximate)

Total space – 1572.5 Square feet

Includes (currently):

- Pottery room 1259.5 sq.ft
- Storage room 312 sq.ft

The City intends to lease the space to a new Provider at a cost of \$1593.08 per month (\$19,116.98 per year) the rate laid out in our Fees and Charges bylaw. As per our Bylaw, Annual rental users are entitled to exclusive use of the specified rental space for the duration of a 365 day period, which includes access to the facility during regular operating hours, and excludes other potential users from accessing the facility.

Addition space may be available at an additional charge should it be required.

Note that provider space and renovation needs are requested in the REOI Form provided on pages 9-12.

2.0 Proposal Requirements

(Note that these requirements are also accounted for in the form provided on page 9-12).

2.1 Space Identification, Costs, and Proposed Scheduling

- The EOI should identify how many spaces will be provided in the following categories, and the monthly parent fees by age group provided:
 - Infant and Toddler
 - Group 3-5
 - Preschool, and School Age
 - Multi-Age
 - In-Home Multi-Age
 - Family Child Care
- Please identify proposed days of the week and hours of operation for each category of space you intend to provide.
- If you currently operate a child care facility, please identify the total number of existing spaces you offer in the above categories, and the total number of new spaces that will be created if you are able to lease the City's space. *(Note that if you are not increasing the total number of spaces you provide, you will not be eligible to occupy the facility due to funding requirements).*

2.2 EOI General Requirements

- EOIs will only be considered from Licensed Child Care Providers in good standing with Northern Health.
- Where eligible, providers are required to apply for Child Care Operating Funding and enroll in the Child Care Fee Reduction Initiative (CCFRI) to ensure that spaces are affordable.
- To improve eligibility for funding, please provide any available information regarding the specific programs, policies, and services your proposed facility will have in place that support children requiring extra support. This includes concrete examples of the ways in which you support or plan to support children with additional needs should be included in your example. This could include specific programming and services, such as collaborating with Occupational Therapists.
- If possible, please indicate if your facility offers specific programming/services for indigenous families, for instance the inclusion of Elders, or policies, such as requiring staff cultural competency training.
- Providers should identify if you have a Young Parent Program designation. These are received if you provide child care for infants and toddlers (up to the age of 3), are located at or near a secondary school facility, and confirm that they provide a parent education program. Providers must also provide specific

services to young parents and/or their children such as counselling or programming such as parenting classes, nutrition and health education sessions

2.3 Staffing Requirements

- Applicants will be responsible for ensuring that the facility can be adequately staffed based on the number of child care spaces offered.
- If applicable, please identify your existing recruitment and retention strategy for ECEs.

3.0 Operational Requirements

- Child Care staff will be provided parking passes for use of the Recreation Complex parking lot.
- Parents may also use the parking lot for drop off/pick up, and will be asked not to park in the public transit loading zone at the front entrance of the Civic Centre.
- Eventual Providers will be responsible for their own marketing and registration and while the City and Recreation Department can assist in sharing information with their community, it will be the responsibility of the Provider to ensure the program is fully enrolled.
- Furniture, appliances and basic equipment will be provided through the Child Care Spaces grant if awarded. Please specify these needs in the form on pages 9-12.
- Supplies, ongoing janitorial, maintenance, repair, alarm monitoring, computer/data/telephone install and maintenance, photocopier, garbage removal, utilities and services and any property taxes, will be the responsibility of the Provider.
- It will be the responsibility of the eventual Provider to obtain any approval, permit or license pursuant to any federal, provincial, regional, or municipal statute, regulation or bylaw, prior to commencement of the Services including a Northern Health childcare operating license and City of Prince Rupert Business License.
- There will be a License Agreement, which will be signed by the Recreation Department and the eventual Provider for each space outlining license fees to be set according to typical Recreation Department license rates.

4.0 Program Components

- Providers will design their own childcare program, daily schedule, program components and activities adhering to the principles and tenets outlined in Section 2.2, where applicable.
- The eventual Provider will run their program independently from the Recreation Department and City of Prince Rupert however, the two will interact regularly,

engage in co-events where applicable, discuss emergency plans on site and overall service to families in the community.

5.0 Request for Expressions of Interest

The Recreation Department is interested in identifying qualified non-profit Childcare Providers that have current or well-planned licensed childcare programs and that have the required skills, experience and resources to operate childcare programs (as outlined above and to be further specified in the final License Agreement).

Interested non-profit childcare organizations are asked to complete and submit the Request for Expressions of Interest form on pages 9-12 of this document that requests details on the Required Information detailed in section 2 and requested in the form below.

The City will contact all respondents to discuss their qualifications as potential service providers. Responses should be emailed to the City's Corporate Administrator at rosamaria.miller@princerupert.ca no later than 4:00 pm on October 23rd, 2020.

