



Request for Proposals
Merrillville Community School Corporation

Before-/After-School Child Care
 April 2024

Instructions for Proposals

Packet: Request for Proposals (RFP) may be picked up at the District office or emailed during normal working hours, 8:00 AM till 4:00 PM, beginning Monday, April 22, 2024. Please contact Mrs. Christine Waugh at cwaugh@mvsc.k12.in.us or (219)650-5300 to request an RFP.

Requests for Information: Questions and requests for clarification should be made through email to Mrs. Christine Waugh at cwaugh@mvsc.k12.in.us.

Building Tours: Building tours of each school site will take place for all interested providers on Thursday May 2, 2024 at 1:00 PM. All tours will begin at Merrillville Community School Administration Building, 6701 Delaware Street Merrillville, IN 46410. Please email Mrs. Christine Waugh at cwaugh@mvsc.k12.in.us to schedule a tour. We are not scheduling any additional tours and we are unable to accommodate any unscheduled “drop by” visits for visual inspections.

Submission of Proposals: Proposals must be received by 12:00 PM on Friday, May 10, 2024. Proposals must be marked “Merrillville Community School Corporations Before-/After-School Child Care Proposal” with the following information included on the outside of the envelope.

Information for outside of envelope	Proposal submitted to
<ul style="list-style-type: none"> ● Name (Company) ● Address ● Phone Number ● E-Mail ● Contact Name 	Merrillville Community School Corporation 6701 Delaware Street Merrillville, IN 46410 Re: Merrillville Community School Corporation Before-/After-School Child Care Proposal

Complete proposals must include the following documentation	
1) Signed Instruction for Proposals (this document)	Page 1
2) Signed General Terms and Conditions	Page 2-4
3) Signed and completed RFP Schedule	Page 5
4) Signed and completed Questions/Requests for Information	Page 6-9
5) Signed and completed Reference Page	Page 10
6) Signed Acknowledgement of Agreement terms and provisions	Page 11

Submitted by: _____

Date: _____

Signature of Authorized Representative Provider



Request for Proposals Merrillville Community School Corporation

Before-/After-School Child Care

April 2024

General Terms and Conditions

The reference to "Provider" hereinafter shall be to any entity of business making a proposal to provide the requested programming.

Program Responsibility: The proposal must be for the full programming costs of personnel, materials, equipment, rental fees, snacks/beverages, and all miscellaneous expenses necessary to operate before-school and after-school programs on school grounds in full compliance with all applicable Indiana and Federal requirements for such programming and in compliance with the terms of the agreement between the Merrillville Community School Corporation and the Provider. The Merrillville Community School Corporation (hereinafter referred to as "District") proposes to agree with Provider for the use of the physical space for the program. All other responsibilities for programming and services shall be borne by the Provider. The Provider will be solely responsible for all of its employees, staff and services. The Program shall not be considered a school- or district-related activity. All publicity and program materials should make this distinction clear. The provider is responsible for all transportation costs which may be realized based on the final configuration of the program sites.

Background Check: The Provider shall be responsible for requiring that a criminal INVESTIGATION background check be conducted on all of its staff and employees who come into contact with children. The Provider shall confirm in writing at the onset of each school year – and at the time any new staff or employee is hired who will be on the District’s premises – that all of its staff and employees have submitted to and completed a criminal background check. The Provider will provide copies of all background checks completed for its staff at the onset of their work within the District and upon hiring any new staff or employee who will come into contract with children.

Program Hours: The before school program hours are to be 6:30 am to 8:15 am and after school hours 3:05 pm to 6:00 pm at the elementary level. Students are dismissed at 12:35 pm on select Tuesdays during the school year. Therefore, the after-school hours would begin 60 minutes earlier on these days. The before school program hours are to be 6:30 am to 9:05 am and after school hours 3:45 pm to 6:00 pm at Merrillville Intermediate School. Students are dismissed at 1:25 pm on select Tuesdays during the school year. Therefore, the after-school hours would begin 60 minutes earlier on these days. Each component must interface seamlessly with school programs offered before and after school, allowing students to safely move from school to extracurricular program to daycare.

Program Scope: The District is seeking proposals for a before –school and after- school programming- with a strong focus on daycare programming over academic enrichment – for children who reside in the School District, are enrolled in the district, are in grades preschool through 6th grade, with locations and current student enrollment as follows:

Fieler	Iddings	Miller	Salk	John Wood	MIS
453	474	347	590	254	773

Capacity for Sections at each location may need to be capped by the District



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Agreement Terms Part of Proposal: Any Provider submitting a proposal will be expected to and hereby does agree to these General Terms and Conditions, and enter into, those terms and conditions set forth in the Agreement included with this RFP. The terms and conditions of the Agreement are proposed to be integral and required conditions of the proposal. Any Provider making a proposal must familiarize itself with the terms and provisions of said Agreements and state in their response any terms they propose to be altered or they are otherwise unwilling or unable to agree to, and if applicable, propose alternative terms.

Effect of Proposal: The submission of a proposal constitutes a Provider's representation that they have read and understand the terms and conditions of this RFP. By submitting a proposal, any Provider further represents and warrants that the person submitting such proposal and executing any documents related thereto is a representative of the Provider fully authorized to make legal commitments on behalf of the Provider.

Provider Selection: Proposal shall be awarded to the Provider deemed to most suitable by the Board. The Board may award a nonconforming proposal if it chooses. The Board is seeking responses to this RFP to obtain competitive pricing for the requested services with the understanding that the quality and nature of the services will play a significant role in the determination of the most qualified Provider. The Board will use its reasonable judgment to access which proposal best meets the needs of District residents and community, all as determined by, and in the sole discretion of, the Board. The Board further reserves the right to accept any proposal in whole or part and to award all or any part of the work to one or more Providers. Finally, the Board shall have the right to reject any proposal of Provider or terminate its relationship with any Provider as set forth in the Agreement.

Indemnification: A Provider making a proposal must agree to and shall indemnify and hold harmless Merrillville Community School Corporation, all of its employees, and the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns ("Indemnities"), from any and all claims, costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) which may be raised, occur and be incurred by the Indemnities arising out of, in connection with, or related to (1) the Provider providing the before- and after- school program as contemplated hereby, (2) any acts or omissions of the Provider or its agents, employees or representatives; and (3) any breach by the Provider of the terms or requirements of the Contract. Any litigation or claims brought by Provider involving the District shall be brought in the Federal or county judicial venue of the School District in Lake County Indiana.

The Provider further agrees to indemnify and hold harmless the Board, its employees, representatives or program participants against any and all claims for loss, damage, or injury arising out of a claim or suit for alleged infringement of any trademark, copyright or patent for any equipment, services, curriculum or materials used or provided by the Provider. The Provider agrees that it will assume upon request, the defense of any and all such indemnifiable claims and suits and pay all costs and expenses incidental thereto.

Professional Services: The Provider commits and agrees at all times that its services shall be performed and provided in accordance with professional standards, and in accordance with all Federal and Indiana legal requirements, licenses, laws, regulations and industry best practices.

No Assignment: The qualifications of the Provider are essential to the performance of this Agreement and no portion of the work hereunder may be transferred, assigned or otherwise delegated to any other business, entity, third party, consultants or employees other than the Provider and those persons in the employment of and under the supervision of the Provider.

Compliance with Laws and Policies and Procedures: The Provider agrees to and shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, and District policies and procedures enumerated in the Agreement, relating to its operations and as certified to in the RFP Documents.

Submitted by: _____

Date: _____

Signature of Authorized
Representative Provider



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April 2024

RPF Schedule	
Action	Date
1) RFP issued	April 22, 2024
2) Deadline for proposal submission	May 10, 2024
3) Board of Education Meeting to discuss /take action on proposals	May 21, 2024
4) Tentative start date for before-/after-school child care program	August, 2024

Submitted by: _____

Date: _____

Signature of Authorized
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 Before-/After-School Child Care
 April 2024

Please make a general statement which addresses the following areas. (150 words or less)

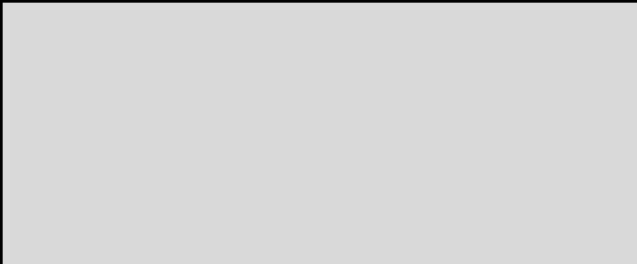
<ul style="list-style-type: none"> • The general philosophy which guides your program • Your program's mission • Key indicators which separate your program from other providers 	
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Staffing Ratios		
Minimum staffing ratio Teacher to Student		
Maximum staffing ratio Adult to Student		
Minimum staffing ratio Adult to Student		
Minimum number of students per section and building (site)		
Administrators per section and building(site)		