Questions regarding this process should be forwarded via email referencing competition REOI 2020-10-06 to rosamaria.miller@princerupert.ca. Phone calls, meeting requests or unsolicited information will not be accepted.

6.0 Terms and Conditions of REOI

6.1 General

The terms and conditions laid out in Part 6 will apply to the REOI. Submission of an Expression of Interest in response to this REOI indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the City for this REOI. Proposals that contain provisos which contradict or alter any of the terms and conditions of this REOI will be disregarded and deemed to have not been written in the Proposal.

6.2 Proposal Validity

Proposals will be open for acceptance by the City for at least 90 days after the date of Closing.

6.3 Addendum

All subsequent information regarding this REOI including changes made to this document will be posted on BC Bid for Providers to access. It is solely the responsibility of the Providers to check BC Bid from time to time to ensure that they have all amendments to this REOI in the form of addenda and to ensure that they have

obtained, read, and understood the entire REOI including all addenda that may have been issued prior to Closing.

6.4 Evaluation and Selection Method

The evaluation of the REOI will be conducted by a committee formed by the City and may include, at the City's sole discretion, employees, consultants and contractors. Expressions of Interest will be evaluated on the basis of the overall best value to the City based on quality, service, past performance, price and any other criteria set out herein including, but not limited to:

- (i) Capacity of the Provider to provide the programming/service requirements detailed in Section 2;
- (ii) Experience and performance of similar projects;
- (iii) References.

6.5 Acceptance and Rejection of Expressions of Interest

This REOI shall not be construed as an agreement to purchase goods or services. The City is not obligated to enter into an Agreement (defined herein) with any Provider.

6.6 Late Expressions of Interest

Expressions of Interest will be marked with their receipt time at the Closing Location. Only complete Expressions of Interest received and marked by the Closing time will be considered to have been received on time. Late expressions will not be considered or evaluated and may be returned to the Provider.

6.7 Amendment or Withdrawal of Proposals

Providers may amend or withdraw their Expression of Interest in writing any time prior to Closing. Upon Closing, all Expressions of Interest become irrevocable. The City will be under no obligation to receive further information after Closing, whether written or verbal, from any Provider.

6.8 City's Rights and Reservations

The City reserves the right to:

- (i) reject any or all Expressions of Interest;
- (i) reject any Expression of Interest that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Provider or that fails to comply with the mandatory requirements of this REOI;
- (ii) in the event that only one proposal is submitted, to return the Expression of Interest unopened;
- (iii) modify the terms of this REOI at any time in the City's sole discretion;
- (iv) to require clarification of the information set out by one or more of the Providers in respect of the REOI submitted; and

- (v) communicate with, meet with or negotiate with any one or more of the Providers respecting their Expression of Interest or any aspect of the proposed work.

6.9 Cancellation of REOI

The City may cancel this REOI at any time prior to or after Closing. In the event the City cancels this REOI, the City shall have the right to seek to procure the same services or similar services at any time through any means the City deems appropriate. No Provider shall acquire any rights or interests in any subsequent procurement process undertaken by the City.

6.10 Waiver of Non-Compliance

The City may waive any non-compliance with the REOI and may elect to retain for consideration Expressions of Interest which are non-conforming, which do not contain the content or form requested by this REOI or which have not strictly complied with the process for submission set out herein.

6.11 Provider's Costs

Each Provider solely responsible for its own costs and expenses associated with its participation in this REOI, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Expression of Interest, communicating with the Contact Person prior to Closing and during Expression of Interest evaluation, and for any subsequent processes or negotiations with the City that may occur.

6.12 Limitation of Liability

By submitting a proposal, each Provider irrevocably agrees that the City shall not be liable to any Provider or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Provider's preparation and submission of their Expression of Interest, their participation in this REOI, for loss of revenue, opportunity or anticipated profit, arising in connection with its Expression of Interest, this REOI, any subsequent processes or opportunity, any contract, or any matter whatsoever.

6.13 Negotiation

The City reserves the right to negotiate with the preferred Provider, or any Provider, on any details, including changes to specifications and price. If specifications require significant modification, all Providers shall have the opportunity to adjust their Providers or re-submit altogether, as determined by the City in its sole discretion.

6.14 Errors and Omissions

While the City has used considerable efforts to ensure information in this REOI and otherwise provided directly in association with this REOI is accurate, the information is supplied solely as a guideline for Providers. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

Nothing in this REOI is intended to relieve Providers from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this REOI.

6.15 Conflict of Interest

Providers shall disclose any potential conflict of interest and existing business relationship they may have with the City, its elected or appointed officials or employees.

6.16 Confidentiality

All Expressions of Interest become the property of the City and will not be returned to the Providers, except as expressly provided for herein. All Expressions of Interest will be held in confidence by the City unless disclosure is otherwise required by law.

6.17 No Lobbying

Providers and their agents are not permitted to contact any member of the City Council or staff with respect to this REOI, except as expressly provided for herein. Providers will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the City. The City reserves the right to disqualify any Provider from participation in this REOI that acts in contravention of this requirement.

6.18 Contract Award

This REOI should not be construed as an agreement to purchase goods or services. By submitting an Expression of Interest the Provider agrees that should it be identified as the preferred Provider, it will enter into negotiations, if required, for the purpose of concluding a Licensing Agreement with the City's Recreation Department.

If a written Agreement cannot be negotiated and executed by both parties within 90 days of notification of the successful Provider, or such longer period as the parties may mutually agree, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Provider, enter into negotiations with any other Provider or terminate the REOI process and not enter into a Contract with any of the Providers.

At its sole discretion, the City may divide any Contract for goods or services between two or more providers.



CITY OF PRINCE RUPERT
Recreation Department
 1000 McBride Street
 Prince Rupert, BC, V8J 3H2
 Phone: (250) 624 6707

REOI 2020-10-06

REQUEST FOR EXPRESSIONS OF INTEREST RESPONSE FORM

1. RESPONDENT INFORMATION

Please fill out the following form, naming one person to be the respondent's contact for the REOI process and any communication that might be necessary.

Full Legal Name of Respondent	
Other Relevant Business Name	
Street Address	
City, Province	
Postal Code	
Phone Number	
Company Website (if any)	
Respondent Contact Name and Title	
Respondent Contact Phone	
Respondent Contact Email	

2. EXPRESSION OF INTEREST

The respondent is interested in potentially providing Childcare Service on site at the Recreation Complex.

Please fill out the following sections with respect to anticipated space provision.

Type of New Spaces to be Created	Total Number of New Spaces (N/A if Type not applicable)	Total Number of Retained Spaces at Existing Facility (if applicable)	Days of the Week (ie. Monday – Friday, Saturday/Sunday)	Hours of Operation	Monthly Parent Fee (Before CCFRI Reduction)
Group Child Care (under 36 months)					
Group Child Care (30 months to school age)					

Preschool					
Group Child Care (School Age)					
Group Multi-Age Child Care					
In-Home Multi-Age Child Care					
Family Child Care					

Please confirm if you are a licensed Child Care provider in good standing with Northern Health.

- Yes
- No

If no, please explain if/when you anticipate becoming licensed/meeting all Northern Health requirements?

Are you a registered non-profit society or charity?

- Yes
- No

Have you applied for Child Care Operating Funding and enrolled in the Child Care Fee Reduction Initiative (CCFRI) to ensure that spaces are affordable?

Yes

No

Please indicate any/all program and equipment needs for the space. (ie. # of change tables, play equipment, bathroom/sink access, etc.)

Please provide any available information regarding the specific programs, policies, and services your proposed facility will have in place that support children requiring extra support. This includes concrete examples of the ways in which you support or plan to support children with additional needs should be included in your example. This could include specific programming and services, such as collaborating with Occupational Therapists.

Please indicate if your facility offers specific programming/services for indigenous families, for instance the inclusion of Elders, or policies, such as requiring staff cultural competency training.

Does your Child Care have a Young Parent Program designation?

Yes

No

If not, would you be willing to obtain this designation?

Yes

No

If applicable, please identify your existing recruitment and retention strategy for ECEs.

3. TERMS OF REFERENCE

In responding to this REOI, the respondent accepts and acknowledges that this REOI is issued for information-gathering purposes and is not a legally binding bidding process. This REOI will not necessarily result in any contract award and will not limit any of the City of Prince Rupert's pre-existing rights. Without limiting the foregoing, the respondent acknowledges that the City of Prince Rupert may choose to:

- a. Initiate direct negotiations with any potential supplier, including potential suppliers that did not respond to this REOI; or
- b. Elect not to conduct any procurement process in connection with this REOI.

4. REFERENCES

Please list any names/contact details for references that can speak to the Providers experience/capacity.

Name: _____

Affiliation: _____

Contact Details: _____

Name: _____

Affiliation: _____

Contact Details: _____

Name: _____

Affiliation: _____

Contact Details: _____

5. DISCLOSURE OF INFORMATION

Respondents should not include any information in their response that is proprietary or confidential. The respondent acknowledges that the name(s) of any and all respondents may be made public, and acknowledges the Terms and Conditions laid out in Section 6 of the REOI.

Signature of Respondent Representative

Date

Name/Title of Respondent Representative