Element	Description
<p>How do you handle staff absenteeism? (25 words or less)</p> <p>Please provide required administrative staff credentials and experience. (25 words or less)</p>	

Request for Proposal

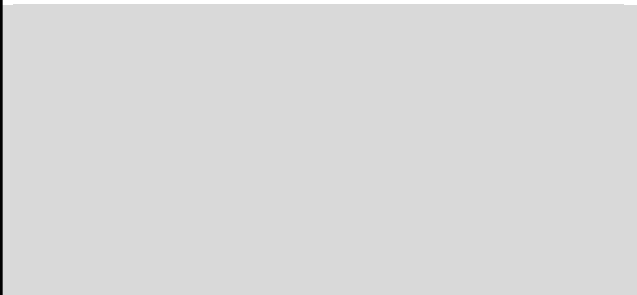
Please provide required program staff qualifications, credentials & experience- please include; education level, experience with children, other (i.e. first aide certification)
(50 words or less)



Please describe your process for location, training, supervising, and evaluating your staff.
(80 words or less)



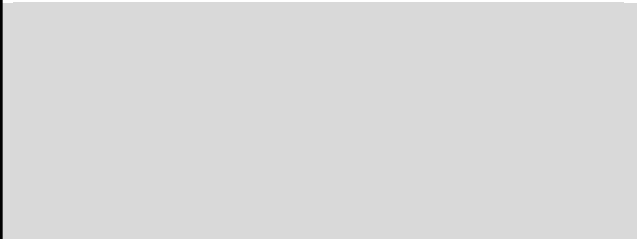
Please describe the activities for students included in your program throughout the various seasons. Give an example of a typical day/week/month schedule.
(125 words or less)



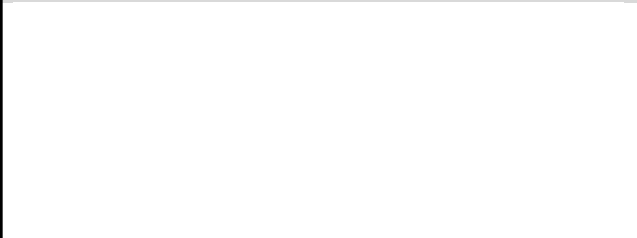
Programs will not be offered on-site when the district is closed. Do you have any off-site programming options on these days? If yes, please describe.
(25 words or less)



Would you be able to offer full day programming on-site during district days when students are not in attendance, but school buildings are open? If yes, please describe this option.
(40 words or less)



Please describe your process for accommodating children with special academic, physical, emotional, and medical needs.
(75 words or less)



Request for Proposals

Please describe your behavior management plan. Please include rewards, consequences, parent notification, follow-up etc.
(75 words or less)

Please include copies of policies, procedures, handbooks. (Please attach copies.) How are these made available to parents?
(25 words or less)

How do parents receive timely information about fee options and program and staffing changes throughout the year?
(25 words or less)

Please provide information about your programming licensing status. Are there other accreditations your program holds? If so, please provide background.
(60 words or less)

Please complete the table below with respective costs for each category and number of children

	Before School			After School			Before & After School		
	# of Children			# of Children			# of Children		
	1	2	+3	1	2	+3	1	2	+3
Daily									
Weekly									

What other fee options do you offer?
(40 words or less)

Request for Proposal

Do you have reduced fees for qualified free/reduced families? If yes, please describe your process for qualifying families and determining the amount of fee reduction they receive.
(50 words or less)

Depending on enrollment at sites, transportation may be required. The provider will be responsible for arranging and paying for transportation. If transportation is required, how will additional fees be determined and how will you communicate with the district and parents?
(60 words or less)

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April 2024

Reference # 1	
Company Name	
Contact Name	
Address	
Phone Number	
Email	

Reference # 2	
Company Name	
Contact Name	
Address	
Phone Number	
Email	

Reference # 3	
Company Name	
Contact Name	
Address	
Phone Number	
Email	

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Acknowledgement

I hereby acknowledge I have reviewed and understand the provisions and requirements of the Before-/After-School Child Care Programming AGREEMENT for a daycare Provider pursuant to this RFP. I understand that the successful provider proposing to provide daycare programming under this RFP will be required to enter into this AGREEMENT.

Submitted by: _____

Date: _____

Signature of Authorized
Representative Provider